

### Instructions for GST Calculation on the BAS Form for Management Committees

This form is provided to give Management Committee Members step by step instructions on how to use the GST Calculation for BAS form.

The GST Calculation for BAS should be completed at the close of each of the following periods and submitted to the Financial Accountant at Council in the following month as per the table below.

Reporting Period	Due to Council
1 June to 30 June	By 31 July

**A photocopy of the Income and Expenditure (Cash Book) must be attached to the completed BAS Report.**

**Committee Name:** Fill in the Management Committee for which you are completing the form.

#### Income Section

Income (including GST): Total amount of income with GST included in the price  
 Income (GST free): Total amount of income that does not attract GST  
 Total Income: The total of 1a and 2a. The amount here should also agree to your total income for the reporting period

#### Expenditure Section

Capital Purchases (including GST): Include here any items purchased by the Committee that will be an asset, i.e. new fridge or new doors. Maintenance works should not be recorded here unless they are of a significant amount  
 Expenses (including GST): Total amount of expenses that contain GST. **Do not** include any amounts that were recorded on the Capital Purchases box 1b.  
 Expenses without GST: Total of all other expense items that do not have GST in them, i.e. water purchases  
 Total Expenses: Total of all three items above, this should also match to your total expenditure for the quarterly reporting period  
 Total of 1b and 2b: Write the total of boxes 1b and 2b here

**GST Payable/Receivable**

1a minus 3b: The total of 1a less the total of 3b = 1(c).  
1c divided by 11 to give the GST portion If the amount is positive you have more income than expenditure and the amount should be sent to Council with your form. If the amount is negative, then you have more expenditure than income. Council will need to send you a cheque for this amount upon receipt of your form.

*Note:*  
*All financial records that relate to the GST calculations are to be kept for at least 7 years. Should Greater Hume Shire Council be audited by the Australian Taxation Office, all financial records will be requested.*

## GST Calculation on the BAS for Management Committees

**Reporting Period**

*Financial Report  
e.g. 1 July to 31 June 2015*

**Management Committee**

Income  
(Including GST)

**1A**

Income  
(GST Free)

**2A**

**Total Income**

**3A**

*The total of the above cell  
should match the total income  
of the Committee for the  
quarter.*

Capital Purchases  
(Including GST)

**1B**

Expenses  
(Including GST)

**2B**

Expenses  
(GST Free)

**Total Expenses**

*The total here should match the  
total expenses of the  
Committee for the quarter.*

**Total of 1B and 2B**

**3B**

**1A minus 3B**

**1C**

**Total of 1C above  
divided by 11 to give  
the GST portion**

*If positive remit amount to  
Council. If negative Council will  
process a refund.*

Please send this form and attachments to Finance at Council for your GST refund or attach payment with form for GST owed to the Australian Taxation Office.

**Attention: Finance Officer**

**Greater Hume Shire Council, PO Box 99 HOLBROOK NSW 2644**