COMMUNITY SUPPORT FUNDING ACQUITTAL COMPLETION REPORT

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|  | **APPLICATION / REGISTRATION INFORMATION** |
| The purpose of this Acquittal Report is to confirm funding received from Council has been used for the intended purpose as outlined in your original application.  **All entities that are approved for support over the amount of $1000 are required to complete and submit this report form by 5.00pm 30 June or 30 days after your project/activity.**  Failure to provide this information may result in your ineligibility for future Council funding and may result in action implemented to recover funds. It is recommended that you refer to your copy of the original Community Support Application that was submitted to Council to assist when completing this form.  Please complete in full and attach relevant documents to support your report and return to: Post: District Council of Loxton Waikerie  PO Box 409  LOXTON SA 5333  Email: [council@lwdc.sa.gov.au](mailto:council@lwdc.sa.gov.au)  **IMPORTANT -** Please note if your funding was approved for:   * **Minor Capital Works and/or the Purchase of Goods/Plant/Equipment** please complete **Section 1, 3 and 4** of this document. * **Projects/Events/Programs** please complete **Sections 1, 2, 3 and 4** of this document.   ***Note: Any money not spent on the approved projects must be refunded to Council – supported with written correspondence*** | |

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|  | **SECTION 1 – GROUP & PROJECT DETAILS** | | | | |
| Organisation Name | |  | | | |
| Contact Person | |  | | | |
| Address | |  | | | |
| Email Address | |  | | Phone |  |
| Name of project, event, or activity | |  | | | |
| Project Start Date | |  | Project End Date | |  |
| Acquittal Year | |  | | | |

Community Funding Support Acquittal Report – Version 4



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| --- | --- | --- | --- | --- | --- |
| Project/Event Costs | Total Expenditure $ | | Amount received from Council $ | | |
| Total in-kind support $ | | In-kind support from Council $ | | |
| Please indicate your organisation’s funding contribution to the project | **Cash** |  | Items included |  | |
| **Other** |  | Items included |  | |
| Please indicate whether funds were received from other sources to assist with the project, event, or activity? |  | | | | |
| List your volunteer hours that supported your activity.  *($45 p/h skilled labour, $23 unskilled labour)* |  | | | $ | |
|  | | | $ | |
|  | | | $ | |
|  | | | $ | |
| Was funding provided for: | **A.** Minor Capital works and/or goods/plant/equipment?  ***If (A) you must answer sections 1, 3 and 4*** | | | |  |
| **B.** Project/Events and/or Activities  ***If (B) you must answer sections 1, 2, 3 and 4*** | | | |  |

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| **SECTION 2 – PROJECTS, EVENTS AND/OR PROGRAMS** | | | | | | | | | | | | | | | | | | | | | |
| Number of people who attended | Local/Riverland | Country SA | | | Adelaide | | | | | | Interstate | | | | | International | | | | TOTAL | |
|  |  | | |  | | | | | |  | | | | |  | | | |  | |
| Was there a fee to attend your project or event? | | | | | | | | | | | Yes | | | | |  | | | No | |  |
| Fee *(if ticketed, please provide admission fee and income generated)* | | | | Admission Fees $ | | | | | | | | | | Income Generated $ | | | | | | | |
| Was Council’s financial contribution acknowledged? (Please indicate how) | | | |  | | | | | | | | | | | | | | | | | |
| Media Release | | | | Yes | |  | No |  | | Not Applicable | | | | |  | |  | | | | |
| Television | | | | Yes | |  | No |  | | Not Applicable | | | | |  | |  | | | | |
| Newspaper | | | | Yes | |  | No |  | | Not Applicable | | | | |  | |  | | | | |
| Radio | | | | Yes | |  | No |  | | Not Applicable | | | | |  | |  | | | | |
| Website/social media | | | | Yes | |  | No |  | | Not Applicable | | | | |  | |  | | | | |
| Direct Mailings to out of town recipients | | | | Yes | |  | No |  | | Not Applicable | | | | |  | |  | | | | |
| Other | | | | Yes | |  | No |  | | Specify: | | | | | | | | | | | |
| Please attach copies of evidence e.g., newspaper clippings, invitations to opening, photos, production of brochures, digital media, or other publications. Please provide dates of these advertisements. | | | | | | | | | | | | | | | | | | | | | |
| Did you register your event for display on the below websites and calendars? Please provide a screen shot of your event website listing as evidence. | | | | | | | | | | | | | | | | | | | | | |
| Listed via the Destination Riverland Website <http://ems.destinationriverland.org.au/ems/organise> | | | | | | | | | Yes | | |  | No | |  | | | Other: | | | |
| Listed via the Australian Tourism Data Warehouse website <https://atdw.com.au/> | | | | | | | | | Yes | | |  | No | |  | | | Other: | | | |
| Did you invite the Mayor or Elected Members to events or functions associated with the funded project? Please explain | | |  | | | | | | | | | | | | | | | | | | |
| Can the project, event or activity be sustained for the future? How long will it last? | | | Yes  No  If yes, how long:    If no, will you require further funding from Council? | | | | | | | | | | | | | | | | | | |

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| **SECTION 3 – STATEMENT OF PROJECT INCOME & EXPENDITURE** | |
| **Financial Statement of Project Income and Expenditure** (compulsory to attach)  Please attach a statement showing all income and expenditure for the project for which funding was received |  |
| **Paid invoices and receipts** (compulsory to attach)  Please attach all paid invoices and receipts relating to the expenditure of this funding (receipts/invoices must add up to at least the amount received by Council) |  |

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|  | **SECTION 4 – CERTIFICATION** | |
| I declare that the funding provided by the District Council of Loxton Waikerie has been expended in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and accurate record of the income and expenditure transactions for this project. | | |
| Funding Value | | $ |
| Name | |  |
| Organisation | |  |
| Position in Organisation | |  |
| Signature | |  |
| Name | |  |
| Date | |  |

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|  | **FINAL CHECKLIST -** | |
| *To ensure you comply with the requirements of this report, use this checklist, and tick all boxes to indicate completion of all aspects.* | | |
| Financial Statement of Project Income and Expenditure | |  |
| Proof of payment (invoices/receipts) | |  |
| Support Material (press clipping, photographs, statistics, written responses etc.) | |  |
| All questions answered in full | |  |
| Appropriate person/s of this acquittal have signed | |  |
| A copy of this acquittal has been retained for your records | |  |
| This acquittal has been submitted to Council within 30 days of completion of your project or by 30 June | |  |