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| **Funded Organisation** |  | **Organisation ID:** |  |
| **Service Outlet** |  | **Service Outlet ID:** |  |

|  |  |
| --- | --- |
| **Financial year:**  (e.g. 2019/2020) |  |

|  |  |  |
| --- | --- | --- |
| **Service Delivery Period** | **Submission Required By** | **Please mark (X) for reporting period:** |
| 1 July to 30 September | 28 October |  |
| 1 October to 31 December | 28 January |  |
| 1 January to 31 March | 28 April |  |
| 1 April to 30 June | 28 July |  |

| **Reporting Requirement Variation to Contract - please provide a response where required. Otherwise, type not applicable.** |
| --- |
| If you deliver under or over 10% of the outputs under clause 6.2 of the Funding Schedule during the reporting period. |
| What are the reasons for this variation? |
| What strategies are in place, or being developed, to manage this variation? |
| Do you foresee any risks in the next 6 months that would impact on your financial or service delivery performance? If yes, what actions are being taken to mitigate these risks? |
| If you exceed the variation in outputs allowed under clause 4.8 of the Funding and Service Details. |
| What are the reasons for this variation? |
| What strategies are in place, or being developed, to manage this variation? |
| Do you foresee any risks in the next 6 months that would impact on your financial or service delivery performance? If yes, what actions are being taken to mitigate these risks? |
| If you provide more than 65 hours of outputs to an individual Service User(s) during the reporting period. |
| What are the reasons for delivering high intensity supports (more than 65 hours, per quarter, per Service User)? |
| What strategies are in place, or being developed, to manage this variation? |
| Do you foresee any risks in the next 6 months that would impact on your financial or service delivery performance? If yes, what actions are being taken to mitigate these risks? |