**Charitable Objects Fund**

**Form B: Sub Branch acquittal report**

As per the Guidelines, you are required to complete an acquittal report, otherwise, you may jeopardise your Sub Branch 's eligibility in future rounds of the COF and/or other RSL Queensland funding programs.

The report **must** be certified by the President of the Sub Branch or District Branch and returned **within 30 days of the project's completion** to the approving District office.

***Keep a copy for your records***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub Branch:** |  | | |
| **GST Registered:** | Yes  No | | |
| **Project:** |  | | |
| **Amount granted: $** | | **Date received / /** | **Amount spent: $** |

I certify that the above grant: (please tick appropriate boxes)

has been spent solely for the purpose for which it was provided.

Or

has been spent in part for the purpose for which it was provided, and the remainder of the funds have been remitted to the District.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  | /         / |

Please provide detailed income and expenditure for the mentioned project as below.

**Project Income** (do not include in kind support – cash contributions only)

|  |  |  |
| --- | --- | --- |
| Income Source | Details  (eg. name of funding source) | Amount |
| COF |  |  |
| DVA |  |  |
| Other grants |  |  |
| Other income |  |  |
| Earned income  (ticket/food sales, fees, membership, etc) |  |  |
| **Total Fund / Income received** |  |  |

**Project Expenses (**Documents provided to District office, please tick on the applicable boxes)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Vendors details | \*Paid invoices or | Payment receipts or | \*\*Bank statements | Other  (please detail) | Amount   (GST inc)  $ | GST  $ |
|  |  |  |  |  |  |  |
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\* Invoices must show $0 balance.  \*\* Bank statements must have vendors bank details visible.

**Other comments**

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| **DOCUMENT NUMBER & TITLE** | | **Form B- Sub Branch acquittal report** | | | |
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