

## Goods and Services Tax

### 1. INTRODUCTION

The purpose of this policy to ensure that Goods and Services Tax is correctly claimed, accounted for and returned to the Inland Revenue Department, in relation to the Employers activities.

### 2. POLICY

- 2.1 GST returns must be prepared every month, and paid by the last working day of the following month.
- 2.2 Where suppliers of goods and services to Employer are registered for Goods and Services Tax (GST), in order for GST to be claimed and refunded to the Employer, the following documentation must be provided:
- 2.3 All purchases greater than \$1000 must have an invoice which contains all of the following:
  - a "Tax invoice" in a prominent place
  - b Name and registration number of the supplier
  - c Date invoice issued
  - d Description of goods or services supplied
  - e Quantity or volume of goods or services supplied
  - f The amount of goods or services excluding GST, the GST, the total amount payable or where GST is included and not shown separately a statement that the total is GST inclusive
- 2.4 For amounts less than \$1000.00 or less (including GST) a simplified tax invoice is acceptable. A simplified tax invoice must clearly show:
  - a Tax invoice
  - b Name and registration number of the supplier
  - c Date invoice issued
  - d Description of goods or services supplied
  - e Total amount payable
  - f GST Inclusive statement
- 2.5 For amounts \$50.00 or less (including GST) no GST tax invoice is required. Employees will still need to supply a receipt or invoice as proof of purchase, e.g. a taxi chit or cash register docket.

### 3. RESPONSIBILITY

- 3.1 The Manager is responsible for ensuring that GST is paid appropriately and on time.

3.2 Employees are responsible for ensuring that the appropriate information is contained on the invoices.

#### **4. PERFORMANCE MEASUREMENT**

4.1 Failure to comply with this policy may constitute serious misconduct and will be dealt with in accordance with the Employer's Policy on Discipline and Dismissal Procedures for Serious Misconduct.

#### **5. REFERENCES**

5.1