**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*](mailto: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**

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| **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**

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