Acquittal Report: Shopping Centre Event and Celebration Program 2023 - 2024

**Section 1 – Event/Celebration details**

|  |  |
| --- | --- |
| Event/Celebration Name: | insert event name |
| Trader’s Association Name: | Insert Trader’s Association name |

**Part A – Financial Acquittal**

Please provide a Statement of Income and Expenditure disclosing all sources of income and costs relating to the Event, including in-kind contributions using the Financial Acquittal table below. If you have obtained and spent any In Kind contributions as part of the Event, you will also need to complete the Voluntary and In Kind Support Details table which follows the Financial Acquittal table.

|  |  |  |
| --- | --- | --- |
| Activity income | Original Budget (without GST)$ | Actual(without GST)$ |
| Funds from Council received to date |  |  |
| Funds from Council being claimed with this report |  |  |
| Funds from Your organisation |  |  |
| Funds from other contributors or partners |
| * Grants (State)
 |  |  |
| * Grants – Other
 |  |  |
| * Other Contributions
 |  |  |
| * <Insert other lines as required>
 |  |  |
| ***Total income*** |  |  |
| Activity expenditure - Expenditure against the Total Activity Income: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Activity expenditure |  |  |
| Activity income minus expenditure *(should equal $0)* |  |  |
| Activity costs met through in-kind contributions and approximate value |
| **Total Event Value** *(including all cash and in-kind)* |  |  |

**Part B – Details of Voluntary Labour and In-Kind Support**

Where you identified in kind contributions and expenses for your Event as part of your Application and in the Budget Forecast, you must complete this section to explain the nature of the goods and services provided, who provided them, and how you have calculated the value based on what it would have cost if you had to pay for it.

**Details of in-kind support**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goods/service provided** | **Organisation/Supplier** | **Number of Hours** | **Rate per hour** | **Total Value****$** |
| *e.g. Venue hire for 4 community meetings/events* | *Council name* |  |  |  |
| *e.g. Labour to paint the community room* | *Committee of management* |  |  |  |
| *e.g. Donated mulch for landscaping 25 bags @ $10 each* | *Name garden supplies* |  |  |  |

**Section 2 – Achievements**

|  |  |  |
| --- | --- | --- |
| Community Participation outcomes | How many people were involved in decision making / governance for the event/celebration?*(e.g. Event management or design, administration, bump in, bump out, attendance at event)* |  |
| How many people participated in the delivery of the Event?*(e.g. number of people that assisted with an event on the day)*  |  |
| How many people directly participated in the Event? *(e.g. how many people attended an event)*  |  |
| Comments: (eg description of participation) |  |

|  |
| --- |
| How did the event/celebration meet the Assessment Criteria as set out in the Application Form?*(Please read the ‘Response to the Assessment Criteria’ response you provided in your application before answering.)* |
|  |

**Section 3 – Success Factors and Learnings**

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| --- |
| Please describe the key factor/s that contributed to the success of the event/celebration: |
|  |

|  |
| --- |
| Please describe the biggest challenges and/or learnings from the event/celebration: |
|  |

|  |
| --- |
| Please describe how you could improve on a future event taking into consideration the learnings from this event/celebration: |
|  |

**Section 4 – Declaration and Certification**

I, <Insert name of authorised person>, hereby certify that:

1. the information contained in this report is a true and accurate reflection of the completed Event/Celebration;
2. all Funding received was spent for the purposes of the Event/Celebration and in accordance with the Schedule, and that We have complied with the Agreement;
3. salaries and allowances paid to persons involved in the Activity were in accordance with any applicable award or agreement in force under any relevant law on industrial or workplace relations;
4. the financial information is presented in accordance with the financial Reporting requirements You notified to Us, and is true and accurate to the best of my knowledge;
5. the value attributed to items attributed as ‘in kind’ support for the Activity has been assessed by Us as being a true and fair indication of their monetary value, and that these items were of direct and practical application to the Activity;
6. at the time the Report or financial statement is provided, “We are able to pay all Our debts as and when they fall due and We have sufficient resources to discharge all Our debts at the end of the current Financial Year”.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Position\* | ***Authorised representative to sign*** |
| Date |  |
| Telephone |  |