

LANDCARE PROJECT FUNDING ACQUITTAL FORM (FIS005)



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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 (please attach copies of receipts for cash expenditure)	
Amount of approved Landcare Project Funds (up to 50% of total spend on native plants)	\$3,500	Materials: Purchase of Australian Native vegetation (i.e., 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 (please list items .i.e .labour/ materials/equipment/machinery/wages)	\$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 (please attach copies of receipts for cash expenditure)	
Amount of approved Landcare Project Funds (up to 50% of total spend on native plants)	\$	Materials: Purchase of Australian Native vegetation (i.e., trees and shrubs)	\$
Applicant's cash contribution	\$	Applicants in-kind expenditure (please list items) _____ _____ _____	\$
Applicants in-kind contribution (please list items) _____ _____ _____	\$		
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.
- ☐ I agree to permitting a Shire officer, if requested, to view the areas planted per the project.

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
