**Instructions**

For acquittal purposes, please complete the Detailed Project Acquittal on Page 2, submit to the above address together with documents which evidence the completed project, copies of paid invoices, and an invoice to the Shire of Narrogin in the amount of the Community Chest grant approved / received.

Please use the Sample Acquittal as a guide to calculate income and expenditure. Applicant/in-kind labour is to be calculated at $25 per hour.

The Association’s President, Chairperson or similar is required to sign the Declaration over the page, and Grants should be acquitted before
30 June in the financial year of approval.

Chief Executive Officer

Shire of Narrogin

89 Earl Street

PO Box 1145

Narrogin WA 6312

enquiries@narrogin.wa.gov.au

*Example Acquittal (Outdoor Music Event)*

|  |  |
| --- | --- |
| TOTAL PROJECT INCOME ($) | TOTAL PROJECT EXPENDITURE ($) |
| \*\*Community Chest Funds  | $2,000 | Materials / stock / merchandise purchased-Food and drinks/ice purchased | $800 |
| \*\*Shire in-kind contribution (eg waived venue/hire fees) - John Higgins Community Centre (day hire) | $500 | Applicant’s in-kind expenditure-12 volunteers 10 hrs @ $25 p/h | $3,000 |
| Applicant's cash contribution | $2,000 | - Stage and sound system hire | $500 |
| Applicant’s in-kind contribution (please list items)- 6 volunteers 6 hrs @ $25 p/h  | $900 | - Band | $4,500 |
| Other income (eg grants or cash donations, ticket sales)- Ticket sales  | $2,000 | - MC | $400 |
| - Food and drink sales | $2,500 | - Liquor Licence | $100 |
| Donations - materials (please list items and value)- 5 kgs sausages @ $12 kg = $60- Photocopy programs x 100 @ .40c each = $40 | $500 | - Radio/newspaper advertising/printing | $600 |
| Total \*Income | $9,900 | Total \*Expenditure | $9,900 |

\*Income and \*Expenditure amounts must be equal.

\*\*The total or combined cash and in-kind cannot be greater than the amount approved.

**DETAILED PROJECT ACQUITTAL**

|  |  |
| --- | --- |
| Name of Association |  |
| Project Name |  |

|  |  |
| --- | --- |
| **TOTAL PROJECT INCOME ($)** | **TOTAL PROJECT EXPENDITURE ($)**(Please attach copies of receipts for cash expenditure) |
| \*\*Community Chest Funds  | $ | Materials / stock / merchandise purchased | $ |
| \*\*Shire in-kind contribution(eg waived venue/hire fees)  | $ | Applicant’s in-kind expenditure | $ |
| Applicant's cash contribution | $ |  | $ |
| Applicant’s in-kind contribution (Please list items) | $ |  | $ |
| Other income(eg grants or cash donations, ticket sales) | $ |  | $ |
| Donations(Please list items and value) | $ |  | $ |
| Total \*Income | $ | Total \*Expenditure | $ |

*\*Income and \*Expenditure amounts must be equal.
\*\*The total or combined cash and in-kind cannot be greater than the amount approved.*

**Checklist** - Use this checklist to ensure you have included all the supporting documents before submitting the acquittal:

[ ]  Attached copies of paid invoices; and

[ ]  Attached a tax invoice made out to the Shire of Narrogin (inclusive of GST if applicable) in the amount of approved / received grant or expended funds; and

[ ]  Attached a brief report of the event/activity or copies of newspaper articles or other publicity.

**Declaration**

I declare that I am authorised to submit this acquittal, and that all supporting documentation is attached, and that the information presented is correct to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Signature | Date |
| ……………………………………… | ……………………………………… | ……………………………………… |  / / |