

**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 report.
- 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 – 3<sup>rd</sup> 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 780-416-7226.

**PRIORITY FUND REPORT – Completed by applicant**

Priority Fund cheque # \_\_\_\_\_

Legal Entity 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 (e.g., number of attendees, media coverage, outcomes)

\_\_\_\_\_  
Name Signature Date

**Collection and use of personal information**  
Personal information is collected under s. 33(c) of the Freedom of Information and Protection of Privacy Act, and will be used in the management and administration of programs related to Council funding. Information on this form may be made public. If you have any questions about the collection, use or disclosure of this information, please contact the Elected Officials Assistant at 780-416-7226.

**Remember to attach a finalized budget.**

**Number of attached pages** \_\_\_\_\_