

## Please complete

### GRANT DETAILS

Applicant Name: \_\_\_\_\_ Grant No: \_\_\_\_\_

Amount Approved: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Purpose(s) for which funds were approved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific exclusions (if any): \_\_\_\_\_

\_\_\_\_\_

### ACKNOWLEDGEMENT OF GRANT

I acknowledge receipt of grant funds as listed above and confirm that this money has been used to fund the specific purposes for which it was approved, as evidenced by the reconciliation that follows and the attached documents.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EXPENDITURE RECONCILIATION (continue on separate sheet if required)

Item(s) Purchased	Supplier	Amount Paid (GST excl if GST registered)	Payment Date (from Bank Statement)
<b>TOTAL \$</b>			

THIS REPORT MUST BE RETURNED TO THE TRUST BY:

## Please attach

Copies of all invoices and bank statements showing grant receipt and proof of purchase must be attached to this Accountability Report.

## Please return

To: **Grants Auditor**  
**Pelorus Trust**  
**PO Box 39-445**  
**LOWER HUTT 5045**