



PERIODIC : B5 B7 5 @RETURN

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 THE PERIOD

* Please use GST exclusive figures. ** Year to date and annual figures are for the July to June financial year.

INCOME*	ACTUAL FOR THIS PERIOD	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	ANNUAL BUDGET
Departmental funding: (select from drop down box)				
Fees/Charges/Rental Income/Interest				
Other funding				
Other income				
TOTAL INCOME				
EXPENDITURE*	ACTUAL FOR THIS PERIOD	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	ANNUAL BUDGET
Total Salaries & Wages				
Organisational Costs				
Administrative				
Property & Energy				
Motor Vehicle				
Travel & Training				
Client Related Costs				
Asset Purchases (Please attach list)				
Building				
TOTAL EXPENDITURE				
SURPLUS/DEFICIT (Total Income less Total Expenditure)				

*Refer to page 2 for Guide

Has a Business Activity Statement for the previous period been remitted to the ATO in this period by the due date?

Has a Superannuation contribution for the previous period been paid in this period by the statutory due date?

Have the Bank Reconciliations been completed for the period?

PAYROLL SUMMARY DETAILS							
Name	Position	Hours per week	Award Level	Annual Salary Rate	Payment Period		Amount \$
					From	To	
TOTAL SALARIES							

CERTIFICATE BY TWO RESPONSIBLE OFFICE BEARERS OF THE ORGANISATION

We certify that we 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. We also certify that these funds have been used as agreed in the Service Agreement.

Signed by: _____
 (Print Name)
Position: _____
Signature: _____
Date: _____

Signed by: _____
 (Print Name)
Position: _____
Signature: _____
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-eyss-user-guide-submitting-claim.pdf>

GUIDE TO EXPENDITURE ACCOUNTS

Salaries & Wages -- Salaries & Wages, Annual Leave, Fringe Benefits Tax, Long Service Leave, Salary Sacrifice, Sick Leave, Superannuation, Termination Payments, Workers Compensation, Salaries - Other

Organisational Costs -- Auspicing Fees, Business Planning Costs, Management Fees, Meeting Expenses, Volunteer Costs

Administrative -- Accounting Fees, Advertising and Promotion, Audit fees, Bank Charges & Fees, Computer Operating Expenses, Consultancy Fees, Fees and Permits, Insurance – General, Insurance – Public Liability, Insurance – Professional Indemnity, Insurance – Volunteers, Postage, Fright and Courier, Printing and Stationery, Publications and Information Resources, Sundry Expenses, Telephone and Fax charges.

Property & Energy -- Cleaning, , Equipment Hire/Lease, Property Management Fees, Rates and Taxes, Rates Rental Properties, Rent, Rent – Rental Properties, Repairs and Maintenance, Minor equipment purchases < \$5,000 (including Computers). Equipment, Repairs and Maintenance Rental Property, Security Expenses, Staff Amenities, Tenancy & Property Supplies and Services, Utilities.

Motor Vehicle Fuel and Oil -- Repairs and Maintenance, Motor Vehicle Insurance Premium, Registration, Motor Vehicle Lease Payments

Travel & Training -- Employment Support and Supervision Costs, Training and Development Staff, Travel and Accommodation Staff

Client Related Costs -- Client Support Costs, Client Support Consumables

Asset -- Purchases Assets purchased more than \$5,000

Buildings -- Capital build costs and capital improvements, renovations and enhancements to existing buildings

The above accounts are consistent with the newly developed Standard Chart of Accounts, please refer to the following website: <https://wiki.qut.edu.au/display/CPNS/National>. The Department of Education collects the information on this form as part of its monitoring responsibilities in relation to the funding of your organisation. This is authorised by the Community Services Act 2007. The Department of Education will retain this information on file and may disclose the information if legislation allows or requires this, or where you have given your permission.

FUNDING GUIDELINES FOR FINANCIAL STATEMENTS

- Signatures by two members of the management committee
- Where a service has received both Recurrent and Non-Recurrent funds, a separate Periodic Financial Return for each must be submitted
- 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 in lieu of two members of the management committee
- The Periodic Financial Return is due by the 28th day following the end of the financial period. For Example:
 - o For July - December period, the report is due by 28 January
 - o For January - June period, the report is due by 28 July