



Business Activity Statement

A guide to completing your quarterly BAS



Business Activity Statement (BAS)

BAS (Business Activity Statement) is completed and submitted to the ATO on a quarterly basis.

- March Quarter
- June Quarter
- September Quarter
- December Quarter

The BAS information Report generates data from the Cash Receipts and Cash Payments worksheets and can be found on the CIRCUIT file TAB named BAS.

Note: To claim your GST back you must complete your BAS (this will be posted to the CERCs address by the ATO or the coop can register with the ATO & complete the BAS electronically via the ATO portal).

1st quarter BAS report from the CIRCUIT file, BAS tab:

CERC Name: **TEST CERC**

First Quarter

	TOTAL CASH RECEIPT	GST FREE RECEIPT*	TOTAL EXPENSES	GST RECEIPT	GST EXPENSES
Jul-2022	1000.00	1000.00	5220.00	0.00	20.00
Aug-2022	0.00	0.00	-110.00	0.00	-10.00
Sep-2022	0.00	0.00	0.00	0.00	0.00
TOTALS	1000.00	1000.00	5110.00	0.00	10.00
	\$1,000	\$1,000	\$5,110	\$0	\$10
	G1-Total sales	G3-Other GST-free sales	G11-Non-capital purchases	1A-GST on sales	1B-GST on purchases
			Is 1A more than 1B?	<input type="text" value="No"/>	
			9 - Payment or Refund due from ATO	<input type="text" value="\$10"/>	

* RENT, INTEREST, ATO REFUND, CEHL REFUND, RATES REFUND.

GST and property expenses

Circuit will review each property and renter to determine the rent paid and compare to the market rent. Where the rent paid is 75% or greater, the rent will highlight in pink, meaning no GST is claimable on this property.

The MENU tab from the CIRCUIT file:

Financial Year Jul-2022 to Jun-2023

Type your CERC name in the box below (MAX 40 Chars)

CERC Name >> TEST CERC

No.	CEHL Property ID	Property street address	Enter CEHL Member ID	Enter name of Member	Tenanted Date	Vacate Date	Enter the title of the Member's co-op position	Enter Max Rent (P/w)	Enter Assessed Rent (P/w)
No. 1	1901	1 CIRCUIT PLACE, CARLTON VIC 3053	100123	SHAGGY ROGERS	14/06/2016		DIRECTOR	\$ 400.00	\$ 400.00
No. 2	1902	2 CIRCUIT PLACE, CARLTON VIC 3053	100124	SHAGGY ROGERS	14/06/2016		DIRECTOR	\$ 400.00	\$ 400.00
No. 3	1903	3 CIRCUIT PLACE, CARLTON VIC 3053	100125	SHAGGY ROGERS	14/06/2016		DIRECTOR	\$ 400.00	\$ 200.00
No. 4									
No. 5									
No. 6									
No. 7									
No. 8									

Print Monthly Reports
 1. Select month Jul-2022
 2. Select print preview Print Preview

Indicates assessed rent is 75% or more of Max Rent

Enter Assessed Rent (P/w)	
\$	400.00
\$	400.00
\$	200.00

Indicates assessed rent is 75% or more of Max Rent

If the line is highlighted in pink on the CASH PAYMENT tab, it means that we must change the GST amount to \$0.00 (as the GST is not claimable on this property) and include the total of the invoice (incl GST) in the relevant column.

Incorrect example: The CASH PAYMENT tab from the CIRCUIT file:

ABN Lookup Jul-2022

Enter the amounts minus the GST into the various categories. If GST does not appear separately

Start	End	Urgent/non-urgent	PAID TO	ABN	CHEQUE No.	GST	ACCOUNT TRANSFERS	CEHL RENT	RATES		MAINTENANCE	
							NO GST	NO GST	WATER NO GST	COUNCIL NO GST	CYCLICAL	RESPONSIVE
1/01/2022	1/02/2022	Urgent	Bob the Builder	998877665511		\$ 10.00						\$ 100.00
1/01/2022	1/02/2022	Urgent	Bob the Builder	998877665511	DD	\$ -						\$ 100.00

Correct example: The CASH PAYMENT tab from the CIRCUIT file.

Start	End	Urgent/non-urgent	PAID TO	ABN	CHEQUE No.	GST	ACCOUNT TRANSFERS	CEHL RENT	RATES		MAINTENANCE	
							NO GST	NO GST	WATER NO GST	COUNCIL NO GST	CYCLICAL	RESPONSIVE
1/01/2022	1/02/2022	Urgent	Bob the Builder	998877665511							\$ 110.00	
1/01/2022	1/02/2022	Urgent	Bob the Builder	998877665511	DD							\$ 100.00

ATO position:

If a charity supplies community housing for consideration that is less than 75% of the market rent, the supply is GST-free. The charity **can claim** input tax credits for purchasing things to make the supply.

If a charity supplies community housing for consideration that is at or above 75% of the market rent, the supply is input taxed.

The charity **cannot claim** input tax credits for purchasing things to make the supply.

Business Activity Statement Continued

When entering the BAS information into the ATO BAS statement, please use the corresponding codes as listed on the CIRCUIT BAS report.

The first three highlighted cells (G1, G3 and G11) will match with the first page of the ATO BAS Statement.

Please select X - Option 1.

Does the amount shown at G1 include GST? - Please tick the NO option.

CERC Name: **TEST CERC**

First Quarter

	TOTAL CASH RECEIPT	GST FREE RECEIPT*	TOTAL EXPENSES	GST RECEIPT	GST EXPENSES
Jul-2022	6501.00	6501.00	5220.00	0.00	20.00
Aug-2022	0.00	0.00	-110.00	0.00	-10.00
Sep-2022	0.00	0.00	0.00	0.00	0.00
TOTALS	6501.00	6501.00	5110.00	0.00	10.00
	\$6,501	\$6,501	\$5,110	\$0	\$10
	G1-Total sales	G3-Other GST-free sales	G11-Non-capital purchases	1A-GST on sales	1B-GST on purchases

Does 1A more than 1B?

9 - Payment or Refund due from ATO

* RENT, INTEREST, ATO REFUND, CEHL REFUND, RATES REFUND.

Goods and services tax (GST)

Complete Option 1 OR 2 OR 3 (indicate one choice with an X)

Option 1: Calculate GST and report quarterly

Total sales (G1 requires 1A completed) **G1** \$

Does the amount shown at G1 include GST? (indicate with X) Yes No

Export sales **G2** \$

Other GST-free sales **G3** \$

Capital purchases **G10** \$

Non-capital purchases **G11** \$

Report GST on sales at 1A and GST on purchases at 1B in the Summary section over the page

Option 2: Calculate GST quarterly and report annually

Total sales (G1 requires 1A completed) **G1** \$

Does the amount shown at G1 include GST? (indicate with X) Yes No

Report GST on sales at 1A and GST on purchases at 1B in the Summary section over the page

Option 3: Pay GST instalment amount quarterly

G21 \$

Write the G21 amount at 1A in the Summary section over the page (leave 1B blank)

OR if varying this amount, complete G22, G23, G24

Estimated net GST for the year **G22** \$

Varied amount payable for the quarter **G23** \$

Write the G23 amount at 1A in the Summary section over the page (leave 1B blank)

Reason code for variation **G24**

NAT 4191-03.2014 [JS 29436]

Place an X in Option 1.

Place an X in NO

Business Activity Statement Continued

The below highlighted will answer the second page of the of the ATO BAS report details.

CERC Name: **TEST CERC**

First Quarter

	TOTAL CASH RECEIPT	GST FREE RECEIPT*	TOTAL EXPENSES	GST RECEIPT	GST EXPENSES
Jul-2022	6501.00	6501.00	5220.00	0.00	20.00
Aug-2022	0.00	0.00	-110.00	0.00	-10.00
Sep-2022	0.00	0.00	0.00	0.00	0.00
TOTALS	6501.00	6501.00	5110.00	0.00	10.00
	\$6,501	\$6,501	\$5,110	\$0	\$10

G1-Total sales **G3-Other GST-free sales** **G11-Non-capital purchases** **1A-GST on sales** **1B-GST on purchases**

Is 1A more than 1B?

9 - Payment or Refund due from ATO

* RENT, INTEREST, ATO REFUND, CEHL REFUND, RATES REFUND.

Summary

Amounts you owe the ATO
 GST on sales or GST instalment **1A** \$

Amounts the ATO owes you
 GST on purchases **1B** \$

Payment or refund?

Is 1A more than 1B? (indicate with X)
 Yes, then write the result of 1A minus 1B at 9. This amount is payable to the ATO.
 No, then write the result of 1B minus 1A at 9. This amount is refundable to you (or offset against any other tax debt you have).

Your payment or refund amount
9 \$

Declaration I declare that the information given on this form is true and correct, and that I am authorised to make this declaration. The tax invoice requirements have been met.

Signature _____ Date ____/____/____

Return this completed form to _____

HRS MINS
 Estimate the time taken to complete this form. Include the time taken to collect any information.

Footnote: Taxation laws authorise the ATO to collect information including personal information about individuals who may complete this form. For information about privacy and personal information go to ato.gov.au/privacy. Activity statement instructions are available from ato.gov.au or can be ordered by phoning 13 28 66.

Sign and date the ATO BAS before sending to the ATO and keep a copy in your files for the annual audit.

Goods And Services Tax (GST) & Tax Invoices

Valid GST Invoices

To be able to claim a GST credit back from the ATO, a valid GST invoice must be obtained and retained by the co-op. A valid tax invoice has the following characteristics:

1. Must state "Tax Invoice"
2. The supplier's identity
3. The supplier's Australian business number (ABN)
4. The date the invoice was issued
5. A brief description of the items sold, including the quantity (if applicable) and the price
6. The GST amount (if any) payable – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as "Total price includes GST"
7. The extent to which each sale on the invoice is a taxable sale (that is the extent to which each sale includes GST)

Example 1: Tax invoice for a sale under \$1,000

1 Tax invoice	
2 Windows to Fit Pty Ltd ABN: 32 123 456 789 3	15 Burshag Road Festler NSW 2755
4 Date: 1 August 2010	
To: Building Company 254 Burshag Road Festler NSW 2755	
Description of supply	Total
Window frames 5	\$825
TOTAL PRICE INCLUDING GST	\$825 6

Example 2: Tax invoice for a sale of more than \$1,000

1 Tax invoice				
2 Windows to Fit Pty Ltd ABN: 32 123 456 789 3	15 Burshag Road Festler NSW 2755			
4 Date: 1 August 2013				
To: Building Company 8 254 Burshag Road Festler NSW 2755				
Qty	Description of supply	Unit price	GST	Total
5 50	Window frames	\$150	\$15	\$8,250
10	Deadlocks	\$40	\$4	\$440
			6	
TOTAL AMOUNT PAYABLE				\$8,690
The total price includes GST 7				

8. Invoices must be addressed to the co-operative only to claim GST