

LANDCARE PROJECT FUNDING ACQUITTAL FORM (FTRS005)



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CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

For acquittal purposes, please provide details of the project Income and Expenditure below and submit together with copies of paid invoices and a tax invoice to the Shire of Narrogin in the amount of the approved Landcare Project funding.

The acquittal should be submitted to the Shire by 30 September of each year.

Please use the sample budget below as a guide to calculate income and expenditure in the Detailed Project Budget. Applicant/in-kind labour is to be calculated at \$25 per hour.

Example budget

| INCOME | | EXPENDITURE <i>(please attach copies of receipts for cash expenditure)</i> | |
|---|-----------------|---|-----------------|
| Amount of approved Landcare Project Funds | \$2,500 | Materials: Purchase of Australian Native vegetation (ie trees and shrubs) | \$7,000 |
| Applicant's cash contribution | \$4,500 | Applicants in-kind expenditure labour 300 hours @ \$25 p/h = \$7,500 fencing 50m @ \$10 p/m = \$500 | \$8,000 |
| Applicants in-kind contribution <i>(please list items .i.e .labour/ materials/equipment/machinery/wages)</i> | \$7,500 | | |
| Other income | \$500 | Other expenditure | \$ |
| Total *Income | \$15,000 | Total *Expenditure | \$15,000 |

**Income and *Expenditure amounts must be equal*

DETAILED PROJECT BUDGET

| INCOME | | EXPENDITURE <i>(please attach copies of receipts for cash expenditure)</i> | |
|--|-----------|---|-----------|
| Amount of approved Landcare Project Funds | \$ | Materials: Purchase of Australian Native vegetation (ie trees and shrubs) | \$ |
| Applicant's cash contribution | \$ | Applicants in-kind expenditure <i>(please list items)</i> | \$ |
| Applicants in-kind contribution <i>(please list items)</i> | \$ | | |
| Other income | \$ | Other expenditure | \$ |
| Total *Income | \$ | Total *Expenditure | \$ |

**Income and *Expenditure amounts must be equal*

Please use the Checklist on Page 2 and ensure you have included all the supporting documents before signing the Declaration and submitting the acquittal.

Checklist - I have included:

- Copies of paid invoices or receipts attached.
- Tax invoice made out to the Shire of Narrogin in the amount of approved grant or expended funds.
- Brief report covering the following aspects:
 - Number of trees planted;
 - Species planted;
 - How many hectares planted;
 - Impact to your property;
 - Environmental benefit; and
 - Copies of social media posts and or press coverage on the project if relevant.
- Proof of completion through photographic evidence of the works.

Declaration

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

Print Name

Signature

Date
