

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:	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 \$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

* Invoices must show \$0 balance.

** Bank statements must have vendors bank details visible.

Other comments

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