

COMMUNITY CHEST ACQUITTAL FORM (FDRS011)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

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

For acquittal purposes, please complete the Detailed Project Budget on Page 2 submit to the above address together with documents which evidence the completed project, copies of paid invoices, and an invoice to the Shire of Narrogin in the amount of the Community Chest grant approved / received.

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

The associations President, Chairperson or similar is required to sign the Declaration over the page, and Grants should be acquitted before 30 June in the financial year of approval.

Example budget (Outdoor Music Event)

TOTAL PROJECT INCOME		TOTAL PROJECT EXPENDITURE	
**Community Chest Funds	\$4,445	Food and drinks/ice purchased	\$800
**Shire in-kind contribution (i.e. waived venue/hire fees) John Higgins Community Centre (day hire)	\$555	Applicants in-kind expenditure 12 volunteers 10 hrs @ \$25 p/h	\$3,000
Applicant's cash contribution	\$2,000	Stage and sound system hire	\$3,000
Applicants in-kind contribution (please list items) 6 volunteers 6 hrs @ \$25 p/h	\$900	Band	\$4,500
Other income (grants or cash donations, ticket sales) Ticket sales	\$2,000	MC	\$400
Food and drink sales	\$2,500	Liquor Licence	\$100
Donations - materials (please list items and value) 5 kgs sausages @ \$12 kg = \$60 Photocopy programs x 100 @ .40c each = \$40	\$500	Radio/newspaper advertising/printing	\$600
Total Income	\$12,400	Total Expenditure	\$12,400

**The total or combined cash and in-kind request cannot be greater than \$5,000.

*Income and *Expenditure amounts must be equal.

DETAILED PROJECT BUDGET

Name of Association _____

Project Name _____

TOTAL PROJECT INCOME		TOTAL PROJECT EXPENDITURE <small>(please attach copies of receipts for cash expenditure)</small>	
**Community Chest Funds	\$	Materials/stock/merchandise purchased	\$
**Shire in-kind contribution <small>(i.e. waived venue/hire fees)</small>	\$	Applicants in-kind expenditure	\$
Applicant's cash contribution	\$		\$
Applicants in-kind contribution <small>(please list items)</small>	\$		\$
Other income <small>(grants or cash donations, ticket sales)</small>	\$		\$
Donations - <small>(please list items and value)</small>	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total *Income	\$	Total *Expenditure	\$

**Income and *Expenditure amounts must be equal*

***The total or combined cash and in-kind request cannot be greater than \$5,000.*

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

- Attached copies of paid invoices; and
- Attached a tax invoice made out to the Shire of Narrogin (inclusive of GST if applicable) in the amount of approved / received grant or expended funds; and
- Attached a brief report of the event or activity; or copies of newspaper articles or other publicity of your event.

Declaration

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

Position of Authorised person

Name of Authorised person

Signature of Authorised person

Date
