

Per Capita Grant Acquittal Report

Grants less than \$50,000

NAME OF ORGANISATION

IBN AND FILE ID

TOTAL FUNDING AMOUNT

Acquittal of your grant

Your acquittal report is essential to the development work of the NSW Community Languages Schools Program and also enables the NSW Department of Education to fulfil its obligations of accountability to the New South Wales Government.

The information you provide helps us evaluate the achievements of funded activities and monitor the effectiveness of the funding programs.

It is a condition of your funding agreement that you provide the NSW Department of Education with an acquittal report.

If you do not provide this report, or do not complete it satisfactorily, you may not be eligible to apply for further funding from the NSW Department of Education.

Statement of income and expenditure

The Statement of income and expenditure can be completed and signed by an Office Bearer of your organisation, e.g. the Chairperson, Public Officer, Secretary, Treasurer.

The signature of a witness is also required. The witness must not be an Office Bearer or a member of the organisation or language school. The witness can be one of the following:

- Accountant/Auditor
- Justice of the Peace
- Bank manager
- Principal of mainstream school
- Minister of Religion

Please return this acquittal via:

POST NSW COMMUNITY LANGUAGES SCHOOLS PROGRAM
LOCKED BAG 53
DARLINGHURST NSW 1300

FAX 02 9266 8098

EMAIL commlang@det.nsw.edu.au

Statement of income and expenditure

NAME OF ORGANISATION

IBN AND FILE ID

INCOME	\$
PER CAPITAT GRANT - EXCLUSIVE OF GST	
EARNED INCOME	
SUPPORT FROM OTHER SOURCES/GRANTS	
YOUR OWN CONTRIBUTION	
SPONSORSHIP, DONATIONS & FUND RAISING	
IN-KIND SUPPORT	
OTHER	
TOTAL INCOME	

EXPENDITURE*	\$
WAGES, SALARIES, FEES AND ALLOWANCES	
ADMINISTRATION	
PROMOTION, DOCUMENTATION, MARKETING	
EQUIPMENT & MATERIALS	
TOTAL EXPENDITURE	
SURPLUS/DEFICIT	

* Suggested items of expenditure only.

Note: Your statement is for the Calendar Year

Certification

I certify that the grant received from the NSW Department of Education has been expended in accordance with the Terms and Conditions of the Funding Agreement.

To the best of my knowledge and belief the Statement of Income and Expenditure is accurate and fair.

SIGNATURE

PRINT NAME

TITLE/POSITION

DATE

WITNESS

SIGNATURE

PRINT NAME

TITLE/POSITION

DATE