

Expenditure Verification Checklist

[Edocs: 1265406]

Agreement No:	110011910
Grants Officer Name:	Michelle Ossipow
Date:	6 August 2013
Comments:	

Conflict

- I confirm that I did not assess this application.
- I confirm that I do not have a conflict of interest with this organisation

Agreement

- Check the expenditure verification documents have been attached to the agreement.
- Check the agreement for any change requests to the original approval.

Invoices/receipts

- Check documents are invoices/receipts and not quotes or sales orders.
- Check the date on the invoices/receipts is after the approval date (date Minister signed BN) and within the agreement period.
- Check that the invoices/receipts are for the items for which they were approved.
- Check if the organisation has been funded twice for the same items.
- Check to see if the organisation is registered for GST.
- Open acquittal worksheet (1363676) and enter all invoices/receipts into the appropriate table depending on GST status.
- Check that all grants funds have been spent (OK if less than \$300).

Solar Sport and Community Groups Grants Only

- Check that the tax invoices/receipts are from the same supplier in the original solar pre-installation forms attached to the application (applicable from Round 69 only)
- Check that the STC's have been deducted.
- If SSCGG - Check that the size of the system is between 1.5KW and 1.7KW. (Larger systems can now be approved refer manual.

Documentation

- All supporting documentation (acquittal worksheet and checklist etc) is attached to the agreement.
- If all above is yes, complete agreement and send close letter to accountable officer.

Outcome

Complete

- Make file note on agreement.
- Send agreement closed letter to accountable officer (automated from GMS)

Incomplete

- Make file note on agreement.
- Send incomplete verification decline email to request further information from to accountable officer.
- Send unspent funds verification email to CBF for verification for figures.
- Send unspent funds options email/letter to accountable officer.



Further Action (AO5) – Non approved items or Unspent funds

- Make file note on agreement.
- Forward a change request email – non approved items for processing to A05 team for approval.
- Produce unspent funds requiring verification email to A05 team for processing.



Westpoint Autos QLD Pty Ltd

ABN: 21 860 305 056 ACN: 052 344 242
PO Box 1468, Toowong QLD 4066
440 Moggill Road Indooroopilly QLD 4068
356 Moggill Road Indooroopilly QLD 4068
90 Westcombe Street Darra QLD 4076
259 Monier Road, Darra QLD 4076
24 Sylvan Road Toowong QLD 4066

DEALER LIC. NO: 1606687 EXP: 16/04/2011
www.westpointautos.com.au
Phone: (07) 3878 0440 Fax: (07) 3378 5799
Phone: (07) 3878 0300 Fax: (07) 3878 9511
Phone: (07) 3710 5444 Fax: (07) 3279 3215
Phone: (07) 3375 2555 Fax: (07) 3715 5458
Phone: (07) 3377 0206 Fax: (07) 3371 2819

NEW VEHICLE TAX INVOICE

DATE: May 21st, 2013
TAX INVOICE #: H14117
CUSTOMER #:
ORDER #:

Invoice To:
QLD Homicide Victims Support Group
P.o. Box 292
Lutwyche QLD 4030

Delivery To:

GD I30 HATCH 1.8P ELITE AUTO

Compliance Dte	5/13	COLOUR	Met. Hyper Silver Med / Black
CUST ORDER NO.		REGO #:	575TCL
STOCK #:	420167094	DLR ORDER #:	420167094
ENGINE #:	G4NBDU685695	VIN #:	KMHD351EMDU104060
KEY #:	X1536	SALESPERSON:	Mike Ellison
BUILD DATE	09 APR 13		

VEHICLE PRICE	24,172.73
Met. Hyper Silver Med Paint	450.00 Included
Tailored Carpet Floor Mats	124.00
Auxillary Cable	33.00
Cargo Liner - Hatch	135.00
Full Tank of Fuel on Delivery	No Charge
WINDOW TINT - ALL	295.00
DISCOUNT	3,296.00 -
Dealer Delivery	No Charge
AMOUNT SUBJECT TO GST	21,913.73
Registration Fee	328.90
Compulsory Third Party	353.40
Standard Plate Fee	24.30
GST	2,191.37
VEHICLE TOTAL INCLUDING GST	24,811.70
LESS SETTLEMENT	
BALANCE PAYABLE	24,811.70

Bank Details
Westpoint Autos
Westpac Indooroopilly
BSB: 034 063



Westpoint Autos QLD Pty Ltd

ABN: 21 860 305 058 ACH: 052 344 242

PO Box 1408, Toowong QLD 4068

440 Moggill Road Indooroopilly QLD 4068

356 Moggill Road Indooroopilly QLD 4068

90 Westcombe Street Darra QLD 4076

259 Monier Road, Darra QLD 4076

24 Sylvan Road Toowong QLD 4066

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Phone: (07) 3878 0440 Fax: (07) 3378 5799

Phone: (07) 3878 0300 Fax: (07) 3878 9511

Phone: (07) 3710 5444 Fax: (07) 3279 3215

Phone: (07) 3375 2555 Fax: (07) 3715 5458

Phone: (07) 3377 0206 Fax: (07) 3371 2819

Receipt

Receipt Number	H23601
Receipt Date	22/05/13
Receipt Type	FELIX EFTPOS
Deposit Ref	C3
	Original

Received From	
Customer Account :	27292
Customer Name :	QLD Homicide Victims Support Group
Address :	P.o. Box 292
	Lutwyche 4030

Reference Detail	
HYUNDAI GD I30 HATCH 1.8P ELITE AUTO	Year : 13
Deal Reference : H14117	Model No : A5S6N361FGA91413
Stock No. / Reg. No. : 420167094/575TCL	Engine No : G4NBDO685695
Invoice No. : H14117	Serial No : KMHD351EMDU104060
Purchase Price : 24811.70	Colour : Met. Hyper Silver

Payment Summary	Cash	Cheques	Credit Cards	Total
	0.00	24811.70	0.00	24811.70

****TWENTY FOUR THOUSAND EIGHT HUNDRED AND ELEVEN DOLLARS and 70 CENTS****

Cheque#: 360 Dr
Drawer : D Homicide Victims Supp

Name of authorised employee **BENJAMIN ELPHICK**

Signature of authorised employee



Westpoint Autos QLD Pty Ltd

ABN: 21 660 305 056 ACN: 052 344 242

PO Box 1468, Toowong QLD 4066

440 Moggill Road Indooroopilly QLD 4068

356 Moggill Road Indooroopilly QLD 4068

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Phone: (07) 3710 5444 Fax: (07) 3279 3215

Phone: (07) 3375 2555 Fax: (07) 3715 5458

Phone: (07) 3377 0206 Fax: (07) 3371 2819

DATE: May 28th, 2013
TAX INVOICE #: H14117

NEW VEHICLE TAX INVOICE

CUST. ORDER #:

Invoice To:

QLD Homicide Victims Support Group
P.o. Box 292
Lutwyche QLD 4030

Delivery To:

GD I30 HATCH 1.8P ELITE AUTO

COMPLIANCE PLATE 09 APR 13

CUST ORDER NO.

STOCK #: 420167094

ENGINE #: G4NBDU685695

KEY #: X1536

CUSTOMER #: 27292

COLOUR

REGO #:

DLR ORDER #:

VIN #:

SALESPERSON:

Met. Hyper Silver Med / Black

575TCL

420167094

KMH0351EMDU104060

Mike Ellison

VEHICLE PRICE	24,172.73
Met. Hyper Silver Med Paint	450.00 Included
Tailored Carpet Floor Mats	124.00
Auxillary Cable	33.00
Cargo Linc - Hatch	135.00
Full Tank of Fuel on Delivery	INCLUDED
WINDOW TINT - ALL	295.00
DISCOUNT	3,296.00 -
Dealer Delivery	INCLUDED
AMOUNT SUBJECT TO GST	21,913.73
Registration Fee	328.90
Compulsory Third Party	353.40
Standard Plate Fee	24.30
GST	2,191.37
VEHICLE TOTAL INCLUDING GST	24,811.70
LESS SETTLEMENT	
Receipt#: H23601 BALANCE	24,811.70 -
BALANCE PAYABLE	0.00
Bank Details	

Legal entity:	Queensland Homicide Victims Support Group Family Support after Murder Inc
Agreement no:	110011910
GST Reg	GST Registered
Minister approval Date:	8-Apr-13

NOT REG for GST

Enter GST Inclusive amount

Item	Inv No.	GST inclusive Amount

TOTAL	\$0.00
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<i>Enter Grant Total</i>	\$0.00
<i>Less Total amount of Invoices</i>	\$0.00
<i>Difference (savings identified if more)</i>	\$0.00

REG for GST

Enter GST Exclusive amount

Item	Inv No.	GST inclusive Amount	GST Amount	GST exclusive Amount
Vehicle	HI4117	24811.7	2191.37	\$22,620.33
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

TOTAL	\$22,620.33
--------------	--------------------

Enter Grant Total	\$22,727.27
Less Total amount of Invoices (ex GST)	\$22,620.33
Difference less GST (savings identified if more than \$300)	\$106.94
Difference including GST (if this figure is a negative number the organisation does not require to return any funds)	\$117.63

NB. In some cases the amount listed as GST on the invoice may not be 10% of the invoice total. This is because there are usually items within the invoice that do not incur GST eg. Solar credits or medical items or CTP insurance.

✓ Back | ✎ New

Text Type:

Text

Header Note
'06.08.2013 10:30:02 MLOSSI

Acquittal complete

CBF

Sent by: Narelle McKeown
04/07/2013 09:20 AM To
Finance@qhvs.org.au
cc

bcc

Subject
Acquittal - Agreement 110011910

Good morning

Thank you for your email. A grants officer will be in contact with your organisation if further information is required.

Should you wish to discuss or have any further inquiries please contact a Grants Officer on 3247 4284 or freecall 1800 633.

Kind Regards

Narelle McKeown

Grants Officer
Community Benefit Funds Unit
Office of Liquor and Gaming Regulation
Department of Justice and Attorney-General
Level 6, 33 Charlotte Street, Brisbane Qld 4000
Locked Bag 180, City East Qld 4002
t: +61 7 3247 4284
f: +61 7 3247 4348
Freecall: 1800 633 619
e: cbf@treasury.qld.gov.au

Customer Call Centre 13 QGOV (13 74 68)
www.olgr.qld.gov.au

The Office of Liquor and Gaming Regulation is committed to providing you with quality service
If you would like to provide feedback on the service you have received, please email feedback@olgr.qld.gov.au

"Finance (QHVS)" <Finance@qhvs.org.au>
03/07/2013 02:49 PM
To
"cbf@treasury.qld.gov.au" <cbf@treasury.qld.gov.au>
cc

Subject
FW: Attached Canon Scanned Image

Acquittal of Grant 0110011910
Business partner 1010000194

Regards

Sch4/3/3

Finance Officer - QHVSG

Ph: 07 3857 4744 fax 07 3857 4766

finance@qhvsg.org.au

Queensland Homicide Victims Support Group (QHVSG) is a registered trading name ABN 88 536 686 758. The information contained in this message and any attachments is intended solely for the use of the person(s) to whom the message is addressed. If you are not the intended recipient you must not use, copy or distribute it. If you have received this email in error, please notify us immediately on 07 3857 4744 and delete the original without making any copies. If you do not wish to receive any further communication from QHVSG then please change the subject line to "unsubscribe" and reply. This email is also subject to copyright. Any opinions expressed are those of the author only and do not necessarily represent the views of the organization.

Please quote: 110011910



Ms Debbie Lawler
Accountable Officer
Queensland Homicide Victims Support
Group Family Support after Murder Inc
PO Box 292
LUTWYCHE QLD 4030

Dear Ms Lawler

Organisation: Queensland Homicide Victims Support Group Family Support after Murder Inc
Purpose: Purchase New Vehicle

The Community Benefit Funds Unit provides administrative support to the Gambling Community Benefit Fund and in this capacity I am writing on behalf of the fund to advise you that your organisation's grant agreement is now closed.

You are reminded to retain all documentation relating to this funding application. Under the terms and conditions of funding your organisation may be subject to quality assurance activities. Information regarding quality assurance activities can be found in the funding guidelines.

For further information please contact a Grants Officer on (07) 3247 4284, or freecall 1800 633 619 (outside Brisbane).

Yours sincerely

A handwritten signature in black ink, appearing to read "M. Sarquis".

MICHAEL SARQUIS
Executive Director
6 August 2013

Office of Liquor and Gaming Regulation
33 Charlotte Street
BRISBANE QLD 4000
Locked Bag 180
CITY EAST QLD 4002

Telephone +61 7 3872 0999
Facsimile +61 7 3872 0998
Email cbf@treasury.qld.gov.au
Website www.olgr.qld.gov.au
ABN 13 846 673 994

Please quote: 0110011910



Ms Debbie Lawler
Accountable Officer
Queensland Homicide Victims Support
Group Family Support after Murder Inc
PO Box 292
LUTWYCHE QLD 4030

Dear Ms Lawler

Organisation: Queensland Homicide Victims Support Group Family Support after Murder Inc
Purpose: Purchase New Vehicle

The Community Benefit Funds Unit provides administrative support to the Gambling Community Benefit Fund and in this capacity I am writing on behalf of the fund to advise you that your organisation's grant amount of \$22,727.27 (plus GST if applicable) will be deposited into your nominated bank account within 14 days.

The enclosed acquittal form outlines the approved items from your application. Please note you have up to 12 months to purchase these items and return the acquittal form with the relevant tax invoices and/or receipts. Completing the acquittal form by the due date is a requirement of the funding guidelines.

For further information please contact a Grants Officer on (07) 3247 4284, or freecall 1800 633 619 (outside Brisbane).

Yours sincerely

A handwritten signature in black ink, appearing to read "M. Sarquis".

MICHAEL SARQUIS
Executive Director
18 April 2013

Encl.

Office of Liquor and Gaming Regulation
33 Charlotte Street
BRISBANE QLD 4000
Locked Bag 180
CITY EAST QLD 4002

Telephone +61 7 3872 0999
Facsimile +61 7 3872 0998
Email cbf@treasury.qld.gov.au
Website www.olgr.qld.gov.au
ABN 13 846 673 994



**Queensland
Government**

Gambling Community Benefit Fund
Locked Bag 180 CITY EAST QLD 4002
ABN: 69 057 834 405

RECIPIENT CREATED TAX INVOICE

Ms Debbie Lawler
Accountable Officer
Queensland Homicide Victims Support
Group Family Support after Murder Inc
PO Box 292
LUTWYCHE QLD 4030

Date Issued **18 April 2013**
Document No. **0110011910**
Total Amount **\$25,000.00**

Enquiries

Contact Person **Community Benefit Funds Unit**
Phone Number **3247 4284 (1800 633 619 outside
Brisbane)**
E-mail **cbf@treasury.qld.gov.au**

Applicant ABN: 88 536 686 758

Line Item	Description	Base	GST	Total
001	Community Benefit Fund - Grant Funding	22,727.27	2,272.73	25,000.00

TOTAL	22,727.27	2,272.73	25,000.00
--------------	------------------	-----------------	------------------

Total Amount Payable excl GST	\$	22,727.27
GST Amount Payable	\$	2,272.73
Total Amount Payable incl GST	\$	25,000.00

The recipient and the supplier declare that this agreement applies to supplies to which this tax invoice relates. The recipient can issue tax invoices in respect of these supplies. The supplier will not issue tax invoices in respect of these supplies. The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered. The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered for GST. Acceptance of this RCTI constitutes acceptance of the terms of this written agreement.

In reply please quote: 0110011910

18 April 2013

Ms Debbie Lawler
Accountable Officer
Queensland Homicide Victims Support
Group Family Support after Murder Inc
PO Box 292
LUTWYCHE QLD 4030

Dear Ms Lawler

**Purpose: Purchase New Vehicle
Queensland Homicide Victims Support Group Family Support after Murder Inc**

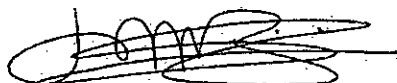
On behalf of the Queensland Government and the Gambling Community Benefit Committee, I am pleased to advise that a Gambling Community Benefit Fund grant of \$22,727.27 has been awarded to your organisation.

The fund was established to assist community groups and organisations such as your own to continue to meet the needs of local communities.

Please find attached documentation from the Community Benefit Funds Unit, Office of Liquor and Gaming Regulation outlining the administrative arrangements pertaining to your grant.

I wish you every success with your funded application and for your continued contribution to the local community.

Yours sincerely



JARROD BLEIJIE MP
Attorney-General and Minister for Justice

Encl.

GrantApplications
Sent by: Daniel Nesbitt
02/12/2013 10:58 AM To
"Finance (QHVSG)" <Finance@qhvsg.org.au>
cc

bcc

Subject
GCBF Round 79 - Queensland Homicide Victims Support Group Family Support
after Murder Inc - Application number 110016448

Good Morning

This email is to confirm that your application for funding
has been received and uploaded. Your application number is 110016448. Please quote
this number should you contact CBFU for further information in regard to
your application.

Please note your application and attachments have not yet
been assessed against the funding guidelines to determine eligibility. Your accountable
officer will be notified via letter or email of your funding outcome in
due course.

If you require further information please contact a Grants
Officer on 3247
4284 or freecall 1800 633 619 (outside Brisbane).

Kind Regards,

Daniel Nesbitt
Grants Officer
Community Benefit Funds Unit
Office of Liquor and Gaming Regulation
Department of Justice and Attorney-General
Level 6, 33 Charlotte Street, Brisbane Qld 4000
Locked Bag 180, City East Qld 4002
t: +61 7 3247 4284
f: +61 7 3247 4348
Freecall: 1800 633 619
e: cbf@treasury.qld.gov.au

Customer Call Centre 13 QGOV (13 74 68)
www.olgr.qld.gov.au

The Office of Liquor and Gaming Regulation is committed to providing you
with quality service
If you would like to provide feedback on the service you have received,
please email feedback@olgr.qld.gov.au

"Finance (QHVSG)" <Finance@qhvsg.org.au>
26/11/2013 11:51 AM
To
"grantapplications@treasury.qld.gov.au"
<grantapplications@treasury.qld.gov.au>
cc

Subject

RE: GCBF Round 79 incomplete application - Queensland Homicide Victims Support Group Family Support after Murder Inc

Hi Daniel,

Hope this is now correct

Regards

Sch4/3/3

Finance Officer - QHVSG

Ph: 07 3857 4744 fax 07 3857 4766

finance@qhvsg.org.au

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-----Original Message-----

From: daniel.nesbitt@justice.qld.gov.au

[mailto:daniel.nesbitt@justice.qld.gov.au] On Behalf Of grantapplications@treasury.qld.gov.au

Sent: Tuesday, 26 November 2013 10:52 AM

To: Finance (QHVSG)

Subject: GCBF Round 79 incomplete application - Queensland Homicide Victims Support Group Family Support after Murder Inc

Good Morning

Thank you for your email attaching an application form for Queensland Homicide Victims Support Group Family Support after Murder Inc.

We are unable to upload your application as the following information has been added incorrectly:

The business partner (BP) number provided does not match the organisation name. Our records indicate the BP number for Queensland Homicide Victims Support Group Family Support after Murder Inc is 1010000194.

Please update the application as requested above and return to grantapplications@treasury.qld.gov.au with all relevant attachments no later than 14 days from receipt of this email to ensure your application can be submitted.

Kind regards

Daniel Nesbitt
Grants Officer

Community Benefit Funds Unit
Office of Liquor and Gaming Regulation
Department of Justice and Attorney-General Level 6, 33 Charlotte Street,
Brisbane Qld 4000 Locked Bag 180, City East Qld 4002
t: +61 7 3247 4284
f: +61 7 3247 4348
Freecall: 1800 633 619
e: cbf@treasury.qld.gov.au

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www.olgr.qld.gov.au

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"Finance
(QHVSG)"
<Finance@qhvsg.org.au>

05/11/2013 01:14
PM

To
"grantapplications@treasury.qld.gov.au"
<grantapplications@treasury.qld.gov.au>

cc

Subject
GCBF Application Round 79

Hi,
Enclosed is our application for the next round and our bank account details.

Regards

Sch4/3/3

Finance Officer - QHVSG
Ph: 07 3857 4744 fax 07 3857 4766
finance@qhvsg.org.au

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(Embedded image moved to file: pic27109.jpg)QHVSG_logo redraw

(See attached file: 1851_001 bank account details.pdf) (See attached file: cbfu-grant-application-form-closing-30Nov2013.pdf)

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, defects or interferences by third parties or replication problems.

GrantApplications
Sent by: Daniel Nesbitt
26/11/2013 11:00 AM To
"Finance (QHVSG)" <Finance@qhvs.org.au>
cc

bcc

Subject
JCCBF Round 84 - Queensland Homicide Victims Support Group Family Support
after Murder Inc - Application number 120006708

Good Morning

This email is to confirm that your application for funding
has been received and uploaded. Your application number is 120006708. Please quote
this number should you contact CBFU for further information in regard to
your application.

Please note your application and attachments have not yet
been assessed against the funding guidelines to determine eligibility. Your accountable
officer will be notified via letter or email of your funding outcome in
due course.

If you require further information please contact a Grants
Officer on 3247
4284 or freecall 1800 633 619 (outside Brisbane).

Kind Regards,

Daniel Nesbitt
Grants Officer
Community Benefit Funds Unit
Office of Liquor and Gaming Regulation
Department of Justice and Attorney-General
Level 6, 33 Charlotte Street, Brisbane Qld 4000
Locked Bag 180, City East Qld 4002
t: +61 7 3247 4284
f: +61 7 3247 4348
Freecall: 1800 633 619
e: cbf@treasury.qld.gov.au

Customer Call Centre 13 QGOV (13 74 68)
www.olgr.qld.gov.au

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please email feedback@olgr.qld.gov.au

"Finance (QHVSG)" <Finance@qhvs.org.au>
11/11/2013 10:15 AM
To
"grantapplications@treasury.qld.gov.au"
<grantapplications@treasury.qld.gov.au>
cc

Subject
Jupiters Casino Community Benefit Fund Round 84

Good morning.

Enclosed is our application for the next round of funding for Jupiters Casino Community Benefit Fund Round 84 and our bank account details. Thank you.

Take Care
Ross Thompson
General Manager
Queensland Homicide Victims' Support Group
Phone: (07) 3857 4744 Fax: (07) 3857 4766
PO BOX 292
Lutwyche, QLD, 4030

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From: Finance (QHVSG)
Sent: Tuesday, 5 November 2013 1:15 PM
To: grantapplications@treasury.qld.gov.au
Subject: GCBF Application Round 79

Hi,
Enclosed is our application for the next round and our bank account details.

Regards
Sch4/3/3

Finance Officer - QHVSG
Ph: 07 3857 4744 fax 07 3857 4766
finance@qhvs.org.au

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"unsubscribe" and reply. This email is also subject to copyright. Any opinions expressed are those of the author only and do not necessarily represent the views of the organization.