

# Facility acquittal

## Financial report and certificate of satisfactory completion

Please complete this form to acquit your project, following the instructions below.

- Complete this document once the project is finalised.
- If your council has been awarded a support grant, please check that this is the correct form for your funding round as the documents are updated each year.
- Refer to your copy of the original application and funding agreement when completing this form.
- All acquittals must include the below supporting documentation:
  - ☐ copies of all relevant tax invoices and/or transaction sheet
  - ☐ photographs of completed works
  - ☐ any project related media, for example press releases
  - ☐ local government bank details are either attached or in the comments section.
- Return this completed form and supporting documentation to SES Grants via [grants@ses.qld.gov.au](mailto:grants@ses.qld.gov.au)

Project details			
Project ID number		Local government	
Grant contribution amount (GST excl)		SES group/unit	
Project title			
Comments:			

## Direct project incurred expenses

Record all expenses directly incurred for the project. These expenses must align with the approved project budget. If there isn't enough space here, provide all expenditure information in a separate attachment.

Item	Amount – GST Exclusive
<b>TOTAL PROJECT EXPENSE</b>	

## DECLARATION

I declare that:

- The information provided in this form is true and correct.
- The grant was expended as detailed in our application and in accordance with the funding guidelines.
- The project has been inspected and is completed satisfactorily in accordance with the proposal.
- I have the duly delegated authority to submit this acquittal on behalf of the Chief Executive Officer and nominated officer.

☐ By checking this box, I hereby agree to the above declaration.

<b>Name</b>		<b>Position</b>	
<b>Date</b>		<b>Contact number</b>	
<b>Email</b>			
<b>Signature</b>			

