**MS AUSTRALIA FINANCIAL STATEMENT FOR RESEARCH**

This form need only be completed for all Project Grants and Incubator Grants that are completed. The Financial Statement should reflect status as at 31 December YXXX. When the grant is an Incubator Grant, the expiration date may be prior to 31 December YXXX.

A Financial Statement for each year that research is completed must be submitted to [grants@msaustralia.org.au](mailto:grants@msaustralia.org.au).

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| --- | --- |
| **SECTION 1. IDENTIFYING DETAILS** | |
| **Grant ID number** | XX-YYY or XX-YYYY |
| **Grant Type** | Delete as applicable [Project Grant, Postdoctoral Fellowship, Postgraduate Scholarship, Ian Ballard Travelling Award, Incubator Grant] |
| **Principal investigator name** |  |
| **Principal investigator email address** |  |
| **Financial Officer name** |  |
| **Financial Officer email address** |  |
| **Institution** |  |
| **Research start year** |  |
| **Research end year** |  |
| **Is this a Progress Report or Final Report?** |  |
| **Research Lay Title** | |
| **Research Scientific Title** | |

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| **SECTION 2. FINANCIAL STATEMENT** | |
| **Balance brought forward from previous year** | $ |
| **Income in financial year** |  |
| **Grant income from MS Australia** |  |
| **Interest attributed on funding** |  |
| **Total Income** |  |
| **Available funds in financial year** |  |
| **Total expenditure for financial year** |  |
| **Unspent funds carried forward from previous year. If this is greater than 20% of the total, attach an explanation.** |  |
| **Is this the final year of the grant?** |  |

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| **SECTION 3. GENERAL LEDGER STATEMENT** |
| **Attach a scanned copy of the general ledger statement for the account as at grant end date. This must be counter-signed by the Delegated Research Officer or Financial Offer of the institution.**  **See section 5 for an example of the information required in this statement.** |
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| **SECTION 4. CERTIFICATION** | | |
| **Chief Financial Officer (or delegate) Certificate**  I certify that the accounts and records on which this statement has been prepared were properly maintained. | | |
| **Name** | **Signature** | **Date** |
| **Executive Director (or delegate) Certificate**  I certify that all funds that been used in accordance with the purposes for which they were provided. | | |
| **Name** | **Signature** | **Date** |

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| **Section 5: SAMPLE LEDGER STATEMENT: Research Contracts Project Report** |  |
| Owner: [Chief Investigator Name] Funding Body: Multiple Sclerosis Australia  HERDC Classification: [eg RIR\_CAT3] Contract End Date: 28-Feb-2017 Grantee's Ref Number:  Linked Project: N/A Not Applicable | **Total Surplus/  (Deficit)**  *(before outstanding purchase orders\*)* |
| **INCOME** |  |
| **Contract Income** |  |
| [Other sources of income to project] | 70,000.00 |
| **Non Contract Income** |  |
| **TOTAL INCOME** | **70,000.00** |
|  |  |
| **EXPENSES** |  |
| **Salaries** |  |
| *Salaries - Academic* |  |
| Continuing Academic Research (Research Grant) Salary | 27,048.37 |
| Continuing Academic Research (Research Grant) Super | 4,795.22 |
| Continuing Academic Research (Research Grant) Payroll Tax | 1,942.43 |
| Continuing Academic Research (Research Grant) Workers Comp | 189.31 |
| *Salaries - Cost Recoveries* |  |
| Cost Recovery - Salaries | (2,603.59) |
| **Subtotal - Salaries** | **31,371.74** |
| **Other Expenses** |  |
| Repairs and Maintenance (Corrective) - Other Equipment | 209.50 |
| Laboratory Materials and Supplies | 800.00 |
| Laboratory Services and Analysis | 23,577.67 |
|  |  |
| **Subtotal - Other Expenses** | **24,587.17** |
| **TOTAL EXPENSES** | **55,958.91** |
| **Total for Project – MS Australia [CI Name]\_[Project Name]** | **14,041.09** |
| **Please note:** Purchase Orders relate to the current month only, if this report is run for a prior year and/or month, purchase order commitments will not show on this report. |  |