



FINANCE POLICY COMMITTEE

AGENDA

2 AUGUST 2022

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **FINANCE POLICY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, BYNG STREET, ORANGE on Tuesday, 2 August 2022.**

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Administration on 6393 8106.

AGENDA

1	INTRODUCTION.....	3
1.1	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
2	GENERAL REPORTS.....	5
2.1	Event Sponsorship - Application for Consideration	5
2.2	Additional Information - Teach Learn Grow's application for funding (Small Donations and Grants - Round 4)	17

1 INTRODUCTION

1.1 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

RECOMMENDATION

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Finance Policy Committee at this meeting.

2 GENERAL REPORTS

2.1 EVENT SPONSORSHIP - APPLICATION FOR CONSIDERATION

RECORD NUMBER: 2022/1194

AUTHOR: Kristina Gottschall-Finkel, Grants Officer

EXECUTIVE SUMMARY

This report provides information to Council so they may consider an application from the Orange Field Day Co-Op Ltd for The Australian National Field Days (20-22nd October, 2022) through Council's Events Sponsorship Program (Event Development Fund) Round 2 (2022/3).

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "15.2. Support community organisations and groups to deliver services and programs".

FINANCIAL IMPLICATIONS

The budget for the Event Sponsorship Program is \$100,000 per financial year. This application falls into Round 2 of the 2022/2023 financial year. \$10,000 is the maximum for this category (Event Development Fund).

POLICY AND GOVERNANCE IMPLICATIONS

Refer to Council's policy: Events Sponsorship Program policy ST144.

RECOMMENDATIONS

That Council considers providing \$10, 000 in sponsorship to The Australian National Field Days to be held on the 20-22nd October 2022.

FURTHER CONSIDERATIONS

Consideration has been given to the recommendation's impact on Council's service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

SUPPORTING INFORMATION

General Information

- The entity Orange Field Day Co-Op Ltd is a co-op made up of nine Directors and 25 volunteer committee members. The Co-op currently owns 129 hectares of land that houses the purpose-built site and administration centre. The Co-op employs one part-time Grounds Manager and three permanent part-time casual administration staff. During the ANFD over 50 casual employees are employed.
- The ANFD is run as a **Not-for-Profit** event.
- The ANFD budget worksheet is attached for Council's reference.
- The ANFD aims to support innovation and enterprise essential to the agribusiness industry by attracting quality agricultural exhibition and industry specific visitors. The

2.1 Event Sponsorship - Application for Consideration

ANFD is central place to bring together information, education, resources, the latest products, machinery and equipment.

- Although the ANFD site is in the Cabonne Shire Council Local Government Area, the event attracts many people from and to Orange, and includes many Orange exhibitors, businesses and community groups. The event attracts exhibitors, their families and attendees to local Orange restaurants, retail and accommodation places over the three days of the event.
- Over 600 exhibitors from Australia as well as overseas exhibit at the ANFD. Approximately 20,000 people attend the event. Previous surveys have shown that 68% of attendees stay in local commercial accommodation for an average of 3.8 nights. (Some data is in the attached application).
- Drought from 2016-2019 and COVID-19 from 2019-2021 has meant several difficult years for the ANFD. However, the co-op notes that there is a sense of optimism with recent rains and with COVID restrictions easing.
- The ANFD is an event where other local non-for-profits do their major fundraising, including the Orange Rotary Club, Canobolas Lions Club and Orange Lions Club. Other local community groups are given free space in the pavilion, including the Orange Lace Makers, Orange Art Society, Orange Lapidary Club, Orange Coin & Stamp Club etc.
- The ANFD site now boasts a new multipurpose Education and Training Centre that was built with the support from the Commonwealth Government to the sum of \$308,175 from their *Building Better Regions Fund*.
- As well as the \$60,000 spend on media promotion of the event, an app has been produced for the 2022 ANFD that provides general information. Exhibitor lists, site maps, sponsors page and daily program of events, etc.

Specific Sponsorship Information

The \$10,000 requested will go towards the following:

1. Orange City Council site fee - \$1,200

(Note: Council's Natural Resources Coordinator, Roger Smith, is planning to have a Council exhibitor stand at the 2022 ANFD. This Council exhibit occurs each year and displays information around weeds and environmental education. The cost of this for Council is \$1,200 for the 3 days).

2. Data provided to Council at the end of the event that includes attendee demographics – \$3,000

(Data will be sourced from Destination Research, a boutique research consultancy business with over 10 years' experience with local governments, tourism and event operators, destination managers and cultural tourism organisations.)

3. A database of exhibitors' contact details for economic development and tourism purposes – \$6,000.

4. Sponsorship acknowledgement at all gates and on the Orange App.

ATTACHMENTS

- 1 Event Sponsorship Application 2022 - Australian National Field Days, D22/43202 [↓](#)

**APPLICANT'S DETAILS**

Name of organisation: Australian National Field Days

Postal address: ---

Contact name: _____

Position: _____

Phone: _____ AH: _____

Mobile: _____

Email: _____

What is the legal status of your organisation? (eg Incorporated, Association, etc.)
If not-for-profit please attach evidence - such as charter/constitution showing no personal gain will be available to members, charitable status advice or a statutory declaration

Please select: Profit or Not-for-Profit

If not-for-profit: Constitution, tax ruling or other document confirming not-for-profit status is attached

Is your group/organisation registered for GST? Yes No

If applicable, please provide: ABN: _____ ACN: _____

EVENT DETAILS

Name of event:	Australian National Field Days
Location of event:	563 Borenore Road, Borenore NSW 2800
Proposed date/s of event:	Thursday 20 to Saturday 22 October 2022
If the event is on Council land/ premises, have you booked this space with Council?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How many people will be involved in your event? (Estimate)	22,000
How many people will come from outside Orange for the day? (Estimate)	88%
How many people will stay overnight? (Estimate)	72%

Please provide an outline of the event, including a summary of proposed activities and schedule:

Background - 1. The Entity is the Orange Field Co Op Limited, a Board of 9 directors and a Committee appointed by the Board of 25 active members who are all volunteers.
 2. The ANFD is in its 70th year attracting over 600 exhibitors from both Australia and overseas, and visitors from all parts of Australia.
 Key Information - 1. The ANFD run for over 3 days with a key focus being to provide cutting edge information, extensive education, proven resources and the latest developments in products, machinery and equipment to ensure those involved in the business of agriculture have everything they need, available to them in one place to run their enterprise at the highest and most productive level.
 2. The ANFD provides an ideal environment to do business, as it exposes exhibitors directly to their target market. In addition, they have the opportunity to promote, explain and demonstrate their products and services at this purpose built site. Visitors to the site are presented with a wide range of options allowing them to choose the best product or services for their business.
 2022 FEATURE EXHIBIT - HEMP: Information will be presented by recognised industry professionals. Attendees will be able to seek advice by directly engaging with the presenters on the benefits of growing industrial hemp and associated products and the sequestration of carbon, which is of particular interest with climate change.
 SCHOOL + YOUTH PROGRAM: Includes interactive workshops, education, and competition.
 ENTERTAINMENT: Field Days Petting Zoo. Local producers, Pioneer Brewing Co will share their love of craft beer.
 SHEEP & CATTLE ACTIVITY CENTRES – Producers can see and learn the latest technology along with speaking to Industry representative.
 FOOD + FASHION: stock up on essentials or to simply enjoy some good old-fashioned retail therapy.
 HEALTH HUB + TEDDY BEAR HOSPITAL: Community Health Checks for the adults, a variety of health service information and interactive experiences.
 SHEEP DOG TRIALS: Held in conjunction with the NSW Sheepdog Workers Inc.
 ARTISTS + CULTURAL CLUBS: The Orange Lace Club, Orange Arts Society, The Orange Coin and Stamp Collectors and more will be on-hand to demonstrate their craft and sell their wares.
 LOCAL TALENT: line-up of local performers will entertain crowds over the three days of the ANFD.

EVENT BUDGET

Please outline the proposed income and expenditure budget for the event

Income Source (cash)	\$
eg: Organisation X	\$ 1000.00
See attached Budget	\$
	\$
	\$
	\$
	\$
Orange City Council Event Sponsorship request	\$ 10,000
Total Income	\$
Expenditure Items (cash)	\$
eg: Marketing - B & TV adverts	\$ 2000.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenditure	\$
Total Income and Total Expenditure must equal	\$
In-kind Contributions	\$ Value of In-kind Contributions
<i>(People's time/ value: Based on May 2017 to May 2018 Australian Bureau of Statistics (ABS) figures, volunteers are now worth \$41.72 per hour)</i>	
eg: letter drop/ street walk - 1 hour, 1 person	\$ 41.72
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total In-kind Contribution Value	\$

DECLARATION

On behalf of: (name of organisation if applicable)

- I certify to the best of my knowledge that the statements made in this application and any supporting documentation are true.
- I understand that should this application be approved by Orange City Council, I may be required to submit any requested Tax Invoices, plans or reports and will be required to enter into an Event Agreement with Council.
- I declare that the Organisation will provide all required paperwork, including a Certificate of Currency of Public Liability Insurance (to a minimum of \$10 million) with Orange City Council noted as an interested party.

Signed

Date 13/7/2022

Print name

Position in organisation

Manager

The information you provide will be handled in accordance with the Privacy and Personal Information Protection Act 1998. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, your application may be unable to be processed. Any personal information collected from you will be in order to process your application.

AUSTRALIAN NATIONAL FIELD DAYS

BUDGET WORKSHEET - YEAR TO 31.01.2023

EXPENDITURE SUMMARY

	2022 BUDGET	2022 ACTUAL	% INC/DEC	2023 DRAFT BUDGET	2023 FINAL BUDGET	% INC/DEC on 2022
ADMINISTRATION	285,700	163,231	-75%	286,700		#DIV/0!
AWARD OF EXCELLENCE	0	0	#DIV/0!	0		#DIV/0!
CATERING	14,600	2,266	-544%	14,600		#DIV/0!
CATTLE	50,300	0	#DIV/0!	5,000		#DIV/0!
EDUCATION & RESEARCH	4,550	0	#DIV/0!	9,000		#DIV/0!
FEATURE	18,500	0	#DIV/0!	11,500		#DIV/0!
DEMO/FARM MANAGEMENT	17,900	232	-7616%	5,900		#DIV/0!
GROUND	262,600	89,451	-194%	239,600		#DIV/0!
PUBLICITY	47,450	0	#DIV/0!	67,450		#DIV/0!
SHEEP & WOOL	29,600	95,121	69%	34,600		#DIV/0!
SHEEPDOG TRIAL	2,830	0	#DIV/0!	2,830		#DIV/0!
TRAFFIC	16,000	0	#DIV/0!	26,000		#DIV/0!
WOMEN'S INTEREST	4,150	0	#DIV/0!	4,000		#DIV/0!
TOTAL EXPENDITURE	754,180	350,301	-115%	707,180		115%

AUSTRALIAN NATIONAL FIELD DAYS

BUDGET WORKSHEET - YEAR TO 31. 1. 2023

INCOME SUMMARY

	2022 BUDGET	2022 ACTUAL	% INC/DEC	2023 DRAFT BUDGET	2023 FINAL BUDGET	% INC/DEC on 2022
SITE RENTALS	400,411	0	#DIV/0!	384,000		#DIV/0!
SITE RENTENTION	20,000	0	#DIV/0!	0		#DIV/0!
INTEREST RECEIVED	5,000	3,200	-56%	5,000		-100%
AWARD OF EXCELLENCE	1,000	0	#DIV/0!	1,000		#DIV/0!
CATERING	17,000	0	#DIV/0!	15,000		#DIV/0!
CATTLE	50,000	0	#DIV/0!	5,000		#DIV/0!
EDUCATION & RES	0	0	#DIV/0!	0		#DIV/0!
FARM MANAGEMENT	5,400	2,456	-120%	4,500		-100%
GROUND	0	0	#DIV/0!	0		#DIV/0!
PUBLICITY	5,000	0	#DIV/0!	5,000		#DIV/0!
SHEEP & WOOL	38,500	26,788	-44%	42,500		-100%
SHEEPDOG TRIAL	1,900	0	#DIV/0!	1,900		#DIV/0!
SPECIAL EVENTS	0	0	#DIV/0!	0		#DIV/0!
TRAFFIC	131,000	0	#DIV/0!	141,058		#DIV/0!
RENT - COTTAGE/VANS/SITE	57,500	42,500	-35%	92,500		-100%
TOTAL INCOME	732,711	74,944	-878%	697,458	0	878%



EVENT DETAILS

Please detail how the event will drive visitation to the Orange360 region, encourage International visitation or undertake a new activity that will increase length of stay and average spend in the local economy.

1. 60% stayed in commercial accommodation
2. 65% used local accommodation for an average of 3.8 nights
3. \$1.1M contributed to the local community from visitor exhibitor expenditure
4. The average spend per day per exhibitor was \$124 and for overnight exhibitors this was \$571 plus accommodation and dining.
5. Event Visitation – in 2019 the event attracted a total audience of approximately 14,800 attendees and 556 exhibitors, over the three days of the event, with 77% of these from outside the local area.
6. Over 72% of exhibitors return from the previous years event
7. 68% achieved their exhibiting objectives, with sales of products or services the highest response.
8. Of the 45% that said they generated sales the average sale was \$43,000
9. Each exhibitor brings an average of 4.2 supporters with them providing a total of 2,891 persons.

Measurable Target for 2022 – Increase visitation from 16,500 to 20,000 visitors. Spring is the second highest period for tourism in Orange 36 region and is festival season right across Destination Network Country and outback (DNCO). The opportunity to have wine weeknight markets featured during our event has proven through surveys that many exhibitors visited the night markets and have since returned with partners to the region.

Please indicate how the amount sought from Council is essential to the success of the event. As financial sustainability is an eligibility requirement, how does your organisation plan to sustain this activity into the future?

Orange City Council funding will be used in conjunction with other sponsorships to help sustain the event for 2022/23/24. With the completion of the multipurpose Education and Training Centre partly funded by the Building Better Regions Fund, and the new markets that we are running at the site, these will both enhance the viability of the ANFD, strengthening the site as a community agricultural hub throughout the year.

The Orange City Council Community Strategic Plan (CSP) 2018 - 2028 addresses social, environmental, economic and leadership goals for the Orange community over the next ten years. The CSP provides four key themes including Live, Preserve, Prosper and Collaborate. The Prosper theme focuses on fostering existing strengths such as medical services, mining, local food and wine production and tourism. The ANFD aligns with Objective 11: Sustainable tourism, events and visitor experiences. In particular, item 11.2. Develop and attract a variety of events, festivals, venues and activities for locals and visitors, ensuring accessibility for all.

EVENT DETAILS (CONTINUED)

Please outline the long term strategic plan that identifies the event's potential to continue to grow and demonstrate event sustainability. If a strategic plan has been developed, please attach it to your application.

1. The agricultural industry is a changing and challenging environment. To ensure that we stay abreast of these changes we continually talk to industry representatives, we listen to feedback received via our research programs and act in a manner that delivers a modern and efficient event.
2. Each year we survey both visitors and exhibitors to the event to gauge why they attended the event, what are their objectives, sales generated, event rating and suggestions for improvements. These are discussed at length as the next ANFD is being organised.
3. The ANFD focuses on delivering the latest technology and innovations in agriculture by allowing Exhibitors to practically demonstrate product technology to dedicated and progressive agriculturalists.

Please outline the strategies that will be used to promote the event to both local and out of region audiences and how the success of these strategies will be measured. If a marketing plan has been developed, please attach it to your application.

The budget for marketing for the ANFD event is a \$60,000 spend across television, print media and radio. All forms of social media platforms are also used.

This year we have upgraded to an app based digital program and have partnered with The Orange App to create an interactive mini app for the ANFD. The ANFD event delivers in the areas of sound organisational planning, event planning, event structure, communication, marketing, operational processes, insurance and risk management.

Market research highlights an opportunity for the ANFD to diversify its offering in order to attract new visitors, in particular young families. The pattern of expenditure of visitors to ANFD shows two separate groups of consumers. The first are visitors who spend between \$50 and \$500 during their time at the event on food, and some retail/market shopping. The second are visitors who spent large amounts of money on agricultural equipment through exhibitors at the event. The survey result suggests that 20% of visitors spent over \$500 with an average of in major purchases.

Measurable Target

Increase visitation by people aged 36 years and younger from 36% to 45% and increase visitor spend at the ANFD.

Please provide details of how the event will involve and engage local businesses, sporting groups, artists, community groups and or interested individuals that will assist in building the reputation of Orange by associating with positive and inclusive activities in the Orange community.

1. The event promotes the region to over 20,000 attending visitors and more through advertising
2. Supports local venues, eateries, supermarkets and service stations.
3. Accommodation is booked out leading up to and during the event with 88% of exhibitors coming from outside the area. They spend \$580 per day for an average of 3.8 nights.
4. Local community groups are also given the opportunity to raise awareness of their organisation through ticket selling, catering or providing services like car parking. It is a major fundraiser for most service/charities. Clubs involved include Orange Rotary Club, Canobolas Lions Club and Orange Lions Club.
5. Culture Groups like Orange Lace Makers, Orange Art Society, Orange Lapidary Club and Orange Coin and stamp Club are also given free space in a pavilion to show their craft and attract new members.
6. The ANFD employ over 50 casual staff for the event with all of them being from the local area.

As a critical eligibility item, financial sustainability of the organisation has to be assessed. Please complete the table below.

Current cash on hand and in accounts	\$ 88,430
Current assets	\$ 1,705,235
Net Assets	\$ 1,575,887
Current debts	\$ 23,276
Current financial position	\$ 163,118

ORANGE CITY COUNCIL SPONSORSHIP INVESTMENT

Marketing Component:

OCC Branding on all promotional material (including printed and digital)	\$5000
OCC branding of support through all media (logo) including radio, tv, paper and on day promotion.	\$7000
Advertisement on the ANFD The Orange App pages	\$ 500
OCC branding, signs or banners prominently displayed at each entrance to the field days site.	\$4000
OCC to be acknowledged as a sponsor in all media releases, media conferences and media launches.	\$2000
OCC Mayor having a role at the official opening ceremony.	
OCC flags (4) for the driveway into the site	\$1500
Total	\$20,000

Other:

OCC site fees for the ANFD	\$1200
Data provide to Council at end of event attendees/demographics	\$3000
A data base of Exhibitor for economic development and tourism purposes	\$6000
Provide feedback and fully completed acquittal	\$0
Provide a detailed report that meets the performance measures required by the sponsorship agreement	\$0
Total	\$10200

Total Cost \$30,200

Total Sponsorship Investment \$10,000

2.2 ADDITIONAL INFORMATION - TEACH LEARN GROW'S APPLICATION FOR FUNDING (SMALL DONATIONS AND GRANTS - ROUND 4)

RECORD NUMBER: 2022/1415
AUTHOR: Kristina Gottschall-Finkel, Grants Officer

EXECUTIVE SUMMARY

This report provides additional information about Teach Learn Grow's application for funding in the Small Donations and Grants program (Round 4). At the Finance Policy Committee on the 5 July 2022 meeting (resolution 22/282), a request was made for additional information concerning Teach Learn Grow's proposed use of the funds applied for.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "17.2. Ensure financial stability and support efficient ongoing operation".

FINANCIAL IMPLICATIONS

The budget for General Donations within the Small Donations & Grants Program for 2022/2023 is \$60,000.00. Funds remaining to date: \$52,408.

POLICY AND GOVERNANCE IMPLICATIONS

Refer to Council's Donations and Grants Policy - ST029.

This policy is in accordance with these sections in the Local Government Act 1993:

1. section 356 (financial assistance)
2. section 377 (delegated authority)

And in accordance with this section in the Local Government Regulation 2005:

3. section 207 (record of donations for auditing purposes)

RECOMMENDATION

That Council considers the additional information related to an application for a donation of \$2, 000 to support the Teach Learn Grow program at Glenroi Heights Public School.

FURTHER CONSIDERATIONS

Consideration has been given to the recommendation's impact on Council's service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

SUPPORTING INFORMATION

Council requested additional information be sought from the applicant, specifically as to how the grant would be used. The following information/table has been provided by the applicant.

Teach Learn Grow Budget – Application to Orange City Council 2022
--

2.2 Additional Information - Teach Learn Grow's application for funding (Small Donations and Grants - Round 4)

INCOME	
ITEM	AMOUNT
Orange City Council donation	\$2,000
EXPENDITURE	
ITEM	AMOUNT
Volunteer Uniforms (15 volunteers X \$35/t-shirt)	\$525
Volunteer Catering (15 volunteers X \$60/head)	\$900
Volunteer Transport (15 volunteers X \$26.67/head)	\$400
Educational Resources	\$175
TOTAL OCC DONATION	\$2,000

*Note: Volunteer uniforms are Teach Learn Grow t-shirts that the volunteer student-teachers wear each day during while out in schools.

Please also note, Council donated \$2,000 to Teach Learn Grow in 2020, however the donation was returned as the program did not run due to COVID-19 restrictions. Council also donated \$2,000 to the program in 2019.

Additional information

A discussion was held by Councillors concerning this application, and particularly the role of funding and the Education Department. Further information about Teach Grow Learn is provided below.

'Teach Learn Grow is a national not-for-profit organisation aspiring to make a real and long-term impact on the educational outcomes of students experiencing disadvantage in rural and remote Australian communities. While based in WA, they work in rural and remote schools in WA and NSW.

Their funding comes from multiple and diverse sources including Edith Cowan University, the Government of WA Department of Communities, Rotary, the Australian Business Enterprise Centre, Volunteering WA and several WA mining & alternative energy companies.'

ATTACHMENTS

- 1 Application for Donation - Teach Learn Grow, D22/36790 [↓](#)



A: 135 Byng Street, Orange
 T: 6393 8000
 E: council@orange.nsw.gov.au
 W: www.orange.nsw.gov.au

SMALL DONATIONS PROGRAM - APPLICATION FORM

General donations

APPLICANT'S DETAILS

Name of organisation: TEACH LEARN GROW INC

Contact name: _____

Position: _____

Postal address _____

Phone: _____

Mobile: _____

Email: _____

What is the legal status of your organisation? (eg Incorporated, Association, etc.)

If not-for-profit please attach evidence - such as charter/constitution showing no personal gain will be available to members, charitable status advice or a statutory declaration

INCORPORATED NOT-FOR-PROFIT ORGANISATION

Please select:

Profit

or

Not-for-Profit

If not-for-profit:

Constitution, tax ruling or other document confirming not-for-profit status is attached

Is your group/organisation registered for GST?

Yes

No

If applicable, please provide:

ABN:

90562114725

ACN: _____

BANK ACCOUNT DETAILS FOR PAYMENT

BSB No: _____

Account No: _____

Account Name: _____

Bank: _____

