

LOTTERY ALL COMMITTEES Supporting Financial Documentation



NEW ZEALAND
Lottery Grants Board
TE PUNA TAHUA
Funded from the profits of Lotto

Grants to groups without legal status

Grants to groups without legal status are limited to a total from all committees of no more than \$10,000 to any group in any financial year (the New Zealand Lottery Grants Board financial year is 1 July-30 June).

Annual Accounts

Annual accounts supplied in support of an application should be no older than 16 months at the time of the application closing date.

Applications for less than \$40,000

1. Applications for amounts of less than \$40,000, where the group has been in existence for **16 months or more**, at the application closing date are required to submit their most recent annual accounts signed by two office holders.
2. Applications for amounts of less than \$40,000 where the group has been in existence for **less than 16 months** at the application closing date are required to submit:
 - (a) (i) the most recent Statement of Financial Performance, verified¹ by a suitably qualified person²
NOTE: For applications from groups that have only supplied a Statement of Financial Performance, the end date of the Statement should be no older than 3 months at the application closing date.
 - (ii) a bank statement less than one month old at the time of application,
or
 - (b) (i) a bank statement less than one month old at the time of application, if the group has not yet commenced operations

Applications for \$40,000 or over

3. Applications for amounts of \$40,000 or over, where the group has been in existence for **16 months or more**, at the application closing date, are required to submit their most recent signed annual accounts audited by a person who has recognised accounting qualifications.³
4. Applications for amounts of \$40,000 or over, where the group has been in existence for **less than 16 months** at the application closing date are required to submit:
 - (a) the most recent annual audited accounts, *or*
 - (b) (i) the most recent Statement of Financial Performance available, verified¹ by a person with recognised accounting qualifications *and*
NOTE: For applications from groups that have only supplied a Statement of Financial Performance, the end date of the Statement should be no older than 3 months at the application closing date.
 - (ii) a bank statement less than one month old at the time of application,
or
 - (c) (i) a budget, verified by a person with recognised accounting qualifications,³ *and*
 - (ii) a bank statement less than one month old at the time of application.

Receipt of Grant Funds

1. The receipt of grant funds must be acknowledged as a separate entry in the group's accounts, or in a note to the group's accounts, and in any media publicity resulting from the project funded.

Provision of Annual Accounts

If you are supplying annual accounts they must:

1. meet the requirements of your Group's Constitution or trust Deed; and
2. state the period covered; and
3. be no more than 16 months old at the application date; and
4. if applicable must show any previous New Zealand Lottery Grants Board grants, and expenditure of grant funds, as separate entries or in a note in your accounts.

1 Verified means that the documents supplied must show the name, signature and qualifications of the person acting as the verifier. The documents supplied must also be dated.

2 A suitably qualified person is someone independent of the group and has reasonable knowledge of finance and accounting, for example is a bank manager or retired accountant or is a person who holds recognised accounting qualifications as listed below.

3 Recognised accounting qualifications means an accounting graduate (B.Com Accounting or equivalent), an Associate Chartered Accountant, Chartered Accountant or Accounting Technician or some other specified accounting or auditing qualification and experience.