Belfast Local Strategy Partnership

Annex I

RECORD OF PROJECT EXPENDITURE FORM

Project Ref: ……. Project Name: …… Period from: …… to: ……..

Prepared By: … …… Position: ……...

Date	Supplier	Details of Purchase	Budget Heading	Cheque Number	Invoice Number	Amount on Invoice £	Amount Requested £	Office Use Amount Vouched £	Office Use Ref. No	Office Use Only
				Brought forward from overleaf:						
					Total:					

I hereby apply on behalf of the above named organisation for payment of grants from Belfast Local Strategy Partnership in accord with the terms and conditions of their letter of offer dated ……
I certify that the information given above is correct and represents a true account of expenditure.
I hereby declare that:

a) No other claim has been or will be made in respect of the above expenditure from any other Body or Individual
b) No other funds have been or will be received in respect of the above expenditure from any other Body or Individual
c) The amounts claimed are strictly in accordance with the terms and conditions set out in the letter of offer from the Belfast Local Strategy Partnership
d) All expenditure claimed totalling: £ ……. has been paid in full.
e) No asset included in this claim or any previous claim under the present offer of assistance has been sold or disposed of in any way.
f) No expenditure included in this claim has been included in any previous claim.
g) All expenditure claimed for has been used to implement the project for which grant aid was offered by the Belfast Local Strategy Partnership

Office use only:

Capital costs: _____
Staff costs: _____
Beneficiary costs: _____
Running costs: _____
Other costs: _____

Signed for and on behalf of: ……..…..…… Signature 1: ……...……..……. Date: …….. Position: Officebearer (Chairperson, Vice-chairperson, Secretary or Treasurer)

Belfast Local Strategy Partnership

Signature 2: ……..…… Date: …… Position: Senior Project Administrator