OFFICE USE ONLY
DATE RECEIVED:
ORGANISATION NO:
APPLICATION NO:

GRANT ACCOUNTABILITY REPORT

To be completed 3 months after receiving the TTCF grant. If the funds have not been fully expended after 3 months, please complete the report as an 'Interim Accountability Report.' You will be required to submit another report every 3 months until the grant has been fully expended. Please note: Failure to complete a satisfactory accountability report and to provide the required supporting documentation will impede upon future applications.

PART ONE: ORGANISATION DETAILS

1. **Full name of organisation**
The organisation's name should generally be the same as the bank account name
2. Date of accountability report
3. **Name of Contact Person for this Accountability Report**

PART TWO: APPROVAL DETAILS

These can be found on the organisation's 'Approval Letter'

4. Grant Number & Amount of Grant	
Grant No:	**$**
5. Date paid into bank account	
This will be the same as the date on your organisation's 'Approval Letter'	
6. Purpose for which funds were granted:	
7. Type of accountability report:	
Is the Accountability Report: Interim ☐ Final ☐ *Please tick*	

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8. If this is a Final Accountability Report, have you fully spent the funds granted?

Yes ☐ No ☐ *Please tick*

If 'No' a refund of the remaining amount to TTCF is required.

Either post a cheque made out to The Trusts Community Foundation Limited with your Grant Number written on the reverse, **or** pay by direct credit to TTCF Ltd's BNZ account: 02-0922-0041300-00, with your Grant Number as the reference.

PART THREE: EXPENDITURE DETAILS

9. Please complete the following breakdown of grant expenditure

Item	**$ Amount**
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL SPENT	**$**

10. What were the key outcomes for your organisation as a result of this TTCF grant?

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PART FOUR: SUPPORTING DOCUMENTATION

The following documentation is required to support this Accountability Report:
(Please tick the boxes to indicate the information is attached)

For all TTCF Grants	
☐	Copy of bank statement showing the TTCF Grant deposit into your organisation's bank account
For TTCF grants where purchases have been made	
☐	Copy of invoice(s) to support the expenditure of the grant
☐	Copy of the bank statement(s) showing the payment of the invoice(s)
☐	If the payments have been made in batch form, a copy of the batch schedules
For TTCF grants which have been spent on salary/wages	
☐	Copy of the wages/salary records
☐	Copy of the IR345/IR348's or payroll verification indicating gross salary, PAYE and name of employee(s)
☐	If the payments have been made in batch form, a copy of the batch schedules
☐	Copy of the bank statement(s) showing the payment(s) made from the organisation's bank account.

Send your completed Accountability Report & Supporting Documentation to TTCF:

By NZ Post	TTCF, Private Bag 93108, Henderson, Auckland 0650
By Courier	TTCF, Level 3 Lincoln Manor, 295 Lincoln Road, Henderson, Auckland 0610
By Email	grants@ttcfltd.org.nz Please note: If emailing the Accountability Report & Supporting Documentation **the 'Declaration' (refer to next page) with original signatures, must be posted separately.**

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PART FIVE: DECLARATION

DECLARATION

Please note: this form needs to be completed by two authorised signatories to the organisation – original signatures only, not photocopied or scanned – and posted to TTCF.

Grant No:

We solemnly declare that all details contained in this report are true and correct to the best of our knowledge, and that we have the authority to provide this information.

Signature of First Authorised Signatory *Original signature, not photocopied or scanned*	
Full name in CAPITAL LETTERS	
Role (eg CEO/Principal/Chairperson)	
Date	
Signature of Second Authorised Signatory *Original signature, not photocopied or scanned*	
Full name in CAPITAL LETTERS	
Role (eg Secretary/Treasurer/Trustee)	
Date	

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