



Grant Accountability Reconciliation Form

Organisation Name:	
Grant Number:	
Grant Amount Approved:	
Approval Date:	
Payment Date:	

Approved Purpose:

Please provide us with the documentation listed below within 3 months of the grant payment date:

If your grant was for project, activity or operational expenses:

- Signed accountability reconciliation form
- Invoice/s
- Bank statement/s showing payment of invoice/s

If your grant was for salary/wage costs paid via payroll:

- Signed accountability reconciliation form
- IR348/9 Employer Monthly Schedule
- Pay Summary Report/Payslips
- IR345 Employer Deduction Form
- Bank statements and payment schedules showing all payments made

** For salary/wage costs paid via invoice please provide a copy of the invoice/s along with a full bank statement showing payment of the invoice/s.

Please note; if your Organisation is GST registered, only the GST exclusive amount can be claimed.
Any unspent funds must be returned to Youthtown Incorporated.

Please scan the documentation and email to grants@youthtown.org.nz

We (the undersigned) declare that:

- The information provided in this accountability report is true and correct to the best of our knowledge.
- We have the authority to complete this accountability report on behalf of the Organisation.
- This accountability report has not been completed by a person who has any management or ownership interest in a Youthtown Incorporated venue that hosts gaming machines (“a gaming machine venue key person”).
- A Youthtown Incorporated gaming machine venue key person has not decided how this money has been spent.
- If for any reason funds granted are required to be refunded to Youthtown Incorporated, that the Organisation will be liable for any debt collection costs incurred.
- We have read, understand, and agree to adhere to the Conditions for Allocation of Funds, Audit and Inspection Requirements, Privacy Act Declaration and the Consent to Audit.
- We agree to allow Youthtown Incorporated to use our Organisations’ name, logo, and images; associated with the activity or project the grant would be supporting.

Name: _____ Position: _____

Signed: _____ Date: _____