

2. Transaction Analysis - Income

2.1. Taxable Supplies

| BAS | INCOME - INPUT TAXED SUPPLIES | BAS CLASSIFICATION | | DOCUMENTATION AND STATUS OF TRANSACTION | NOTES |
|---------|---|--------------------------|----------------|--|--|
| | | TAXABLE | INPUT TAXED | | |
| G1 & G6 | RENTAL INCOME - COMMERCIAL Rent Received from Business Rent Received from School | Yes Yes | | Tax Invoice must be issued Tax Invoice must be issued | Record in cash books "GST Payable" 1/11th of receipts |
| G1 & G6 | COMMISSIONS & FEES Catholic Church Insurance Other Organisation | Yes Yes | | Tax Invoice must be supplied Tax Invoice must be supplied | Record in cash books "GST Payable" 1/11th of receipts |
| G1 & G6 | SALE OF BOOKS & ARTICLES | Yes | | 1/11th of receipts GST payable | Record in cash books "GST Payable" 1/11th of receipts |
| G1 & G6 | ADVERTISING IN PARISH BULLETIN | Yes | | Tax Invoice must be issued | Record in cash books "GST Payable" 1/11th of receipts |
| G1 & G6 | FUNDRAISING CONDUCTED BY THE PARISH * Dinner/dance in Parish Hall Raffles conducted by the parish (see note) Sponsorships * Piety Stall/Auctions (New goods sold) | Yes Yes Yes Yes | | 1/11th of receipts GST payable 1/11th of receipts GST payable 1/11th of receipts GST payable 1/11th of receipts GST payable | NOTE - Raffles and other forms of gambling will be taxable if it contravenes state law. GST = 1/11th of (total collected less cash prizes) |
| G1 & G6 | GOODS SUPPLIED BY PARISH Flowers supplied and charged to service Cemetery plots sold to parishioners | Yes Yes | | 1/11th of receipts GST payable Tax Invoice Issued Tax Invoice Issued | Record in cash books "GST Payable" 1/11th of receipts |
| G1 & G6 | CAPITAL RECEIPTS Capital grants Sale of Assets (Motor Vehicles) Sale of Property (Land & Building) - excludes the sale of residential property owned by parish | Yes Yes Yes | | 1/11th of receipts GST payable 1/11th of receipts GST payable 1/11th of receipts GST payable Tax Invoice must be issued | Tax Invoice must be issued Record in cash books "GST Payable" 1/11th of receipts |
| G1 & G6 | DIOCESAN SUBSIDY FOR A SPECIFIC PURPOSE | Yes | | Tax Invoice must be issued | Record in cash books "GST Payable" 1/11th of receipts |

*Due to changes in legislation at time of print, seek advice from your Diocesan or Religious Order Coordinator on how to address fundraising income and expenditure.

2.2. GST-free Supplies

| BAS | INCOME - INPUT TAXED SUPPLIES | BAS CLASSIFICATION | | DOCUMENTATION AND STATUS OF TRANSACTION | NOTES |
|-------------------|--|--------------------|-------------------|--|--|
| | | TAXABLE | INPUT TAXED | | |
| N/A | SECOND COLLECTION Planned Giving Envelopes - Parish | | | DONATIONS - not a supply for consideration | Not shown in BAS |
| N/A | SECOND COLLECTION School Building Fund Catholic Charities Fund | | | DONATIONS - not a supply for consideration Receipt includes - Name of Building Fund (DGR) - DGR Number | Not shown in BAS |
| N/A N/A N/A | LOOSE COLLECTION SHRINES/CANDLES - CHURCH DONATIONS - GENERAL/SPECIFIC PURPOSES | | | DONATIONS - not a supply for consideration DONATIONS - not a supply for consideration DONATIONS - not a supply for consideration if in the nature of a gift | Not shown in BAS Not shown in BAS Not shown in BAS |
| N/A N/A N/A | DONATIONS - FROM NON-PROFIT SUB-ENTITIES DIOCESAN COLLECTIONS BEQUESTS/LEGACIES | | | DONATIONS - not a supply for consideration DONATIONS - not a supply for consideration DONATIONS - not a supply for consideration | Not shown in BAS Not shown in BAS Not shown in BAS |
| G1 & G3 | RELIGIOUS CEREMONIES Wedding Fee for Church and Priest Funeral Fee for Service by Priest Baptisms, Communion, Confirmations | | Yes Yes Yes | None Tax Invoice issued to Funeral Co. None | The fee charged is for the conduct of the religious service by the priest and does not include the supply of goods. |
| N/A | DIOCESAN SUBSIDY | | | DONATIONS - not a supply for consideration | The purpose of the subsidy is for general purposes and is unconditional |
| G1 & G3 | RENTAL INCOME - RESIDENTIAL Rent received from Individuals (the rent is charged at less than 75% of the market rent or less than 75% of the cost of providing the accommodation) | | | None | No GST is charged on the rent received |
| G1 & G3 | RAFFLES AND BINGOS | | Yes | Licence Held to conduct raffle | GST-free if it does not contravene State Gaming Laws. Otherwise taxable |
| G1 & G3 | PIETY STALL Goods donated second hand | | Yes | | Where goods retain their original character. |
| G1 & G3 | Goods Purchased and sold | | Yes | GST-free where sold less than 75% of cost or 50% of market price. Otherwise taxable | |
| G1 & G3 | Sale of Newsletters, magazines and journals | | Yes | Not Commercial sales | |

2.3. Input Taxed Supplies

| BAS | INCOME - INPUT TAXED SUPPLIES | BAS CLASSIFICATION | | | DOCUMENTATION AND STATUS OF TRANSACTION | NOTES |
|---------|--|--------------------|----------------|----------|--|--|
| | | TAXABLE | INPUT TAXED | GST-FREE | | |
| G1 & G4 | RENTAL INCOME - RESIDENTIAL Rent Received from Individuals (the rent charged is at market rates) | | Yes | | None | No GST is charged on rent received Cannot claim input tax credits on creditable acquisitions |
| G1 & G4 | INTEREST *From Catholic Development Fund From External Banks | | Yes Yes | | None None | Included in BAS |
| G1 & G4 | CANTEEN/TUCKSHOPS | | Yes | | None | No GST Payable to ATO |

* Contact your local CDF Manager

3. Transaction Analysis - Expenditure

3.1. Salaries, Premises & Equipment Costs

| BAS | EXPENDITURE | TYPES OF ACTIVITY - GST IMPACT | | DOCUMENTATION AND STATUS OF TRANSACTION | NOTES |
|--|--|--------------------------------|-------------------|---|---|
| | | TAXABLE | INPUT TAXED | | |
| W1 W1 G11 & G17 G11 & G17 | SALARIES COSTS Salaries Salaries on costs (LSL, AL) Workers Compensation Stipend Payments (Religious/Order). | Yes Yes | | No Invoice No Invoice Tax Invoice from CCI Tax Invoice from Religious Congregation | Shown separately on BAS Shown separately on BAS Record in cash book "GST Receivable" 1/11th of cost of supply |
| G11 & G17 G11 & G17 G11 & G17 G11 & G14 | PREMISES AND EQUIPMENT COSTS Property Outgoings - Parish & Presbytery Repairs & Maintenance Cleaning Electricity Rates & Taxes & Levy | Yes Yes Yes | | Tax Invoice from Supplier Tax Invoice from Supplier Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service Shown as Acquisitions with no GST in price on the BAS |
| G11 & G17 | Property Outgoings - Commercial Premises Repairs & Maintenance | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G13 G11 & G13 G11 & G13 | Property Outgoings - Residential Premises (the rent charged is at market rates) Repairs & Maintenance Electricity Insurance premium | | Yes Yes Yes | GST is not claimed back from ATO Record as cost to Parish | Shown as Acquisitions for making Input tax supplies on the BAS |
| G11 & G14 G11 & G14 G11 & G14 | Property Outgoings - Residential Premises (the rent charged is at less than 75% of the market rent or less than 75% of the cost of providing the accommodation) Repairs & Maintenance Electricity Insurance | | | Tax Invoice from Suppliers Tax Invoice from Suppliers Tax Invoice from CCI | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G17 | Property Outgoings - Presbytery House | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G17 | Rent paid for premises (non residential) | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply used by Parish |
| G10 & G17 G10 & G11 | Equipment Purchases - by Parish > \$300 Furniture & Fittings Office & Computer Equipment | Yes Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply used by Parish |
| G11 & G17 | Equipment Purchases - by Parish < \$300 | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply used by Parish |
| G11 & G17 | Insurance Premium Premises - Parish, Presbytery, Commercial | Yes | | Tax Invoice from CCI | Record in cash book "GST Receivable" Record as cost to Parish |

3.2. Donations & Other Operating Costs

| BAS | EXPENDITURE | TYPES OF ACTIVITY - GST IMPACT | | DOCUMENTATION AND STATUS OF TRANSACTION | NOTES |
|-----------|--|--------------------------------|-------------|---|--|
| | | TAXABLE | INPUT TAXED | | |
| N/A | DONATIONS Donations by Parish General Donations School Building Fund | | | No Invoice No Invoice | Not shown on BAS Not shown on BAS |
| G11 & G17 | OTHER OPERATING COSTS Communications Telephone /Fax Post Freight/Courier Internet/E-Mail | Yes Yes Yes Yes | | Tax Invoice from Supplier Post office will absorb GST Tax Invoice from Supplier Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G17 | Printing & Stationery Stationery Supplies Printing Costs Books & Articles (for sale & use) | Yes Yes Yes | | Tax Invoice from Supplier Tax Invoice from Supplier Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G17 | Religious Workshop & Supplies Inc Leadership Books | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| N/A | Diocesan Contribution | | Yes | No Consideration | Contributions are made for general purposes for use by the Diocese or Priest Fund - Not shown on BAS |
| N/A | Tax for Diocesan Services | | Yes | No Consideration | |
| N/A | Co-Responsibility | | Yes | No Consideration | |
| G11 & G17 | Contribution to Priest Fund | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" |
| G11 & G17 | Specific Contribution to Priest Fund | | | | |
| G11 & G17 | Planned Giving Expenses Program & Stationery Costs | Yes | | Tax Invoice from Supplier | 1/11th of cost of supply and service Record in cash book "GST Receivable" |
| G11 & G17 | Insurance Premium | Yes | | | |
| G11 & G17 | Motor Vehicle Insurance | Yes | | | |
| G11 & G17 | Contents - Insurance | Yes | | | |
| G11 & G13 | MV Third Party Property Insurance (State) | | Yes | Tax Invoice required, must inform CCI the extent to which input tax credits are claimed for GST when policy is renewed. Cannot claim until 01/01/2003 | Record in cash book "GST Receivable" 1/11th of cost of supply and service Cost to parish |

3.3. Other Operating Costs

| BAS | EXPENDITURE | TYPES OF ACTIVITY - GST IMPACT | | DOCUMENTATION AND STATUS OF TRANSACTION | NOTES |
|-----------|---|--------------------------------|-------------|---|--|
| | | TAXABLE | INPUT TAXED | | |
| G11 & G17 | OTHER OPERATING COSTS Functions/Fund Raising by Parish* Hire of hall Food Supplies (Not Fresh Food) | Yes Yes | | Tax Invoice from Supplier Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G17 | Advertising paid in Catholic Newspapers | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G14 | Bank Charges | | Yes | None | Shown as Acquisitions with no GST in price on the BAS |
| G11 & G14 | Interest Expenses on Loans & Cheque A/cs | | Yes | None | Shown as Acquisitions with no GST in price on the BAS |
| G11 & G17 | Travelling Expenses Petrol, Registration of MV Air Travel & Accommodation Registration of Motor Vehicle | Yes Yes Yes | | Tax Invoice from Supplier Tax Invoice from Supplier Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G17 | Equipment Maintenance Photocopy Charges Motor Vehicle Repairs | Yes Yes | | Tax Invoice from Supplier Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G17 | Subscriptions | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G17 | Lease Payments for Equipment | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G17 | Parish Sundry Goods | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G17 | Accounting Fees | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G11 & G15 | Entertainment Expenses | | Yes | Entertainment Expenses that are not a deduction for Income Tax Purposes Private Expenditure | Non-income tax deductible acquisitions Cannot claim input tax back from ATO Cost to Parish |

*Due to changes in legislation at time of print, seek advice from your Diocesan or Religious Order Coordinator on how to address fundraising income and expenditure.

3.4. Capital Expenditure

| BAS | EXPENDITURE | TYPES OF ACTIVITY - GST IMPACT | | DOCUMENTATION AND STATUS OF TRANSACTION | NOTES |
|-----------|--|--------------------------------|-------------|---|--|
| | | TAXABLE | INPUT TAXED | | |
| G10 | Motor Vehicle Purchased | Yes | | Tax Invoice from Supplier | GST not claimed until 2001 50%, 2002 100% of GST |
| G10 & G17 | Major Renovations to Building | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |
| G10 & G14 | Loan Repayments - Principal | | Yes | | Not Subject to GST |
| G10 & G17 | Property Purchases (other than not new residential) | Yes | | Tax Invoice from Supplier | Record in cash book "GST Receivable" 1/11th of cost of supply and service |

Please note that in the BAS Capital purchases of assets are shown as Capital acquisitions

3.5. Non-Profit Sub-Entities

| INCOME NON-PROFIT SUB-ENTITIES | TYPES OF ACTIVITY - GST IMPACT | | DOCUMENTATION AND STATUS OF TRANSACTION | NOTES |
|---|--------------------------------|-------------|--|--|
| | TAXABLE | INPUT TAXED | GST FREE | |
| <p>NOTE: Where certain activities of a parish are independent then they can choose not to fall under the Registration of the Parish for GST Purposes and will be regarded as "NPSE"</p> <p>(1) The unit turnover is less than \$100,000. (2) The unit operates under a separate committee from the parish and is referred to as a separate entity (3) The unit maintains independent accounting records to identify the NPSE transactions.</p> <p>ASSUME THAT NON-PROFIT SUB-ENTITIES ARE NOT REGISTERED FOR GST PURPOSES</p> | | | | |
| PIETY STALL Goods Sold at Trading Tables | X | | | Surplus from Trading can be donated to the parish GST-free |
| FUNDRAISING/DINNERS Dinner /dance functions Social Functions | X | | No GST can be claimed back on goods & services supplied at these functions | Surplus from Trading can be donated to the parish GST-free |
| GOODS SOLD BY THE PARISH (Now a NPSE), Religious Goods sold (New) | X | | No GST can be claimed back on goods purchased | Surplus from sales donated to Parish |
| <p>REGISTRATION REQUIREMENTS: The parish (the eligible entity) should formalise the creation of NPSE by formal letter outlining the activities that will constitute the NPSE. Where the NPSE has a turnover less than \$100,000 it will not be required to register for GST purposes thus, the revenue raised will not be a taxable supply for GST purposes and GST on inputs will not be allowed.</p> <p>The NPSE should keep independent accounting records from the Parish (the core entity).</p> | | | | |