

## Staff Giving to The Federation University Australia Foundation Procedure

There are a number of ways staff can contribute to The Federation University Australia Foundation. These include:

Payroll Deduction	The Foundation offers staff fortnightly payroll deduction options, either by 'after tax' contributions or by salary sacrifice (pre tax) contributions. Staff can have regular deductions or 'one off' contributions deducted from their fortnightly pay. Should you be interested, please fill out the Staff Giving form and return it to the Foundation Office.
Donation	Should you be interested in making a general donation to the Foundation, please fill out the Pledge form and return it to the Foundation Office.
Internal Contribution	Staff or Schools wishing to contribute to the Foundation can elect to transfer certain funds to the foundation via an internal journal transfer.

### Internal Transfer and Direct Billing Methods

From time to time staff and schools are in receipt of or have an entitlement to receive funds that are regarded by the University as un-encumbered. By definition these funds are surplus discretionary funds held by the University that are not tied or linked to any continuing performance requirements. Examples of these funds can include:

- Honorariums
- Board Sitting Fees
- Consultancy fees

When paid to the University the nature of these funds precludes them from being regarded as a donation and therefore they cannot be claimed as a deductible gift for taxation purposes. However an individual staff member or school may elect to transfer these funds directly into the Foundation account.

Where a staff member or school elects to transfer such funds to the Foundation the individual staff member or school will be recognised for their contribution to the Foundation. This recognition may be in the form of a letter from the Foundation. Other forms of recognition may also be made available such as recording the Staff member and their School on the Foundation donors register.