

Shire of Brookton Community Chest grant funding

Making an Acquittal: Eligible Payment Receipts

When you receive a funding grant from the Shire of Brookton Community Chest grant funding you will be required to submit a funding acquittal report at the conclusion of your project. As part of this acquittal report you will be required to submit 'proof of purchase' to provide evidence that you have spent the grant funds in the way that you had specified during your funding application.

Proof of purchase

Proof of purchase will come in the form of a receipt. Receipts can come in a wide range of formats, but for the purposes of the Shire Community Funding Program an eligible receipt can come in the form of a:

1. GST tax invoice;
2. Cash register receipt; or
3. Hand-written receipt.

In general, your receipt documents MUST:

- Have a zero (\$0.00) outstanding balance (meaning there's nothing left for you to pay);
- Describe the items or services that you have purchased with the grant funds; and
- Be only for those items that were approved as part of your initial grant funding application.

Sometimes secondary proof of purchase might be required if you can't fully meet the criteria of an eligible receipt document. These could include a:

1. Bank statement or online receipt that confirm payment of a separate invoice document; or
2. Warranty document for the item purchased that shows the:
 - Supplier's details;
 - Date of purchase; and
 - Dollar value of the purchase.

You can choose to submit either the original version of the receipt or a photocopy of it as part of your acquittal report.


Ineligible proof of purchase

Sometimes there are documents that people might think are a valid proof of purchase, however they actually aren't. For examples, the Shire of Brookton Community Chest Funding Program can't accept the following as proof of purchase:

1. Quotes;
2. Items which do not support the purpose of the approved project;
3. Invoices still showing an outstanding balance (meaning you still owe some money);
4. Bank receipts without any other corresponding proof of purchase; or
5. Online purchase receipts that don't list the items that were actually purchased.

Proof of purchase examples

Eligible proof of purchase

Natasha Leisse natascha.leisse@pgcnv.org.au Deposit to 484-799 a/c: 603706460 (name: Michael Tetlow) Phone +61427821137	Mikes Outdoor Movies 34 Cromford Way 6020 Carine Western Australia Australia +61450663482 mike@mikesoutdoormovies.com.au ABN: 43 140 108 385 (We are not registered for GST) For direct deposits- BSB: 484-799 Acc: 603706460																									
Invoice #2	Date 29-11-2021 Order #35 Pickup 08-10-2021 08:30 AM Return 08-10-2021 05:00 PM																									
	<table><thead><tr><th></th><th>Price</th><th>Tax</th><th>Total</th></tr></thead><tbody><tr><td>20 x Bean Bag</td><td>1 day \$8.00</td><td></td><td>\$160.00</td></tr><tr><td></td><td></td><td>Subtotal</td><td>\$160.00</td></tr><tr><td></td><td></td><td>Total incl. taxes</td><td>\$160.00</td></tr><tr><td></td><td></td><td>Paid</td><td>\$160.00</td></tr><tr><td></td><td></td><td>Outstanding</td><td>\$0.00</td></tr></tbody></table>		Price	Tax	Total	20 x Bean Bag	1 day \$8.00		\$160.00			Subtotal	\$160.00			Total incl. taxes	\$160.00			Paid	\$160.00			Outstanding	\$0.00	
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		Paid	\$160.00																							
		Outstanding	\$0.00																							

This invoice is an eligible proof of purchase because it shows:

- What items have been purchased;
- How much the items cost;
- What amount has been paid; and
- That there is no more money owing on the purchase.

JB HI-FI

JB HI-FI - Myaree
Shop T5-7 Hometown Melville
Myaree, WA, 6154
Phone - 08 6213 4900
TAX INVOICE - ABN 37 093 114 286

Tax Invoice

** RETRIEVE PARKED SALE **
0104951173 64689 069 15 22/06/25 12:16

Number of Items - 1

Items	\$
*JBL - PARTY BOX ENCORE ESSENTIAL 697798	295.00

SUBTOTAL \$ 295.00
TOTAL PRICE \$ 295.00
02 EFTPOS-VISA-MC - ONLI \$ 295.00

#104951173 1


CHANGE \$ 0.00

GST Included \$ 26.82

This cash register receipt is an eligible proof of purchase because it shows:

- What items have been purchased;
- How much the items cost; and
- What amount has been paid.

Secondary proof of purchase

 Ken Pryer
P.O. Box 25
Kellerberrin, WA, 6410
Phone: 0817 520 445
Contact@centralsound.com.au
www.centralsound.com.au

ABN: 53 649 897 74

Bank Details

Ken Pryer
P.O. Box 25
Kellerberrin, WA, 6410

Date: 2nd February 2023

TAX INVOICE

	Invoice #: 904 Due Date: 25/03/2023 Terms: To be bank transferred
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Service	Total Price
Supply of 4 x 3 speaker stands with 12 large reflex horn speakers with long throw sound to maximise coverage to be placed around oval. Roving Microphone. (Coverage not guaranteed owing to mobile phone interference. Microphone with lead can be supplied for outside broadcast). Fixed Microphone. Back Up Announcer & Music from operating caravan on oval near office. 240v power required. Mobile PA for Shearing etc.	\$2500
2 x Racing simulator setups link together with operators to run for the event.	\$1700

Total: (incl GST) \$4200.00

Balance Owing \$4200.00

The invoice above is an ineligible proof of purchase because it does not show a zero dollar balance. However, when coupled with secondary proof of purchase, such as the online banking receipt below, it becomes eligible.

ANZ Mobile Banking Payment 575492
Amark

-\$4200.00

Message
Speaker hire 19/02/23

TRANSACTION DETAILS

Date Thursday, 22 Apr 2023

Paid To Central Sounds
06611561086777

Ref. Central Sound & Entertainment

Ineligible proof of purchase

MOBILE 0490 152 839
 mel@cloesworkwear.com.au
 ABN 50 110 182 605
Quotation

Quote No. 17753
 Quote Date 26-11-2021
 Account Number 87
 Sales Rep CLOE'S
 Order No.

Qty.	Description	Unit	Ex Price	Tax	Total
44	SAFETYWEAR GIVF VESTS TRICOLOURED VELCRO		\$7.00	10%	\$338.80
30	SCREEN PRIN T BACK LARGE PRINT AS PER ARTWORK		\$8.00	10%	\$316.80
8			\$5.00	10%	\$44.00
2			\$60.00	10%	\$132.00

*PRINT COLOUR TO BE ADVISED
 *ETA - 7 DAYS FROM APPROVAL TO PROCEED WITH QUOTE
 *STOCK IS AVAAILABLE IN ALL COLOURS
 - AQUA IS LOW IN STOCK OF SIZE XL, 2XL AND 3XL WHICH SHOULD BE AVAILABLE FROM THE EAST IF NEEDED
 *IF YOU WOULD LIKE TO PROCEED WITH THE QUOTE PLEASE SUPPLY EACH COLOUR

Volunteers Uniform (Vests)

Paul
 \$831.60
 22/11/21

GST Total \$75.60
 Total With GST \$831.60

Ex-GST Total \$756.00
 GST Total \$75.60
 Total With GST \$831.60

Quote No. = C1553
 Account Name = CASH SALES **ASSORTED**

This invoice is an ineligible proof of purchase because it:

- Is a quotation, not an invoice; and
- There is no proper evidence that the items have been paid for- a handwritten 'paid' note is not proper evidence.

INVOICE

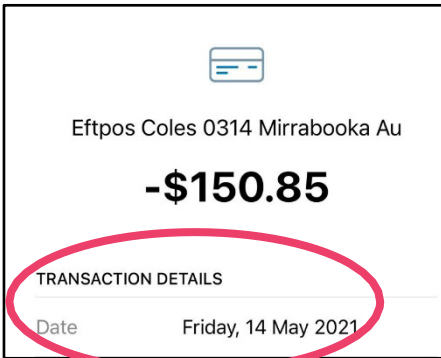
Royal Gifts Australia
 ABN: 63725399302

BILL TO
 Almustafa Community

INVOICE # 101
INVOICE DATE 11/01/2021

DESCRIPTION	AMOUNT
150 Chair covers \$355	850.00
15 Table cloth \$195	
15 Table runner \$135	
165 Gold sash \$165	
TOTAL	\$850.00

This invoice is an ineligible proof of purchase because it does not show a zero dollar balance.



This invoice is an ineligible proof of purchase because it does not show the:

- Items purchased; or
 - Supplier details.
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