



Royal Australian Armoured Corps Association (NSW) Inc.

Colonel John Haynes Trust



Patron RAACA NSW: Major General Dave Chalmers AO, CSC
RAACA (NSW), Victoria Barracks Building 41, Locked Bag 7005, Liverpool NSW 1871
Enquiries to Bill Cross (Treasurer): Mob 0417 065 105 or Email: enquiries@haynestrust.org

GRANT ACQUITTAL FORM

SECTION 1 – GRANT RECIPIENT DETAILS

Mr Miss Ms Mrs Other _____

Surname:	Given Names:
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SECTION 2 – REPORTING DETAILS

Please tick the relevant report category:

<input type="checkbox"/> PROGRESS REPORT	Where the use of allocated funds exceeds a 12 month period applicants will be required to provide a progress report every 12 months.
<input type="checkbox"/> FINAL REPORT	Report provided within 4 weeks of the expenditure of all allocated funds

Note: *Non-submission will affect any future applications.*

A	Total amount granted:	
B	Total or part thereof reported in this acquittal:	
C	Total residual funds to be returned (if applicable):	



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SECTION 3 – COURSE/ACTIVITY SUMMARY

Please provide a short summary of the purpose for which the funds were used:

SECTION 4 – EXPENSE REPORT

1. Total of receipts **MUST** not exceed the total amount granted;
2. All expenses **MUST** excl. GST;
3. HECS-HELP fees/debts cannot be included as an expense for reimbursement;
4. The grant acquittal **MUST** be accompanied with evidence of expenditure (eg. receipts, bank transfers to the applicant/educational institution etc.); and
5. In extenuating circumstances, statutory declarations may be admissible.

Date	Expense Receipt from:	For:	Amount excl. GST
Total expenses (excl. GST)*			

*Total expense (excl. GST) should reflect the figure stated in Section 2(B).



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SECTION 5 – CHECKLIST PRIOR TO SUBMITTING TO RAACA (NSW)

- Completed Grant Acquittal
- Evidence of expenditure (e.g. receipts, bank transfers etc.) including bank statements/transfers **to the beneficiary or directly to a third party providing the course/activity.**
- Personal statement of thanks to the Trust from the Applicant

SECTION 6 – DECLARATION

APPLICANT

I declare:

1. that the information given in this acquittal form is true and correct to the best of my knowledge and belief;
2. that the funds have been spent in full solely for the purpose for which it was granted
OR
3. that the funds have been spent in part for the purpose for which it was granted and the remainder of the funds have been refunded to Trust

_____	_____	_____
Print Name	Signature	Date

Please ensure that you send COPIES ONLY of supporting documentation and to retain a copy for your records. **All acquittals and supporting documents are to be forwarded to:**

Email: enquiries@haynestrust.org

Website: Applications may be submitted via the Colonel John Haynes website: haynestrust.org.

Mail: RAACA (NSW)
Building 41, Victoria Barracks
Locked Bag 7005
LIVERPOOL NSW 1871