



another way to give the gift of education

Dear Staff Members,

The Fund was established in 2007 by The Trustees of the Roman Catholic Church for the Diocese of Parramatta (the Fund Owner) to receive tax deductible donations to assist financially disadvantaged families to access a Catholic education. Presently, around 70 staff members from our school system each generously contribute an average of \$10 per fortnight to the Fund's Workplace Giving Program (WGP).

More than 100 bursaries providing direct cash benefits exceeding \$325,000 from the Fund have been awarded to help disadvantaged children who would otherwise miss out on a Catholic education. The Fund also conducts an annual fundraising appeal to business partners of Catholic Education.

The Fund assists families in genuine need by providing funds towards the costs of local school-based fees, excursions and an allowance for uniforms. Fee relief for Diocesan Fees is provided under the financial hardship policy. The CEO covers the operating expenses of the Fund so that 100% of all donations go to fund bursaries locally, directly assisting schools in accommodating the financially disadvantaged.

We invite you to participate regularly in this most worthy cause by donating fortnightly via the WGP (please see options below).

Donations of \$2 and over are tax deductible. **WGP donations made through payroll deductions provide an immediate reduction in taxable income.** Your total WGP donations will be shown on your PAYG Payment Summary each tax year for you to include in your annual income tax return to record deductions.

Three donors making fortnightly before-tax donations of \$5 each will cover the average local school-based fees and initial uniform allowance of a Primary school student. Three donors each giving \$12 per fortnight will cover the average school-based fees and initial uniform allowance of a Secondary school student.

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Catholic Education Diocese of Parramatta Workplace Giving Program - Payroll Deduction Authority Donation to Bishop Manning Support Fund (BMSF)

This WGP deduction authority may be provided to CEO Payroll using one of the following options:

- Option 1 **By Email** addressed to Payroll@parra.catholic.edu.au
Please include the text, "I, (your Full Name and PIN), authorise Payroll to commence pre-tax deductions of \$(amount) per fortnight from my next pay as my fortnightly donation to the BMSF, until further notice."
- Option 2 **By Fax** to Payroll on (02) 9683 3119 - using this form.
- Option 3 **By Mail** to Payroll Manager, Catholic Education Office, 12 Victoria Road, Parramatta, NSW 2150 - using this form.

Full Name:	PIN #
<p>Commencing on the first available payday after receipt of this payroll deduction authority and until further notice please deduct from my fortnightly salary on a pre-tax basis the sum of \$ per fortnight and pay that amount as a donation to the Bishop Manning Support Fund.</p> <p>This authority is to continue in effect until canceled by me in writing.</p> <p style="text-align: center;">Date: / / Signature: ✕</p>	