



Goods and Services Tax Policy

Reference Number:	3.11
Type:	Council
Category:	Corporate Services
Relevant Community Plan Outcome:	<ul style="list-style-type: none"> Be bold and innovative in our practices, leadership and decision making. Adaptive and sustainable management of the City’s finances.
Responsible Officer(s):	Manager Financial Services
First Issued/Approved:	November 2003
Minutes Reference:	CoS 4/02/2019, Item 3.6
Last Reviewed:	February 2019
Next Review Due:	February 2021
Applicable Legislation:	Local Government Act 1999 Local Government (Financial Management) Regulations 2011 A New Tax System (GST) Act 1999 A New Tax System (GST) Regulations 1999
Related Policies:	
Related Procedures:	GST Procedures

1. Purpose

The Goods and Services Tax (GST) is a broad-based consumption tax on most supplies of goods and services consumed in Australia. This policy states Council’s compliance with the GST Act 1999.

2. Scope

This policy covers Council’s obligations under Australian tax law with regard to GST.

3. Policy Statement

The City of Charles Sturt will comply with the Goods and Services Tax (GST) Act 1999. The GST is a broad-based consumption tax of 10 per cent on most supplies of goods and services consumed in Australia.

As the City of Charles Sturt is a registered organisation for the purposes of GST, GST is payable on goods and services Council sells or supplies to others in the course of business. These supplies are called taxable supplies.

There are other types of supplies where GST does not have to be included in the price. These are called input taxed supplies and GST-free supplies.

The City of Charles Sturt has a Fees and Charges Register which it reviews annually which lists a register of Fees and Charges and their relevant GST applicability based on self-assessment.

Council will only deal with suppliers who have an Australian Business Number (ABN), or are prepared to sign a Statement by Supplier (No ABN tax declaration).

The only exception for a no ABN declaration is where payment is for a reimbursement, refund or as part of a grant/donation where substantiation has already been supplied which justifies the requirement for no ABN.

For purchases of goods and services with a GST inclusive value in excess of \$82.50, Council must obtain a complying "tax invoice". For amounts less than \$82.50 GST inclusive, a tax invoice, cash register docket, receipt, or invoice detailing items supplied with total GST is sufficient.

All invoices for Council supplies costing more than \$82.50 GST inclusive must be complying tax invoices as per GST Act.

Monthly remittances of GST received (paid) will be submitted on Council's Business Activity Statement (BAS). The BAS is used by Council to report its GST related obligations and will be submitted by the 21st day of each month.

Adequate records will be maintained to support Council's BAS statement for a period of no less than 7 years.

4. **Definitions**

List all key terms and acronyms that are used in the policy, and their definition.

Key Term – Acronym	Definition
GST	Goods and Services Tax
BAS	Business Activity Statement
ABN	Australian Business Number