**Financial Declaration Template**

*INSTRUCTIONS: To be submitted if your organisation is not required to prepare an Audited General Purpose Financial Statement. Please complete this template and submit via email to* *commissioning@gcphn.com.au*

**FINANCIAL DECLARATION**

Activity Name:

Service Agreement Number:

Entity Name:

Funding amount (excl GST): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (As per the Funding Agreement and any Variations)

Are there any unspent funds? Yes [ ]  No [ ]

If yes, please state amount: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I verify:**

That I am authorised by the rules governing the above entity to provide this statement in respect of those funds and that:

* the funding referred to above was spent in accordance with the Terms and Conditions under which the funding was provided;
* the activities for which funding was provided were completed as described in the schedule(s) to the funding agreement; and
* all records of financial transactions relating to the funding will be kept for 5 years or the minimum prescribed by any legislation under which the organisation falls e.g. Incorporated Associations Act, Tax Act etc.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Giving false or misleading information is a serious offence.*

**DOCUMENT CONTROL**

|  |  |  |
| --- | --- | --- |
| **Managed By:**Finance Manager | **Approved By:**Executive Director, Commissioning (Programs) | **Version:**1.0 |
| **Date Approved:** 31/10/2024 | **Next Review Date:**31/10/2025 | **Status:**Final |

**REVISION RECORD**

|  |  |  |
| --- | --- | --- |
| **Date**  | **Version**  | **Revision Description**  |
|  |  |  |