



FINANCIAL ASSISTANCE ACQUITTAL AND REPORTING REQUIREMENTS

On completion of the project, activity or event, recipients are required to report to Council as follows:

Amounts less than \$500

Submit a letter outlining the achievements and benefits of the project.

Amounts between \$500 and \$2,000

Submit the acquittal form (ATTACHED) and provide a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.

Amounts of more than \$2,000

Submit the acquittal form, an audited financial statement and a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.

This is a legal document. It is your responsibility to ensure that all amounts and information recorded on this form and other related documents are accurate and can be justified.

Your acquittal needs to identify how the financial assistance was spent and this information needs to be submitted to Council within three calendar months after the project ends. Future applications for financial assistance will not be considered until previous grants have been acquitted.

If you need assistance in completing this document please contact the Community Development Officer on (02) 6354 9999 or email council@lithgow.nsw.gov.au.

ACQUITTAL FORM

(Please attach media coverage and more information, if possible)

Grant Recipient Details	
Name (Group or Organisation)	
Name of Project	
Date Grant Money Received	
Contact Person's Name	
Phone Number	
Fax Number	
Email Address	
Postal Address	
Project Summary	
Please describe the main activities of your project or event	
Please list any variations from your original proposal	

<p>Describe the result you intended for the project which you expressed in your application and any unexpected results</p>	
<p>Who participated (Please include numbers)</p>	
<p>Please describe and attach examples of how you acknowledged Lithgow City Council's contribution to this project</p>	

<p align="center">Lithgow City Council Financial Assistance Grant Financial Statement</p>		
<p>Income/Sponsors</p>	<p>\$</p>	<p>Additional Comments</p>
<p>Organisation's Contributions</p>		
<p>Lithgow City Council's Financial Assistance Grant</p>		
<p>Other Contributions</p>		
<p>Total</p>		

Expenses (Examples below)		
Equipment		
Catering		
Venue Hire		
Printing costs		
Total cost of project/event		
Balance remaining (If any)		
Unspent Money (If any)		
President/ Chair/Project Officer:		
Signature:		
Date:		
Treasurer/ Financial Officer:		
Signature:		
Date:		

Senior Officer of Auspice Body (if applicable):

Signature: _____

Date: _____