



Bike Week 2018

Grant Acquittal Statement

Example of event that has spent all of the grant funds

Name of Organisation/Group:

John Smith Spenders

Event Name:

Bike Week Event 1

Event Income

e.g. Bike Week grant funds, organisational budget, sponsorship, donations, other grants

This must be the amount as stated in your Bike Week Agreement

Source	Description	Income \$
WestCycle/DoT	Bike Week Funding	\$500
ABC Cycles	Sponsorship	\$800
City of Perth	Grant Funds	\$400
Insert additional rows if required		
TOTAL INCOME		\$1,700

Event Expenditure

e.g. Food, drink, merchandise, marketing materials, volunteer expenses

Supplier	Description	Cost \$
ABC Printing	Banners, flyer printing, logo design	\$250
Coles	Sausages, water, sauce	\$150
Life Cykel	Pedal powered smoothie bike	\$200
Peter Jones	Event photography	\$100
Bike Dr.	Bike Maintenance Session	\$1000
Insert additional rows if required		
TOTAL EXPENDITURE		\$1,700

Note 1: If all the grant funds have been spent, Event Income must equal Event Expenditure

Note 2: Please retain all receipts as some events will be audited

Declaration

I declare that the \$500 Bike Week Grant provided by the Department of Transport was spent in accordance with the purpose and conditions for which it was granted and that the financial statements are a true and fair record of the transactions for this project.

In the case of unused grant funds, I have provided a replacement invoice for the actual amount spent plus GST.

Signed for and on behalf of the Event Organiser

Name:

Signature:

Position:

Date: