**Cancer Council Queensland Research Project Grants**

**Guidelines for Financial Statements**

The Administering Institutions of Cancer Council Queensland Research Project Grants must submit an Income and Expenditure Statement in respect of the funded project, by 31 January 2020. Statements should be certified by the appropriate, authorised person within the Administering Institution (i.e. Chief Financial Officer), to the effect that the research specified in the grant has been performed, and that the money has been expended solely upon the research project for which it was requested.

For example:

|  |  |  |
| --- | --- | --- |
| **Financial Statement for the period**  **1 January 2019 to 31 December 2019** | | |
| **Project:** | *Project title* | |
| **Reference:** | *NHMRC ID* | |
| **Chief Investigator** | *Researcher’s name* | |
|  |  | |
|  | $ | $ |
| Cash balance as at 1 January 2019 |  | xxx |
|  |  |  |
| Funds received: |  |  |
| 1 Mar 2019 Invoice no xxx | xxx |  |
| 1 Jun 2019 Invoice no xxx | xxx |  |
| 1 Sep 2019 Invoice no xxx | xxx |  |
| 1 Dec 2019 Invoice no xxx | xxx | Total xxx |
|  |  |  |
| Funds available: |  | xxx |
|  |  |  |
| Expenditure: |  |  |
| Maintenance | xxx |  |
| Travel | xxx |  |
| Salaries *(these are examples only)* | xxx | Total xxx |
|  |  |  |
| Cash balance as at 31 December 2019 |  | xxx |
|  |  |  |
| *Signature of appropriate, authorised person* | | |