



CITY OF BUNBURY COMMUNITY BUDGET ACQUITTAL

As agreed in your Community Budget application, the acquittal report should be received within three calendar months of the project completion. Non or partial completion of the acquittal could disqualify you from being eligible for further City of Bunbury financial assistance.

Please ensure you-

1. Complete all sections of the form. Some questions on this form may not be applicable, where this is the case please write N/A.
2. Attach any relevant support material
3. Retain all expenditure receipts for a minimum period of 12 months- Proof of expenditure may be requested at any time.
4. Provide accurate information and budgets

Signing this document certifies that the funds were used according to the information provided on your application form.

NB: Should you require additional space to complete this form, please attach an additional page in a similar format.

For more information:

Jackie Massey- Manager Economic and Social Development

Phone: (08) 9792 7130

Email: jmassey@bunbury.wa.gov.au

Send to:

Please ensure that your acquittal is completed fully and **returned within three calendar months from the project completion date** to:

Mail: Domenic Marzano – Executive Manager City Life
City of Bunbury
PO Box 21
BUNBURY WA 6231

In Person: City of Bunbury Administration Building
4 Stephen Street
BUNBURY WA 6230



4 Stephen Street
PO Box 21
BUNBURY WA 6231
Phone: (08) 9792 7000
Fax: (08) 9792 7184
www.bunbury.wa.gov.au

Enquiries to:
City Life Department
Latasha Santostefano
Direct Ph: (08) 9792 7035
Email:
latashas@bunbury.wa.gov.au

CITY OF BUNBURY COMMUNITY BUDGET AQUITTAL FORM PROJECTS/PROGRAMS/EVENTS

Privacy

The personal information collected on this form will be used by the City of Bunbury for the sole purpose of providing requested and related services. Information will be stored securely by the City.

Copyright

I authorise the City of Bunbury to reproduce any attachments provided with this form for internal purposes only.

Instructions: Please print clearly using **black or blue pen** in the spaces provided. Please read all questions prior to completing this form.

1. DETAILS OF APPLICANT

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Organisation/Group:	<input type="text"/>		
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Telephone:	<input type="text"/>	Facsimile:	<input type="text"/>
E-mail:	<input type="text"/>		

2. PROJECT DETAILS

Name of Project:	<input type="text"/>	
Amount Sponsored:	<input type="text"/>	(excludes GST)
Purpose of Sponsorship:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

3. CERTIFICATION

I certify that the sponsorship described above was used for the approved purpose. To the best of my knowledge and belief, the attached financial reports are correct.

Name of Applicant:

Signature:

Date:

4. PROJECT REPORT

Please complete the below sections in relation to your project. Your responses should not be more than 100 words.

Project Dates:

Project Location:

Free or ticketed event?: Free Ticketed

- If ticketed, please include ticket prices:

Project Management: Who coordinated the project?

Attendance: How many people attended/tickets were sold, or participated in the project?

Acknowledgment: How was the support of the City of Bunbury acknowledged? Please attach support material as necessary (eg. Copies of advertising, letterhead etc)

Describe the project or activity:

How did you evaluate the outcomes of the project or activity?: Please include any targets that were not met

Additional comments:

5. SUPPORT MATERIAL

Please ensure you attach the below documentation

(Stapled or paper clipped only, do not bind attachments)

Item

Any media articles, photographs and reviews with relation to the project

6. FINANCIAL REPORT

The budget figures should correspond with the budget outlined in your application.

INCOME:

	Details:	Budget:	Actual:
• Sponsorship/Funding Income:	City of Bunbury	\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
• Earned Income:		\$	\$
		\$	\$
		\$	\$
		\$	\$
• Other:		\$	\$
		\$	\$
		\$	\$
Total Income:			\$

EXPENDITURE**:

	Details:	Budget:	Actual:
• City of Bunbury Services Costs:		\$	\$
• Marketing/Promotion Costs:		\$	\$
• Other (Please Detail):		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Expenditure:			\$
Surplus / (Deficit):			

** Proof of expenditure may be requested at any time, therefore please retain all receipts for a minimum period of 12 months. Should you require extra room within the above table please attach an additional A4 page in the same format.