**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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|  |[ ] [ ] [ ]   |  |  |
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\* Invoices must show $0 balance.  \*\* Bank statements must have vendors bank details visible.

**Other comments**

|  |
| --- |
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