

GRANT ACCOUNTABILITY REPORT



Name of Organisation

.....

Address of Organisation

Mailing: **Street:**

.....

..... **Post code:** **Postcode:**

Website: **Email:**

Contact Person

Name: **Position:**

Email: **Work Phone (include area code):**

Mobile: **Home Phone (include area code)**

Purpose for which funds were used *(from your Application Form)*

.....

.....

.....

Outcomes achieved as a result of the grant		
<i>Activity/Expenditure Item</i>	<i>Outcome achieved</i>	<i>How did you measure the outcome?</i>

Do you have any other comments?

.....

Amount of Grant received: \$

Date grant was expended:.....

EXPENDITURE

Is your Organisation GST Registered?	YES		NO			
ITEM AND PURPOSE				Please tick if attached		
	Cost	+GST*	Total Cost	Invoice	Receipt	Bank Statement
TOTAL COST						
Less amount of Grant						
Balance over-spent/returnable to GOTS Charitable Trust						
If over-spent, where did the balance come from						
*If the organisation is GST registered, the GST component is NOT to be included in balancing the grant.						
If Invoices/Receipts and confirming Bank Statements are not attached for any of the items listed, please explain why:						

Signatures: (Important~ 2 representatives of the organisation must sign.)

We, the undersigned, certify that the information provided in this accountability report is true and correct to the best of our knowledge and that the grant received was expended solely on its stated purposes.

NAME:	NAME:
POSITION:	POSITION
SIGNATURE:	SIGNATURE:
DATE:	DATE:

Please address this form to:
 The Secretary, The Guardians of the Sea Charitable Trust, 4815 State Highway 12, RD3 Kaikohe
 0473 or email steve@guardians.org.nz