



# Lighthouse CommuniCare – Cairns Quarterly Component Report

**Project Name:** \_\_\_\_\_ **Qtr** \_\_\_\_\_

<i>Introduction</i>			
<i>Implementation Progress</i>			
<b>A. Progress against Activity Plan</b>			
<i>Code</i>	<i>Activity Description</i>	<i>Target</i>	<i>Actual</i>
<b>B. Summary of budget and expenditure</b>			
<i>Code</i>	<i>Budget</i>	<i>Expenditure</i>	<i>Variation</i>
<b>C. Reason for variation:</b>			
<i>Achievement of outcomes</i>			
<b>A. Outcomes achieved</b>			
<b>B. Sustainability of outcomes</b>			
<i>Current issues for management to consider</i>			
<b>A. Difficulties</b>			
<b>B. Suggestions to improve</b>			
<i>Conclusion</i>			
<b>A. Recommendations</b>			
<b>B. Forward Plan</b>			

**Report prepared by:** \_\_\_\_\_ **Position:** \_\_\_\_\_

I hereby submit this report for the consideration of management.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by person receiving report*

Sighted by: \_\_\_\_\_ Date: \_\_\_\_\_

Feedback given    Yes Date: \_\_\_\_\_                      N