

## ANNEXURE “A3”

<p><b>City of Cape Town (the City)</b></p> <p><b>GRANTS-IN-AID POLICY (the Policy)</b></p> <p><b>EXPENDITURE REPORT</b></p> <p><b>Note:</b> - 1. Expenditure on the approved project shall commence within 2 (two) months after the Grants-in-Aid funds are deposited in the organisation’s bank account as provided for in clause 8.8 of the MOA.</p> <p>2. Report monthly to the Subcouncil or Project manager on actual expenditure incurred against such transfer including progress with regards to targets and outputs.</p>
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**GRANTS-IN-AID EXPENDITURE REPORT FOR THE MONTH OF**  
.....YEAR.....

City’s financial year	1 July 2023 to 30 June 2024	
Organisation name		
Duly authorised person of Organisation – Full Name		
RSA ID Number		
Contact details		
Telephone	Code.	No.
Mobile		
Fax	Code.	No.
E-mail		
Type of Organisation (As indicated under Item 2.2 of the Application Form Annexure “A1”)		

Registration number: (Where applicable – as completed Under 2.2 of the Application Form (Annexure “A1”))

Approved project description / details and level of intervention:

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Targets or outputs as reflected in the Project and Business Plan

Target Area: .....

Target Group: .....

Target Number: .....

Outputs: .....

.....  
.....

Date Grants-in-Aid deposited in organisation’s bank account by the City.

ddmmyy .....

Amount Received: R \_\_\_\_\_

Interest received to date: R \_\_\_\_\_  
(Where applicable)

Total Income (Grants-in-Aid plus interest) to date: R \_\_\_\_\_

**Less:** Expenditure against the Grants-in-Aid to date: R \_\_\_\_\_  
(R ..... + R .....)

Balance of Grants-in-Aid plus interest remaining as at..... R \_\_\_\_\_

**EXPENDITURE DETAILS FOR THE MONTH OF ..... YEAR.....**

Copies of bank statements and all vouchers, cashed cheques, cash slips and invoices etc. relating to expenditure incurred on this project must be attached hereto where an organisation has received R50 000 or less and does not produce audited financial statements. Organisations who have received a Grants-in-Aid from the City of more than R50 000 must produce audited financial statements and need only use this report to reflect the expenditure incurred and need not submit copies of vouchers, invoices etc. as these form part of the audited financials.

Item no.	Type of expenditure	Paid to whom	Date	Amount
				<b>R , C</b>
1				10,00
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total expenditure for the month of .....			<b>R</b>	10,00

Is this the final expenditure report for the project or programme for which the Grants-in-Aid was utilised?

 Yes

 No

If **Yes**, then any unspent balance of the Grants-in-Aid, together with any interest earned thereon (where applicable), must be repaid to the City, in terms of the MOA, by means of a deposit into the City's bank account. Details of bank account provided under item 5 of the Business and Project Plan (Annexure "A2"). If yes then also confirm whether the targets and outputs indicated in the Business and Project Plan (Annexure "A2") were met or not met. If these targets were not met then full reasons must be provided why the programme was not successfully completed.

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**Hereby certified that all of the details provided above are correct:-**

Full name of duly authorised person: .....

RSA ID Number: .....

Position: .....

Signature: .....

Date: .....

**Details verified by Subcouncil or Project manager:-**

Subcouncil number and name: - .....

Subcouncil manager: - .....

Signature: .....

Date: .....

**OR**

Line department: - Arts and Culture - SDECD

Project Manager:

Signature: .....

Date: .....