

**2008-09 Certification
Non-Government Organisations**

Organisation:	
Reporting Period:	/ /2008 to	
Funded Activity Name	\$ _____
		\$ _____

The Periodic Financial Statement consists of this certificate, financial information (prepared, if required by us), by a Qualified Accountant, who must be a person acceptable to us) including, together with supporting documentation:

- a. Financial information (prepared by a Qualified Accountant, who must also be a person acceptable to Us unless otherwise agreed by Us) including:
 - (i) an income statement that identifies all line items of income and expenses provided in the financial year to date, including all Project Generated Income;
 - (ii) a schedule of the Assets acquired during the Financial Year compared with the Budget;
 - (iii) a list of all Your assets and liabilities at the date of the Report(s), including amounts of debtors, creditors and all accruals and pre-payments; and
 - (iv) any relevant supporting documentation.
- b. A copy of the bank statement of Your account referred to in paragraph 5.6(a) covering the date of the end of the financial reporting period to which it relates.
- c. A statement of how much You need to meet current liabilities under legal commitments entered into by You under this Agreement
- d. Copies of decisions and orders of any court or tribunal made against You or involving You if any.
- e. Project performance information including:
 - (i) a description of actual performance against the Objectives and the agreed performance indicators;
 - (ii) whether the Project has been completed; and
 - (iii) whether the Objectives of the Project have been achieved.

BOOKKEEPER'S CERTIFICATE

I hereby certify that the attached financial statements are correct and identify all receipts, payments, debtors and creditors, accrued payables and receivables and provide an accurate record of the utilisation of activity funds and that the amount identified as required by the organisation to meet its current liabilities under this agreement is correct.

.....
Bookkeeper

Date / /

CHAIRPERSON’S CERTIFICATE

I hereby certify, in accordance with condition 8.8 of the General Terms & Conditions that:

- i. all Funding received was spent for the purpose of the Project and in accordance with this Agreement and that We have complied with this Agreement;
- ii. salaries and allowances paid to persons involved in the Project are in accordance with any applicable award or Agreement in force under any relevant law on industrial or workplace relations;
- iii. unless the Project Period has expired or the Agreement has been terminated, the unspent portion of the Funds (if any) is available for use within the next Reporting period;
- iv. the financial information is presented in accordance with any other financial Reporting requirements;
- v. where an Asset has been acquired with the Funds, that paragraphs 6.6 (d) and (g) have been complied with in respect to the Asset; and
- vi. at the time the Report or financial statement is provided to You, We are able to pay all Our debts as and when they fall due and We have sufficient resources to discharge all Our debts at the end of the current Financial Year.

.....
Chairperson, CEO, CFO or authorised delegate

Date / /