



Department of Communities, Disability Services and Seniors

DIRECTORS' CERTIFICATION OF INCOME AND EXPENDITURE v 1.2

ORGANISATION NAME:			
ORGANISATION NO:			
ABN:		GST Registered:	
YEAR:		PERIOD:	

Service Agreement

- On behalf of the funded entity, We certify that -**
- We note Section 7.1 Your use of Funding; Section 7.3 Unspent amounts; Section 7.4 Remaining part of Funding held by You; and Section 7.5 Accountability for Funding of the Service Agreement - Standard Terms
 - We have maintained separate and readily identifiable ledger accounts to record the receipt and expenditure of Funding (Section 7.5 of the Service Agreement Standard Terms)
 - We have sighted the financial and performance data for the period and that the information sighted is a true account of the organisation's financial position and performance, as it relates to funding specified in Our Service Agreement.
 - The funding has been used for the specified services and deliverables and expended as per the requirements of Our Service Agreement.
 - The organisation is financially viable, has sufficient resources to continue to deliver the services contracted and is readily able to meet its debts in full as and when they fall due.
 - We have **cumulative unspent amounts or are holding cumulative remaining funding** as indicated below.

Please specify total **unspent amounts or remaining funding (ex GST)** held by You, in the box below. **If \$0.00 please indicate 0.00**

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Note: ** This is the total of Unspent/Remaining Funds and DOES NOT include any negative balances displayed in the following detail pages.

(Please detail the unspent amounts or remaining funding held by You (indicated above), by Service Number, in the spaces provided below.

- We have completed the specified reporting - required at this time, as detailed in the Service Agreement.

Comments:

Signature:		Signature:	
Name:		Name:	
Position:		Position:	
Date:		Date:	

PLEASE RETURN THIS FORM TO:

If your organisation is registered to use OASIS, upload and submit a scanned copy of the completed and signed Directors' Certification online via your Organisation Details Display page in OASIS at:
<https://www.communities.qld.gov.au/industry-partners/funding-grants/online-acquittal-support-information-system-oasis>

If your organisation is not registered to use OASIS, scan the completed and signed Directors' Certification and send it to:

EMAIL: dscfunding@communities.qld.gov.au
FAX: (07) 3097 5402
MAIL: **Funding Services (Financial Services)**
 Department of Communities, Disability Services and Seniors
 GPO Box 806
 BRISBANE QLD 4001

Please ensure this form is fully completed as per the instructions.

DEPARTMENT USE ONLY:

Performance Report transmission received:	Date:		Initials	
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Further information and/or actions for Funding Services:



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ORGANISATION NAME:
ORGANISATION NO:
YEAR: PERIOD:

YOU MUST SHOW AMOUNTS FOR ALL FUNDING SCHEDULES FOR WHICH YOU HAVE NOT BEEN FORMALLY ADVISED AS BEING COMPLETE. THIS INCLUDES NEGATIVE BALANCES.

Please detail amounts of unspent funds by corresponding Schedule Number in the spaces provided below. If insufficient spaces please copy page.

Table with 4 columns: Funding Schedule No., Unspent or Remaining Funds reported on last period's Directors' Certification, Change since last period's Directors' Certification, Unspent or Remaining Funds reported on this Directors' Certification. Includes a Totals row and multiple empty rows for data entry.

