



OFFICE USE ONLY  
DATE RECEIVED:-

### 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

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

#### PART TWO: APPROVAL DETAILS

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

<b>4. Grant Number &amp; Amount of Grant</b>
Grant No: <input type="text"/> \$ <input type="text"/>
<b>5. Date paid into bank account</b>
<i>This will be the same as the date on your organisation's 'Approval Letter'</i>
<b>6. Purpose for which funds were granted:</b>
<b>7. Type of accountability report:</b>
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 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:**

<b>By NZ Post</b>	TTCF, Private Bag 93108, Henderson, Auckland 0650
<b>By Courier</b>	TTCF, Level 3 Lincoln Manor, 295 Lincoln Road, Henderson, Auckland 0610
<b>By Email</b>	<a href="mailto:grants@ttcfltd.org.nz">grants@ttcfltd.org.nz</a>

**PART FIVE: DECLARATION**

**DECLARATION**

*Please note: this form needs to be completed by two authorised signatories from the organisation – then scanned to TTCF.*

<b>Grant No:</b>
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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.

<b>Signature of First Authorised Signatory</b>	
<b>Full name in CAPITAL LETTERS</b>	
<b>Role (eg CEO/Principal/Chairperson)</b>	
<b>Date</b>	
<b>Signature of Second Authorised Signatory</b>	
<b>Full name in CAPITAL LETTERS</b>	
<b>Role (eg Secretary/Treasurer/Trustee)</b>	
<b>Date</b>	