

# Tasmanian Community Fund

## Final Project Report for grants over \$50 000

Under the Grant Deed, your organisation must provide this final report within three months of the project's completion. Your organisation's record in meeting this obligation will be taken into account when assessing any future grant applications. Please complete this report for the project. The report and documents relating to expenditure should be sent to the TCF's auditor, Deloitte Touche Tohmatsu. A client assistance package will also be sent to you by Deloitte to assist with this audit.

**Send To:**  
**Fiona Beven/Rebecca Denelzen**  
**Senior Analyst**  
**Deloitte Touche Tohmatsu**  
**GPO Box 777**  
**HOBART TAS 7001**

Organisation

Sponsor (if applicable)

Project Title

Grant Round &  
Ref No.

Amount of Grant

Contact Name

Phone:

Contact address

Post Code

Email address

Date

# Project Report

Please report on the achievements of your project against your planned objectives and milestones. If applicable, provide statistical information on attendance/participants/employees.

We encourage photographs, newsletters, media reports etc to be included with your report.

If you need more space, please attach a separate sheet.

Who was your target community?

How did the project benefit the target community?

How was community support for the project demonstrated?

List any important achievements in addition to your planned objectives:

What, if any, difficulties did your organisation encounter in completing the project, and how were these overcome?

Detail any changes made to the project and indicate whether prior written approval had been given by the TCF (as required under the grant deed).

How have you acknowledged funding by the Tasmanian Community Fund (as required under the grant deed)?

How will the project be sustained?

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Financial Statement

The Board acknowledges that there are sometimes changes in the cost of project materials or services provided to complete the project. However, the grant must be used for the purposes outlined in the grant deed and specifically on the items detailed in the Project Budget on the First Schedule. **A copy of all receipts must be attached.**

DO THE COSTS BELOW HAVE GST INCLUDED? (PLEASE TICK BOX)			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Items (List the items in the Project Budget on the First Schedule of the grant deed that were funded by the TCF)	Quantity	Unit Cost – Budgeted \$	Unit Cost – Actual \$
<b>TOTAL BUDGET</b>		\$	\$
<b>GRANT FUNDS NOT EXPENDED</b> <small>(AMOUNTS OVER \$100 TO BE RETURNED TO THE TCF OFFICE VIA CHEQUE, UNLESS OTHERWISE AGREED IN WRITING)</small>			\$

### Important Information:

Funds not expended on the items outlined in the project budget must be returned to the TCF Board, unless otherwise agreed in writing by the Board.

### **Note 1 – Statement of Accounting Policies**

The expenditure statement is a special purpose financial report that has been prepared for distribution to Tasmanian Community Fund for the purpose of fulfilling the financial reporting requirements under the Grant Deed.

The basis of accounting under which the expenditure statement has been prepared is that of historical cost. Cost is based on fair values of the consideration given in exchange for assets. The accrual basis of accounting has been adopted in the preparation of the expenditure statement. The accounting policies have been consistently applied, unless otherwise stated.

No Accounting Standards have been applied in the preparation of these financial statements.

## Grant Recipient Declaration

I declare that:

- all funding received was expended for the purposes of the Project and in accordance with the Grant Deed, including any changes to the Project or budget approved in writing by the TCF Board;
- the information provided in this financial statement is a true record for the period indicated; and
- all terms and conditions of the Grant Deed have been complied with.

Name \_\_\_\_\_

Position in Organisation \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Records

Under the Grant Deed, the Recipient must maintain proper books and records in respect of the use and expenditure of the Grant. In particular, the Recipient must retain all invoices, payroll records and bank statements for audit purposes and must retain those records for at least three years from completion of the Project.