

**STATEMENT OF ACCOUNTS (SOA)**

|  |  |  |
| --- | --- | --- |
| **Name of Programme/ Project** | **:** |  |
| **Exchange Rate (if any)** | : | S$ |
|  |  | (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.

1. 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

1. Please number all receipts on the SOA receipt form, provide a brief description for each receipt and highlight the amount paid on the receipts.
2. 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.
3. 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.
4. 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).

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount ($)** | **Receipt No.  (refer to the attachment below)** |
| **Income** | | |
| 1. Young ChangeMakers Grant (in-principle YCM grant approved) 2. Grants from other government agencies 3. Donations or cash sponsorship (e.g. from commercial companies or foundations) 4. Fees collected 5. Income from sales activities 6. In-kind sponsorships |  |  |
| **Total Income (A)** | **$ 0.00** |  |
| **Expenditure** | | |
| E.g.   1. Meals for 30 beneficiaries @ $10/pax 2. Stationeries – pens, markers, post-it-pads, folders for event activity A |  | Receipt no. 1  Receipt no. 2 |
| **Total Expenditure (B)** | **$ 0.00** |  |
| **Surplus / (Deficit) (A-B)** | **$ 0.00** |  |

**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:** |  | **Endorsed by:** |
|  |  |  |
| Name and Signature  (Individual Applicant/Team Treasurer)\* |  | Name, Signature and Organisation designation and stamp (if applicable)  (Team Leader / Parent / Guardian / Teacher / Endorsing Organisation)\* |
|  |  |  |
|  |  |  |
| Date |  | Date |

\* Please delete where applicable