



AMEF FINANCIAL ACCOUNTING STATEMENT
 For funding received from AMEF
 To be completed upon completion of the funded project

Use the following format to complete your report. Feel free to add extra room if required.

Attach a simple Financial statement listing all income by source and amount and all expenses by category and amount. (You are required to keep all proof of income & expenses on file to be presented if needed.)

Number of students &/or teachers involved or # of people who attended if grant was for a public event such as a recital or concert (please estimate if necessary).

- ▪ Students: Paid attendance _____ Unpaid attendance _____
- ▪ Teachers Paid attendance _____ Unpaid attendance _____
- ▪ Audience Paid attendance _____ Unpaid attendance _____

Number of unskilled volunteer hours and description of work done @ \$15.00/hour max

Description of Work Done	# of volunteers (unskilled labour)	# of Hours	Total Value @ \$15/hr

Number of skilled (professional) volunteer hours and description of work done @ \$30.00/hour max

Description of Work Done	# of volunteers (skilled labour)	# of Hours	Total Value @ \$30/hr

List of Materials/Services donated for the event at fair market value (List each item by name plus its value, may include meals, lodging, travel, venue rent, instrument or equipment rent, printing of programs, etc)

Description of Material or Service Donated	Total Fair Market Value of Item or Service

I certify that the above information is a **complete & accurate** financial accounting of the project, and that **the funds were expended on the project** described in the application submitted for the grant. **I am a duly authorized representative having legal and/or financial signing authority.**

NAME (please print) **POSITION/TITLE** **TELEPHONE NUMBER**

ORGANIZATION NAME

SIGNATURE **DATE**

Please submit completed form within 60 days of completion of event to:
 Alberta Music Education Foundation
 11759 Groat Road NW
 Edmonton, AB T5M 3K6
 Email: info@amef.ca Phone: 780-409-8407