

YARRIAMBIACK SHIRE COUNCIL

SPONSORSHIP ALLOCATIONS 2017

THIS FORM TO BE COMPLETED AND RETURNED BY **5.00 PM**
ON FRIDAY 26 MAY 2017

Group/Organisation: _____

Contact person: _____

Address: _____

Phone number b/h: _____

Position held: _____

Number of members: _____

Amount of money sought: \$ _____

ABN _____

Are you registered for GST? _____

Event to which sponsorship money applies:

Aims and objectives of organisation/group:

Activities conducted by organisation:

Number of Participants:

Has your Group obtained sponsorship from other agencies for this particular event? If so list:

Benefit of the event to the community:

Timing of the event for which sponsorship is being sought:

**ADDITIONAL INFORMATION TO SUPPORT APPLICATION MAY
BE ATTACHED**

All applications will be considered but not necessarily funded by Council.

.....
Signed: Contact Person

.....
Date

Funding Guidelines

Policy

That Yarriambiack Shire Council provides an opportunity for sponsorship to eligible community groups for events or competitions within its boundaries.

Funding Criteria

Council will allocate funds annually after consideration of applications that will close in May.

Distribution of funds will be determined after taking into account:

- (a) Amount of funds available
- (b) Equity across municipality
- (c) Number of applications and funds sought
- (d) Community group contribution to event
- (e) Community group membership numbers
- (f) Viability of event
- (g) Benefit of sponsorship

Community groups are advised that sponsorship grants are available on an annual basis and Council is not obligated to provide ongoing grants.

The maximum amount of sponsorship available is \$200. Only one allocation will be made per community group.

The sponsorship grants are to be used for prize money or purchase of a trophy for a competition open to the public and scheduled as part of an event or festival. The sponsorship cannot be used for internal club competitions eg best and fairest.

Eligible for Funding

All recreation, service and community volunteer fundraising organisations which are formally constituted organisations, located within the boundaries of the Yarriambiack Shire Council municipal boundaries are eligible to apply for assistance under this scheme.

Ineligible for Funding

Community Group Sponsorship Grants are not available for administration costs, repair of equipment, rates, power costs, telephone, insurance and other re-current costs of community groups incurred in organising and operating the event. Grants will not be backdated.

Conditions of Funding

- (a) Applications shall be submitted in writing for the next round of funding to Council's Offices at PO Box 243 Warracknabeal, or 34 Lyle Street Warracknabeal.
- (b) Applications should address the selection criteria that form part of these guidelines. Applications must include evidence of incorporation, and audited financial accounts.
- (c) Each application shall be assessed before being referred to Council's Chief Executive Officer who will make the appropriate recommendation to Council.

Payment Process

Community Group Sponsorship Scheme fund availability will be determined by Council during its budget estimates process and will vary from year to year.

The Council will declare the amounts available after it completes the budgetary process.

The sponsorship of Council will be provided as a one-off grant to successful community groups.

Timeline

April	Advertised in local media
May	Applications close
June	Successful projects announced

Applications are to be forwarded to:

Chief Executive Officer
Yarriambiack Shire Council
PO Box 243
WARRACKNABEAL VIC 3393

Further information can be obtained by contacting Bernardine Schilling, Executive Assistant/HR Officer on 5398 0104.

DIRECT CREDIT

To Whom it May Concern:

Yarriambiack Shire Council is updating its Accounts Payable facilities to enable direct credits for the payment of Creditors.

This means we will be able to pay our account to you via direct payment into a bank account of your choice.

Remittance details will be available on request.

If you wish to participate, please fill in the details below and return to:-

**Yarriambiack Shire Council
PO Box 243
Warracknabeal Vic 3393**

Municipal Office
34 Lyle Street
Warracknabeal
Victoria 3393

ALL CORRESPONDENCE TO
P.O. Box 243
Warracknabeal
Victoria 3393

Telephone
(03) 5398 0100

Facsimile
(03) 5398 2502

Email
info@yarriambiack.vic.gov.au

Hopetoun

Telephone
(03) 50833001

Facsimile
(03) 50833309

Rupanyup

Telephone
(03) 5385 5060

Facsimile
(03) 5385 5300

Trading Name: _____

Name of Account: _____

Nominated Bank: _____

Nominated Bank Branch: _____

BSB: _____

Account: _____

Your Name: _____

Signed: _____

If you require a remittance by email please tick here.
(email address: _____)

If you require a remittance by fax please tick here.
(fax number: _____)

If you require a remittance by postage please tick here.

Statement by a supplier

(reason for not quoting an ABN to an enterprise)

PURPOSE

This fact sheet provides guidance on:

- pay as you go (PAYG) withholding from payments for supplies, and
- the requirements for quoting an Australian business number (ABN).

When you pay suppliers who provide goods or services to your business, those suppliers generally need to quote an ABN. They can quote their ABN on an invoice or some other document that relates to the goods and/or services they provide. If any supplier does not provide their ABN, you may need to withhold an amount from the payment for that supply. This is sometimes referred to as 'No ABN withholding'.

WITHHOLDING FROM PAYMENTS

Generally, you must withhold 46.5% of the total payment for a supply unless:

- you have an invoice or some other document relating to the supply on which the supplier's ABN is quoted
- the ABN of the supplier's agent is quoted (if the supply is made through the agent), or
- one of the exceptions to withholding applies or the supplier is not entitled to an ABN.

You may also be required to withhold 46.5% from the payment if you have reasonable grounds to believe that the ABN quoted is invalid (for example, it belongs to another entity).

QUOTING AN ABN

A supplier must quote their ABN by the time the payment is made to prevent 46.5% of that payment being withheld. A supplier may quote their ABN on an invoice or other document relating to the supply.

Documents on which an ABN may be quoted include:

- invoices
- quotes
- renewal notices (such as for insurance or subscriptions)

- order forms
- receipts
- contracts or lease documents
- letterheads, emails or internet records (web pages)
- records of over-the-phone quotation of an ABN and/or
- catalogues (and other promotional documents) the supplier produces.

You must keep this information with other records relating to the supply.

➤ You do not have to check whether the ABN is valid. However, if you suspect that the ABN quoted does not belong to the supplier or the supplier's agent, you can check it by either visiting www.abr.business.gov.au or phoning the Tax Office on **13 72 26**, 24 hours a day, seven days a week.

WHEN WITHHOLDING IS NOT REQUIRED

You do not have to withhold an amount from a payment if:

- the payer is not making the payment in the course of carrying on an enterprise in Australia
- the payment is \$75 or less, excluding any goods and services tax (GST)
- the supply that the payment relates to is wholly input-taxed, or
- the supplier is an individual and has given you a written statement which says:
 - the supply relates to a private recreational pursuit or hobby, or
 - the supply is wholly of a private or domestic nature for that supplier.

However, you should withhold if you have reasonable grounds to believe that this statement is false or misleading.

- The supplier is an individual aged under 18 years and the payment does not exceed \$120 a week.



You also should not withhold an amount from a payment if you are satisfied that:

- the supply is made by an individual or partnership without a reasonable expectation of profit or gain
- the supplier is not entitled to an ABN as they are not carrying on a business or enterprise in Australia, or
- the whole of the payment is exempt income for the supplier.

! If a supplier has applied for an ABN, they may ask you to hold back payment until the ABN has been obtained and quoted. This is a matter for you and the supplier to work out. However, unless one of the above exceptions applies, you must withhold 46.5% of the payment if it is made before an ABN is quoted. If you do not withhold from the payment, you may have to pay a penalty equal to the amount you should have withheld.

INFORMING THE PAYER IF NO WITHHOLDING APPLIES

As the payer, you may request a written statement from the supplier to justify not withholding if the supply:

- relates to a private recreational pursuit or hobby
 - For example, a hobby artist receives a prize of \$100 in a shopping centre art show.

or

- is wholly of a private or domestic nature for the supplier.
 - For example, a home owner sells some personal furniture to a second hand store.

As a minimum, the statement should contain:

- the supplier's name and address
- why it was not necessary to withhold, **and**
- the supplier's signature.

The Tax Office has developed a form, *Statement by a supplier*, which is attached to this fact sheet and can be used for this purpose.

If you do not withhold because an exception applies, you should keep sufficient records to:

- identify the supply and the supplier, and
- justify the reason for not withholding.

You may choose to obtain a signed statement from the supplier containing the required information or use our form. If we conduct a review and find that the statement was incorrect, you won't be penalised if we believe it was reasonable for you to rely on the supplier's signed statement.

IF YOU ARE REQUIRED TO WITHHOLD

If you are required to withhold an amount, you must:

- be registered for PAYG withholding. This can be done by phoning **13 28 66** between 8.00am and 6.00pm Monday to Friday. You may already be registered if you are withholding from other payments, such as wages to employees.
- withhold 46.5% of the payment unless an exception applies.
- report and pay the withheld amounts to the Tax Office using your activity statement.
- complete a *PAYG payment summary – withholding where ABN not quoted* (NAT 3283), providing a copy to the supplier at the time of payment or as soon as possible afterwards. Suppliers can use the payment summary to claim a credit in their income tax return for the amount withheld.
- keep a copy of the payment summary with your records.
- complete a *PAYG withholding where ABN not quoted – annual report* (NAT 3448).

IF YOU DO NOT WITHHOLD WHEN REQUIRED

You may be subject to penalties if you do not withhold an amount when required. The penalty will be equal to the amount that should have been withheld. It is an offence not to withhold and the payer may be prosecuted in appropriate cases.

> MORE INFORMATION

If you need more information about ABNs, you can:

- visit **www.ato.gov.au**
- phone the Tax Office on **13 28 66** between 8.00am and 6.00pm Monday to Friday, or
- speak to your tax adviser.

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.

OUR COMMITMENT TO YOU

The information in this publication is current at April 2008.

