

**Community Sponsorship Program
Ad Hoc Acquittal Report - 2020/21**

PROJECT DETAILS

Name of Organisation:

Postal Address:

Contact Person: Position:

Phone: Mobile:

Email:

Name of Project:

Date of commencement: Date of completion:

Total Project Cost: Sponsorship amount:

The acquittal for your sponsorship must relate directly to the budget that formed your submission. Please complete the Financial and Project Report below and attach copies of invoices / receipts as well as any additional information or separate financial statements that may be useful.

Any unused sponsorship funds must be returned with this Acquittal Report.

FINANCIAL REPORT

PROJECT INCOME		CASH (\$)	
Shire of Broome Community Sponsorship Program			
Other Funding - Please Specify			
A Total Project Income		(\$)	
PROJECT EXPENDITURE		CASH (\$)	Sponsorship Funding (\$)
B Total Project Expenditure		(\$)	
C Budget Surplus / Deficit		(\$) 0.00	

(A) Total Project Income - (B) Total Project Expenditure = (C) Project Surplus / Deficit

PROJECT REPORT

Please outline the key achievements of the project

How did you promote the project to the community and how effective was this?

How was the contribution from the Shire of Broome acknowledged? (please attach copies of any photos / media clippings / programs / newsletters / posters / flyers etc.)

What changes, if any, would you make to improve the project in the future?

DECLARATION

I certify that the sponsorship provided by the Shire of Broome has been spent in accordance with the purpose and conditions for which it was sponsored and that the evaluation and financial statements are a true and accurate record of the transactions for this project.

Name:

Position:

Signature:
(Insert digital signature, or print and sign)

Date:

Please return your completed Acquittal Report along with any attachments, using one of the following options:

Email to shire@broome.wa.gov.au

Post to Chief Executive Officer, Shire of Broome, PO Box 44, Broome WA 6725

Hand deliver to Shire of Broome Administration Office, 27 Weld Street, Broome