



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
<i>The organisation's name should generally be the same as the bank account name</i>
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: <input type="text"/>	\$ <input type="text"/>
5. Date paid into bank account	
<i>This will be the same as the date on your organisation's 'Approval Letter'</i>	
6. Purpose for which funds were granted:	
7. Type of accountability report:	
Is the Accountability Report: Interim <input type="checkbox"/> Final <input type="checkbox"/> <i>Please tick</i>	

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	
<input type="checkbox"/>	Copy of bank statement showing the TTCF Grant deposit into your organisation’s bank account
For TTCF grants where purchases have been made	
<input type="checkbox"/>	Copy of invoice(s) to support the expenditure of the grant
<input type="checkbox"/>	Copy of the bank statement(s) showing the payment of the invoice(s)
<input type="checkbox"/>	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	
<input type="checkbox"/>	Copy of the wages/salary records
<input type="checkbox"/>	Copy of the IR345/IR348’s or payroll verification indicating gross salary, PAYE and name of employee(s)
<input type="checkbox"/>	If the payments have been made in batch form, a copy of the batch schedules
<input type="checkbox"/>	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.

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