



OFFICE USE ONLY
DATE RECEIVED:-

GRANT ACCOUNTABILITY REPORT

To be Emailed Only: Your accountability will be due 3 months from payment date. If your grant is for operational expenses or salaries an interim accountability is required every 3 months from payment date, until the grant has been fully expended. 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		
<table border="0"><tr><td>Grant No:</td><td>\$</td></tr></table>	Grant No:	\$
Grant No:	\$	
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 ☐ Final ☐ Please tick		

Please pay by direct credit to TTCF Ltd's BNZ account:
02-0922-0041300-00, with your Grant Number as the reference.

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 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.

Email your completed Accountability Report & Supporting Documentation to TTCF:

Email	grants@ttcfltd.org.nz
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PART FIVE: DECLARATION

DECLARATION

Please note: this form needs to be completed by two authorised signatories from the organisation

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	
Full name in CAPITAL LETTERS	
Role (e.g. CEO/Principal/Chairperson)	
Date	
Signature of Second Authorised Signatory	
Full name in CAPITAL LETTERS	
Role (e.g. Secretary/Treasurer/Trustee)	
Date	