

Grant Invoice Check List

When you have been successful with a Council grant application, you will be required to invoice Council for your grant amount to receive the grant payment. Your invoice to Council must comply with Australian Taxation Office requirements. Use this check list to ensure your invoice is compliant. If your invoice is not compliant your invoice will be returned to you for correction.

1. GST Registration

There is a difference in invoice requirement depending on whether your organisation is or is not registered for GST. To check if your organisation's GST status go to the [ABN Lookup](#) website.

NOT Registered for GST If your organisation is not registered for GST, an INVOICE is required. <ul style="list-style-type: none"> <input type="checkbox"/> The invoice must be entitled 'INVOICE' and <input type="checkbox"/> The invoice must include the statement 'Not Registered for GST'. <input type="checkbox"/> The invoice must not include the word 'Tax' anywhere. 	or	Registered for GST If your organisation is registered for GST, a TAX INVOICE is required. <ul style="list-style-type: none"> <input type="checkbox"/> The invoice must be entitled 'TAX INVOICE' and <input type="checkbox"/> The GST charged must be stipulated on the tax invoice. <input type="checkbox"/> The invoice must include the word 'Tax'
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2. Details of your organisation

Use the official name of your organisation, e.g. the incorporated or ABN registered name. Unofficial names such as Club names e.g. 'Bullets' or 'Sharks' etc. can only be used in addition to, but not instead of, the registered organisation name.

- | | |
|---|--|
| <input type="checkbox"/> Official name of your organisation | <input type="checkbox"/> Contact details – email and phone |
| <input type="checkbox"/> Your organisation's postal address | <input type="checkbox"/> Your organisation's ABN number |

3. Invoice To:

All grant invoices are over \$1,000 so the following must be included on invoices to Noosa Council for grants:

<input type="checkbox"/> Noosa Council, <input type="checkbox"/> PO Box 141, Tewantin, Qld, 4565	<input type="checkbox"/> ABN 97 969 214 121
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4. Direct bank account deposit details:

<input type="checkbox"/> Bank account name <input type="checkbox"/> Bank BSB	<input type="checkbox"/> Bank Account Number
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5. For the description of product/services put the:

<input type="checkbox"/> Grant Application ID number and <input type="checkbox"/> Grant Program or Project Name (as per the Deed of Funding Agreement)	<input type="checkbox"/> Grant amount (excluding GST) <input type="checkbox"/> 10% GST amount (if GST registered) <input type="checkbox"/> Total amount (if GST registered)
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6. New grant recipient or change in bank account details

If the organisation's bank details have changed produce the following documentation to Council so we can update our records.


Complete [Grant Account Form](#) and provide **proof of bank account details**

<input type="checkbox"/> Grant Application ID number and <input type="checkbox"/> A stamped and signed certified letter from your bank detailing your BSB & Account Number.	<input type="checkbox"/> Relevant section of a bank statement identifying BSB, Account Number and your organisation name
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Grant Invoice Samples

Here are two examples of compliant grant invoices. The Grant for each is \$2,000 (excluding GST).
 If any of [these details](#) are missing from an invoice to Noosa Council it cannot be processed.

NOT Registered for GST

<p>Organisation Name Inc. PO Box 123, Suburb, Qld, 4568 Treasurer: Joe Blogs, treasurer@organisation.com.au, Mob: 1234 567 8912 Organisation Number: IA 123456 ABN: 12 123 123 123 Not registered for GST</p>		 <p>Invoice</p>
<p>Invoice to: Noosa Council PO BOX 141, Tewantin, QLD, 4565 ABN: 97 969 214 121</p>		<p>Invoice Date: 12/12/12 Invoice Number: 12345</p>
<p>Community Grant Program Grant ID: PROJ123456 Name of Project</p>		<p>\$2,000</p>
		<p>Invoice Total: \$2,000</p>
<p>Bank account details: Bank account name BSB number: 123123 Bank account number: 123456789</p>		

Registered for GST

<p>Organisation Name Inc. PO Box 123, Suburb, Qld, 4568 Treasurer: Joe Blogs, treasurer@organisation.com.au, Mob: 1234 567 8912 Organisation Number: IA 123456 ABN: 12 123 123 123</p>		 <p>Tax Invoice</p>								
		<p>Invoice Date: 12/12/12 Invoice Number: 12345</p>								
<p>Invoice to: Noosa Council PO BOX 141, Tewantin, QLD, 4565 ABN: 97 969 214 121</p>	<p>Deliver to: Organisation Name Inc. 123 Blog Street Blogsville, Qld, 1234</p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Product or Service</th> <th style="width: 10%;">Qty</th> <th style="width: 15%;">Value per (excl. GST)</th> <th style="width: 15%;">Value (excl. GST)</th> </tr> </thead> <tbody> <tr> <td>Community Grant Program Grant ID: PROJ123456 Name of Project</td> <td style="text-align: center;">1</td> <td style="text-align: center;">\$2,000</td> <td style="text-align: center;">\$2,000</td> </tr> </tbody> </table>	Product or Service	Qty	Value per (excl. GST)	Value (excl. GST)	Community Grant Program Grant ID: PROJ123456 Name of Project	1	\$2,000	\$2,000		
Product or Service	Qty	Value per (excl. GST)	Value (excl. GST)							
Community Grant Program Grant ID: PROJ123456 Name of Project	1	\$2,000	\$2,000							
		<p>Subtotal: \$2,000.00 GST Amount: \$200.00 Invoice Total: \$2,200.00</p>								
<p>Bank account details: Bank account name BSB number: 123123 Account numb: 123456789</p>		<p>Requested payment terms Please pay within 7 days</p>								