



Accountability Report

Step by Step Guide

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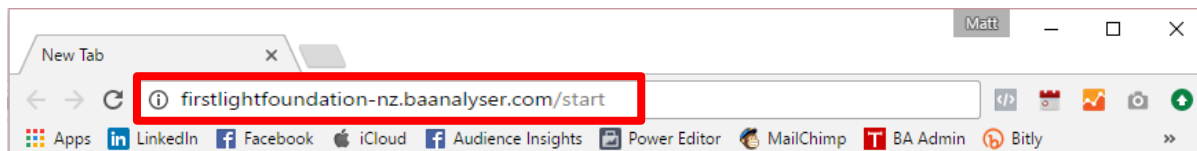
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Accessing the Applicant Dashboard

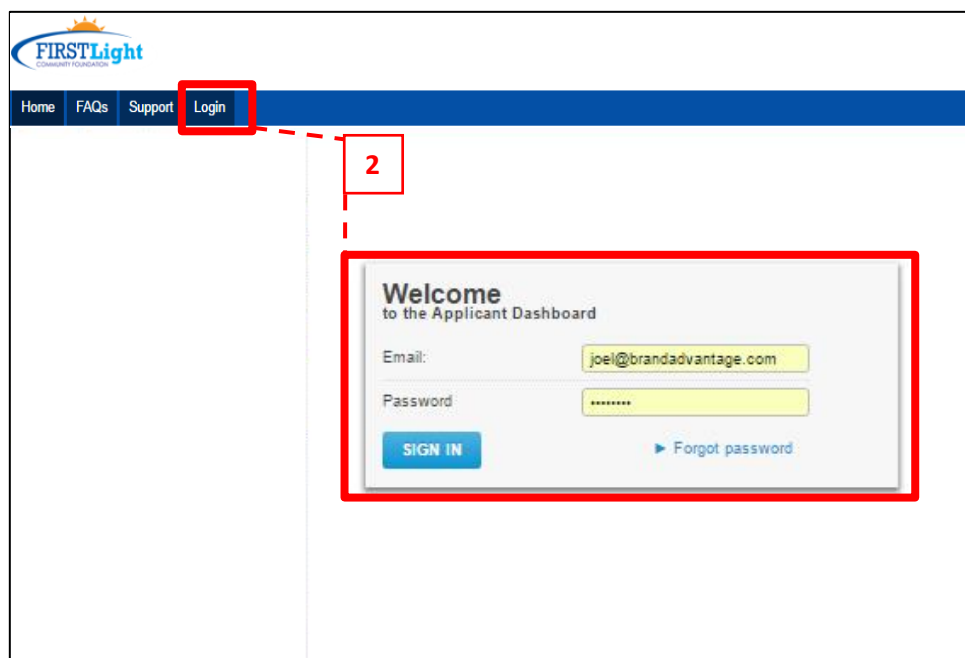
1. To access the Applicant Dashboard, enter into the Grant homepage first.

➤ To open the site, enter **firstlightfoundation-nz.baanalyser.com/start** in the address bar (top of page) of your web browser. We will be using 'Chrome' for this guide.

Site example:



2. Click "Login" located at the top and enter in your 'Email' and 'Password'.



Important Note:

If this is your first time logging in, you will see the prompt below to ask you to assign a password. After you have confirmed your password, you can then use the new password assigned to login and view your application details.

A screenshot of a password assignment form. It has three input fields: 'Email' (containing 'joel@brandadvantage.com'), 'New Password', and 'Confirm Password'. At the bottom, there is a blue 'SAVE' button highlighted with a red box. A red dashed line extends from the 'SAVE' button towards the right, pointing to a text box.

Assign a password and click **Save** for first time users.

Accountability Reports

When a grant has been received and used for its purposes the applicant/users can view the details of the grant and click through this link to go to the accountability report required of them to fill in.

1. Click **"Accountability Reports"** in the Applicant Dashboard to enter:
2. Click on the **"App No"** that relates to your application to complete Accountability Report.

First Light Community Foundation

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Create Application

Accountability Reports

App No	Organisation	Grant Name	Grant Category	Applicant Name	Money Requested	Date Granted	Report Due	Amount Approved
37	Auckland Resthome Support	First Light Grant	Arts	Joe Bloggs	\$9,000.00	10/02/2017	20/05/2017	\$1,000.00

3. Click **"Start"** at the bottom to begin the process of filling in your Accountability Report form.

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Grant Accountability Report:

The following is the Accountability Report that you must complete and submit to First Light Community Foundation by the Report due date as stated in the 'Accountability Report' email you received or as stated in the Accountability Report page in your Applicant Dashboard.

The accountability report is the confirmation that the Grant money has been spent in accordance with the approved purposes. The supporting documentation must be provided to allow the Foundation to confirm the Grant money has been spent correctly.

Please see the below information for confirmation of the details of the Grant that has been provided.

Then [click](#) Start at the bottom of the page to commence with completing your Accountability Report.

Once completed, please note, that you may **"modify"** or **"download"** the report as a PDF; then please click the **"Submit Report"** button that will appear at the bottom of the page. The Grant details information appears below as a confirmation only.

Grant Details Information

Accountability Report

Application id: 37

Organisation name: Auckland Resthome Support

Amount requested: \$9,000.00

Amount granted: \$1,000.00

Grant type: First Light Grant

Grant category: Arts

Date Granted: 10 Feb 2017

Purpose/reason for grant: This is where you enter the Board description.

[Start](#)

Details of applicant organisation; purpose/reason for grant and amount granted. Automatically populated by system.

Completing Accountability Report – Step 1 Organisation Details


This page shows details of the Applicant Organisation and details of the project/activity of the Grant.

These include the:

- Applicant Organisation Name and Type
- Start and End Dates of the Project/Activity
- Location of the Project/Activity
- Details of Project/Activity


Make sure the details are correct; if not, you can amend them in the field boxes.

1. Click “**Next Step**” to proceed to the next page of the form once you have completed the step.


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Accountability Report

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- 1. Organisation Detail**
2. Project Completion
3. Participation in the Project/Activity
4. Goals and Objectives for the Grant
5. Upload copies of Proof of Expenditure
6. Funding Details
7. Declaration

Step 1 - Organisation Detail

Please read the below and complete before progressing to the next step.

Charity/Organisation Name:

Type of Organisation:

Project/Activity Start Date:

Project/Activity End Date:

Location of Project/Activity:

Project/Activity details:

[Next Step ▶](#) **1**

Step 2 Project Completion

This page asks about the project/activity progress.

Please state the:

1. Date of when the project/activity was completed.
2. If only partially completed, provide details of why it is partially completed and when it will be completed.
3. Click “**Next Step**” to proceed to the next page of the form once you have completed the step.

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Accountability Report

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1. Organisation Detail ✓

2. Project Completion

3. Participation in the Project/Activity

4. Goals and Objectives for the Grant

5. Upload copies of Proof of Expenditure

6. Funding Details

7. Declaration

Step 2 - Project Completion

Please complete the following

Has the project/activity been fully completed or only part completed?

Fully completed?

☒ Yes ☐ No

Part completed?

☐ Yes ☐ No

If the project/activity has been fully completed, please enter the completion date:

23 Feb 2017

If only part completed, please explain why:

Enter brief explanation here if project/activity is only part complete (e.g. We had insufficient funds to complete as materials were needed and could not be purchased...)

26/200

If part completed, when will the project/activity be completed by?

25 Feb 2017

Previous Step
Next Step

Step 3 Participation in the Project/Activity

This page asks for an estimate for the number of people that will be affected by this grant.

1. Click “**Next Step**” to proceed to the next page of the form once you have completed the step.

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Accountability Report

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1. Organisation Detail ✓
2. Project Completion ✓
- 3. Participation in the Project/Activity**
4. Goals and Objectives for the Grant
5. Upload copies of Proof of Expenditure
6. Funding Details
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Step 3 - Participation in the Project/Activity

Please complete the following

How many people were or will be affected by this grant? (Estimate please):

50


◀ Previous Step **Next Step ▶** 1

Provide an estimate number of people affected by this grant and click “**Next Step**” once complete.

Step 4 Goals and Objectives for the Grant

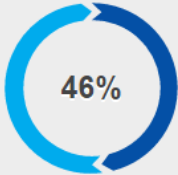
This page asks for a brief explanation for:

1. The Goals and Objectives achieved as part of the Grant.
2. How the community benefitted from the Grant.
3. Click “**Next Step**” to proceed to the next page of the form once you have completed the step.


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Step

1. Organisation Detail ✓
2. Project Completion ✓
3. Participation in the Project/Activity ✓
- 4. Goals and Objectives for the Grant**
5. Upload copies of Proof of Expenditure
6. Funding Details
7. Declaration

Step 4 - Goals and Objectives for the Grant

Please complete the following

What Goals and Objectives were achieved as part of this Grant?

We have raised the required funds for some new equipment that the elderly needed to assist them with walking.

19/200

1

How did your community benefit from the Grant?

Volunteers of the Resthome can better assist the elderly with daily activities.

12/200

2

◀ Previous Step

Next Step ▶

3

Step 5 Upload copies of Proof of Expenditure

This page is where you upload documents in regards to your proof of expenditure. Ensure you have uploaded all relevant files as listed:

- Invoices
- Bank Statements
- Salary and Wages documents (Check question to see what documents are required)
- Other Information that may be relevant (Optional for you to Upload)

4. Click “**Next Step**” to proceed to the next page of the form once you have completed the step.

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68%

Accountability Report

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Step

1. Organisation Detail ✓
2. Project Completion ✓
3. Participation in the Project/Activity ✓
4. Goals and Objectives for the Grant ✓
- 5. Upload copies of Proof of Expenditure**
6. Funding Details
7. Declaration

Step 5 - Upload copies of Proof of Expenditure

Please upload all the supporting documentation that shows the expenditure for the grant provided that has been made. Please ensure that all supporting documents are in the name of your organisation. The suppliers and the people named as recipients of wages and salaries or contractors approved are the same parties that were approved in your application.

For Items and Project costs, please upload the following:

Invoices: Copies of all invoices all of which must be addressed to your organisation, show details of the approved items
Upload file name 'Invoices', you may upload as many invoices as you require

Documents
Invoices.docx Remove
Choose file...

Bank Statements: Copies of your organisation bank statements showing your organisation name, account number details, showing the payments have been made
Upload file to be called 'Bank Statements'

Documents
Bank Statement.docx Remove
Choose file...

Salaries and Wages documents: If the funding is for Salaries and Wages, you must provide the below listed, using the following file names:

- IR 348/9 Employer Monthly Schedule
- Pay Summary Report
- IR 345 Employee Deduction Form
- Or Contractors Invoice
- All bank statements showing these payments
- Any other information that will support the expenditure

Upload Salaries and Wages Documents

Documents
IR 345 Employee Deductio... Remove
Bank Statement.docx Remove
Pay Summary Report.docx Remove
Choose file...

Other Information (optional): If you have any additional information, promotional material or photographs that you would like to attach, please do so here
Upload file name 'Other information'

Documents
Other Information.docx Remove
Choose file...

[< Previous Step](#)
[Next Step >](#)

Make sure all the necessary documents are uploaded and named correctly as stated in the questions.


Step 6 General Information

This page is where you provide the funding details to undertake the project/activity of the Grant.

1. Entering costs of Project/Activity:

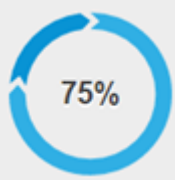
- List all 'Project/Activity Costs' in the top grid and 'Salary/Wages' paid in the bottom grid.
- Make sure you have the correct supporting documentation for each.

2. Click "Next Step" to proceed to the next page of the form once you have completed the step.



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Step

1. Organisation Detail ✓
2. Project Completion ✓
3. Participation in the Project/Activity ✓
4. Goals and Objectives for the Grant ✓
5. Upload copies of Proof of Expenditure ✓
6. Funding Details ✓
7. Declaration

Step 6 - Funding Details

Please complete the below tables for Project and Activity cost items and or Salaries and Wages if you received a grant for those items.

You will see that the tables below contain the amounts that were granted to you for each of the compliant authorised purposes.

- Please enter the invoice details against the cost in each row. If you are registered for GST, please enter the GST exclusive amount.
- If the amount is less than the amount granted, then a refund amount will show in the total below each table.
- If suppliers or wages and salaries recipients have changed and the applicant has gained approval to change these from the Foundation, please add the new suppliers or wage and salary recipients in the rows provided and complete all details.

Please enter any costs incurred in the grids below:

☒ Project/Activity Costs

☒ Salary/Wages

Please enter the invoice amounts for your expenditure

Approved Supplier	Description	Approved Amount (\$)	Invoice Amount (\$)	Invoice File	Grant Funding (\$)
Target Furniture	Tables and Chairs	250.00	200.00	Invoices.docx	250.00
JB Hifi	Sound system	250.00	150.00	Invoices.docx	250.00

Please enter any salaries that were paid

Employee Name - Position	Salary Timeframe	Approved Amount (\$)	Salary Amount (\$)	Salary File	Grant Funding (\$)
Tester, Secretary	1 month	500.00	1000.00	Employment Cont	500.00

Total Approved: \$1,000.00

Total Funds Spent: \$1,000.00

Total Refund Due: \$0.00

[< Previous Step](#)
[Next Step >](#)

Total figures for amount Approved, Funds Spent and Refund due found here.

1

2

Step 7 Declaration

This page is the Declaration to confirm:

- Consent to Audit
- Compliance with Privacy Act

1. Enter in your name and position in the Organisation.
2. Tick the check box to certify the information provided by you in this Accountability Report is true and correct.
3. Click “Save” to complete and save the Accountability Report form.

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Step

1. Organisation Detail	✓
2. Project Completion	✓
3. Participation in the Project/Activity	✓
4. Goals and Objectives for the Grant	✓
5. Upload copies of Proof of Expenditure	✓
6. Funding Details	✓
7. Declaration	

Step 7 - Declaration

The undersigned party confirms on behalf of the Organisation that the contents of this Accountability Report is True and Correct in all matters reported on and is the full content and detail requested.

It is acknowledged and agreed that the Foundation has the right to seek further information and that our organisation agrees to fully support of any such request by providing that material in a swift and full manner.

Consent to Audit

We agree to comply with requests from an officer from the Department of Internal Affairs (DIA) for additional information in relation to how any monies received by us from the First Light Community Foundation Grants Committee have been spent. We also agree that an officer from DIA may direct an audit or inspection of our books, accounts or data systems. We agree that the audit or inspection will be carried out in a manner approved by the DIA, within the time frame specified by them.

Statement to Comply with the Provisions of the Privacy Act 1993

The personal information will be held by the First Light Community Foundation. They may collect information about our organisation from third parties in respect of this application.

We agree to comply with requests from an officer from the Department of Internal Affairs (DIA) for additional information in relation to how any monies received by us from the Grants Organisation have been spent. We also agree that an officer from DIA may direct an audit or inspection of our books, accounts, or data systems. We agree that the audit or inspection will be carried out in a manner approved by DIA, within the time frame specified by them.

The personal information above is collected, and will be held by the Grants Organisation to collect information about our organisation from third parties in respect of this application

Office Holder

Please enter the full name and position of the person completing this accountability on behalf of your organisation.

Full Name:
 2/10

Position in the Organisation:
 1/10

I certify that the information provided in the accountability report is true and correct to the best of my knowledge. I have the authority to make this accountability report on behalf of the Organisation. I agree to the Consent to Audit and the Privacy Act declaration.

☒ Tick the box to confirm the above

[< Previous Step](#)
[Save >](#)

Completing Accountability Report

After clicking “Save” in Step 7, you will see the page below.

To the left there are two options you can click on:

1. “**Modify Report**” – click on this if you need to go back and amend some changes in the Accountability Report that you just filled in.
2. “**Download PDF**” – click on this to download a PDF document of the Accountability Report.
3. If you are satisfied with the Accountability Report you have completed and ensured that all the details have been filled in correctly, click on “**Submit Report**” at the bottom of the page.

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Actions

- Modify Report
- Download as Pdf

Grant Accountability Report:

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Once completed, please note, that you may "modify" or "download" the report as a PDF; then please click the "Submit Report" button that will appear at the bottom of the page. The Grant details information appears below as a [confirmation only](#).

Grant Details Information

Accountability Report

Application id: 37

Organisation name: Auckland Resthome Support

Amount requested: \$9,000.00

Amount granted: \$1,000.00

Grant type: First Light Grant

Grant category: Arts

Date Granted: 10 Feb 2017

Purpose/reason for grant: This is where you enter the Board description.

Your report is ready to be submitted

[Submit Report ▶](#)

End of Guide