

# Goods and Services Tax (GST) Procedures

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## Associated Policy

These procedures have been developed in conjunction with the Goods and Services Tax (GST) Policy.

## Procedures

1. CIT is to provide appropriate account coding for all relevant financial transactions to ensure correct GST treatment.
2. Where unsure as to the correct GST coding, contact should be made with CIT financial services.
3. Where there is a transaction that cannot be appropriately coded, contact should be made with the Shared Services financial processing team.
4. Where specialist advice is required, contact should be made with the Shared Services Taxation Support area.
5. Credit Card Statements are to be checked to ensure that the correct GST treatment has been applied including for surcharges, prepaid vouchers and taxable/creditable importations.
6. Monthly BAS's and as applicable, associated payments must be lodged by Shared Services with the ATO by the 21st day of the following month.
7. A complete audit trail comprising appropriate documentation must be maintained to support GST returns. For the purposes of the Procedures, appropriate documentation is taken to include hard copy media (i.e. paper based) and electronic based media (e.g. computer images of documents, emails, etc.).
8. Adequate documentation must be available to allow CIT debtors and creditors to appropriately manage GST obligations under the GST Act including claiming input tax credits as provided for in the GST Act.
9. Tax invoices to amongst other things substantiate CIT claims for input tax credits, must be provided to CIT by all suppliers where required by the GST Act.
10. Any amounts owed to CIT must include a GST component where required by the GST Act.
11. CIT and other government policies and procedures relating to procurement and revenue/receipting must be complied with.
12. CIT must have a risk management strategy in place to ensure compliance with the GST Act.