

# Appendix A: Facility acquittal

## Financial report and certificate of satisfactory completion

Complete this form to acquit your project. Make sure you follow the instructions below.

- Complete this document once the project is finalised.
- Check this is the correct form for your funding round. The documents are updated each round.
- 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 in jpeg format.
  - Any project related media, for example press releases.
  - Local government bank details 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			
<b>Project ID number</b>		<b>Local government</b>	
<b>Grant contribution amount</b> (GST excl)		<b>SES group/unit</b>	
<b>Project title</b>			
<b>Comments:</b>			

### Direct project incurred expenses

Record all expenses directly incurred for the project. If there isn't enough space here, provide all expenditure information in a separate attachment. You still need to complete the 'TOTAL PROJECT EXPENSE' field.

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>			

