



Lighthouse CommuniCare – Cairns Activity Report

ACTIVITY:

Location:

Date/s of activity:

| <i>Objective of activity</i> | | | | | | | | | | | |
|---|-------------------------------|---------------|------------------------------|-------------------------------|---------------|--|--|--|--|--|--|
| | | | | | | | | | | | |
| <i>Description of activity</i> | | | | | | | | | | | |
| | | | | | | | | | | | |
| <i>Staff participating in activity</i> | | | | | | | | | | | |
| <p><i>Team Leader:</i></p> <p><i>Other staff/Volunteers:</i></p> <ul style="list-style-type: none"> • • • | | | | | | | | | | | |
| <i>Activity Implementation</i> | | | | | | | | | | | |
| <p>A. Activity Indicators</p> <p><i>Quantitative indicators</i> <i>Add more rows if needed</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"><i>Indicator Description</i></th> <th style="width: 15%;"><i>Target (if applicable)</i></th> <th style="width: 15%;"><i>Actual</i></th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table> | | | <i>Indicator Description</i> | <i>Target (if applicable)</i> | <i>Actual</i> | | | | | | |
| <i>Indicator Description</i> | <i>Target (if applicable)</i> | <i>Actual</i> | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| <p><i>Qualitative indicators</i></p> | | | | | | | | | | | |

Activity Report

| B. Program Budget | | | |
|--|---------------|---------------|----------------|
| <i>(full acquittal and receipts should be submitted to accounts. Attachacquittal summary at Annex B)</i> | | | |
| <i>Budget items- make same as 2.2 once finalised</i> | <i>Budget</i> | <i>Actual</i> | <i>Balance</i> |
| TA (meals, incidental, per diems) | | | |
| Accommodation | | | |
| Office supplies (stationery) | | | |
| Travel (includes staff, volunteers, participants) | | | |
| Catering (includes catering for staff and participants) | | | |
| Hire fees | | | |
| Miscellaneous | | | |
| TOTAL | | | |

C. Reason for variations

Achievement of outcomes

A. Outcomes achieved

B. Sustainability of outcomes

Issues to be addressed for next activity

A. Difficulties / Challenges encountered

B. Suggestions to improve

Recommendations

1.

Report prepared by: _____ Position: _____

I hereby submit this report for the consideration of management.

Annex Attached: **A** Yes/ No **B** Yes / No **C** Yes / No

Signature: _____ Date: _____

To be completed by person receiving report

Sighted by: _____ Date: _____

Feedback given YesDate: _____ N