



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

<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>

Yes  No  *Please tick*

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

Please 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
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL SPENT</b>	<b>\$</b>

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

**PART FOUR: SUPPORTING DOCUMENTATION**

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

<b>For all TTCF Grants</b>	
<input type="checkbox"/>	Copy of bank statement showing the TTCF Grant deposit into your organisation’s bank account
<b>For TTCF grants where purchases have been made</b>	
<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
<b>For TTCF grants which have been spent on salary/wages</b>	
<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.

**Email your completed Accountability Report & Supporting Documentation to TTCF:**

<b>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*

<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>	