INVOICING

POLICY NUMBER: NDIS FIN 9

INTENT

To ensure the regular preparation and delivery of invoices for services to manage cash flow and payments.

DEFINITION

An invoice *is a bill of goods for services supplied.*

POLICY STATEMENTS

- Real Living Options Association Inc. will ensure that invoices for services are correctly prepared and promptly dispatched.

PROCEDURES

- Invoices for support services under the NDIS will be in accordance with the NDIS Price Guide and the services delivered.
- Invoices for mileage are set at the relevant award rate per kilometre.
- Invoices for activities are set relevant to the receipts provided for reimbursement as approved by Participants and the Support Manager.
- Invoices for services delivered under the NDIS are to be dispatched weekly following the approval of timesheets as far as is practicable.
- Invoices for mileage and activities are to be dispatched promptly after the end of each monthly period.
- All invoices will meet the Tax Invoice requirement standard and must contain the Service's name, ABN Number, date, identification of person to whom the invoice is issued, GST amount and total.
- Unpaid invoices will be reviewed monthly. The General Manager is also to be advised so that they can make contact with the debtor to ascertain the reason for the outstanding payment.
- A list of outstanding payments is to be presented to the Management Committee at each monthly meeting.

DELEGATIONS

Management Committee

- Review outstanding payments list and take corrective action as required.

General Manager

- Ascertain the reason for any outstanding payments and make arrangements for payment.

Support Manager/Support Facilitator

- Check and authorise all timesheets in preparation for invoicing for services delivered.

Finance Officer

- Ensure that all invoices are prepared, authorised, and issued.
- Compile monthly list of outstanding payments.

RELATED DOCUMENTATION

Timesheets.
Outstanding Payments list.
Policy NDIS SER DEL 9 Transportation of Participants.
Policy NDIS GOV 22 Business Practices under the NDIS.

REFERENCES

Association Incorporation Act 1981.
The Constitution of Real Living Options Association Inc.
Goods and Services Act.
National Disability Insurance Scheme Act 2013.
Australian Accounting Standard.

AMENDMENTS/REVIEWS

Amended 13/09/2012.
Amended 02/07/2015.
Amended 30/04/2020.

Amended 07/09/2023.

Amended 08/04/2026.