



# Community Development Small Grants Fund

## Accounting for money you were granted last year

Using your own letterhead, dated and signed by your executive officer, manager, or co-ordinator, please submit an accountability report which includes a paragraph on each of the following:

**Note: Unspent funds to be returned to the PNCSC**

1. How the money was spent. See example below.

This grant contributed to the cost of the following (GST exclusive)

Item	Grant	Spent	Unspent	Paid to whom
Audit, financial review	1,200.00	1,500.00		XYZ-CA
Energy: electricity, gas	1,000.00	1,398.00		Genesis Energy
Insurance	800.00	900.00		NZI
Interpreters, experts				
Newsletters, advertising				
Photocopying, printing				
Postage				
Stationery: computer supplies (excluding software)	1,000.00	730.00	270.00	Office Products
Telephone, internet				
Volunteer expenses				
Rent, venue hire	1,000.00	9,500.00		Landlord
<b>Total</b>	<b>\$5,000.00</b>	<b>\$14,028.00</b>	<b>\$270.00</b>	

2. What you hoped to achieve with the money.
3. Were you successful? Please explain.
4. Please give an example of at least one 'feel good' achievement.

**These four questions must be answered completely or your current application will not be considered.**

Your report needs to be submitted prior to applying for this year's grant, or included with your current application. **It must be received no later than 4.00 p.m. Friday 21st June 2019.** You may include any other comments you wish to make, this information will be collated and presented to PNCC in support of continued funding for the community sector.

Post or deliver to:

Palmerston North Community Services Council

Community House,

77 King Street

Palmerston North 4410.

Phone: 06 354 3809

Email: [info@pncc.org.nz](mailto:info@pncc.org.nz)