

## Issuing invoices

If your committee is issuing invoices you need to ensure that these meet Inland Revenue requirements and that revenue is banked directly with the Council.

Best practice is that you email [committees@selwyn.govt.nz](mailto:committees@selwyn.govt.nz) requesting that an invoice be raised for your facility and provide the following details:

Required Information	Example
Name, Address, contact telephone number and email address of the Customer	J Smith, PO Box 1, Anywhere, 7643. 03 3472 800. J.smith21@gmail.com
Description of goods and / or services supplied	Hire of hall / reserve 28 and 29 June XXXX 2 days @ \$57.50 per day
Total amount due including GST	\$115.00
GL Code the revenue is to be recorded against	21XX 177 – Hires and Charges

We can provide a spreadsheet that can be populated for your hires.

As a result, the Council will be responsible for the collection of this debt, however if an account is difficult to collect, we may require assistance from your committee.

If you issue invoice then this is the Standard information for all tax invoice:

Standard Information	Example
Issued by	Selwyn District Council – Tawera Hall C/- treasurer address etc
Words 'Tax invoice' in a prominent place	Tax invoice
Selwyn District Council GST number	53-113-451
Name and Address of the Customer	J Smith, PO Box 1, Anywhere, 7643. J.smith21@gmail.com
Date of issue	XX / XX / XXXX
Description of goods and / or services supplied (example)	Hire of hall / reserve 28 and 29 June XXXX 2 days @ \$57.50 per day
Amount excluding tax , charged for the supply	\$100.00
Quantity of goods supplied	2
GST charged	\$15.00
Total amount payable	\$115.00
Bank account for the funds to be paid into	03 1587 0050000 00 (Selwyn District Council)
Reference number to be included with the deposit	Each facility has a unique number please contact Sharon Cullen 03 3472 750 for your facilities number
Additional Reference	Name of the person paying and the tax invoice number

The legal entity issuing the invoice is Selwyn District Council, not the local committee

Please send a copy of one of your invoices to [committees@selwyn.govt.nz](mailto:committees@selwyn.govt.nz) so it can be reviewed for Inland Revenue compliance.

You can contact Sharon Cullen 03 3472 750 who will be able to advise who has made payments for your facility.