



COMMUNITY ORGANISATION GRANTS
SCHEME
**ACCOUNTABILITY REPORT
FINAL**



OFFICE USE ONLY

Date received:

Date acknowledged:



SUMMARY AND SIGNATURES

Application Summary

Organisation Name

Committee

Funding round

Amount Allocated

Client Number

Application Number

The committee's decision was as follows:

The Committee has made a 'global contribution'. This means that the grant can be used toward one or more of the items applied for up to the maximum requested for each item. Additional Notes: The Committee approved the grant because the service or project meets the COGS criteria for funding.

Amount Allocated: \$	3000.00
GST Amount:	450.00
Total Payment:	3450.00
\$	



SECTION A: BUDGET

Please read the following instructions :

1. Column 1 shows the requested amount from the original applicaiton
2. In Column 2 include the amount of the allocated COGS grant that you have used
- Note that you cannot put an amount more than the requested amount as shown in Column 1
3. Please do not include any GST amount you may have received - this should be paid directly to the Inland Revenue Department
4. Please take care to put no more than the amount you requested - doing so will cause delays in processing as the form will be returned to you to correct the amounts

Amount Allocated: \$ 3000.00

A1 Please insert the amount of funds used next to each item in the table below.

EXPENDITUR	COLUMN 1 REQUESTED AMOUNT	COLUMN 2 AMOUNT OF GRANT USED
<i>Personnel Costs</i>		
Wages/Salary	4000.00	0.00
Training	1500.00	923.00
Facilitator Fees		
Travel / Mileage	1500.00	0.00
Professional Fees eg Supervision		
Childcare eg creche for meetings		
Volunteer expenses reimbursement	2500.00	2077.00
<i>Operating Costs</i>		
Power / Gas / Water		
Rent		
Telephone / Internet		
Administration		
Stationery		
Advertising		
Photocopying		
<i>Programme Costs</i>		
Venue Hire		
Equipment Hire		
Conference / hui / fono		
Consumable materials - eg craft supplies, tapes, books		
TOTAL AMOUNT REQUESTED	\$ 9500.00	\$ 3000.00

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A2 Amount

Unspent:

This is the grant amount allocated (excl. of GST), minus the total amount used as detailed in A1.

\$ 0

If you have spent the grant amount allocated in full please go to Section B: **Final Report Feedback**.

If your grant amount allocated has not been spent, or only partially spent, please go to question **A3**.

A3 Has 12 months passed since the grant was approved?

The committee approved the grant on: 17 Oct 2013

Yes

No

SECTION B: FINAL REPORT FEEDBACK

B1 How has this grant helped your organisation to meet its aims and objectives?

Our vision statement is "An avenue to empowerment, participation and contribution." We believe that with the correct information and support people with disabilities and ill health will be empowered to live better lives and therefore contribute to society. The COGS grant enable our staff to obtain training and/or professional development, which leads to these goals. Also, we value our volunteer contribution so it is great to be able to reward our volunteers.

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B2 How has your organisation contributed to the well being in your community over the past year as a result of your COGS grant?

We have been able to provide correct information advice and support to empower people with disabilities and ill health to live better lives and contribute to their community.

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B3 Please provide a 'good news' story concerning the achievements of your group in the community over the past year, as a result of this COGS grant.

For the past 5months we have supported a client [REDACTED] We were asked to assist this women to [REDACTED] and worked 7 days a week using many volunteer hours. We managed to find her suitable accommodation, assisted her to sort out her medical alarm, Invalids Benefit and WINZ entitlements, find her a suitable doctor etc. She is now in a lovely unit with all the furniture etc donated, has a suitable carer, attends support group meetings, has a mobility scooter and more. [REDACTED]

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B4 If there is any difference between the amount actually spent and the grant amount allocated. Please outline the reason

SENDING US YOUR REPORT

Two people with the authority to sign on behalf of the organisation must complete and sign the Accountability Report Declaration on the back of the page.

Please send your Accountability Report to your nearest regional office of Internal Affairs.

Check the information sheet for the nearest regional office.

PO Box 19 230

Hamilton 3204

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Client number:

Committee:

Application number:

This declaration must be signed by two people from your organisation who are 18 years of age or older with authority to sign on behalf of the organisation. Signatories cannot be discharged bankrupt, be immediately related or partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of (organisation's name)

We the undersigned declare the following:

1. We did not receive a salary or any other pecuniary gain from the proceeds of this grant.
2. We have acknowledged the receipt of a COGS grant as a separate entry in our accounts, or a note to our accounts, in our organisation's annual report.
3. If requested by the Department of Internal Affairs we will provide any files or records that relate to the expenditure of this grant for inspection. Our records include two of the following: (please tick the relevant box)
 - Receipt of purchase for goods or services
 - Copy of our organisation's bank statement
 - Separate entry in our organisation's accounts, or in a note to its accounts
 - Minutes that reflect approval of payments using the grant funds, as part of regular financial reporting to the full meeting of our organisation's governing body
 - Our organisation's annual report showing the COGS grant as a separate entry
4. We acknowledge that if this grant has been misappropriated and no satisfactory remedial action undertaken, the Department of Internal Affairs may recover the grant funds and may deem our organisation ineligible to receive further grants.
5. **Tick if appropriate** We have enclosed a cheque to return to the Department of Internal Affairs the portion of the grant that we have not spent on the approved purpose(s)
(Note: cross out the last sentence if you did not receive GST with the grant payment.)
6. **The details we have given in all sections of this Accountability Report are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our Accountability Report.**

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SIGNATOR Y

A Signatory One

First name

Last name

Postal Address

City/Town

Daytime phone number

Alternative phone number

Position

Signature

Date

(day / month / year)

B Signatory Two

First name

Last name

Postal Address

City/Town

Daytime phone number

Alternative phone number

Position

Signature

Date

(day / month / year)

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