



STATEMENT OF INCOME AND EXPENDITURE FOR FUNDING UNDER \$10,000

GRANT TYPE:	
SERVICE / AGREEMENT NUMBER: (Insert service number or agreement number where applicable)	
SERVICE NAME:	
FUNDED ORGANISATION (Legal Entity):	
STATEMENT OF INCOME AND EXPENDITURE FOR: (Select from drop down menu)	1 Jan to 31 Dec 2012

* Please use GST exclusive figures.

INCOME LESS EXPENDITURE		
Departmental Funding (Select from drop down menu)	Operating - Non-Recurrent	
Total Expenditure		
SURPLUS/DEFICIT		

CERTIFICATE BY ONE RESPONSIBLE OFFICE BEARER OF THE ORGANISATION

I certify that I have sighted the income and expenditure for this period and that the information provided is a true account of the organisation's financial position, as it relates to departmental funding. I also certify that these funds have been used as agreed in line with the Service Particulars and the Service Agreement terms and conditions.

Signed by: _____
(Print Name)

Signature: _____

Position: _____

Date: _____

PLEASE SUBMIT THIS FORM VIA QGRANTS

Please submit this form via QGrants: <https://qgrants.osr.qld.gov.au/portal>

The QGrants early years services user guide for lodging a claim outlines a step by step process for submitting performance and financial reports in QGrants:
<https://earlychildhood.qld.gov.au/fundingAndSupport/Documents/qgrants-eyes-user-guide-submitting-claim.pdf>

FUNDING GUIDELINES FOR FINANCIAL STATEMENTS

- Signature by one member of the management committee
- Should the organisation be a Local Government entity (i.e. Council), it is acceptable to provide a Financial Accountability Form (FAF) signed by the Chief Executive Officer or Chief Financial Officer
- Please check the service agreement for when the Financial Accountability Form is due.