

CBD BUILDING FACADES COLOUR PALETTE PROJECT FUND ACQUITTAL FORM

(FDRS036)



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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 CBD Building Facades Colour Palette Project Fund.

The acquittal should be submitted to the Shire by 30 June in the financial year of the grant approval.

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 paid invoices for cash expenditure)</i>	
Amount of requested Colour Palette and Sign Guide Project Funds	\$3,000	Purchase of paints/equipment	\$2,500
Applicant's cash contribution	\$200	Applicants in-kind expenditure (@ \$25 per hour)	\$2,500
Applicants in-kind contribution <i>(please list items .i.e .labour/ materials/equipment/machinery/wages)</i>	\$2,500	Heritage consultant	\$500
Other grants or cash donations	\$	Painting contractor (if applicable)	\$
Donations - materials <i>(please list items .i.e paints, brushes, rollers)</i>	\$	Purchase of painting tools/materials	\$200
Total Project *Income	\$5,700	Total Project *Expenditure	\$5,700

**Income and *Expenditure amounts must be equal*

DETAILED PROJECT BUDGET

INCOME		EXPENDITURE <i>(please attach copies of paid invoices for cash expenditure)</i>	
Amount of requested Colour Palette and Sign Guide Project Funds	\$	Purchase of paints/equipment	\$
Applicant's cash contribution	\$	Applicants in-kind expenditure (@ \$25 per hour)	\$
Applicants in-kind contribution <i>(please list items)</i>	\$	Heritage consultant (if applicable)	\$
Other grants or cash donations	\$	Contractor (if applicable)	\$
Donations - materials <i>(please list items)</i>	\$	Other expenditure (please list)	\$
Total Project *Income	\$	Total Project *Expenditure	\$

**Income and *Expenditure amounts must be equal*

Please use the Checklist below to ensure you have included all the supporting documents before signing and submitting for reimbursement.

Checklist

- 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:
 - The benefits to the overall streetscape of the Narrogin Central Business Precinct;
 - 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
