

# Space Invoicing



## Space invoicing

- Centres to generate invoices for hosting Programmes (previously called “Space venue hire”) through Xero and send directly to Accounts Payable at [accounts.payable@playcentre.org.nz](mailto:accounts.payable@playcentre.org.nz)
- If you are a GST registered Playcentre you tick the GST inclusive box and if you are a non-GST registered Centre, you tick the GST exclusive box.
- Please state which Term and year the invoice relates to on the invoice.
- Centres can invoice from the day the Programme starts and the invoices will be paid as soon as they have been approved by the Regional Managers through the Approval Max process in Xero.
- You do not have to put pay by 20<sup>th</sup> of month as we will pay the invoice immediately once approved.
- If for any reason a Programme is cancelled or does not run the full course and the invoice has already been paid, the Centre will need to issue a credit note to Playcentre Aotearoa.
- If you are yet to invoice for previously hosted Programmes please include those asap.

Before you generate your invoice for hosting a Programme and send it to Accounts Payable, could you please ensure the following:

- The Programme has started.
- You are not invoicing Playcentre Aotearoa for a Programme hosted on a public holiday unless the Centre is open, and the Programme is run on a public holiday as we only receive funding from MoE if the service is open on the day the public holiday is observed.
- The rates are correct. National will reimburse Centres at a rate of \$20 + GST (if GST registered) per session. If there is a change in rates in the future due to lockdown, we will advise Centres of this separately as it could affect different regions or even parts of regions.
- When doing your invoice please be specific in how many sessions you are charging for, do not put 1 x \$200.00. See the examples below. This example shows a GST excl unit price.

Description	Quantity	Unit Price	Amount NZD
SPACE Term 1 2021 - Tuesday	10.00	20.00	200.00
SPACE Term 1 2021 - Wednesday	10.00	20.00	200.00
		Subtotal	400.00
		TOTAL GST 15%	60.00
		<b>TOTAL NZD</b>	<b>460.00</b>