\*The Certified Financial Statement for this Project requires the signatures of both the Chairperson/Chief Executive Officer and Principal Financial Officer of your organisation (proforma below).

|  |
| --- |
| Example |

Grantee's Letterhead – A4 Paper

Victorian Legal Services Board Project: (Title & Project Number)

**Statement of Income and Expenditure**

**Year ending 30 June 20[ ] (please specify, if for other period)**

|  |  |  |
| --- | --- | --- |
|  | **Actual** | **Budget** |
| **INCOME** | $ | $ |
| Victorian Legal Services Board grant |  |  |
| Other income (*including interest on grant*) |  |  |
| Total Income |  |  |
| **Less: EXPENDITURE** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Expenditure |  |  |
| **SURPLUS / (DEFICIT)** |  |  |
| **BALANCE as at** |  |  |

**CERTIFICATION**

We hereby certify:

1. that the statement of income and expenditure, and balance, presents a true and fair view of the transactions relating to the grant for the period indicated and
2. that the grant was received and expended solely for the purposes of the Project; and
3. that all terms and conditions contained in the Grant Agreement have been complied with.

|  |  |
| --- | --- |
| Signed………………..……………….………………...(Name)(Title) (eg Chairperson, Chief Executive Officer or Delegate) | Signed………………………………………………..(Name)Principal Accounting Officer or Delegate |
| Date | Date |