

LOTTERY ACCOUNTABILITY REPORT



Please complete and return this form telling us how your group and your community have benefited from this grant. If your annual report or some other document contains this information, please send it as well.

Please return the form when the grant has been fully spent, or 12 months after the grant has been approved, whichever is soonest.

If the money has not been fully spent within 12 months of the grant being approved, please send this report as an interim accountability report. You will need to submit another report when the grant has been fully spent.

SECTION A: GROUP DETAILS

A1. What are your groups details?

Name of group

Client number

Committee

Application number

Amount of grant

Date of grant approved

SECTION B: PROJECT DETAILS AND EXPENDITURE

B1. Is your project or service complete?

YES

NO

B2. Please complete the expenditure, inserting amounts where appropriate in the table below.

PURPOSE ITEM	\$ ALLOCATED AMOUNT	\$ AMOUNT SPENT
TOTAL AMOUNT SPENT		\$

Please continue on separate sheet if necessary

B3. How much of the Lottery Grant remains to be spent?

\$

IF YOUR PROJECT OR SERVICE IS COMPLETE AND YOU HAVE FULLY SPENT THE LOTTERY GRANT, GO TO QUESTION B6.

B4. Are you applying for an extension of time?

YES NO

If Yes, please explain.

Please continue on separate sheet if necessary

B5. Are you applying for a change of purpose?

YES NO

If Yes, please explain.

Please continue on separate sheet if necessary

B6. What did you spend your grant on?

Please continue on separate sheet if necessary

B7. Tell us how Lottery Grants Board funding contributed to the outcomes of your project or service.
(For example, the benefits to the group)

Please continue on separate sheet if necessary

B8. How did the community benefit from the Lottery Grant?

Please continue on separate sheet if necessary

DECLARATION

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

(This report needs to be signed by two office holders/people with authority to sign on behalf of the organisation, e.g., Chairperson and Secretary).

First name

Last name

Position (e.g. *chairperson, secretary, treasurer*)

Signature

Date

(day / month / year)

First name

Last name

Position (e.g. *chairperson, secretary, treasurer*)

Signature

Date

(day / month / year)

SENDING US YOUR FORM

Please mail us the original final accountability report - we will not accept faxed copies.

Please check the address page attached to this document for the address of your Local Government & Community Branch office that processed this grant.

You should return the completed Accountability Report with the latest set of your organisation's annual accounts where these cover the period in which the grant was spent. Where the latest accounts do not cover the grant expenditure, an updated (unaudited) income and expenditure account must be provided.

Your nearest Department of Internal Affairs Local Government and Community Offices

Lottery Regional Community Committee applicants please send all relevant documentation to Regional offices.
For all other applicants please send relevant documentation to National Office.

National Office

Local Government and Community Branch
PO Box 805
Wellington

Rotorua

Local Government and Community Branch
Private Bag 3041
Rotorua

Nelson

Local Government and Community Branch
PO Box 1149
Nelson

Kaitia

Local Government and Community Branch
26 Puckey Ave
Kaitia

Gisborne

Local Government and Community Branch
PO Box 254
Gisborne

West Coast

Local Government and Community Branch
PO Box 33
Greymouth

Whangarei

Local Government and Community Branch
PO Box 1755
Whangarei

New Plymouth

Local Government and Community Branch
PO Box 331
New Plymouth

Christchurch

Local Government and Community Branch
PO Box 4033
Christchurch

North/West Auckland

Local Government and Community Branch
PO Box 83-209
Waitakere City

Napier

Local Government and Community Branch
PO Box 1042
Napier

Dunedin

Local Government and Community Branch
PO Box 5341
Dunedin

Manukau

Local Government and Community Branch
PO Box 76 451
Manukau

Palmerston North

Local Government and Community Branch
36 Victoria Ave
PO Box 247
Palmerston North

Invercargill

Local Government and Community Branch
PO Box 501
Invercargill

Hamilton

Local Government and Community Branch
PO Box 19 230
Hamilton

Wellington

Local Government and Community Branch
PO Box 30454
Lower Hutt

To apply online: www.cdgo.govt.nz. For assistance: freephone 0800 824 824