

Community Wellbeing Fund Accountability Report



Our City with Heart - He Ngākau Aroha

To be completed within 2 months of the end date of the activity.

As the Invercargill City Council Community Wellbeing Fund Committee distributes funds on behalf of the community it is important we are able to ensure accountability for the use of the fund.

Therefore all organisations and groups who receive funding will need to complete this accountability report at the end of their approved activity.

The Community Wellbeing Fund Committee requires the following areas to be covered:

- The financial costs of the activity, including where appropriate full accounts for the activity.
- The benefits achieved for Invercargill City and the Invercargill Community, including number of participants.
- How the funds contributed to the outcomes of the activity.
- How the outcomes of the activity differed from the original plans that accompanied your initial fund request.



Part 1 – Applicant Details

Full Name of Organisation:

Mailing Address:

Contact Person:

Position:

Phone:

Email:

Alternative Contact:

Position:

Phone:

Email:



Community Wellbeing

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Part 2 – Details of the Activity

2.1 Activity Name:

2.2 Date/s this activity was held:

2.3 Venue or facility where the activity took place:

2.4 How many people took part in the activity? Participant _____ Audience _____

2.5 Funding amount REQUESTED from the Community Wellbeing Fund (from application):

2.6 Funding amount APPROVED from the Community Wellbeing Fund:

2.7 Total estimated cost for this activity (from application):

2.7 Actual cost of the activity:

Part 3 – Financial Report

You may provide a profit and loss statement for the activity. **This is a requirement for activities over \$3,000.** Your organisation or group may have a bank account statement to show the income and expenditure instead. Please attach your statement for the activity to this accountability.

3.1 What was the approved fund used for?

Please attach invoices and/or receipts for these items.

Note: You may be required to provide additional invoices / receipts for this activity if requested by the administrator.

Item	Amount \$
e.g. Venue hire	e.g. \$400



Part 3 – Financial Report continued

3.2 Activity costs (Include costs from the estimated budget in your original application)

Item	Estimated Cost (from application)	Actual Cost	Reason/s for difference in amount
e.g. Venue hire	e.g. \$500	e.g. \$400	e.g. Event moved to a cheaper venue
Total costs		\$	

3.3 Activity income (Include costs from the estimated budget in your original application)

Item	Estimated Cost (from application)	Actual Cost	Reason/s for difference in amount
e.g. Ticket Sales	e.g. \$500	e.g. \$600	e.g. Extra tickets sold
Total costs		\$	

