

# Development of Australian Touring Exhibition Final Report D/ (USE FOR ROUNDS 32 & 33)

## ANSWER ALL QUESTIONS

### **GENERAL INFORMATION**

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

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 (including interest and GST)- 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 (including interest and GST)** – by an ‘Approved Auditor’ (NB: this term is defined in the Funding Agreement and this Report).
- 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***

#### **RECIPIENT INFORMATION**

Name:

Postal Address:

State:

Postcode:

Exhibition Title:

Contact person and details:

Name:

Position:

Phone:

Fax:

Email:

### ACTIVITY SUMMARY

Please provide a summary of the completed Activity. If the Activity changed significantly from the Activity identified in the Application (e.g. the Exhibition, the Budget or the Venues) please provide brief details. (You will address these more comprehensively in the body of this report).

How would you rate the success of the Activity?

**poor**

**fair**

**good**

**outstanding**

How did you measure the success of the Activity?

### IMPROVEMENTS

How could the Activity have been improved?

## 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 the Department has approved in writing.

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.**

	VISIONS FUNDING		Recipient Contribution (include in-kind support)	Other Contributions	
	Budget in Application (GST Excl) <u>VISIONS FUNDING ONLY</u>	Actual Expenditure (GST Excl) <u>VISIONS FUNDING ONLY</u>			
<b>INCOME</b>				NB: Venue Fees and income generated from catalogue/merchandise sales are NOT 'Other Contributions'	<b>TOTAL INCOME</b>
Interest* earned on Visions Funds <b>YOU MUST COMPLETE THIS</b> (indicate 'nil' if the Funds were in a non-interest bearing account)		*			
<b>EXPENDITURE</b>					
<b>* The Funding Agreement requires any interest to be used for your Activity or repaid to the Commonwealth.</b>					<b>TOTAL EXPENDITURE</b>

## 2. CHANGES TO BUDGET DURING ACTIVITY

Did you change the Budget during the Activity **without** obtaining the Department's written approval?

**NOTE:** Your Funding Agreement with the Commonwealth 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 (clause 4.7 and Item D) 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 the approved Budget without obtaining the Department's written agreement you must also ensure that this is addressed in the statement from the Approved Auditor or the person certifying the Financial Acquittal.  
2. Some transfers between Budget items are allowed under clause 4.7 and Item D of the Schedule to the Funding Agreement.

Please explain your reasons for changing the Budget without obtaining the Department's 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*(Cth), or an appropriately qualified member of the Institute of Chartered Accountants in Australia, or of CPA Australia;
  - (b) not a principal, member, shareholder, officer, agent, subcontractor or employee or related entity of the Recipient or of a related body corporate (the terms ‘related entity’ and ‘related body corporate’ having the same meaning as in section 9 of the *Corporations Act 2001* (Cth)); and
  - (c) not the Recipient’s Qualified Accountant.
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 the Department’s 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 Financial 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’.
2. I have conducted an independent audit of the financial statements prepared in accordance with Australian Accounting Standards in respect of the Funding, Recipient Contributions and Other Contributions (if any), 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 information in the Financial Acquittal represents the financial transactions fairly and is based on proper accounts and Records;
  - (d) that where the account referred to in clause 4.2 of the Funding Agreement is a separate account, the balance of the account is \$ .....[insert amount], **OR** where the Recipient is not required to keep a separate account, the balance of the Funds is \$ .....;
  - (e) a written statement of how much money the Recipient needs to meet current liabilities under legal commitments entered into by the Recipient pursuant to the Funding Agreement; and
  - (f) that all Funding and any interest earned thereon was expended for the purposes of the Activity and in accordance with the Funding Agreement (please note that the Application containing the Budget forms part of the Funding Agreement).

.....  
*Signature of Approved Auditor*

.....  
*Company*

.....  
*Print name*

...../...../.....  
*Date*

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**NOTE:** Where the Approved Auditor is not satisfied with the expenditure and Financial Acquittal, **OR** where the Recipient changed the Budget without obtaining the Department’s 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 statement 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 Activity;
  - (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 information in the Financial Acquittal represents the financial transactions fairly and is based on proper accounts and Records;
  - (d) where the account referred to in subclause 4.2 of the Funding Agreement is a separate account, the balance of the account is \$ .....[insert amount] **OR** where the Recipient is not required to keep a separate account, the balance of the Funds;
  - (e) all Funding and any interest earned on those Funds, Other Contributions and Recipient Contributions (if any) was expended for the purposes of the Activity and in accordance with the Funding Agreement and that the Recipient has complied with the 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 any relevant law 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*

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**NOTE:** Where the person certifying this statement is not satisfied with the expenditure and Financial Acquittal, **OR** where the Recipient has changed the Budget without obtaining the Department’s written approval, please ensure that this is addressed in the certification or in an attached document.

<b><i>SECTION THREE –ACTIVITY REPORT</i></b>
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1. **OBJECTIVE: 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 Development of an Australian Touring Exhibition, please provide details of how it will encourage and enable a wider audience, particularly in regional and remote locations, to access Australian Cultural Material.

Have you changed the concept or contents of the proposed Exhibition as a result of the Development Activity?
<input type="checkbox"/> No <input type="checkbox"/> Yes - please provide details

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

Have you Developed the Exhibition for a target audience (e.g. young people, seniors, disabled people)?
<input type="checkbox"/> No <input type="checkbox"/> Yes – please provide details

Have you changed the target audience during Development?
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes - please provide details

During Development did you identify any factors that may limit audience access (e.g. offensive or culturally sensitive material)?
<input type="checkbox"/> No <input type="checkbox"/> Yes - please provide details of both the material and how you will deal with this in forward publicity and at each Venue.

<b>DO YOU HAVE A PROPOSED ITINERARY?</b>
<input type="checkbox"/> No - please provide an explanation <b>NOTE:</b> Development Funding was provided on the understanding that you would develop an Australian Touring Exhibition. If you do not provide evidence that you intend to do this, you may be required to return the Funds.
<input type="checkbox"/> Yes – please complete the next two questions

Please complete details of your proposed Itinerary (Do not include your own venue):

Proposed Venue	Town	State	Opening Date	Closing Date

<b>REGIONAL AND REMOTE VENUES</b>
How did you go about approaching regional and remote venues to gauge their interest in hosting your Exhibition? Was the result generally positive? (if applicable provide a brief summary of feedback from potential venues)

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### ABILITY TO CONDUCT AN AUSTRALIAN TOURING EXHIBITION

Will your ability to conduct an Australian Touring Exhibition depend on your ability to obtain funding?
<input type="checkbox"/> No <span style="margin-left: 200px;"><input type="checkbox"/> Yes</span>
Does your Organisation intend to apply for Touring funding from the Visions of Australia program?
<input type="checkbox"/> No <span style="margin-left: 200px;"><input type="checkbox"/> Yes</span>
Does your Organisation intend to apply for funding to tour the exhibition from other sources?
<input type="checkbox"/> No <span style="margin-left: 200px;"><input type="checkbox"/> Yes</span>
Please provide details:
<b>Note:</b> You are strongly encouraged to apply for funding from sources additional to Visions of Australia
<b>Note:</b> The Program Guidelines state that ‘all applications are assessed on their merits against the Program Guidelines and an applicant for Touring Funding will not receive any priority as a result of having received Development Funding’.

2. **OBJECTIVE: To encourage partnerships between organisations, particularly partnerships between larger organisations (ie. 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 Development of the Australian Touring Exhibition

Did you indicate in your Application that you would form any partnerships with other collecting institutions?
<input type="checkbox"/> No <span style="margin-left: 200px;"><input type="checkbox"/> Yes</span>
If ‘Yes’, please provide details of whether this worked successfully or whether any problems were encountered.

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Where you are in a partnership with any other organisations, how would you rate the level of cooperation between the organisations?
<p><b>poor</b>                  <b>fair</b>                  <b>good</b>                  <b>outstanding</b></p>
Please provide comments in support of your rating:

Did any organisation assist in Development 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 Development of the Exhibition provide any opportunities for either formal or informal training between your organisation and other collecting institutions, organisations or other groups?
[ <input type="checkbox"/> ] No                  [ <input type="checkbox"/> ] Yes - please provide details of each 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 Development of this Activity?
[ <input type="checkbox"/> ] No                  [ <input type="checkbox"/> ] Yes - please provide details

Please provide a brief description of any public and/or educational programs which have been Developed for the Exhibition and attach a copy of any available program material (e.g. education resources).

**CERTIFICATION**

I certify that:

1. The information provided in this Final Report:
  - gives an accurate account of the Activity;
  - is true and correct; and
  - is not misleading or deceptive in any way.
2. The Recipient has Developed the Exhibition with the intention of conducting an Australian Touring Exhibition in accordance with the Visions of Australia Program Guidelines and Application.
3. I have read, completed and signed the Check List attached to this Final Report.
4. I am authorised to sign this Final Report of behalf of the Recipient specified in Section One.

.....  
Signature

.....  
Print name

.....  
Position/title

.....  
Date

**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
The 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
I have attached copies of all media and publicity material relevant to the Activity (e.g. media release, press articles)	Yes/No
The Recipient ensured that the Visions of Australia branding appeared as required on all publicity material	Yes/No
The Recipient complied with its obligations to invite the Minister, the Visions of Australia Committee and Commonwealth officers to all events associated with the Activity	Yes/No
I have attached copies of catalogues, educational resources and other material related to public programs for which we received Funding.	Yes/No
I have provided an electronic copy on CD of our Final Report	Yes/No

**Note:** 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: .....

Print name: .....

Title: .....

Date: .....