

SUPPORTING DOCUMENTATION

The following lists the supporting documents that are required for your accountability to ensure compliance (but not limited to):

FOR PROJECT, ACTIVITY, OR OPERATIONAL EXPENSES

We require **tax invoices** and **full bank statements**

*If payments are made in a batch payment, the batch payment summary showing the invoice you wish to claim must be provided alongside the actual bank statement showing the batch payment being made.

Invoices **must** be provided in full (not just the front page) and include:

- Addressed to the Organisation
- State the full contact details of the supplier
- Provide a full description of the goods and services
- Clearly show whether the total is GST inclusive or exclusive

Bank statements **must** be full generated statements or internet banking transaction lists that include:

- The Bank's name eg BNZ
- The Organisations name
- The bank account number
- Highlighting all relevant payments

FOR SALARY / WAGE COSTS

For salary/wage costs paid via payroll

- IR348/9 Employer Monthly Schedule
- Pay Summary Report/Payslips
- IR345 Employer Deduction Form
- Bank statements and payment schedules showing all payments made

For salary/wage costs paid via invoice

- A copy of the invoice
- Full bank statement (meeting the requirements listed above)

Please name all documents so they can be easily identified eg 'Power Invoice May', 'Power Bank Statement May' or 'IR348/9 Employer Monthly Schedule' etc

