

Australian Touring Exhibition Final Report T/

ANSWER ALL QUESTIONS

GENERAL INFORMATION

In the Funding Agreement You signed with Us, You agreed to complete and return this Final Report within 60 Business Days of the end of Your Activity Period. This is a legal obligation. We use Your Final Report in the ways specified in the Funding Agreement and to ensure compliance with Our accountability obligations. You should attach additional information where relevant.

Please attach Venue Reports from ALL venues that hosted Your Exhibition.

The Final Report is divided into three sections:

- Section One – Summary information
- Section Two – Financial acquittal

You must have the financial acquittal certified:

- where Funding is less than \$100,000 - by the Chief Executive Officer, Chief Financial Officer or a person authorised to legally bind Your organisation; and
- where Funding is \$100,000 or more (incl. GST) – by an approved auditor (NB: this is defined in the Funding Agreement).

- Section Three – Activity Report

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

SECTION ONE – SUMMARY INFORMATION

ORGANISATION INFORMATION

Name:

Postal Address:

State:

Postcode:

Exhibition title:

Contact person and details:

Name:

Position:

Phone:

Fax:

Email:

EXHIBITION SUMMARY

Please provide a summary of Your completed Activity. If Your Activity (including the artists and/or objects) changed significantly from the Activity You identified in Your Application (eg: the Exhibition, the Budget or the venues) please provide brief details. (You will address these more fully in the body of this report).

How would You rate the success of Your Exhibition?

poor

fair

good

outstanding

How did you measure the success of the Exhibition?

IMPROVEMENTS

How could Your Activity have been improved?

Could the Visions of Australia Program have assisted, and if so, in what ways?

SECTION TWO – FINANCIAL ACQUITTAL

1. INCOME AND EXPENDITURE

Please detail expenditure under the exact headings used in the Budget in Your Application OR in accordance with any variations that We have approved.

You must show the contributions received from all sources, including Your own, and how those contributions were used for the Activity. You should cost 'in-kind' contributions at their market value and identify them with a hash symbol (#). The total income must equal the total expenditure.

	<u>VISIONS FUNDING</u>				
	Budget in Application (GST Excl) <u>VISIONS FUNDING ONLY</u>	Actual Expenditure (GST Excl) <u>VISIONS FUNDING ONLY</u>	Your contribution (including in-kind support)	Other contributions	
INCOME					TOTAL INCOME
Interest* earned on Visions Funds YOU MUST COMPLETE THIS		*			
EXPENDITURE					
*The Funding Agreement requires any interest to be used for Your Activity or repaid to the Commonwealth.					TOTAL EXPENDITURE

2. CHANGES TO BUDGET DURING ACTIVITY

Did you change Your Budget during the Activity **without** obtaining Our written approval?

NOTE: Your Funding Agreement with the Commonwealth requires you to obtain approval from the Department prior to making any changes to your Activity (including the Budget). The Department allows you to transfer Funds in the Budget between expenditure items to a maximum of 25% without obtaining prior written approval from the Department unless your Funding has been approved subject to any specific terms and conditions, in which case you must comply strictly with the specified terms and conditions. If you have notated a variance/s of more than 25% between expenditure items (singular or multiple expenditure items in your Budget in your original Application in relation to Actual Visions expenditure in your Final Report) then **YOU MUST** answer 'Yes' and provide a detailed explanation.

No Yes - please complete next question.

NOTES: 1. If You changed Your approved Budget without obtaining Our written agreement You must also ensure that this is addressed in the statement from Your Approved Auditor or the person certifying Your Financial Acquittal.

2. Some transfers between Budget items are allowed under Item C of the Schedule to Your Funding Deed.

Please provide reasons for changing the Budget without getting Our written approval. Provide details of the changes and the ways in which they affected the Budget.

NOTES FOR APPROVED AUDITOR OR PERSON CERTIFYING FINANCIAL ACQUITTAL

1. The Funding Agreement defines an ‘**Approved Auditor**’ as a person who is:
 - (a) registered as a company auditor under the *Corporations Act 2001*, or a member of the Institute of Chartered Accountants in Australia, or of CPA Australia or the National Institute of Accountants; and
 - (b) not a principal, member, shareholder, officer or employee of [the organisation] or a Related Body Corporate.
2. If the Approved Auditor or the person certifying the Financial Acquittal 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 the Budget was changed without Our approval, the Approved Auditor or person certifying the Financial Acquittal must address this in his or her statement.
4. Interest* earned on the Funds must be included in the calculation of Funds and the appropriate certification made. For example if Funds of \$99,000 were provided and interest of \$5,000 has been earned, the Funds to be acquitted are \$104,000 and the Acquittal must be completed by an Approved Auditor.
5. If additional Funds have been provided for the Activity, the total amount of Funding must be acquitted.

COMPLETE FOR VISIONS FUNDING OF \$100,000* OR MORE:

STATEMENT BY APPROVED AUDITOR

- 1. I have read the notes for Approved Auditor or person certifying Financial Acquittal on the previous page.
- 2. I have conducted an independent audit of the Activity and the expenditure in this Financial Acquittal and am satisfied:
 - (a) that the Financial Acquittal in Section Two of this Final Report (comprising the Income and Expenditure breakdown and the Changes to Budget during Activity question) represents a true and correct statement of receipts and expenditure of the Funding and any other contributions to the Exhibition;
 - (b) any changes (see Note) made to the Budget without the Commonwealth’s approval were as a result of the following circumstances (or attach and sign separate explanation) [This MUST be addressed if ‘Yes’ is selected under Question 2, Changes to the Budget];
 - (c) that the Financial Acquittal is complete and accurate;
 - (d) that where the account referred to in subclause 5.3 of the Funding Agreement is a separate account, the balance of the account is \$[insert amount];
 - (e) that all Funds received from the Commonwealth Government through the Visions of Australia program and any interest earned thereon were expended for the purpose of the Activity and in accordance with the Funding Agreement (please note that the Application containing the Budget forms part of the Funding Agreement); and
 - (f) that the salaries and allowances paid to persons involved in the Activity were in accordance with applicable awards or agreements in force under relevant laws on industrial and workplace relations.

.....
Signature of Approved Auditor

.....
Company

.....
Print name

...../...../.....
Date

NOTE: Where the Approved Auditor is not satisfied with the expenditure and Financial Acquittal, **OR** where You have changed the Budget without obtaining Our written approval, please ensure that this is addressed in the certification or in an attached document.

COMPLETE FOR VISIONS FUNDING OF LESS THAN \$100,000*

CERTIFICATION BY THE CHIEF EXECUTIVE OFFICER / CHIEF FINANCIAL OFFICER / OR PERSON AUTHORISED TO EXECUTE DOCUMENTS AND LEGALLY BIND YOU BY THEIR EXECUTION

1. I have read the notes for Approved Auditor or person certifying Financial Acquittal.
2. I have conducted an audit of the Activity and certify that:
 - (a) the Financial Acquittal in Section Two of this Final Report (comprising the Income and Expenditure breakdown and the Changes to Budget during Activity question) represents a true and correct statement of receipts and expenditure of the Funding and any other contributions to the Exhibition;
 - (b) any changes (see Note) made to the Budget without the Commonwealth’s approval were as a result of the following circumstances (or attach and sign separate explanation) [This MUST be addressed if ‘Yes’ is selected under Question 2, Changes to the Budget];
 - (c) the Financial Acquittal is complete and accurate;
 - (d) where the account referred to in subclause 5.3 of the Funding Agreement is a separate account, the balance of the account is \$[insert amount];
 - (e) all Funds received from the Commonwealth Government through the Visions of Australia program and any interest earned thereon were expended for the purpose of the Activity and in accordance with the Funding Agreement (please note that the Application containing the Budget forms part of the Funding Agreement); and
 - (f) the salaries and allowances paid to persons involved in the Activity were in accordance with applicable awards or agreements in force under relevant laws on industrial and workplace relations.

.....
Signature of Chief Executive Officer/ Chief Financial Officer / Person authorised to execute documents and legally bind You by their execution (strike out whichever is not applicable)

.....
Print name

.....//
Date

NOTE: Where the Approved Auditor is not satisfied with the expenditure and Financial Acquittal, **OR** where You have changed the Budget without obtaining Our written approval, please ensure that this is addressed in the certification or in an attached document.

SECTION THREE –ACTIVITY REPORT

1. **OBJECTIVE ONE: To enable and encourage a wider audience to access Australian Cultural Material, particularly in regional and remote locations, throughout Australia**

Now that You have completed Your Australian Touring Exhibition, please provide details of how it encouraged a wider audience, particularly in regional and remote locations, to access Australian Cultural Material.
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Was all the material (e.g. the work of all the artists, or all the objects) referred to in Your Application included in Your Exhibition?
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<input type="checkbox"/> Yes <input type="checkbox"/> No - please provide details

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If any of the Specified Personnel involved in the Activity changed from those specified in Your Application, please provide details including names and positions of new personnel and whether the person is Your employee or was a contractor engaged specifically for the Activity.

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Have You provided a Venue Report from each venue that hosted Your Exhibition?

<input type="checkbox"/> Yes <input type="checkbox"/> No - Please provide details

NOTE: This is a requirement of Your Funding

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Audience reaction

Please provide a breakdown of audience numbers from each venue.

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How would You rate the audience response to the Exhibition?
<p>poor fair good outstanding</p>
How did you arrive at this conclusion? (surveys, visitors' book, feedback from venues etc):

Regional and Remote venues
How did visitors in regional and remote venues react to the Exhibition? Was the result generally positive? (if applicable provide a brief summary of feedback from visitors and/or venues)

Audience limiting factors

Prior to and/or during the Exhibition, did You identify any factors that limited audience access (eg offensive or culturally sensitive material)?
<p><input type="checkbox"/> No <input type="checkbox"/> Yes - please provide details of both the material and how You accommodated this in forward publicity and at each venue, and state whether this was successful.</p>

Itinerary changes

Did You change the itinerary for the Exhibition without obtaining Our approval?
<p><input type="checkbox"/> No <input type="checkbox"/> Yes - please provide an explanation and complete table below.</p>

Venue	Town	State	Opening date	Closing date

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2. **OBJECTIVE: To encourage partnerships between organisations, particularly partnerships between larger organisations (i.e. those employing on average 100 staff or more and which have a predominant purpose of collecting and exhibiting cultural material) and smaller organisations, leading to collaboration across the collections sector.**

NOTE: a venue was not a partner unless it was taking an active part in the Tour of the Exhibition

Did You indicate in Your Application that You would form any partnerships with other collecting institutions?
<input type="checkbox"/> No <input type="checkbox"/> Yes
If 'Yes', please provide details of whether this worked successfully or whether any problems were encountered

Where You were in a partnership with any other organisations, how would You rate the level of cooperation between the organisations?
poor fair good outstanding
Please provide comments in support of Your rating:

Did any other organisations assist with the Tour of the Exhibition (<u>other than</u> as a partner)?
<input type="checkbox"/> No <input type="checkbox"/> Yes - briefly outline the contribution made by each of those organisations:

Did the Exhibition provide any opportunities for either formal or informal training between Your organisation and other collecting institutions, organisations or community groups?
<input type="checkbox"/> No <input type="checkbox"/> Yes - please provide details of the organisation and the training involved?

3. OBJECTIVE: To encourage community involvement, education and participation in the Development and Touring of Exhibitions

Did You encourage any community participation in the Activity?
[] No [] Yes - please provide details

Please provide a brief description of any public and/or education programs which were developed for the Exhibition and attach a copy of the program material (e.g. education kit).

CERTIFICATION
<p>I certify that:</p> <ol style="list-style-type: none"> The information provided in this Final Report: <ul style="list-style-type: none"> gives an accurate account of the Activity; is true and correct; and is not misleading or deceptive in any way. The Organisation conducted an Australian Touring Exhibition in accordance with the Visions of Australia Guidelines and our Application. I have read, <u>completed and signed</u> the Check List attached to this Report. I am authorised to sign this Final Report on behalf of the Organisation specified in Section One. <p>..... Signature</p> <p>..... Print name</p> <p>..... Position/title</p> <p>..... Date</p>

COMPLETE AND SIGN THIS CHECK LIST**These are ALL requirements of your Funding**

Interest earned on Visions Funds (including 'nil') is included in the Financial Acquittal	Yes/No
Changes to Budget are explained	Yes/No/N/A
The Approved Auditor/Person certifying expenditure has addressed Budget changes and provided any extra required statement	Yes/No/N/A
Your Activity Report provides comprehensive and informative responses TO ALL QUESTIONS and will assist the Department to comply with its accountability requirements to the Australian Government	Yes/No
You have attached <u>comprehensive</u> Venue Reports from all Venues that hosted the Exhibition, including all publicity material and installation photographs of the Exhibition at the Venues	Yes/No
If You have not attached Venue Reports from all Venues, You have provided an explanation for any Venue Reports that are missing	Yes/No/N/A
You have attached copies of all media and publicity material relevant to the Exhibition and from each Venue (e.g. media release, invitation, signage, interpretative text, press articles)	Yes/No
You ensured that the Visions of Australia branding appeared as required on all publicity material	Yes/No
You complied with your obligations to invite the Minister, the Visions of Australia Committee and Commonwealth officers to all events associated with the Exhibition	Yes/No
You have attached copies of catalogues, educational and other material related to public programs for which you received Funding, including photographs of educational and public programs.	Yes/No
You have provided an electronic copy on CD of your Final Report	Yes/No

Failure to comply with your Funding obligations will result in requests for further information, material or Reports. Therefore it is in your interests to ensure that you have provided the information and material referred to above.

I have considered and completed the checklist and agree that this Organisation has satisfied all of the above requirements.

Signed:

Title:

Date: