

# DONATION ACCOUNTABILITY REPORT

*To be completed within 12 months of receiving the CTMSC donation. Please note: Failure to complete a satisfactory accountability report and to provide the required supporting documentation may result in your organization having to refund the donation.*

## 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>	
<input type="text"/>	
<b>2. Date of accountability report</b>	
<input type="text"/>	
<b>3. Name &amp; Contact Details of Contact Person for this Accountability Report</b>	
<input type="text"/>	

## PART TWO: APPROVAL DETAILS

*These can be found on the organisation's 'Approval Letter'*

<b>4. Donation Round &amp; Amount of Donation</b>	
<input type="text"/>	<input type="text"/>
<b>5. Date paid into bank account</b>	
<input type="text"/>	
<b>6. Purpose for which funds were donated:</b>	
<input type="text"/>	
<b>7. Acknowledgement Guidelines:</b>	
<p>Has the donation been acknowledged in accordance with the CTMSC "Acknowledgement Guidelines":</p> <p>(Please attach relevant examples of acknowledgement activity)</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please tick</i></p>	

**8. Have you fully spent the funds donated?**

Yes  No  Please tick

If 'No' Please explain why:

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

Either post a cheque made out to The Community Trust of Mid & South Canterbury with your organization name written on the reverse, **or** pay by direct credit to CTMSC 's Westpac account: 03-0887-0336735-00, with your organization name as the reference.

**PART THREE: EXPENDITURE DETAILS**

**9. Please complete the following breakdown of donation expenditure**

Item	\$ Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL SPENT</b>	<b>\$</b>

**10. What were the key outcomes for your organisation as a result of this CTMSC donation?**

(Please attach additional information/statistics on donation outcomes as required)

**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 CTMSC donations</b>	
<input type="checkbox"/>	Copy of bank statement showing the CTMSC Donation deposit into your organisation’s bank account
<b>For CTMSC donations 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 CTMSC donations which have been spent on salary/wages</b>	
<input type="checkbox"/>	Copy of the wages/salary records
<input type="checkbox"/>	Copy of the IR345/IR348’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.

**PART FIVE: PUBLICITY MATERIALS**

The Community Trust of Mid & South Canterbury welcomes copies of digital photos you may have of the project & people enjoying the project for inclusion in CTMSC websites and publicity material. Photos can be sent as attachments to [msccomtrust@xtra.co.nz](mailto:msccomtrust@xtra.co.nz).

The CTMSC also welcomes “Likes” on the CTMSC Facebook Page [www.facebook.com/comtrust.org.nz](http://www.facebook.com/comtrust.org.nz)



**Send your completed Accountability Report & Supporting Documentation to CTMSC:**

<b>By NZ Post</b>	Community Trust of Mid & South Canterbury, P.O. Box 983, Timaru, 7910
<b>By Courier</b>	Community Trust of Mid & South Canterbury, Community House, 27 Strathallan Street, Timaru.
<b>By Email</b>	<a href="mailto:msccomtrust@xtra.co.nz">msccomtrust@xtra.co.nz</a> Please note: If emailing the Accountability Report & Supporting Documentation the ‘Declaration’ (refer to next page) with original signatures, must be posted separately.

**PART FIVE: DECLARATION**

**DECLARATION**

*Please note: this form needs to be completed by two authorised signatories of the organisation – original signatures only, not photocopied or scanned – and posted to the Community Trust of Mid & South Canterbury, P.O. Box 983, Timaru 7940.*

Round: Donation:
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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> <i>Original signature, not photocopied or scanned</i>	
<b>Full name in CAPITAL LETTERS</b>	<input type="text"/>
<b>Role (eg CEO/Principal/Manager/Chairperson)</b>	<input type="text"/>
<b>Date</b>	<input type="text"/>
<b>Signature of Second Authorised Signatory</b> <i>Original signature, not photocopied or scanned</i>	
<b>Full name in CAPITAL LETTERS</b>	<input type="text"/>
<b>Role (eg Secretary/Treasurer/Trustee)</b>	<input type="text"/>
<b>Date</b>	<input type="text"/>

Thank you for your assistance in submitting this donation accountability report

Clive Callow  
Community Relations Manager  
Community Trust of Mid & South Canterbury  
DD: (03) 6877589 E: [clive.trust@xtra.co.nz](mailto:clive.trust@xtra.co.nz)