

# Acquittal Guidelines

## INTRODUCTION

If you receive a grant from Mid-Western Regional Council, at the conclusion of your funded activity you will need to complete an acquittal report – including financial reconciliation – that evaluated the project and accounts for how the funds have been spent.

## GETTING STARTED

If your grant is <\$2,000 then complete sections 1 – Project Evaluation, and 3 – Declaration only.

If your grant is >\$2,000 then complete all sections of this form.

## WHY YOU NEED TO ACQUIT YOUR GRANT

Having completed your funded project, Mid-Western Regional Council needs to gather information from you. The information you provide in your Acquittal Report will:

- Account for your use of public funds, demonstrating that the funding was used for the purpose for which it was provided.
- Assist Mid-Western Regional Council in assessing how successful funding programs are in meeting the needs of the community
- Provide you with the opportunity to make suggestions regarding improvements to the funding program

## WHEN SHOULD YOU ACQUIT YOUR GRANTS?

Your acquittal report is due on the completion of your project. If you have any difficulty providing your report on time or complying with any specified requirements, you should discuss this with the Finance Department.

## WHAT HAPPENS IF YOU DON'T ACQUIT?

If you do not satisfactorily acquit your grants you will not be eligible to apply for further Community Grant funding and action may be taken to recover the grant.

## ACCEPTANCE OF YOUR ACQUITTAL

We will notify you once we have received and accepted your Acquittal Report. You will then have completed all of your obligations under the finding agreement.

## AUSPICED GRANTS

As with the application process, if the grant is being auspiced both the auspicings body and the individual may complete the forms but the acquittal can only be submitted by the auspicings body.

## UNSPENT GRANTS

Where unspent grants are reported in the acquittal that exceeds \$200, the grantee will be required to return to Mid-Western Regional Council. Following review of the acquittal a tax invoice will be issued if payment is required.

# 1. Project Evaluation

## APPLICANTS DETAILS

Name of Organisation	Click to type organisation's name.
Contact Person	Click to type contact person.
Address	Click to type address.
Phone	Click to type phone number.

## PROJECT DETAILS

Project Title	Click to type project name	
Start and Finish date	START (click to tick) Click to type start date	FINISH (click to tick) Click to type finish date
	Describe the funded activity, including any changes to the project that was outlined in your original application. Click to type project description.	
Provide an assessment of the impact of your project (with particular reference to the objectives stated in your application) and include any unexpected outcomes.  <i>(Note: limited number of characters)</i>	Click to type impact details	

Record the specific number of community participants (ie those who participated in this activity)

(Note: limited number of characters)

Click to type specific number of participants

In evaluating your project, is there anything you would do differently? If so, please describe

(Note: limited number of characters)

Click to add comment

Do you have any suggestions on how the program could be improved?

Click to list suggestions

## 2. Financial information (for grants > \$2,000)

PLEASE SUPPLY BOTH:

### 2.1 TAX INVOICES

Please provide supporting invoices for relevant expenditure.

**AND**

### 2.2 FINANCIAL REPORT

If your grant is for a project, supply a financial report using the below template OR you could use another format that, at minimum, lists types of income and expenditure. For all other activities, supply an annual financial report from your organisation.

INCOME	\$ ACTUAL	EXPENDITURE	\$ ACTUAL
<b>EARNED INCOME</b>		<b>PROJECT / PRODUCTION COSTS</b>	
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
<b>APPLICANT'S AND OTHERS' CONTRIBUTIONS</b>		<b>MARKETING &amp; PROMOTION</b>	
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
<b>GRANTS</b>		<b>ADMINISTRATION</b>	
Mid-Western Regional Council	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
<b>IN-KIND</b>		<b>IN-KIND</b>	
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
Click to add entry	\$	Click to add entry	\$
<b>Total Income</b>	<b>\$</b>	<b>Total Expenditure</b>	<b>\$</b>
<b>NET SURPLUS / DEFICIT</b>		<b>\$</b>	

### 3. Declaration

I am authorised to acquit this grant and certify that the above grant was used for the approved purpose. The information provided in this Acquittal Report, including Financial Reconciliation, is correct and discloses a full and accurate picture of the funded activity.

I also agree to provide Mid-Western Regional Council with additional information on the funded activity if so requested.

Acquittal completed by

Organisation

Date

