

PROJECT CLOSURE REPORT



At NYC, we believe in a world where young people are respected and heard, and have the ability to influence and make a difference to the world. Together with our partners, we develop a dynamic and engaging environment where young people can realise their aspirations and play a part in making Singapore an endearing home for all.

YOUNG CHANGEMAKERS (YCM)

STATEMENT OF ACCOUNTS (SOA)

Name of Programme/ Project : Elevate the Streets

Exchange Rate (if any) : S\$ NA

(Foreign Currency)

Instructions:

1. All original/Certified True Copy receipts of the project expenses have to be submitted.
 - For thermal receipts, please submit a photocopy as well
 - For invoices, please attach the proof of payment (e.g. original payment receipt), or ensure the invoice is signed paid and/or signed and stamped by the Vendor
 - For photocopies or computer print-outs, they must be Certified True Copy by the Organisation/Team Treasurer/Team Leader/Mentor with signature, name, and designation and if applicable, Organisation stamp.
 - For Vendors who are unable to issue receipts, please get a written receipt signed off by the Vendor and the Team Treasurer/Team Leader(s)/Mentor.
2. Please provide the breakdown and a detailed description of every income and expenditure item, including non-allowable expenses and expenses covered under other grants, and/or sponsorships.
 - For sponsored items, please submit documentary proof of the value of sponsorship/retail price
3. Please number all receipts on the SOA receipt form, provide a brief description for each receipt and highlight the amount paid on the receipts.
4. All YCM project teams are to appoint a Team Treasurer from the organising committee to be in charge of the financial accounts. The SOA is to be prepared and signed by the Team Treasurer. The Team Leader is to check and endorse that the SOA is true and accurate.
5. For YCM individual applicant, the SOA is to be signed by the applicant and endorsed by the Parent/Guardian/Teacher. For applicants who will be working with a Non-Profit Organisation during the course of their project, the Non-Profit Organisation may also verify and endorse the SOA.
6. For fundraising project, applicants are required to submit their YCM Project Closure Report and supporting documents for assessment and proceed with the donation to the beneficiaries only upon **further instructions from NYC**. For more information, please refer to the Processing Procedures for Fundraising Project under the Factsheet found in the NYC website (<https://www.nyc.gov.sg/en/initiatives/grants/young-changemakers>).

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Description	Amount (\$)	Receipt No. (refer to the attachment below)
Income		
1. Young ChangeMakers Grant (in-principle YCM grant approved)	\$5000	NA
2. Grants from other government agencies	NA	
3. Donations or cash sponsorship (e.g. from commercial companies or foundations)	NA	
4. Fees collected	\$1010	
5. Income from sales activities	NA	
6. In-kind sponsorships	NA	
Total Income (A)	\$ 6010.00	
Expenditure		
1. <u>Meals for judges and volunteers</u>		
- Food (1)	\$30.00	Receipt no. 1 (pg 1)
- Food (2)	\$31.80	Receipt no. 17 (pg 12)
- Food (3)	\$27.60	Receipt no. 19 (pg 14)
- Food (4)	\$34.00	Receipt no. 33 (pg 29)
- Drinks	\$17.6	Receipt no. 12 (pg 8)
2. <u>Parking for transport of logistics</u>	\$17.90	Receipt no. 2 (pg 1)
3. <u>Lighting Services</u>		
- Service cost	\$216.00	Receipt no. 31 (pg 27)
- Transport for lighting technician	\$15.40	Receipt no. 3 (pg 1)
4. <u>Prizes and tokens of appreciation</u>		
- Golden Village Movie Vouchers	\$340.00	Receipt no. 4 (pg 1)
- Capitaland Vouchers	\$200.00	Receipt no. 10 (pg 5)
- Grab Vouchers	\$300.00	Receipt no. 34 (pg 30)
5. General Logistics		

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- Duct Tape for dance mat and lighting cables	\$14.40	Receipt no. 5 (pg 2)
- Yellow Tape	\$8.50	Receipt no. 6 (pg 3)
- Turpentine and duct Tape	\$3.00	Receipt no. 7 (pg 3)
- Cloth tape, garbage bags	\$7.40	Receipt no. 8 (pg 4)
- Basic first aid kit	\$19.90	Receipt no. 9 (pg 4)
- Gazebo and table/chairs	\$390.00	Receipt no. 11 (pg 6)
- Ikea Bags	\$4.50	Receipt no. 20 (pg 16)
- Volunteer shirts	\$107.00	Receipt no. 21 (pg 17)
- Water, 100PLUS, batteries, pen, stationary, paper	\$156.71	Receipt no. 36 (pg 32 – 34)
6. <u>Graffiti Display</u>		
- Paint	\$107.76	Receipt no. 13 (pg 9)
- Spray paint	\$136.89	Receipt no. 14 (pg 9)
- Plywood	\$56.18	Receipt no. 15 (pg 10)
- Roller	\$35.50	Receipt no. 16 (pg 11)
- Design Cost	\$500.00	Receipt no. 29 (pg 25)
7. <u>Booth Materials</u>		
- Labels	\$4.80	Receipt no. 18 (pg 13)
- Clear folder	\$15.90	Receipt no. 24 (pg 20)
- Sticker Label	\$30.00	Receipt no. 37 (pg 35)
8. <u>Transportation</u>		
- Gogo van for graffiti	\$60.00	Receipt no. 19 (pg 15)
- Light transport	\$80.00	Receipt no. 22 (pg 18)
- Plastic board and blu-tack	\$7.00	Receipt no. 38 (pg 36)
9. <u>Venue Rental</u>	\$1284.00	Receipt no. 23 (pg 19)
- SPF Public entertainment license	\$66.00	Receipt no. 26 (pg 22)
- Speaker Rental	\$400.00	Receipt no. 30 (pg 26)
- Public Liability Insurance	\$267.50	Receipt no. 42 (pg 39)
10. <u>Design, Photography and video services</u>		
- RP Video Coverage	\$300.00	Receipt no. 25 (pg 21)
- Documentary and social media	\$300.00	Receipt no. 27 (pg 23)
- Music	\$100.00	Receipt no. 28 (pg 24)
- Photography	\$250.00	Receipt no. 32 (pg 28)
- Design Visuals	\$550.00	Receipt no. 35 (pg 31)
Total Expenditure (B)	\$ 6393.33	
Surplus / (Deficit) (A-B)	(\$ 293.33)	

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Declaration:

I declare that the information given here is accurate and the calculations have been verified. I confirm that we have spent the above expenses in accordance with the grant objectives and guidelines.

Prepared by:

Lee Kah How

A handwritten signature in black ink, consisting of a stylized 'L' and 'K'.

Name and Signature
(Individual Applicant/Team Treasurer)*

19 October 2019

Date

Endorsed by:

Michael Ng Ming Kai

A handwritten signature in black ink, consisting of a stylized 'M' and 'N'.

Name, Signature and Organisation
designation and stamp (if applicable)
(Team Leader / Parent / Guardian /
Teacher / Endorsing Organisation)*

19 October 2019

Date

* Please delete where applicable