



## Project / Job management guide for Branch Treasurers

**WILDCARE** will not allow expenditure outside that authorised by the Branch ie no project will overspend funds allocated and no funds will be spent on items not authorised by the Branch Treasurer or President.

### Accessing **WILDCARE** Funds

Project managers can access their Branch funds to meet authorised expenses in a number of ways:

1. Have supplier send the invoice to the Branch Treasurer for payment
2. Get a quote for item then have the Bookkeeper make the payment to supplier via EFT
3. Spend their own money and then seek reimbursement

### **1. Invoice Direct from Supplier to WILDCARE Bookkeeper**

The easiest method of accessing **WILDCARE** funds is to have the supplier send an invoice directly to the **WILDCARE** Branch Treasurer so that project managers do not have to use their own funds. The Branch Treasurer will then forward the invoice directly to the **WILDCARE** Bookkeeper authorising the payment and including the details of which Branch Project/Job it is to come out of.

### **2. Quotes**

Same methodology as #1

### **3. Reimbursements**

From time to time project managers may spend their own money and require reimbursement from **WILDCARE**. Reimbursements will only be made if the following conditions are met:

- The expense is authorised as described above, and
- The **WILDCARE** Bookkeeper is provided (preferably scanned) copies of the tax invoices substantiating these expenses.



## Goods and Services Tax (GST)

GST is the source of some confusion among **WILDCARE** project managers (and lots of other people!). If you are in any doubt at all about GST implications in the management of WILDCARE Branch finances then please contact the Wildcare accountant.

In the simplest terms **WILDCARE** Inc. is registered for GST, meaning that we are required to complete a Business Activity Statement – BAS each quarter reporting our GST collected minus our GST paid over the quarter.

### Branch Expenses

Most expenses that are paid by Branches include a GST component on the invoice/receipt, however GST is not a cost to the Branch because Wildcare can claim that amount back from the Tax Office

The reports that are provided to the Branches are done in ex-GST figures.

### Branch Income

All goods and services **WILDCARE** (including Branches) provides or sells including memberships, merchandise, calendars, technical advice and boat tickets must include a GST component.

### Paperwork for GST

One of the most important parts of the GST system is the requirement for a tax invoice for all expenses for which we claim a GST refund. All project managers should therefore ensure you receive and pass a Tax Invoice to the Bookkeeper whenever **WILDCARE** funds are spent. Contact the Bookkeeper if you are unsure of the requirements of a legitimate tax invoice. (See Appendix 1)

Note: If the supplier is not registered for GST then there is no requirement for a Tax Invoice – they need only provide an 'Invoice' which must still include their ABN.

If they do not have an ABN then they are required to complete a 'Statement by Supplier' form which provides a valid reason as to why they do not have an ABN. I can send you this form if needed.

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