**Alfred Research Trusts - Financial Reporting**

***To be submitted to Rebecca Erlich (r.erlich@alfred.org.au)***

**AWARD DETAILS**

|  |  |
| --- | --- |
| **NAME of AWARDEE** |  |
| **DEPARTMENT of AWARDEE** |  |
| **AWARD TYPE** |  |
| **PROJEC TITLE and ID** |  |
| **TOTAL Award VALUE** |  |

**EXPENDITURE**

|  |  |
| --- | --- |
| **REPORTING PERIOD** |  |
| **a) TOTAL AMOUNT RECEIVED FROM ALFRED RESEARCH TRUSTS IN REPORTING PERIOD** |  |
| 1. **TOTAL AMOUNT CARRIED OVER FROM PREVIOUS YEAR (if applicable)** |  |
| 1. **TOTAL BALANCE AVAILABLE FOR REPORTING PERIOD (a+b)** |  |

|  |  |  |
| --- | --- | --- |
| **DETAILS of EXPENDITURE** | **YEAR OF EXPENDITURE** | **EXPENDED AMOUNT** |
| **Salaries**  *Name, job title, level of employee* |  |  |
| **Consumables**  *High level description of items* |  |  |
| **Equipment** |  |  |
| **Other (please specify)** |  |  |
| **TOTAL EXPENDED BALANCE FOR REPORTING PERIOD** |  | |
| **TOTAL UNEXPENDED BALANCE FOR REPORTING PERIOD** |  | |

**CARRY OVER REQUEST**

To be completed:

1. if the unexpended balance is > $20,000

OR

1. for a request to carry over an unexpended balance of any amount beyond the original end date of the award.

Please state the reason for the unexpended balance and the plan for how and when the unexpended balance will be spent (up to approximately 250 words).

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**SIGNATURES**

***To be signed by AWARDEE and Financial Officer of Department Awarded Funds***

|  |  |  |
| --- | --- | --- |
| **SIGNATURE** | **NAME, Position, Department** | **DATE** |
|  |  |  |
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