Australian Deer Association

Goods and Services Tax Policy

Policy documents

Australian Deer Association.
Policy Document 001
Goods and Services Tax Policy.
Published 03/03/2020.

Introduction

The goods and services tax (GST) is a financial liability that the Australian Deer Association is exposed to.

Previously the ADA has only been lodging and claiming GST at a board level.

The ADA is a GST registered entity and all accounts are held in its name, the incomings and outgoings need to be reported and declared to the ATO and on the BAS.

This policy will address how this is dealt with at both a board and an administrative unit level.

Purpose

This policy will define what obligations are placed on the administrative units and board in order to be GST compliant.

Policy

Administrative units are required to:

- Charge GST on any goods or services sold;
- Accurately report this to the Treasurer;
- Transfer GST collected obligation to the Board

The Board is required to:

- Charge GST on any good or services sold;
- Declare board and administrative unity GST on their BAS;
- Invoice administrative units their obligation annually;
- Collect any refund
- Any refund collected can be requested back by the administrative which generated it. Failing a request, the amount will be transferred to the Geoff Moore fund to be spent directly on ADA's advocacy efforts.

Authorisation

<Signature of Board Secretary>

<Date of approval by the Board>

Australian Deer Association

Policies can be established or altered only by the Board: Procedures may be altered by the CEO.

Responsibilities

The Treasurer is responsible for bringing this policy to the attention of all administrative unit treasurers

All Treasurers are responsible for respecting & abiding by this policy.

Procedures

All goods and services provided by ADA at any level will incur a 10% GST charge.

This will be reported in the ADA accounting software.

Related Documents

Authorisation

[Signature of CEO]

[Name of CEO]

[Date]