For acquittal purposes, please complete the Income and Expenditure below and submit together with copies of paid invoices and an invoice to the Shire of Narrogin in the amount of the Community Chest grant approved / received.

Grants must be acquitted within the financial year of approval.

Use the checklist below to ensure you have included all the supporting documents before submitting the acquittal:

* Attached copies of paid invoices
* Attached a tax invoice made out to the Shire of Narrogin (exclusive of GST) in the amount of approved / received grant or expended funds
* Attached a brief report of the event or activity
* Attached copies of newspaper articles or other publicity of your event

Acquittals should be addressed to the undersigned and received before 30 June in the financial year of the approved grant.

Chief Executive Officer

Shire of Narrogin

89 Earl Street

PO Box 1145

Narrogin WA 6312

[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

|  |  |  |  |
| --- | --- | --- | --- |
| **TOTAL PROJECT INCOME** | | **TOTAL PROJECT EXPENDITURE** | |
| \*\*Amount of Community Chest Funds requested in cash |  | Materials |  |
| \*\*Amount of Community Chest funds requested in-kind *(e.g. traffic control, venue hire fee waived if applicable /required).* |  | Hire of equipment: |  |
| Applicant's cash contribution |  | Venue hire |  |
| In-kind *(volunteer, donated labour)* |  | Labour/contractor costs |  |
| Sponsorship |  | Advertising |  |
| Donations *(cash/materials from others- please list)* |  | Catering costs |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Other grants |  | Entertainment |  |
| Sales *(stall fees, event tickets/food/merchandise)* |  | Office/administration |  |
| Other income *(please list)* |  | Other expenditure *(please list)* |  |
|  |  |  |  |
|  |  |  |  |
| **Total \*Income** |  | **Total \*Expenditure** |  |

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

*\*\*The total or combined cash and in-kind request cannot be greater than $2,500*.