



## Australian Government

Department of the Environment, Water, Heritage and the Arts

# National Collecting Institutions Touring and Outreach (NCITO) Program Final Acquittal Report

### ANSWER ALL QUESTIONS

#### GENERAL INFORMATION

In the Funding Agreement you signed with us, you agreed to complete and return this Final Acquittal Report **within 60 Business Days** of the end of the financial year. You should attach additional information where relevant.

You must have this Final Acquittal Report certified by the person who signed the Funding Agreement or a person currently occupying that position and authorised to legally bind your organisation.

- Please use **black font** to complete this template.

#### ORGANISATION INFORMATION

Name:

Postal Address:

State:

Postcode:

Financial Year to which Funding relates:

Contact person and details:

Name:

Position:

Phone:

Fax:

Email:

**CERTIFICATION**

I certify that:

1. The information provided in this Final Acquittal Report:
  - gives an accurate account of the Touring program for the Financial Year;
  - is true and correct; and
  - is not misleading or deceptive in any way.
  
2. The organisation conducted the Touring program in accordance with the NCITO Program Guidelines and our Application.
  
3. I am authorised to sign this Final Acquittal Report on behalf of the organisation specified on Page 1.

.....  
Signature

.....  
Print name

.....  
Position/title

.....  
Date

## ACHIEVEMENTS FOR THE YEAR

Please provide a summary of the key outcomes from and achievements of your Touring program during the Financial Year.

Please explain how your Touring program met the objectives of the NCITO program?

Outline key factors which affected the rating.

Please answer the following questions separately for each project undertaken as part of your Touring program:

- Detail the exhibition activity undertaken during the Financial Year;
- If there were changes to the activity as outlined in your Initial Application, please explain these changes and the reason/s for them;
- For Touring exhibitions, please provide feedback on the exhibition and how it was received. Include details of works toured, any programs developed to support touring, venues, audience numbers and feedback from audiences;
- For Development activities, please outline progress achieved, issues encountered and timeframe for future touring.

## NOTES FOR APPROVED AUDITOR

1.) The Funding Agreement defines '**Approved Auditor**' as:

- (a) where the Recipient [of Funding] is audited by the Auditor-General under the *Auditor-General Act 1997* (Cth) – an auditor employed by the Office of the Auditor-General in the Recipient's State or Territory; or
- (b) in all other cases, a person who is:
  - (i) registered as a company auditor under the *Corporations Act 2001* (Cth) or an appropriately qualified member of the Institute of Chartered Accountants in Australia or of CPA Australia; and
  - (ii) not a principal, member, shareholder, officer, agent, subcontractor, employee or related entity of the Recipient or of a related body corporate (the terms 'related entity' and 'related body corporate' have the same meaning as in section 9 of the *Corporations Act 2001* (Cth)); and
  - (iii) not the Recipient's Qualified Accountant [being a person who is a member of the Institute of Chartered Accountants in Australia or of CPA Australia].

2.) If the Approved Auditor is not satisfied with any aspect of the Funds expenditure or the Acquittal, he or she must provide details in his or her written statement.

3.) If additional Funds have been provided for the Touring program, the total amount of Funding provided must be acquitted.



