

SCHEDULE 2

MGA GRADUATE GROUP GRANT AUDIT DOCUMENT

As per section 13.4 of the MGA Graduate Group Grant Procedure

[YEAR]

Part One: Group information

Group name:

Department/School/Centre/Area:

Faculty:

Names of group organisers:

Statement of aims and objectives of the group:

Part Two: Income and expenditure report

INCOME

Item	Dates	Details	Amount
TOTAL INCOME			

EXPENSES

Item	Dates	Details	Amount
TOTAL EXPENSES			

NET POSITION (INCOME/EXPENSES)

EXAMPLE

Part Three: List of activities and approximate numbers

Events		
Name	Date	Attendance numbers
		TOTAL EVENTS RUN

EXAMPLE

PART FOUR: Declaration of use of the Grant

The [GROUP NAME] confirms that it has abided by the MGA Graduate Groups Regulations and MGA Grant Procedure for the use of all money allocated to them by the MGA. Further, the Group agreed that it:

1. Expended the Grant received only on a purpose that relates to the provision of any of the services listed in clause 19-38(4) *Higher Education Support Act 2003 (Cth)* as outlined in Section 9.2 of the MGA Graduate Group Grant Procedure; and
2. Did not use the Grant received on a purpose that relates to the provision of any of the services listed in clause 19-38 (1, 2) *Higher Education Support Act 2003 (Cth)*, as outlined in Section 9.3 of the MGA Graduate Group Grant Procedure.

Signed for, and on behalf of, the [GROUP NAME] by its authorised representatives:

.....
[GROUP NAME] Member (signature) (Print name) date

.....
[GROUP NAME] Member (signature) (Print name) date

.....
[GROUP NAME] Member (signature) (Print name) date

in the presence of:

.....
Witness (signature) (Print name) date