

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 – Type into grey box** | |
| *Note:**the organisation’s name should generally be the same as the bank account name* | |
| 1. **Date of accountability report - Click on text below and select date from drop down box** | |
| Click here to enter a date. | |
| 1. **Name of Contact Person for this Accountability Report – Type into grey box** | |
|  | |
| **PART TWO: APPROVAL DETAILS**  *These can be found on the organisation’s ‘Approval Letter’* | |
| 1. Grant Number & Amount of Grant | |
| **Grant No**  **Grant Amount $** | |
| 1. **Date paid into bank account – Click on text below and select date from drop down box** | |
| Click here to enter a date.  *This will be the same as the date on your organisation’s ‘Approval Letter’* | |
| 1. **Purpose for which funds were granted – Type into grey box** | |
|  | |
| 1. **Type of accountability report – Tick appropriate box** | |
| Is the Accountability Report: Interim  Final | |
| 1. **If this is a Final Accountability Report, have you fully spent the funds granted?** | |
| Tick appropriate box  Yes  No  If ‘No’ a refund of the remaining amount to TTCF is required.  Either post a cheque made out to The Trusts Community Foundation Limited with your Grant Number written on the reverse, **or** pay by direct credit to TTCF Ltd’s BNZ account:  02-0922-0041300-00, with your Grant Number as the reference. | |
| **PART THREE: EXPENDITURE DETAILS** | |
| 1. Please complete the following breakdown of grant expenditure | |
| **Item – Type description of item into grey box** | **$ Amount – Type figures** |
| R | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL SPENT** | **$** |
|  | |
| 1. What were the key outcomes for your organisation as a result of this TTCF grant? | |
| Type into grey box | |
|  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 – Tick appropriate boxes** |  | | 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](mailto:grants@ttcfltd.org.nz)  Please note: If emailing the Accountability Report & Supporting  Documentation the ‘**Declaration’ over the page needs to be posted**  **separately.** |

**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 Number:** **0**

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** | Click here to enter a date. |
|  |  |
| **Signature of Second Authorised Signatory**  *Original signature, not photocopied or scanned* |  |
| **Full name in CAPITAL LETTERS** |  |
| **Role (eg Secretary/Treasurer/Trustee)** |  |
| **Date** | Click here to enter a date. |
|  |  |