

INTRODUCTION

In order to fulfill fiduciary responsibility, the Council Priority Fund Expenditures Policy, GOV-001-032, requires a financial reporting form be submitted after funds have been expended.

HOW TO SATISFY REPORTING REQUIREMENTS FOR PRIORITY FUNDS:

- Fill out the application.
- Attach finalized budget for the event, project, or expense.
- Return the completed form with supporting documentation to the Office of the Elected Officials.

Mail in address:

**Office of the Elected Officials
Strathcona County
2001 Sherwood Drive
Sherwood Park, Alberta T8A 3W7**

Drop off address:

**Office of the Elected Officials
Community Centre – 3rd Floor
401 Festival Lane
Sherwood Park, Alberta**

- The Office of the Elected Officials will notify you of receipt of your report form. If we require additional information, your group may be requested to provide us with more information about your request.
- **Failure to complete the Council Priority Funds - Report as stipulated in the policy noted above will prohibit your group from consideration for further Priority Funds.**
- **All information you provide will be presented to Council and will become part of the public record.**

CONTACT US

If you have any questions or need assistance, please call the Office of the Elected Officials at 780-464-8098.

Collection and use of personal information

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to manage and administer Council Priority Funds. Please be aware that information provided may be made public. If you have questions regarding the collection, use or disclosure of this information, contact Vicky Cushman at 780-464-8098.

PRIORITY FUND REPORT – Completed by Applicant

Priority Fund # _____

Organization name _____

Address _____
Street and number Subdivision if rural

City or town _____ Province _____ Postal code _____

Contact person _____

Telephone _____

Email address (optional) _____

Amount spent \$ _____ Unspent amount returned \$ _____
(attach cheque)

Other comments (eg. Number of attendees, media coverage, outcomes)

Print name

Signature

Date

Collection and use of personal information

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to manage and administer Council Priority Funds. Please be aware that information provided may be made public. If you have questions regarding the collection, use or disclosure of this information, contact Vicky Cushman at 780-464-8098.

Please remember to attach a finalized budget.

Number of attached pages _____