

Gambling Community Benefit Fund Acquittal Form

ACQUITTAL OF GRANT FUNDING DUE: 22 February 2016

Legal Entity

Name: Bay Islands Community Services Inc
Business Partner Number: 1010009944

Sponsored Organisation (if applicable)

Name: Russell Island Men's Shed
Business Partner Number: 1010027079

Purpose of Grant: Construct Shed
Agreement Number: 110017392

The table below outlines your organisation's approved item/s and the authorised amount for each item/s. To complete all acquittal requirements for this agreement please follow the steps outlined:

- 1) Complete the Actual Expenditure column for each funded item/s in the table below

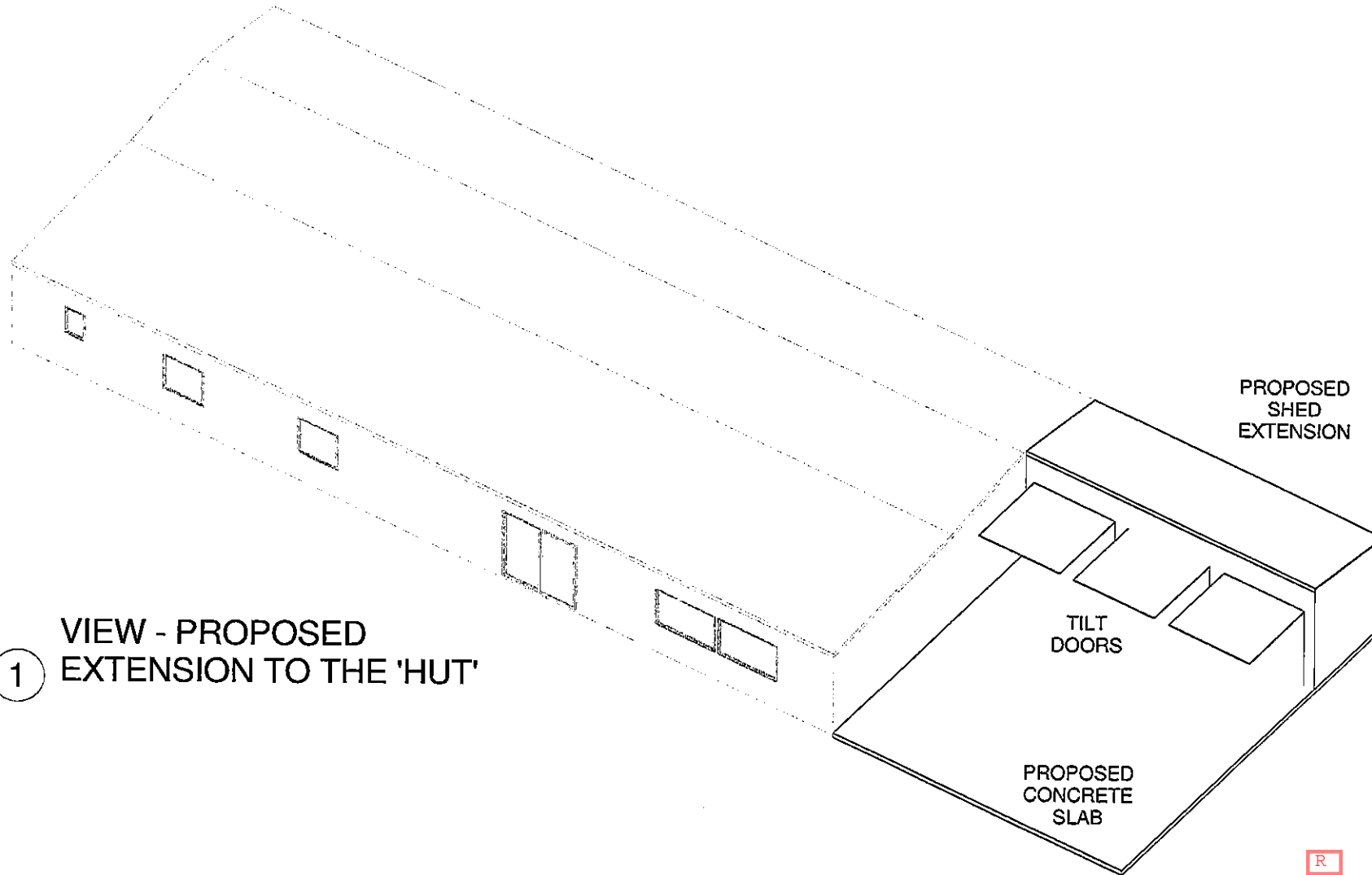
Expense Type	Expense Group	Quantity	Description	Authorised Amount	Actual Expenditure (to be completed by organisation)
Shed	Building and Ground Improvements	1	Shed construction and approvals	31,818.18	31,818.18
TOTAL				\$31,818.18	31,818.18

- 2) Attach copies of tax invoices/receipts for each item to verify expenditure.
3) Scan this form and tax invoices/receipts and email to cbf@justice.qld.gov.au or mail to
Community Benefit Funds Unit, Locked Bag 180, CITY EAST QLD 4002

Please note that unspent funds of \$300 or more are required to be returned. If this is the case the Community Benefit Funds Unit will contact your organisation.



1 VIEW - PROPOSED EXTENSION TO THE 'HUT'



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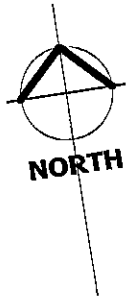
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 ACN 165 342 656



No.	Description	Date

BICS 37-71 Jackson Rd Russell Island	PERSPECTIVE	
	Project number	162801
	Date	28/01/16
	Drawn by	DS
Checked by	DG	Scale
		A100

28/02/2016 5:03:21 AM



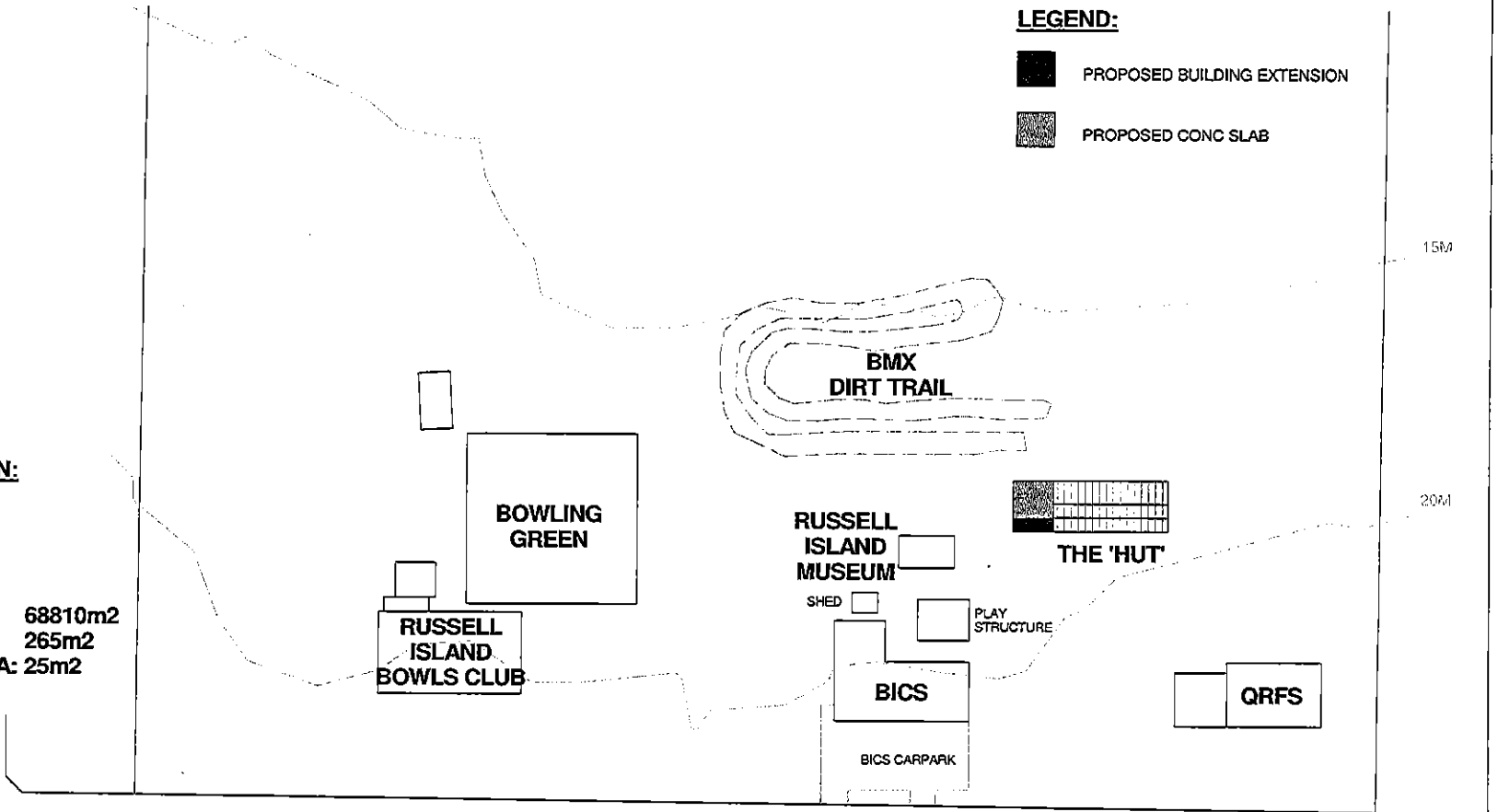
LEGEND:

-  PROPOSED BUILDING EXTENSION
-  PROPOSED CONC SLAB

PROPERTY DESCRIPTION:

LOT 3 RP 31228
 COUNTY STANLEY
 PARISH OF RUSSELL

SITE AREA: 68810m²
 THE 'HUT' FLOOR AREA: 265m²
 EXTENSION FLOOR AREA: 25m²



JACKSON ROAD

1 Site
 1 : 1000

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No.	Description	Date

BICS
 37-71 Jackson Rd
 Russell Island

SITE PLAN	
Project number	162801
Date	28/01/16
Drawn by	DS
Checked by	DG
Scale	1 : 1000

A101

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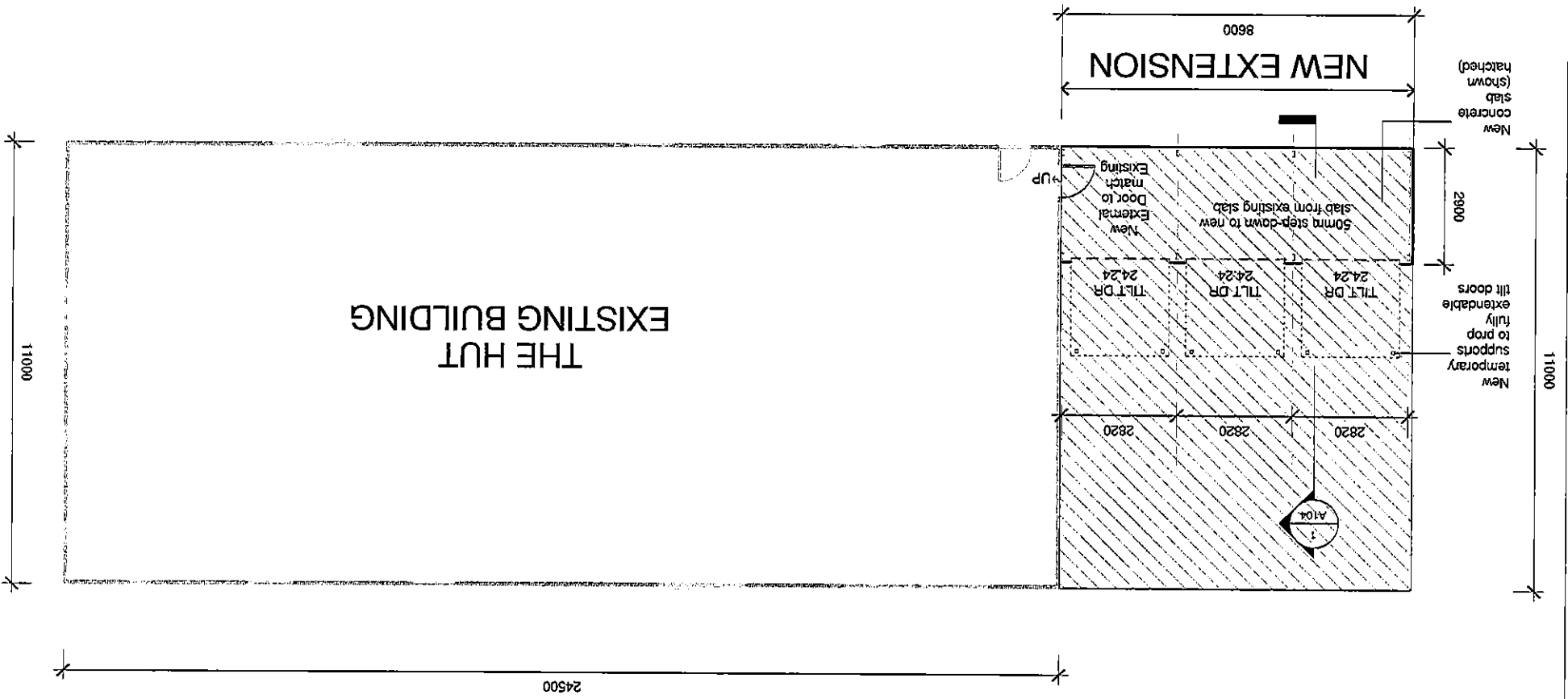
No.	Description	Date

BICS
 37-71 Jackson Rd
 Russell Island

Checked by	DG	Scale	A102
Drawn by	DS	1 : 100	
Date	28/01/16		
Project number	162801		
FLOOR PLAN			

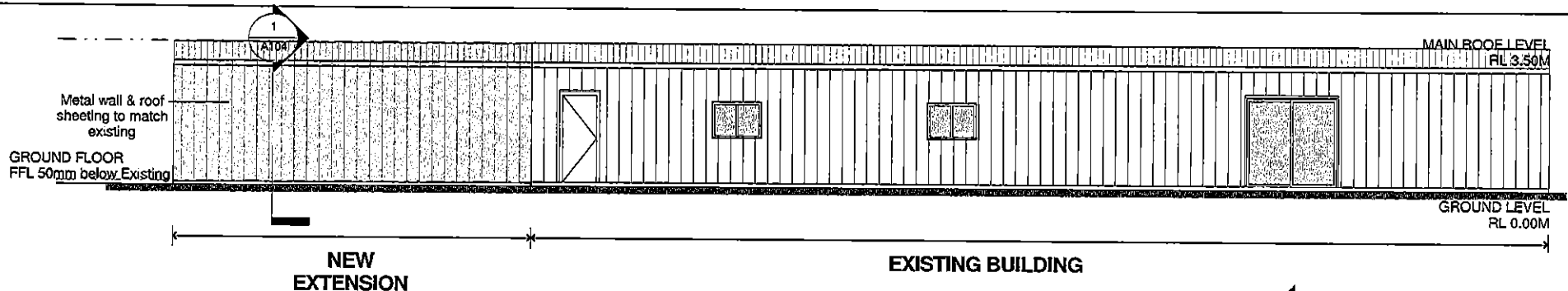
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①
 Ground Level
 1 : 100

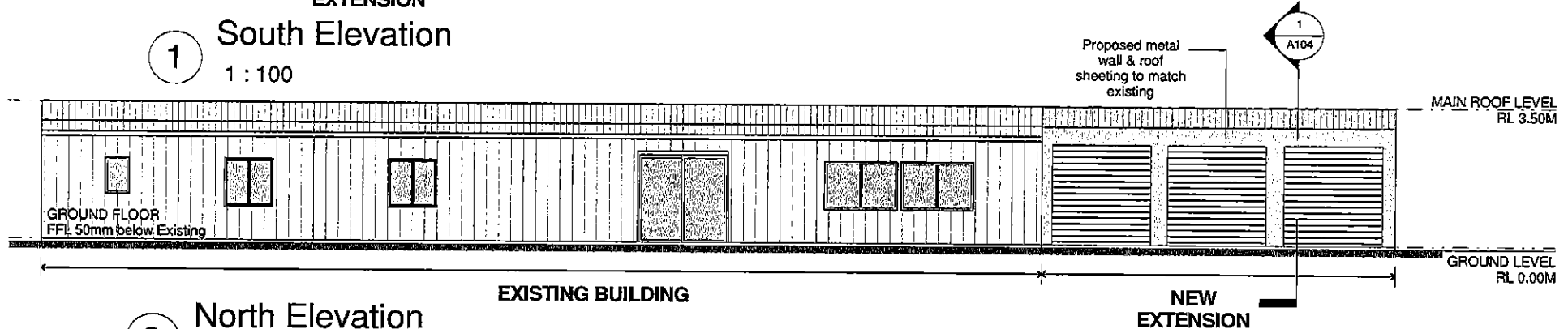


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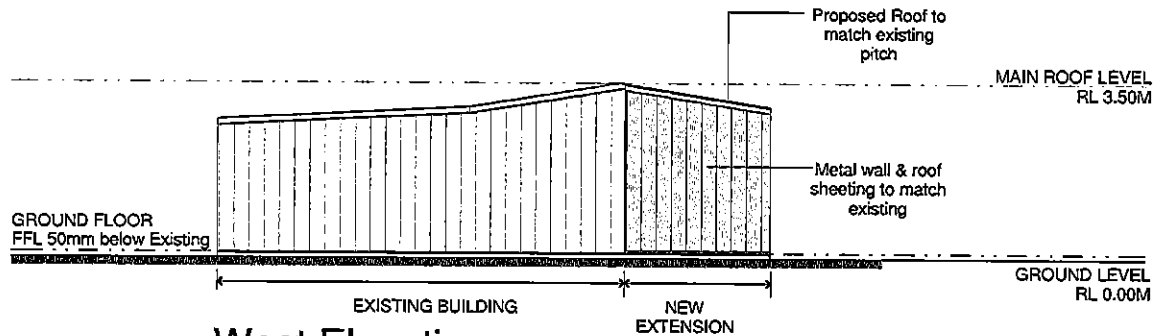
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1 South Elevation
1 : 100



2 North Elevation
1 : 100



3 West Elevation
1 : 100

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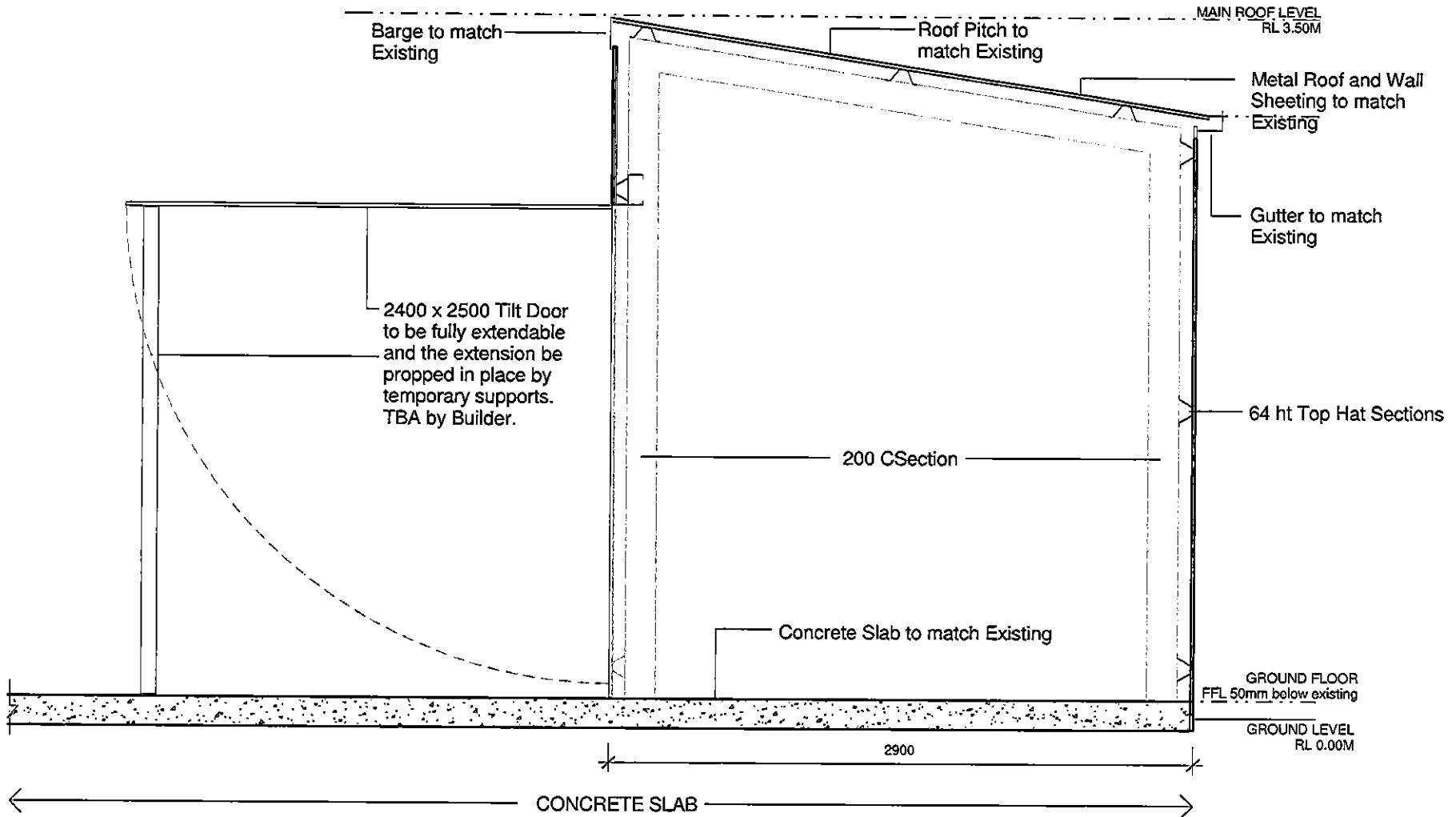
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 ACN 165 342 656

No.	Description	Date

BICS
 37-71 Jackson Rd
 Russell Island

ELEVATIONS		A103
Project number	162801	
Date	28/01/16	
Drawn by	DS	
Checked by	DG	
Scale		1 : 100

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1 Detail 1
1 : 20



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 QBCC ACT LICENCE NO: 1264889
 ACN 165 342 656

No.	Description	Date

BICS
 37-71 Jackson Rd
 Russell Island

SECTION 1		A104
Project number	162801	
Date	28/01/16	
Drawn by	DS	
Checked by	DG	
Scale	1 : 20	

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Yours sincerely

Amanda Nean

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

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[attachment "gcbf-grant-application-form-closing-30Nov2013 BICSI RI Mens Shed resubmit.pdf" deleted by Tanya Richards/QOGR/QTreasury] [attachment "BICSI Bank statement.pdf" deleted by Tanya Richards/QOGR/QTreasury] [attachment "BICSI Incorporation Certificate.pdf" deleted by Tanya Richards/QOGR/QTreasury]

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Business Partner Number: 1010009944

Sponsored Organisation (if applicable)

Name: Russell Island Men's Shed

Business Partner Number: 1010027079

Purpose of Grant: Construct Shed

Agreement Number: 110017392

The table below outlines your organisation's approved item/s and the authorised amount for each item/s. To complete all acquittal requirements for this agreement please follow the steps outlined:

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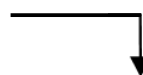
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(Short Form)

Terms and Conditions

Version 1.2 – dated 17 February 2015

Please note:

The Agreement comprises two parts:

- Particulars
- Terms and Conditions

Terms and Conditions

1. Terminology

- 1.1 Except where specifically defined in these Terms and Conditions, capitalised terms (like 'Funding') correspond to items in the Particulars.
- 1.2 References to:
- (a) **We**, **Us** or **Our** mean the State of Queensland acting through the Department or other body, agency or person giving the Funding (including its Chief Executive), as specified in the Particulars or any other department or agency of the Queensland Government responsible for the administration of the Agreement; and
 - (b) **You** and related parts of speech mean the Funded Organisation.

2. Agreement

- 2.1 An Agreement ('**Agreement**') will come into existence between You and Us, comprised of the Particulars and these Terms and Conditions (and including any Departures from these Terms and Conditions identified in the Particulars), when:
- (a) You accept the Funding provided by Us; or
 - (b) if the Particulars make provision for the parties to sign, when both parties have signed the Particulars.
- 2.2 If the Agreement requires You to comply with, meet or have regard to a document, specification, guideline, policy, standard, framework or scheme:
- (a) We may, from time to time, issue or approve a new version of it;
 - (b) We will notify You about any new version and the date that it is to take effect from;
 - (c) the new version will apply for the purposes of the Agreement from that date, provided that this will not limit or affect any right of action or remedy that has accrued as at that date.

3. Funding

- 3.1 We will provide the Funding to You in the instalments and manner specified in the Particulars.
- 3.2 The Funding is subject to the terms of any Act under which it is provided or to which it is, or becomes, subject ('**Governing Act**'), including any regulation made under a Governing Act.
- 3.3 We may withhold the Funding until You:
- (a) submit any outstanding reports or provide any outstanding information required under the Reporting Requirements; and
 - (b) perform any obligations due to be performed before the payment is to be made.
- 3.4 You must use the Funding only for the Funded Purpose, unless otherwise approved by Us in writing.

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- 3.5 We may, at Our discretion, increase the Funding from time to time without a variation to the Agreement, provided that a variation to the Agreement will be required where the Funding is provided for a new or expanded Funded Purpose.
- 3.6 Our obligation to provide the Funding to You will stop at the Agreement Expiry Date or earlier termination of the Agreement.
- 3.7 If, at the Agreement Expiry Date or earlier termination of the Agreement, there is any unspent Funding, We may:
- (a) authorise You to retain the unspent Funding and, if We so authorise, to expend some or all of that Funding for an approved purpose; or
 - (b) require You to refund the unspent Funding, which will constitute a debt due and owing to Us.
- 3.8 You must ensure that the Funding is acknowledged in Your annual report (if You produce an annual report) and promotional materials relating to the Funded Purpose. Any acknowledgement in promotional material about the Funded Purpose must use an acknowledgement logo which You must obtain from Us.

4. Funded Purpose

- 4.1 If the Funded Purpose is, or includes, delivery of services, You must:
- (a) start delivering the services to the Service Users from the start of the Agreement, or such later date as may be specified in the Special Conditions and continue delivering the services to Service Users for the term of the Agreement;
 - (b) comply with the Service Delivery Requirements;
 - (c) deliver or achieve the Deliverables;
 - (d) ensure that the services are delivered in accordance with the Quality Standards; and
 - (e) achieve and maintain any Certification.
- 4.2 If the Funded Purpose is, or includes, purchasing assets, You must:
- (a) purchase the specified assets;
 - (b) be the legal owner of those assets at all time;
 - (c) keep and, if requested by Us, provide evidence of the purchase, including receipts; and
 - (d) without limiting clause 7.1, effect and maintain insurance covering the asset for its full replacement value.
- 4.3 You must comply with any Special Conditions.
- 4.4 In undertaking the Funded Purpose, You must comply with all relevant:
- (a) laws and regulations, including any Governing Act; and
 - (b) any policies or guidelines, as notified by Us to You from time to time.

5. Reporting

- 5.1 You must comply with the Reporting Requirements.



6. Intellectual property

- 6.1 Intellectual property rights in material that You create in undertaking the Funded Purpose (**'New Material'**) will vest in You, but You grant Us a perpetual, irrevocable, royalty-free, world-wide and non-exclusive licence, including a right to sub-licence to use, communicate, reproduce, publish, adapt and modify:
- (a) the New Material; and
 - (b) Your existing material, but only as part of the New Material and any future use or development of the New Material.

7. Insurance and indemnity

- 7.1 You must effect and maintain:
- (a) public liability insurance for a sum of not less than \$10 million for any one event in respect of accidental death or of accidental bodily injury to persons, or accidental damage to property, arising out of, or in the course of, undertaking the Funded Purpose; and
 - (b) any Other Insurance.
- 7.2 You release, discharge, indemnify and keep indemnified Us, Our officers, employees and agents from and against any claim, action, proceeding, demand, liability, obligation, cost, loss, damage or expense that may be made or brought by any person against Us in connection with:
- (a) You breaching any term of the Agreement; or
 - (b) any negligent or unlawful act or omission of You, Your officers, employees, volunteer workers or subcontractors.

8. GST

- 8.1 The Funding is exclusive of GST. If the supply by You under the Agreement is a taxable supply and You are registered for GST, We will pay You the GST on the taxable supply at the same time as We pay the Funding.
- 8.2 You agree that:
- (a) We may issue You with a Recipient Created Tax Invoice ('RCTI') in respect of GST applicable to any payments of the Funding;
 - (b) You will not issue tax invoices in respect of the taxable supplies for which We issue RCTIs;
 - (c) You acknowledge that you are registered for GST when you enter into the Agreement. You will notify Us immediately if You cease to be registered for GST or if You cease to satisfy any of the requirements relating to RCTIs; and
 - (d) We acknowledge that We are registered for GST. We must notify You if We cease to be registered for GST.
- 8.3 You must remit any GST amount(s) that We pay to You to the Australian Taxation Office as required by the GST legislation.
- 8.4 If You are not registered for GST, We will issue You with an advice for payment for each payment of the Funding.

- 8.5 For clauses 8.1 to 8.4, 'GST' has the meaning in the *A New Tax System (Goods and Services Tax) Act 1999*, as amended from time to time.

9. Privacy and confidentiality

- 9.1 If You collect or have access to 'personal information', as defined in the *Information Privacy Act 2009*, for the purposes of the Agreement, You must comply with Parts 1 and 3 or, if We are a health agency, Parts 2 and 3, of Chapter 2 of that Act as if You were Us.
- 9.2 You must notify Us immediately in the event that You become aware that disclosure of personal information, in relation to any child subject to the *Child Protection Act 1999* or the *Youth Justice Act 1992*, is made or may be required by law.
- 9.3 You must not disclose confidential information belonging to Us except where You have obtained Our prior written approval (which may be subject to conditions) or where required by law.

10. Suspending or stopping Funding

- 10.1 We can, by giving You notice, suspend the Funding or terminate the Agreement, if:
- (a) You breach any term of the Agreement;
 - (b) You cease to be eligible for the Funding;
 - (c) You become insolvent; or
 - (d) an unacceptable actual or potential conflict of interest arises in relation to You, Your use of the Funding or Your undertaking of the Funded Purpose.

We will only suspend the Funding or terminate the Agreement under this clause 10.1 after following a show cause process substantially the same as that described in clause 14 of Our 'Service Agreement – Standard Terms', available at the website at [Department of Housing and Public Works | Standard suite of contracts for social services](#) or such other website as We may from time to time notify You ('**Show Cause Process**').

- 10.2 We can, by giving You notice, immediately suspend the Funding or terminate the Agreement without following the Show Cause Process if:
- (a) We have terminated any other service agreement with You because of an event or occurrence of the same type as specified in clause 10.1; or
 - (b) any steps or proceedings are commenced (and not withdrawn or dismissed within 5 business days) or order made in relation to Your winding up, voluntarily or involuntarily.
- 10.3 We can take action under clauses 10.1 or 10.2 without having to give a compliance notice or take any other compliance or enforcement action under a Governing Act, except if expressly required by a Governing Act.
- 10.4 We can reduce the Funding or terminate the Agreement, without following the Show Cause Process but by giving You at least 6 months' notice, if We determine that:
- (a) changes to the State budget or any guidelines or policies of the State or Commonwealth government adversely impact on the continued provision of the Funding to You or recipients of similar funding generally;
 - (b) the needs of any Service Users no longer justify the Funding or other persons are in greater need than the Service Users; or

- (c) where the Funded Purpose is, or includes, provision of services, it is appropriate for Us to re-test the market for the provision of those services.

10.5 If, We:

- (a) reduce the Funding under clause 10.4, Our notice will also specify the changed scope of the Funded Purpose (if any) and the Agreement will be deemed to be varied in accordance with the notice; and
- (b) reduce the Funding or terminate the Agreement under clause 10.4, We will consider paying You reasonable costs, including transitional arrangement costs for any affected Service Users, that You incur as a direct result of Funding being reduced or stopped, subject to You providing Us with written evidence of the costs claimed and Us approving those costs.

10.6 Our rights under clauses 10.1 to 10.4 are in addition to any other rights or remedies available to Us, including under any Governing Act.

10.7 You can terminate the Agreement by giving Us at least 3 months notice.

11. Publication of information

11.1 We can publish or require You to publish any or all of the following details:

- (a) Your name and address, including Your head office, service outlets and other business premises;
- (b) a description of the Funded Purpose under the Agreement;
- (c) the commencement of the Agreement or the Agreement Expiry Date;
- (d) the amount of the Funding; and
- (e) the procurement method used to award the Funding to You.

12. Notices

12.1 Any notice to be given under the Agreement must be in writing and addressed and forwarded to the relevant address and contact officer set out in the Particulars, or as otherwise notified by a party to the other.

12.2 A notice may be delivered by hand, sent by post, facsimile or electronic mail to the address of the party to which it is sent and will be deemed to be received:

- (a) if delivered by hand, on the date of delivery;
- (b) if sent by post within Australia, two business days after the date on which it was sent;
- (c) if transmitted by facsimile, upon receipt by the sender of an acknowledgment that the notice has been properly transmitted to the recipient; and
- (d) if transmitted by electronic mail, upon receipt by the sender of an acknowledgment that the notice has been properly transmitted to the recipient.

13. General



13.1 Nothing in the Agreement limits Our rights or Your obligations under a Governing Act.

- 13.2 The Agreement can only be varied by an agreement in writing signed by both You and Us.
- 13.3 You must not assign any of Your rights or obligations under the Agreement without Our prior written consent.
- 13.4 You must not subcontract any part of Your obligations under the Agreement without Our prior written consent and You will remain responsible to Us for the acts and omissions of any subcontractors.
- 13.5 You acknowledge that We are subject to the *Right to Information Act 2009* and any documents held by Us may be subject to disclosure under that Act.
- 13.6 Clauses 3.6, 3.7, 3.8, 6, 7.2, 9 and 13.6 will survive expiration or termination of the Agreement.
- 13.7 If any part of the Agreement is determined to be invalid, unlawful or unenforceable, then, to the extent permitted by law, that part will be severed and the remaining terms will continue to be valid and enforceable.
- 13.8 A failure by Us to exercise, or a delay by Us in exercising, any right, power or remedy will not operate as a waiver.
- 13.9 Both parties will bear their own costs arising out of the preparation of the Agreement.
- 13.10 If, under clause 2.1(b), The Particulars are to be signed by the parties, the Particulars may be signed in one of more counterparts which, taken together, will constitute one instrument.
- 13.11 The Agreement will be governed by the laws of Queensland and the parties submit to the jurisdiction of the courts of Queensland.

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Organisation overview

1 - When was your organisation/group established?*

Bay Islands Community Services incorporated in 1996

2 - How many members does your organisation/group have?*

The board has 5 members in addition to 21 local members

3 - How many people access your organisation/group facilities/services annually?*

3,000 people access services - Emergency relief 482 people

4 - What does your organisation do?*

We assist families and individuals to obtain the best quality of life to which they can attain. We make available to all members of this community the resources and materials from Government and agencies. We foster the identity, self respect and independence of all people and to be responsive to the needs of disadvantaged people. We act in cooperation with other agencies. We foster the aim of community development by encouraging social, educational, health, welfare and recreational programs

5 - What geographical area does your organisation/group cover?*

We cover the Southern Moreton Bay Islands - Macleay, Russell, Karragarra and Lamb Islands predominately. The Islands have been engaged through the Department of Communities initiative under the "Place Program" in partnership with Redland City Council and the Southern Moreton Bay Islands Forum

Application overview

1 - How did you identify the need for the grant?*

Russell Island Mens Shed is a Mens' Shed group without a shed at this time, and have been meeting in several locations on the island for the past 2 years. There are currently 16 local resident members. The group is predominantly composed of retired and semi-retired Russell Island residents, and does not have the financial wherewithal to buy or build a shed without assistance. Apart from it's present membership, there is a large group of men wanting to join the Russell Island Mens Shed group, many offers of equipment and gratuitous work skills; and we are anxious to start contributing to the Island's community. Social isolation is a major problem for men on the island and a Mens Shed can change this.

2 - Have you applied for funding for items listed in this application from any other sources?*

Yes No

Community benefit

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1 - Please outline the benefit to your organisation and the community if this application is successful*

The Russell Island population is heavily skewed towards pensioners and retired people. Many of these older people come to the island wearing rose-coloured glasses but in time the somewhat isolated lifestyle here leads to feelings of worthlessness, social isolation, and subsequent depression. A Mens Shed organization can provide practical and psychological resources that have been proven to materially assist in all of these areas.

The economic circumstances of many older people here are sometimes quite dire and older women and disabled or disadvantage men too can gain considerable aid that will be available from the wide ranging skills available among mens shed members.

And what is so special about a Mens' Shed?

Most men have learned from our culture that they don't talk about feelings and emotions. And until recently there has been little encouragement for men to take an interest in their own health and well-being. Unlike women most men are reluctant to talk about their emotions and that means they usually don't ask for help. Probably because of this many men are less healthy than women; they drink more alcohol, take more risks, and they suffer more from isolation, loneliness and depression.

Good health is based on many factors including feeling good about yourself, being valuable and productive to your community, connecting to friends, and maintaining an active body and an active mind.

Becoming a member of a Mens' Shed gives a man a safe and busy environment where he can find many of these things in an atmosphere of old-fashioned mateship. And, importantly there is no pressure. Men can just come and have a yarn and a cuppa if that is all they are looking for.

A Mens' Shed can help significantly in all these matters. BICSI - Bay Islands Community Services Inc help to assist the current men's shed group through meeting spaces provided by the BICSI - at the youth shed when available and in the centre - although there are no facilities for woodworking and other activities. The group have recently acquired a trailer to help in providing local maintenance activities across the island. The new shed will provide a home base +

2 - Will this application provide benefit to more than one not-for-profit organisation if successful? Yes No

Please outline how and list the organisations that will benefit.

The shed may be able to accessed by the local youth shed users - particular in providing intergenerational opportunities for engagement and skills development shared amongst senior island community member and local youth, particularly those highly disadvantaged due to isolation in receiving skills in trade and engineering skills. In addition, Wynnum Manly Employment and Training can access the facility to deliver construction skills training to unemployed people on the islands through BICSI

3 - Will this application provide an opportunity for your organisation to generate income if successful? Yes No

Please outline.

There are opportunities for the the group to develop products for sale such as currently operates within Mudflat Toys men's shed - making toys for charity and selling these to charity groups for money that buys materials that are used by the men's shed. In addition, the facility can be hired by training organisations to deliver construction skills training whilst the men's shed is not in use, or to deliver training to the users of the men's shed to increase their vocational skills.

Requested items (maximum 15 line items, please attach separate budget page if required)

Category*	Item Type*	Item*	GST	Quantity*	Total (GST incl)*
Building and Group	Shed	Shed construction and approvals	\$3,181.82	0	\$35,000.00

Add Item

R

Are you providing in-kind or financial support to this application?*

 Yes No

Please outline*

Members of the men's shed group will maximise their skills by contributing to the construction and maintenance of the shed. BICSI will support the group through fundraising and managing grants.

Grant funding referees

Please provide three referees who support your funding application. All referees listed may be contacted.

1st Referee

Relationship to applicant* LOCAL COUNCILLOR - REDLAND CITY COUNCILLOR DIVISION 5 REDLAND BAY

First name* Mark Last name* Edwards

Phone number (Bus)* 07 3829 8604 Mobile number

Email address mark.edwards@redland.qld.gov.au

2nd Referee

Relationship to applicant* STATE MEMBER FOR REDLANDS

First name* Peter Last name* Dowling

Phone number (Bus)* 07 3207 6190 Mobile number

Email address redlands@parliament.qld.gov.au

3rd Referee

Relationship to applicant* REDLAND CITY COUNCIL - COMMUNITY DEVELOPMENT

First name* Frank Last name* Pearce

Phone number (Bus)* (07) 3829 8775 Mobile number

Email address Frank.Pearce@redland.qld.gov.au

Financial position of the sponsored applicant

Financial status of the organisation at the date of the last audited/tabled financial records* 30 June 2013

Income*	\$0.00
Expenditure*	\$0.00
Assets*	\$0.00
Liabilities*	\$0.00
Cash at bank*	\$0.00
Investments*	\$0.00

R

Organisation overview

1 - When was your organisation/group established?*

Bay Islands Community Services incorporated in 1996

2 - How many members does your organisation/group have?*

The board has 5 members in addition to 21 local members

3 - How many people access your organisation/group facilities/services annually?*

3,000 people access services - Emergency relief 482 people

4 - What does your organisation do?*

We assist families and individuals to obtain the best quality of life to which they can attain. We make available to all members of this community the resources and materials from Government and agencies. We foster the identity, self respect and independence of all people and to be responsive to the needs of disadvantaged people. We act in cooperation with other agencies. We foster the aim of community development by encouraging social, educational, health, welfare and recreational programs

5 - What geographical area does your organisation/group cover?*

We cover the Southern Moreton Bay Islands - Macleay, Russell, Karragarra and Lamb Islands predominately. The Islands have been engaged through the Department of Communities initiative under the "Place Program" in partnership with Redland City Council and the Southern Moreton Bay Islands Forum

Application overview

1 - How did you identify the need for the grant?*

Russell Island Mens Shed is a Mens' Shed group without a shed at this time, and have been meeting in several locations on the island for the past 2 years. There are currently 16 local resident members. The group is predominantly composed of retired and semi-retired Russell Island residents, and does not have the financial wherewithal to buy or build a shed without assistance. Apart from it's present membership, there is a large group of men wanting to join the Russell Island Mens Shed group, many offers of equipment and gratuitous work skills; and we are anxious to start contributing to the Island's community. Social isolation is a major problem for men on the island and a Mens Shed can change this.

2 - Have you applied for funding for items listed in this application from any other sources?*

Yes No

Community benefit

R

1 - Please outline the benefit to your organisation and the community if this application is successful*

The Russell Island population is heavily skewed towards pensioners and retired people. Many of these older people come to the island wearing rose-coloured glasses but in time the somewhat isolated lifestyle here leads to feelings of worthlessness, social isolation, and subsequent depression. A Mens Shed organization can provide practical and psychological resources that have been proven to materially assist in all of these areas.

The economic circumstances of many older people here are sometimes quite dire and older women and disabled or disadvantage men too can gain considerable aid that will be available from the wide ranging skills available among mens shed members.

And what is so special about a Mens' Shed?

Most men have learned from our culture that they don't talk about feelings and emotions. And until recently there has been little encouragement for men to take an interest in their own health and well-being. Unlike women most men are reluctant to talk about their emotions and that means they usually don't ask for help. Probably because of this many men are less healthy than women; they drink more alcohol, take more risks, and they suffer more from isolation, loneliness and depression.

Good health is based on many factors including feeling good about yourself, being valuable and productive to your community, connecting to friends, and maintaining an active body and an active mind.

Becoming a member of a Mens' Shed gives a man a safe and busy environment where he can find many of these things in an atmosphere of old-fashioned mateship. And, importantly there is no pressure. Men can just come and have a yarn and a cuppa if that is all they are looking for.

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Expenditure*	\$0.00
Assets*	\$0.00
Liabilities*	\$0.00
Cash at bank*	\$0.00
Investments*	\$0.00

R

Expenditure Verification Checklist

Agreement No:	110017392
Grants Officer Name:	MICHAEL KABELLA
Date:	23 MARCH 2016
Comments:	COMPLETE

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 GST status on BP against the ABR website to ensure they match.
 - If they don't match due to a CBFU administrative error -see your SGO
 - If they don't match due to organisation changing their GST status after payment, refer to Acquittal Procedures Manual (Edocs No: 1482973)
- 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 invoices/receipts are in the name of the Legal Entity or if sponsored in the name of the Legal Entity or Sponsored Organisation.
- 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.
- Open acquittal worksheet 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

(Refer to Procedures Manual – Solar Acquittals - Edocs No: 1479157)

- 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 procedures 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.

R

Outcome

Complete

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

Incomplete

- Make file note on agreement.
- Change status from released to "In Process"
- 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 (A05) – 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.

R

To: Daniel Nesbitt

Subject: Change Request - 110017392 Bay Islands Community Services Inc
Hi Daniel,

Agreement Number: 110017392
Legal Entity: Bay Islands Community Services Inc
Sponsored Organisation: Russell Island Men's Shed
Round: 79
Purpose: Construct Shed
Amount: \$31,818.18

Original Acquittal Date: 22.4.2015
Previous Extensions Approved: Nil

REQUEST: EXTENSION OF TIME

BACKGROUND

Organisation was funded the following items:



The organisation advises:



RECOMMENDATION

It is recommended that you approve extension as requested with acquittal documentation due by 22 February 2016.

Regards

Tanya Garside
Grants Officer | Community Benefit Funds Unit
Office of Liquor and Gaming Regulation | Department of Justice and Attorney-General
Locked Bag 180, City East Qld 4002
t: (07) 3247 4284
f: (07) 3247 4348

e:Tanya.Garside@justice.qld.gov.au

Customer Call Centre 13 QGOV (13 74 68)
www.business.qld.gov.au/liquor-gaming

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@justice.qld.gov.au

R

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. If you are not the intended recipient please delete and do not disclose to another person or use, copy or forward all or any of it in any form.
If the email has come to you by mistake please delete it.



From: Daniel Nesbitt
Sent: Thursday, 2 April 2015 11:59 AM
To: CBF
Subject: RE: Change Request - 110017392 Bay Islands Community Services Inc
 Recommendation approved.

Kind regards,
 Daniel Nesbitt
 A/Senior Grants Officer
 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
 e: daniel.nesbitt@justice.qld.gov.au

Customer Call Centre 13 74 68
 Website www.business.qld.gov.au/liquor-gaming

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From: Tanya Garside
Sent: Thursday, 2 April 2015 9:45 AM
To: Daniel Nesbitt
Subject: Change Request - 110017392 Bay Islands Community Services Inc

Hi Daniel,

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Legal Entity:	Bay Islands Community Services Inc
Sponsored Organisation:	Russell Island Men's Shed
Round:	79
Purpose:	Construct Shed
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File01

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Gambling Community Benefit Fund Acquittal Form

ACQUITTAL OF GRANT FUNDING DUE: 22 February 2016

Legal Entity

Name: Bay Islands Community Services Inc
Business Partner Number: 1010009944

Sponsored Organisation (if applicable)

Name: Russell Island Men's Shed
Business Partner Number: 1010027079

Purpose of Grant: Construct Shed
Agreement Number: 110017392

The table below outlines your organisation's approved item/s and the authorised amount for each item/s. To complete all acquittal requirements for this agreement please follow the steps outlined:

- 1) Complete the Actual Expenditure column for each funded item/s in the table below

Expense Type	Expense Group	Quantity	Description	Authorised Amount	Actual Expenditure (to be completed by organisation)
Shed	Building and Ground Improvements	1	Shed construction and approvals	31,818.18	31,818.18
TOTAL				\$31,818.18	31,818.18

- 2) Attach copies of tax invoices/receipts for each item to verify expenditure.
3) Scan this form and tax invoices/receipts and email to cbf@justice.qld.gov.au or mail to Community Benefit Funds Unit, Locked Bag 180, CITY EAST QLD 4002

Please note that unspent funds of \$300 or more are required to be returned. If this is the case the Community Benefit Funds Unit will contact your organisation.



Header Note
23.03.2016 12:08:53 MZKABE

Acquittal complete

Header Note
25.02.2016 12:36:52 KFSSMIT

Extension past, therefore sent 1st overdue letter.

Header Note
02.04.2015 15:25:30 AZNEAN

SGO approved extension of time to 22nd February 2016. Email to org advising.

Header Note
02.04.2015 09:43:57 TPGARS

Change request - extension received, file note sent to SGO for processing.

R

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

R

Legal entity:	Bay Islands Community Services Inc
Agreement no:	110017392
GST Reg	Yes
	Use the following format when entering dates:/..
Minister approval Date:	14/04/2014
Did the GST status change after payment was made?	No
If Yes - What date did GST status Change	

NOT REG for GST

Enter GST Inclusive amount

Item	Supplier	Inv No.	Inv Date	GST inclusive Amount
				\$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
				\$0.00
TOTAL				\$0.00

Enter Grant Total \$0.00
 Less Total amount of Invoices \$0.00
 Difference (savings identified if more than \$300) \$0.00

REG for GST

Enter GST Exclusive amount

Item	Supplier	Inv No.	Inv Date	GST inclusive Amount	GST Amount	GST exclusive Amount
Shed construction and	Ceac Ltd	60000677	29/02/2016	31818.18	0	\$31,818.18
						\$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
			14/04/2014			\$0.00
Total (inc GST)				31818.18		

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TOTAL (ex GST)	\$31,818.18
-----------------------	--------------------

<i>Enter Grant Total</i>	\$31,818.18
<i>Less Total amount of Invoices (ex GST)</i>	\$31,818.18
<i>Difference less GST</i>	\$0.00

Difference including GST (if this figure is a negative number the organisation does not require to return any funds, savings are identified if this figure is more than \$300) \$0.00

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.

R

