



Royalties for Regions Kimberley Regional Grants Scheme

Acquittal Report

SUMMARY INFORMATION

ORGANISATION NAME	
PROJECT TITLE	
GRANT AMOUNT RECEIVED (EX GST)	
CONTACT PERSON	
TELEPHONE	

KRGS AQUITTAL REQUIREMENTS

The Commission is required to undertake a full evaluation of how the grants provided from Royalties for Regions were utilised and what benefits were accrued from the project through the provision of those funds.

Your acquittal requirements are detailed in Schedule 2 of your Grant Agreement.

The intention of the acquittal is to compare the actual results to the original proposal. This includes not only the project outcomes and benefits but also the financial aspects such as the total project cost, other partners, various incomes, how the money was spent compared to the proposal and to satisfy auditors that that government funds were appropriately expended and that all conditions have been met.

You are required to complete the *Project Aims and Objectives Report* and the *Statement of Income and Expenditure* on the following pages and have signed where required. Following receipt of this Acquittal Report, the Commission may request additional information from your organisation to finalise the acquittal.

Please return original forms to:
Kimberley Development Commission
PO Box 172 BROOME WA 6725

E: gpo@kdc.wa.gov.au

T: (08) 9194 3000

PROJECT AIMS AND OBJECTIVES REPORT

Information required in the project report includes:

- The effectiveness of the project against the aims and objectives detailed in the Grant Application including a comparison of proposed to actual outcomes and evidence any new initiatives;
- How these project aims and objectives impacted on the Kimberley Regional Grant Scheme Objectives; the Kimberley Development Commission's Strategic Plan, Blueprint and/or other nominated documents;
- Evidence of acknowledgement including copies of promotion and publications and media items relating to the project;
- Any reports or research documents as a result of the project;
- Photos which detail the progress and implementation of the project (where available);
- Other documentation to support project outcomes, and;
- Evidence of compliance with any special conditions placed on the grant.

<Instructions:

- What were you going to do
- What did you do
- What was the result
- Where there any problems
- Would you do anything differently
- Do you have any supporting reports, documents, photos>

STATEMENT OF INCOME AND EXPENDITURE

INCOME

SOURCES OF INCOME	BUDGET (\$)	ACTUAL (\$)
Kimberley Regional Grants Scheme		
TOTAL INCOME		
TOTAL OF IN KIND SUPPORT		

EXPENDITURE

DATE	EXPENDITURE PURPOSE	BUDGET (\$)	ACTUAL (\$)
TOTAL EXPENDITURE			

I HEREBY CERTIFY THAT THIS INCOME AND EXPENDITURE STATEMENT IS A COMPLETE AND ACCURATE ACCOUNT OF THE EXPENDITURE OF THIS GRANT.

SIGNATURE OF AUTHORISED PERSON _____
(Chairperson, CEO or Equivalent)

NAME AND POSITION _____

DATE _____

FOR GRANTS OVER \$20,000 YOUR INCOME AND EXPENDITURE STATEMENT IS REQUIRED TO BE AUDITED BY A QUALIFIED AUDITOR

IMPORTANT NOTE : PLEASE ATTACH A COPY OF ALL INVOICES AND PAYMENTS THAT SUBSTANTIATE EXPENDITURE OF GRANT FUNDS.