



**COMMUNITY FUNDING; GRANTS & SPONSORSHIP
ACQUITTAL FORM**

Please complete this form no later than 90 days following the conclusion of your sponsored event / project and return to the Shire. Please attach an expenditure budget should you need more space than provided below and ensure it is signed by a duly authorised officer of your organisation (i.e. Treasurer, Accountant or Executive Office bearer)

Expenditure receipts are not required however Council can request copies of this expenditure at anytime.

Type of Project Funded(Sporting, Tourism Festival, Community based event/workshop):

Organisation Name (name of group funded):

Date funding was granted:

Date project was delivered:

Describe the key outcomes of your project: _____

What were the key lessons your organisation learned while delivering the project?

How many people benefited from your project?

Attendance numbers

Club / Group membership increases (if applicable)

Community engagement undertaken (school incursions, pre or post event workshops, drop in sessions)

Other

How was the Shire of York acknowledged throughout this project?

- Annual report Social Media Letters to supporters
- Media release Newsletter, flyers, brochures Signage
- Website Speeches
- Other

Please include copies of the relevant promotional material acknowledging the Shire’s sponsorship

Did your organisation spend all sponsorship funds granted? If not, why?

Did your club or organisations derive revenue from the sponsorship?

If yes, what is the derived revenue being spent on?

Please list the income and expenditure relating to your project:

INCOME		AMOUNT (\$)
ITEM/PROGRAM/PROJECT COSTS		
	SUBTOTAL	\$
In Kind Support		
	SUBTOTAL	\$
FUNDING AMOUNT FROM SHIRE OF YORK		\$
TOTAL INCOME		\$

EXPENDITURE	AMOUNT (\$)
ITEM/PROGRAM/PROJECT COSTS	
SUBTOTAL	\$
In Kind Support	
SUBTOTAL	\$
TOTAL EXPENDITURE	\$

Declaration

In affixing my name to this form my organisation is making the following declarations:

- We declare to the best of our knowledge that the statements made in this report are true.
- We have recorded and retained original invoices and receipts in accordance with the Funding Agreement. We acknowledge that Shire of York may audit the organisation to verify the accuracy of the information contained in this acquittal.
- The information contained within the Statement of Expenditure or Explanation is complete and accurate and does not contain any misleading or fraudulent information.
- Relevant statutes, regulations, by-laws and requirements on any Federal, State or Local Government have been complied with.

Acquittal report duly authorised by:

Name: _____ Position Held: _____

Date: _____

(must be signed by a duly authorised officer i.e. Treasurer, Chief Executive Officer or similar)