**ACQUITTAL STATEMENT BY GRANT RECIPIENT**

**Certificate** **by two authorised Council officers**

I, [insert General Manager's name]

and [insert Library Manager's name]

certify that the information contained in the Statement of Expenditure of Grant, books, financial records and financial reports

of [insert recipient Council's details]

present the truth, fairness and accuracy of the accounts including the notes to the accounts of the organisation as at [insert date].

**We confirm that:** [DELETE 1 OR 2 AS APPLICABLE]

1. An amount equal to the total Grant paid ($[insert amount]) **has been expended** on the Project in accordance with the terms and conditions of the funding agreement dated [insert date] with the State of New South Wales represented by the Library Council of NSW

**OR**

1. The total Grant of $[insert amount] **has not been expended**. An amount of $ [insert amount] has not been expended and –

a cheque for this amount made payable to the Library Council of NSW is attached

**OR**

we have today transferred by EFT (electronic funds transfer) this amount into the bank account of the Library Council of NSW.

All funds were expended in accordance with the terms and conditions of the funding agreement dated [insert date] with the State of New South Wales represented by the Library Council of NSW

**AND**

A complete set of accounting and financial records relevant to the Project have been maintained.

|  |  |
| --- | --- |
| Date:       | Date:       |
| Signature: x | Signature: x |
| Name: [insert name] | Name: [insert name] |
| **General Manager** | **Library Manager** |