![grassroots trust logo]

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
- **Fully completed hand signed** (we do not accept electronic signatures) Salary/Wage Declaration Form. Please ensure you complete the tick boxes in the Declaration section - the form can be found on our website under the *Audit and Accountability* section

For salary/wage costs paid via invoice
- An invoice and bank statement (meeting the requirements listed above)

You must keep on hand all supporting documentation that confirms the salary spend in case you are chosen to be audited. This documentation includes your IR employment information, and bank statements showing all salary/wage payments to the staff member, and IRD deduction payments to IRD. If the payments are made in batches, the payment batch summary showing the funded staff member must also be kept with your supporting documentation.

Please name all documents so they can be easily identified eg 'Power Invoice May', 'Power Bank Statement May' or 'Salary and Wage Declaration Form' etc