

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

Instructions

For acquittal purposes, please complete the Detailed Project Acquittal 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 Acquittal as a guide to calculate income and expenditure. Applicant/in-kind labour is to be calculated at \$25 per hour.

The Association's 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.

Chief Executive Officer
Shire of Narrogin
89 Earl Street
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Narrogin WA 6312
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Example Acquittal (Outdoor Music Event)

TOTAL PROJECT INCOME	(\$)	TOTAL PROJECT EXPENDITURE	(\$)
**Community Chest Funds	\$2,000	Materials / stock / merchandise purchased -Food and drinks/ice purchased	\$800
**Shire in-kind contribution (eg waived venue/hire fees) - John Higgins Community Centre (day hire)	\$500	Applicant's in-kind expenditure -12 volunteers 10 hrs @ \$25 p/h	\$3,000
Applicant's cash contribution	\$2,000	- Stage and sound system hire	\$500
Applicant's in-kind contribution (please list items) - 6 volunteers 6 hrs @ \$25 p/h	\$900	- Band	\$4,500
Other income (eg 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	\$9,900	Total *Expenditure	\$9,900

*Income and *Expenditure amounts must be equal.

**The total or combined cash and in-kind cannot be greater than the amount approved.

DETAILED PROJECT ACQUITTAL

Name of Association	
Project Name	

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

*Income and *Expenditure amounts must be equal.

**The total or combined cash and in-kind cannot be greater than the amount approved.

Checklist - Use this checklist 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/activity or copies of newspaper articles or other publicity.

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.

Name _____ Position _____ Signature _____ Date _____ / ____ / ____