

City of Wanneroo Community Funding Program

Making an Acquittal: Eligible Payment Receipts

When you receive a funding grant from the City of Wanneroo's Community Funding Program 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 City's 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 City of Wanneroo's Community 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 Date 29-11-2021 Order #35 Pickup 08-10-2021 08:30 AM Return 08-10-2021 05:00 PM																			
Invoice #2																				
20 x Bean Bag	1 day	<table><thead><tr><th>Price</th><th>Tax</th><th>Total</th></tr></thead><tbody><tr><td>\$8.00</td><td></td><td>\$160.00</td></tr><tr><td colspan="2">Subtotal</td><td>\$160.00</td></tr><tr><td colspan="2">Total incl. taxes</td><td>\$160.00</td></tr><tr><td colspan="2">Paid</td><td>\$160.00</td></tr><tr><td colspan="2">Outstanding</td><td>\$0.00</td></tr></tbody></table>	Price	Tax	Total	\$8.00		\$160.00	Subtotal		\$160.00	Total incl. taxes		\$160.00	Paid		\$160.00	Outstanding		\$0.00
Price	Tax	Total																		
\$8.00		\$160.00																		
Subtotal		\$160.00																		
Total incl. taxes		\$160.00																		
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.




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

INVOICE



ABN: 86 642 035 738

21c Markham way Balga WA 6061
E: amanconsultingptytd@gmail.com
W: <http://amanconsultingtd.com/>

BILL TO

Invoice Number: AMAN2100034
Invoice Date: 20-11-2020
Payment Due: 26-04-2021
Amount Due (AUD): \$250

Service	Quantity	Price	Amount
Project delivery support	1	\$250	\$250
Total			\$250
Amount Due (AUD)			\$250

AMAN Consulting PTY LTD
21C Markham Way Balga WA 6061 Australia

T +61 8 6261 7956
M +61 4 4996 1863

E amanconsultingtd@gmail.com
W <http://amanconsultingtd.com/>

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
To Amankwaa

-\$250.00

Message
Project delivery support

TRANSACTION DETAILS

Date	Thursday, 22 Apr 2021
Paid To	Amankwaa 066166 10867707
Ref.	AMAN Consulting PDS

Ineligible proof of purchase

MOBILE 0490 152 839
 mel@cloesworkwear.com.au

ABN 50 110 182 605
Quotation

Quote No. C1553
 Quote Date 26-11-2021
 Account Number 87
 Sales Rep CLOE'S
 Order No.

Qty.	Description	Unit	ExPrice	Tax	Total
44	SAFETYWEAR 6HVF VESTS TRICOLOURED VELCRO		\$7.00	10%	\$338.80
36	SCREEN PRINT 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 US WITH EACH COLOUR

Handwritten: Paid [redacted] VESTS UNIFORM (VESTS)
 \$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

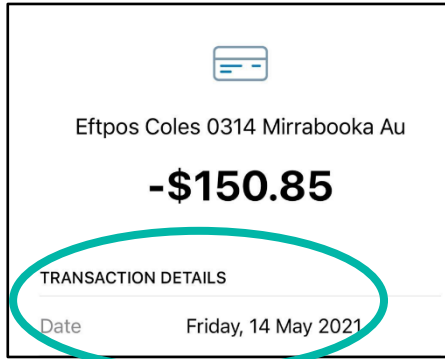
Royal Gifts Australia
 ABN: 63725399302

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.

You can find more useful resources to help apply for and acquit funding in the City of Wanneroo's Community Toolkit: www.wanneroo.wa.gov.au/communitytoolkit