

Acquittal Guidelines for Financial Funding



Boco Rock Community Enhancement Fund

INTRODUCTION

If you receive funding from Boco Rock Community Enhancement Fund, at the conclusion of your activity you will need to complete an acquittal report. This will assist in evaluating your project, and account for the grant funding expenditure.

HOW TO COMPLETE YOUR ACQUITTAL REPORT

You are required to complete all sections of this report with as much detail as possible.

Along with your completed report, you will also be required to provide Boco Rock Community Enhancement Fund the following proof of your expenditure (if applicable):

- Photographs of your function, purchased items or projects;
- Before and after Photographs E.g. Garden or park upgrades;
- Copies of receipts, invoices and quotes

WHY YOUR GRANT NEEDS TO BE ACQUITTED

The information you provide in your acquittal report will:

- Account for your use of public funds, demonstrating that the funds were used for the purpose for which they were provided;
- Assist Boco Rock Community Enhancement Fund in assessing how successful grants are in meeting the needs of the community, and;
- Provide you with the opportunity to make suggestions regarding improvements to the grant funding program.

Boco Rock Community Enhancement Fund will use the information in your acquittal report to evaluate the achievements of funded activities and monitor the effectiveness of our funding program.

WHEN SHOULD YOU ACQUIT YOUR GRANT FUNDING?

Your acquittal report must be completed within one month of the conclusion of your project.

If you foresee any difficulty providing your report on time or complying with any specified requirements within the acquittal guidelines, we ask that you contact the Governance Team immediately, via email (council@snowymonaro.nsw.gov.au) or phone 1300 345 345.

WHAT HAPPENS IF YOU DON'T ACQUIT?

If you do demonstrate satisfactory progress at milestone stages, Boco Rock Community Enhancement Fund may not make any further payments that may be due to you, and you will be ineligible to apply for further grants.

Boco Rock Community Enhancement Fund may also ask you to pay back part or all of the funding provided to you, and may take the necessary action to recover any unspent or misspent funding as a debt due and payable.

ACCEPTANCE OF YOUR ACQUITTAL

Once your final Acquittal Report has been received and accepted, you will be notified. All of your obligations under the funding agreement will then be completed.

UNSPENT GRANTS

Should there be unspent funds exceeding \$200 reported in the acquittal, these funds are to be returned to Boco Rock Community Enhancement Fund. A tax invoice will be issued if payment is required.

Section 1: Project Evaluation

Applicants Details	
Name of Organisation	
Contact Person	
Address	
Telephone Number	
Email Address	

Project Details	
Project Title	
Start Date	
Finish Date	
Period this acquittal is being submitted for	
Describe the project (include any changes to your original application)	

<p>Provide an assessment of the impact of your project (with particular reference to the objectives stated in your application) and include any unexpected outcomes</p>	
<p>Record the number of community participants involved in this project – log volunteer hours</p>	
<p>In evaluating your project, is there anything that you would do differently? If so, please describe</p>	
<p>Do you have any suggestions on how the grant funding program could be improved?</p>	

Section 2: Financial Information

2.1 TAX INVOICES

Please provide supporting invoices / receipts for relevant expenditure.

2.2 FINANCIAL REPORT

Please supply a financial report using the template below or attach a document showing the income and expenditure. Please attach additional pages if necessary.

<i>Income</i>	<i>\$ Actual</i>		
Income Received		Project Costs	
Other Contributions		Marketing and Promotion	
Grants		Administration	
In Kind - Volunteer		Contractors	
Total Income		Total Expenditure	
Net Surplus / Deficit			

Section 3: Declaration

Declaration and Signature of Applicant	
<input type="checkbox"/> I am authorised to acquit this grant funding and I certify that the above grant funding was used for the approved purpose. All information provided in this report is correct and accurate.	
<input type="checkbox"/> I agree to provide Boco Rock Community Enhancement Fund with additional information in relation to the use of grant funding if requested.	
Name	
Signature	
Date	
Organisation	

Submitting your Acquittal
After completing your form, save to your computer and send via Email council@snowymonaro.nsw.gov.au Post PO Box 714, Cooma NSW 2630 Alternatively, you can hand deliver either of the following Customer Service locations: Cooma 81 Commissioner Street, Cooma NSW 2630 Bombala 71 Caveat Street, Bombala NSW 2632 Berridale 2 Myack Street, Berridale NSW 2628 Jindabyne 2/1 Gippsland Street, Jindabyne NSW 2627 Contact 1300 345 345 for any enquiries (Governance Team)

Office Use only	Yes	No
Was application complete?		
Was project completed on time?		
Was acquittal submitted on time?		