



**Better Universities Renewal Funding
FINAL REPORT**

*<Institution> <Campus>
<Project Name:>
<Report number> < Completion Date>*

Contact details:

Name:	
Position:	
Telephone number:	
Email:	

Date of Submission:

SUMMARY OF PROGRESS ON PROJECT

< In no more than 200 words of plain language, summarise the project achievements against the project aims and how the major milestones were met. This information will be made available, if requested, to members of the public, journalists, etc. and may be used for the purposes of reporting on grants to Parliament. Note that this information plays an important part in relaying funding outcomes to the public and, as such, should be written in a manner appropriate for the intended audience.>

ATTACHMENTS / CHECKLIST

- Table 1 – Final Report Against Milestones.
- Table 2 – Final Income and Expenditure Statement signed by your CEO/Vice-Chancellor and the senior executive officer employed by the University who has primary responsibility for managing the University’s audit functions.
- Photographs.
- Copies of all relevant certificates of completion where the project involved the creation of any new building, or extension to, or modification of, an existing building.
- Submit completed Final Report to:
BURF Coordinator, Education Investment Fund Branch
Higher Education Group, LOC C50MA9
GPO Box 9880
Canberra City ACT 2601
- Submit electronic word version of the Progress Report to:
Email: cdp@deewr.gov.au





TABLE 1: Final Report Against Milestones

Final progress and expenditure by Project Component and Milestone - Provide a final update for each component of your project, in direct comparison to the Schedule of Works that was submitted and approved by DEEWR. The description of the planned milestones should be identical to those described in the approved Schedule of Works.

Project Name:

FROM SCHEDULE OF WORKS		PROGRESS REPORT	FROM SCHEDULE OF WORKS	PROGRESS REPORT
TIMEFRAME	PLANNED MILESTONES (identical to Schedule of Works)	ACTUAL MILESTONES ACHIEVED	BUDGET (\$m)	ACTUAL SPENT (\$m)
<When was the milestone scheduled to be achieved?>	<List project Components and Milestones and timeframes specified in the Schedule of Works for this project and report against their progress. Include details of items funded. Where other sources of funding have been used to fund any component or capital item or a part of any capital item, please identify this clearly.>			
Example: 21 March 2009	Component 1: Science Complex Milestone 1: Building 1 Excavation, foundations/footings, framing, walls.	Excavation, foundations/ footings, framing, walls, carpentry, metal works, ceilings, electrical works and fit out completed	1.8	1.7
<end of month> <year>	Component <number>:<name> Milestone<number>: <description>			
TOTAL			XXXX	XXXX

COMPLETION DETAILS (please refer Clause 6 and item G of Schedule 1 of your Funding Agreement.)

Tick if this statement is true:

- An accredited builder(s) was contracted for work undertaken on these projects as per the Funding Agreement Clauses L9 and L10. (If an accredited builder was not required as per the Funding Agreement please tick the box).
- All building and construction activities were undertaken in compliance with the National Code of Practice for the Construction Industry as per the Funding Agreement Clauses L3 to L8.

For this completed project please provide details of date of completion, official launch or opening date, invitation to Minister or local member or any other information you consider relevant:



TABLE 2: FINAL INCOME AND EXPENDITURE STATEMENT

For the period <enter commencement date>to <enter completion date>

- The total expenditure in this table should match the total provided in Table 1.
- Where other sources of funding have been used to fund any component or capital item or a part of any capital item, please make this clear in the table.

Project Name:

	Planned (budget for total project) (\$)	Actual (\$)
INCOME		
DEEWR BURF funding:		
Other sources of income: <please list sources e.g. University contribution, CDP Funding, State Funding, other Federal Funding, other, etc>		
TOTAL INCOME		
EXPENDITURE		
BURF funded capital Items: <please list clearly>		
List jointly funded items: <e.g. 50% BURF, 50% CDP, please identify clearly>		
Items funded from other sources: <e.g. University contribution, CDP Funding, State Funding, other Federal Funding, other, etc >		
TOTAL EXPENDITURE		
CLOSING BALANCE	XXXX	XXXX

CERTIFICATION

We certify:

The above Final Statement of Income and Expenditure is true and fair. The funding has been expended for the *<Project Name>* in accordance with the Funding Agreement prepared by the Department of Education, Employment, and Workplace Relations.

<Name> Date
Account or Building* Manager

*Delete as appropriate

<Name> Date
Person responsible for Internal Auditing

<Name> Date
Chief Executive Officer (Vice-Chancellor)