

# Stormwater Management Fund Progress Report and Claim Form



## COMPLETING THE PROGRESS REPORT AND CLAIM FORM

Complete all unshaded boxes in Sections A to G. Keep answers as precise as possible. Further information and supporting documents may be attached as necessary at section F

If you are submitting a claim for payment with this report, be sure to attach appropriate supporting evidence (e.g. invoices, financial statements).

### SUBMIT COMPLETED FORMS

**By email:**

[SMA@sa.gov.au](mailto:SMA@sa.gov.au)

**By post:**

Stormwater Management Authority  
GPO Box 1047  
ADELAIDE SA 5001

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## A. Preliminary

### A 1 Project Details

<b>Project Name</b>			
<b>Applicant Name</b>			
<b>Application Number</b>			
<b>Period From</b>		<b>To</b>	

Are you submitting a claim for payment with this report?

<input type="checkbox"/> Yes	Complete all sections
<input type="checkbox"/> No	Complete all sections except Section E

### A 2 Contact Details

<b>Completed By</b>	
<b>Position</b>	
<b>Telephone</b>	
<b>Email</b>	

## B. Project Status

Provide a brief summary of progress noting any schedule changes, risks, issues and milestones achieved.

## C. Financial Report

Round totals to whole dollars. Do NOT include GST

	<b>Applicant</b>	<b>Stormwater Management Fund</b>	<b>Other Contributions</b>	<b>Total</b>
<b>Total Project Budget</b>	A	B	C	
<b>Expended To Date</b>	D	X	X	
<b>Funds Already Received</b>	X	E	F	X
<b>Funds Being Claimed</b>	X	G	X	X
<b>Balance Remaining</b>				

A = Approved applicant contribution

B = Approved Stormwater Management Fund contribution

C = Approved third party contribution

D = Amount expended on the project from all sources

E = Amount you have already received from the Stormwater Management Fund

F = Amount you have already received from third parties

G = Amount you are claiming from the Stormwater Management Fund this period

## D. Promotional Activity

## E. Claim Details

Is this the **first** claim relating to this project?

Yes
  No

Is this the **final** claim relating to this project?

Yes
  No

## F. Attachments

List any attachments submitted with this report/claim.

**G. Declaration**

*I declare that the expenditure claimed at Section C has been properly incurred in the course of undertaking the project named in Section A.*

<b>Signature of Authorised Officer</b>	
<b>Name of Authorised Officer</b>	
<b>Position</b>	
<b>Date</b>	

**Office Use Only**

**Claim Checked**

<b>Name</b>		<b>Signature</b>	
<b>Position</b>	<input type="checkbox"/> Technical Adviser <input type="checkbox"/> Project Officer <input type="checkbox"/>		
		<b>Date</b>	

**Claim Recommended for Payment**

<b>Name</b>		<b>Signature</b>	
<b>Position</b>	<input type="checkbox"/> General Manager <input type="checkbox"/> Board Member <input type="checkbox"/>		
		<b>Date</b>	