



ACCOUNTABILITY REPORT

Community Events Grant Program

Grant recipients are required to provide an accountability report within 60 days of the completion date of the project. Please note, if your organization requires an extension on the completion date for the project, a written request must be submitted to City of St. Albert, Community & Protective Services and approved.

The report is a condition of accepting a grant from the City of St. Albert – Community Events Grant Program. Failure to account for awarded funds will result in your file being assigned “delinquent” status. This will disqualify your organization from participating in future grant programs until the full amount of the grant is either returned or accounted for.

If you have any questions about the accountability report requirements, please call Anna Royer, Division Business Manager, 780-459-1504 or aroyer@st-albert.net.

Please submit your report to:

City of St. Albert
Community & Protective Services
Attention: Anna Royer
5 St. Anne Street
St. Albert, AB T8N 3Z9

City of St. Albert

Community Events Grant Program
Statement of Expenditures

Name of organization: _____

Address: _____
_____ Postal Code: _____

Contact Person: _____

Business Phone: _____ Resident Phone: _____

Amount of Grant Received: _____

Name and Date of Event: _____

Attendance: _____

Provide a description of the outcome of the event: _____

How did the funds assist your organization in achieving your organizational goals?

Please provide the following:

1. Financial statement or budget of all revenue and expenses connected with the event.
2. Provide copies of receipts to account for all expenditures associated with the event (this includes payroll stubs, invoices, or paid cheques for contract work).

Please note any grant funds not utilized for the event stated on the grant approval letter shall be returned to the City of St. Albert within 60 days of the completion date of the event.

I hereby certify that the Grant funds were spent as indicated above.

Signed:

President: _____

Name (print)

Date

Name (Signature)

Treasurer: _____

Name (print)

Date

Name (Signature)

FINANCIAL STATEMENT

REVENUE	
<i>Examples of Sources of Revenue:</i> Club contribution, grants, cash donations, registration/participant fees, requested funds from Community Events Grant Program or other specific sources.	
List your group's sources of revenue below:	Amount
Registration Fees	
Other fees	
Fundraising Activities (specify each activity)	
Bingos	
Raffles	
Other (please specify)	
Donations: (Do not include in-kind – only financial)	
Individual donations	
Groups or Businesses	
Grants:	
Federal Government (specify each)	

Provincial Government (specify each)	
Other Grant Sources (please specify)	
Other Income (please specify)	
Total Revenue	

EXPENSES	
<i>Examples of Expenses:</i> Equipment rental, operating supplies, signage, advertising materials or other specific items.	
List your group's expenses below:	Amount
Adjudication Fees, Officials	
Facility Rentals	
Equipment Rentals	
Printing	
Publicity, advertisements	
Trophies, Medals	
Volunteer Costs	
Other (please specify)	
TOTALEXPENSES	

****Copies of receipts must be provided for all expenses.

Funding from the St. Albert Community Events Grant Program	
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