

Accountability Report



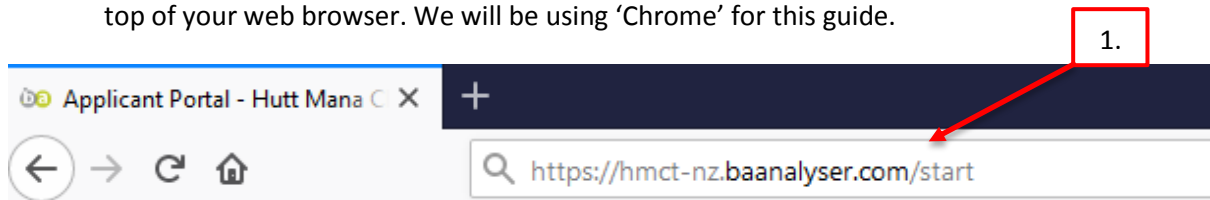
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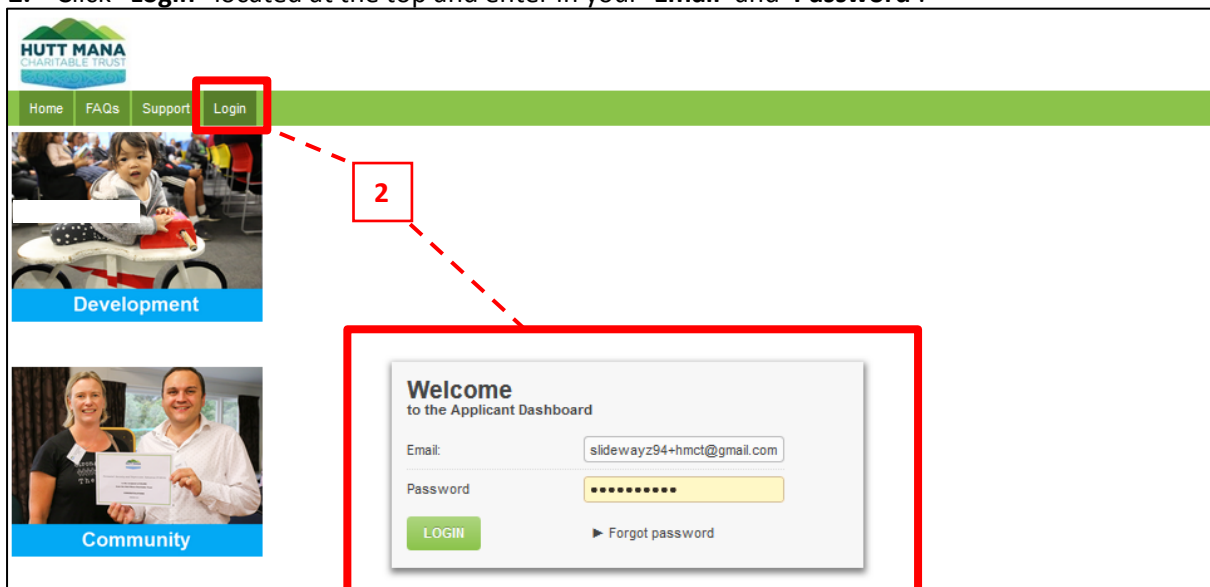
Accessing the Applicant Dashboard

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

➤ To open the site, enter <https://hmct-nz.baanalyser.com/start> in the address bar located at the top of your web browser. We will be using 'Chrome' for this guide.

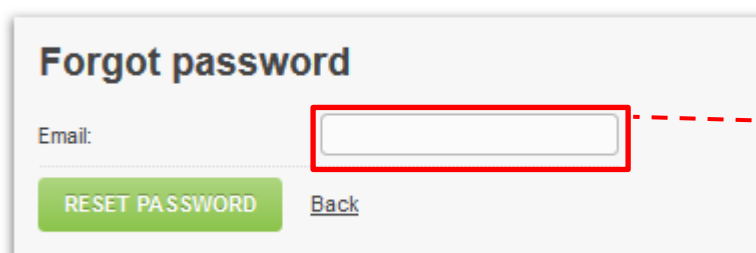


2. Click "Login" located at the top and enter in your 'Email' and 'Password'.



Important Note:

If this is your first-time logging in and you did not set up a password in the initial email, please click 'Forgot Password' and follow the instructions emailed to you.

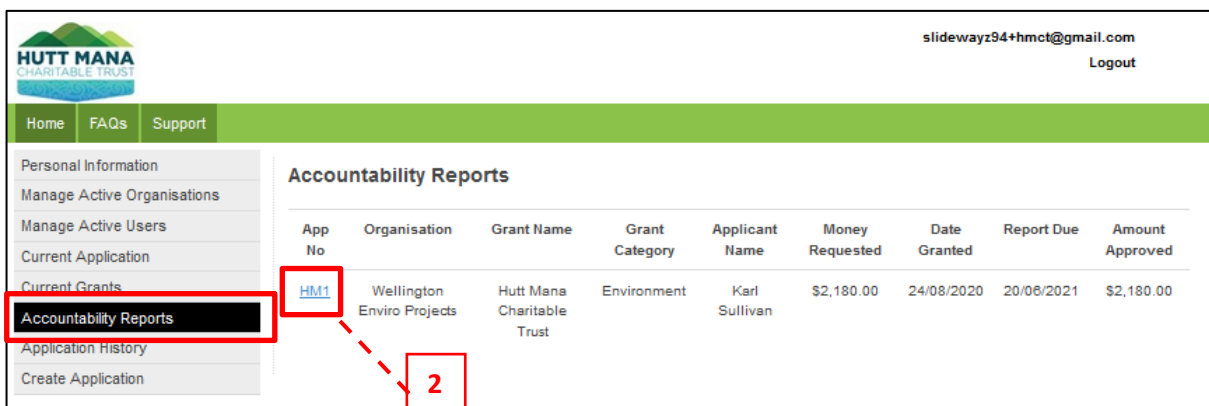


Enter your email and follow the instructions to reset your password.

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 access your accountability report.
2. Click on the **"App No"** that relates to your application to complete Accountability Report, to open the report.



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Logout

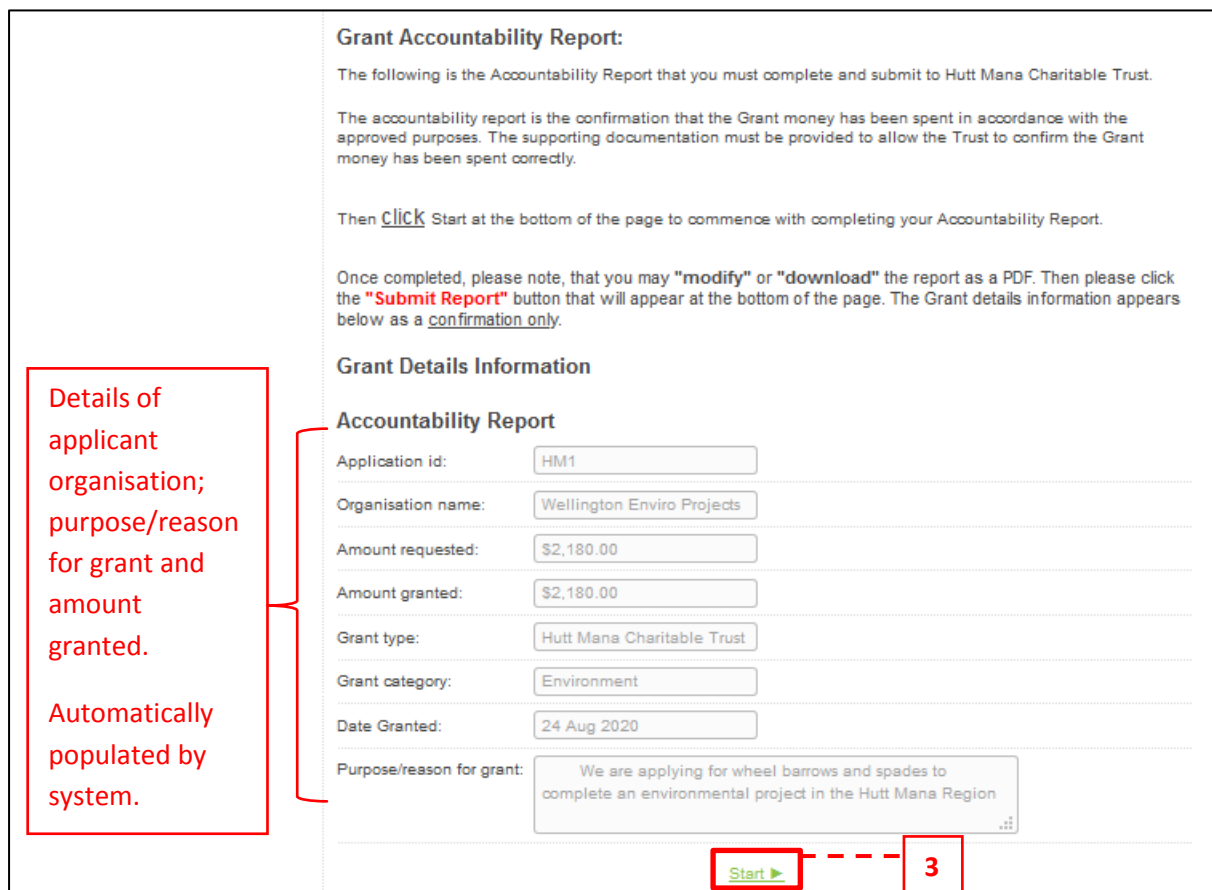
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Personal Information
Manage Active Organisations
Manage Active Users
Current Application
Current Grants
Accountability Reports
Application History
Create Application

Accountability Reports

App No	Organisation	Grant Name	Grant Category	Applicant Name	Money Requested	Date Granted	Report Due	Amount Approved
HM1	Wellington Enviro Projects	Hutt Mana Charitable Trust	Environment	Karl Sullivan	\$2,180.00	24/08/2020	20/06/2021	\$2,180.00

3. Read the information presented and click start at the bottom of the page to proceed to step 1



Grant Accountability Report:

The following is the Accountability Report that you must complete and submit to Hutt Mana Charitable Trust.

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 Trust to confirm the Grant money has been spent correctly.

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: HM1

Organisation name: Wellington Enviro Projects

Amount requested: \$2,180.00

Amount granted: \$2,180.00

Grant type: Hutt Mana Charitable Trust

Grant category: Environment

Date Granted: 24 Aug 2020

Purpose/reason for grant: We are applying for wheel barrows and spades to complete an environmental project in the Hutt Mana Region

Start

3

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

Completing Accountability Report – Step 1 Organisation Details

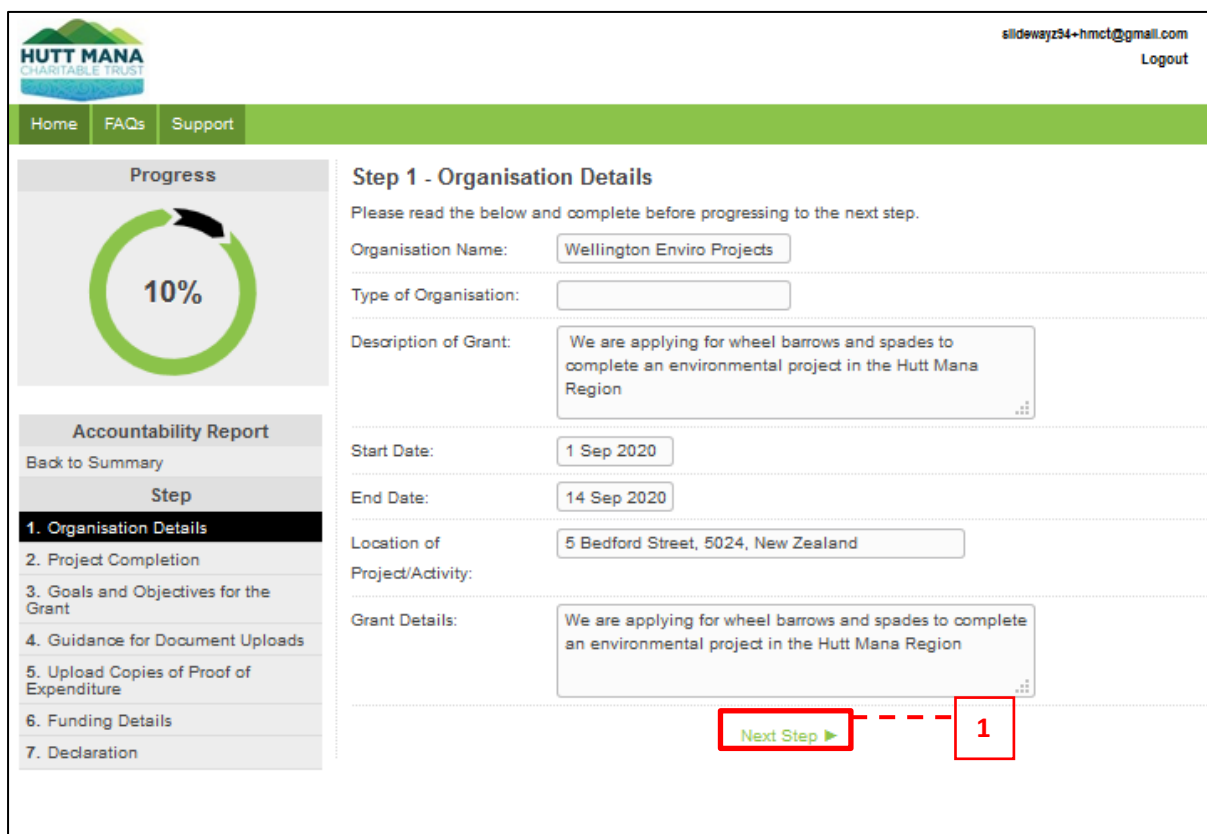
This page shows details of the Applicant Organisation and details of the project/activity of the Grant.

These include the:

- Applicant Organisation Name and Type
- Description of the Grant
- 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.



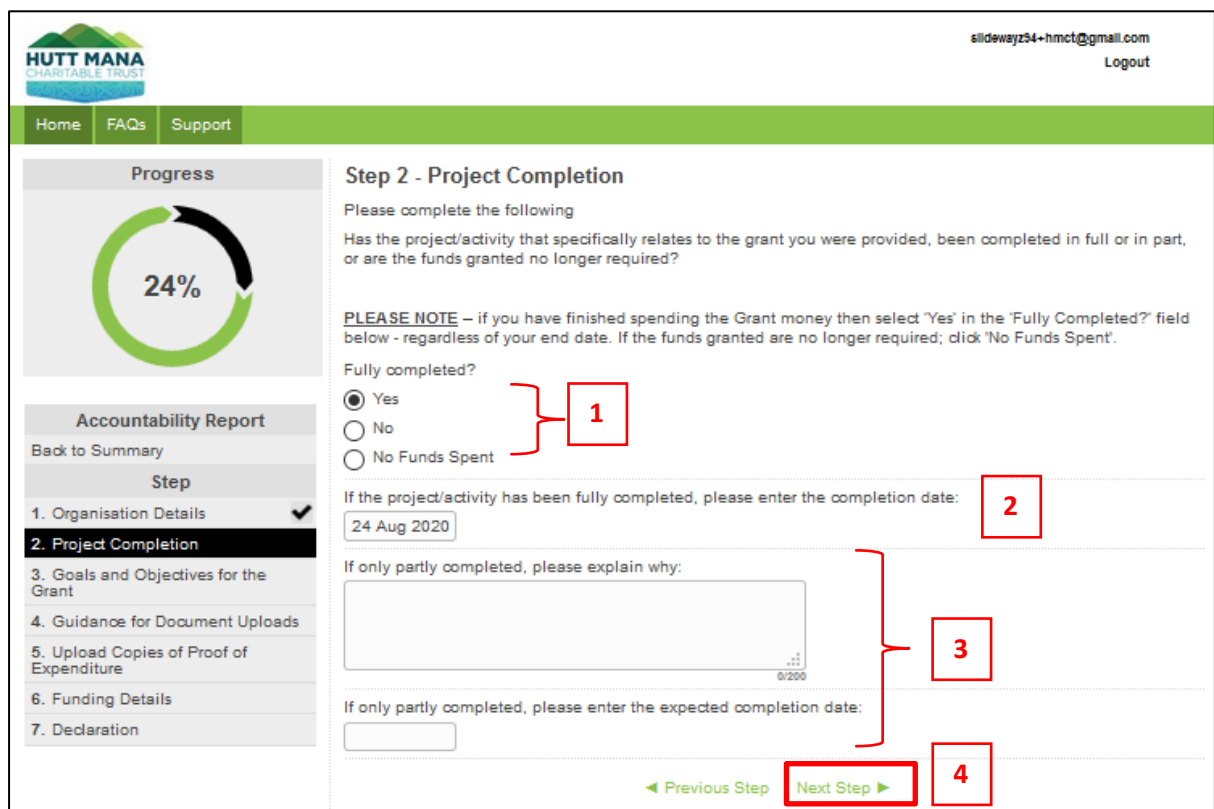
The screenshot shows the 'Step 1 - Organisation Details' form. On the left, there is a 'Progress' section with a circular progress indicator showing 10% completion. Below this is an 'Accountability Report' sidebar with a list of steps: 1. Organisation Details (highlighted), 2. Project Completion, 3. Goals and Objectives for the Grant, 4. Guidance for Document Uploads, 5. Upload Copies of Proof of Expenditure, 6. Funding Details, and 7. Declaration. The main form area contains fields for: Organisation Name (Wellington Enviro Projects), Type of Organisation (empty), Description of Grant (We are applying for wheel barrows and spades to complete an environmental project in the Hutt Mana Region), Start Date (1 Sep 2020), End Date (14 Sep 2020), Location of Project/Activity (5 Bedford Street, 5024, New Zealand), and Grant Details (We are applying for wheel barrows and spades to complete an environmental project in the Hutt Mana Region). At the bottom right, there is a 'Next Step' button with a green arrow and a red box containing the number '1'.

Step 2 Project Completion

This page asks about the project/activity progress.

Please state the:

1. Whether the project has been fully completed, if no funds were spent it means the project did not go ahead, resulting in the funds being refunded.
2. Date of when the project/activity was completed.
3. If only partially completed, provide details of why it is partially completed and the date it will be completed.
4. Click '**Next Step**' to proceed to the next page of the form once you have completed the step.



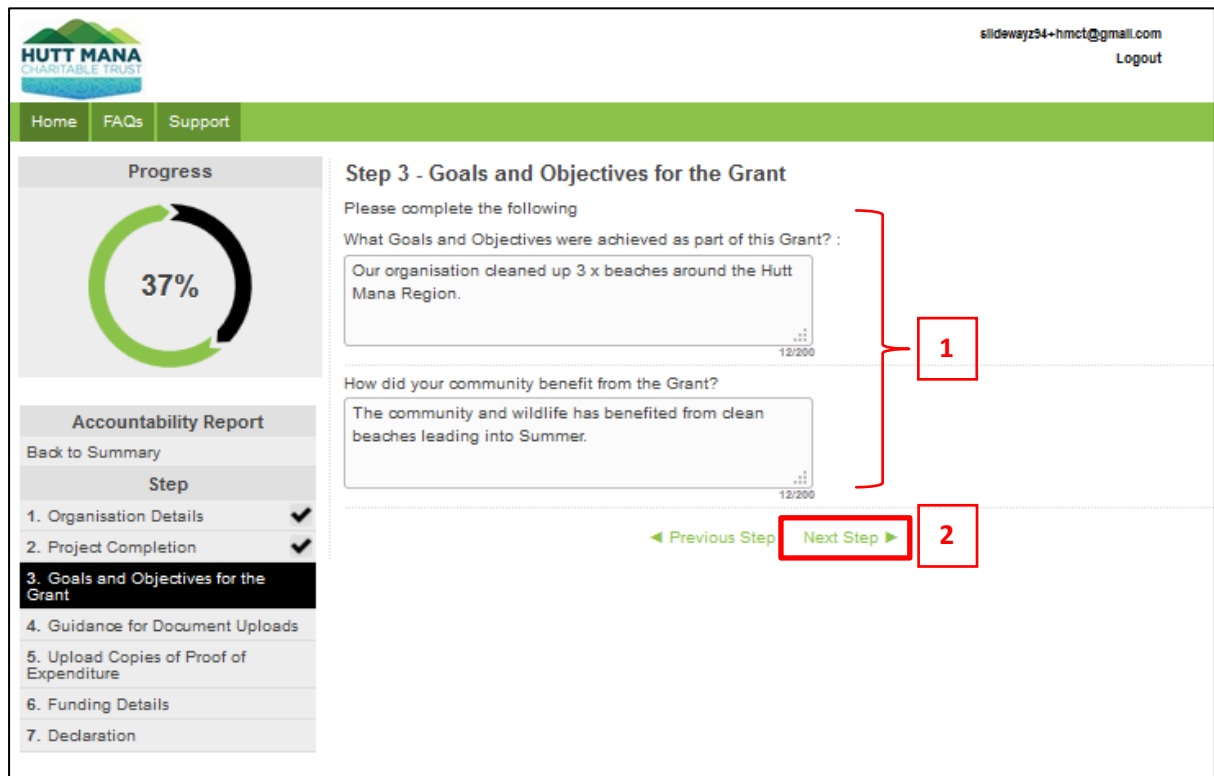
The screenshot shows the 'Step 2 - Project Completion' form. On the left, a 'Progress' section shows a circular progress indicator at 24%. Below it is an 'Accountability Report' sidebar with a list of steps: 1. Organisation Details (checked), 2. Project Completion (highlighted), 3. Goals and Objectives for the Grant, 4. Guidance for Document Uploads, 5. Upload Copies of Proof of Expenditure, 6. Funding Details, and 7. Declaration. The main form area is titled 'Step 2 - Project Completion' and contains the following fields and instructions:

- PLEASE NOTE** – if you have finished spending the Grant money then select 'Yes' in the 'Fully Completed?' field below - regardless of your end date. If the funds granted are no longer required; click 'No Funds Spent'.
- Fully completed?** with radio buttons for Yes (selected), No, and No Funds Spent. A red bracket and box labeled '1' are around these options.
- If the project/activity has been fully completed, please enter the completion date:** with a text box containing '24 Aug 2020'. A red box labeled '2' is around this text box.
- If only partly completed, please explain why:** with a large text area. A red bracket and box labeled '3' are around this text area.
- If only partly completed, please enter the expected completion date:** with a text box.
- At the bottom, there are two buttons: 'Previous Step' and 'Next Step'. A red box labeled '4' is around the 'Next Step' button.

Step 3 Goals and Objectives for the Grant

This page asks to for a brief explanation for:

1. Answer the questions related to the goals and objectives for the grant.
2. Click “**Next Step**” to proceed to the next page of the form once you have completed the step.



The screenshot shows the 'Step 3 - Goals and Objectives for the Grant' page. On the left, a 'Progress' section displays a circular progress indicator at 37%. Below this is an 'Accountability Report' section with a 'Back to Summary' link and a 'Step' list. The 'Step' list includes: 1. Organisation Details (checked), 2. Project Completion (checked), 3. Goals and Objectives for the Grant (selected), 4. Guidance for Document Uploads, 5. Upload Copies of Proof of Expenditure, 6. Funding Details, and 7. Declaration. The main content area is titled 'Step 3 - Goals and Objectives for the Grant' and asks the user to 'Please complete the following'. It contains two text input fields. The first field is labeled 'What Goals and Objectives were achieved as part of this Grant? :' and contains the text 'Our organisation cleaned up 3 x beaches around the Hutt Mana Region.' The second field is labeled 'How did your community benefit from the Grant?' and contains the text 'The community and wildlife has benefited from clean beaches leading into Summer.' Both fields have a '12/200' character count. A red bracket labeled '1' groups these two input fields. At the bottom of the main content area, there are two buttons: 'Previous Step' and 'Next Step'. The 'Next Step' button is highlighted with a red box and labeled '2'.

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Progress

37%

Accountability Report

Back to Summary

Step

1. Organisation Details ✓
2. Project Completion ✓
3. Goals and Objectives for the Grant
4. Guidance for Document Uploads
5. Upload Copies of Proof of Expenditure
6. Funding Details
7. Declaration

Step 3 - Goals and Objectives for the Grant

Please complete the following

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

Our organisation cleaned up 3 x beaches around the Hutt Mana Region.

12/200

How did your community benefit from the Grant?

The community and wildlife has benefited from clean beaches leading into Summer.

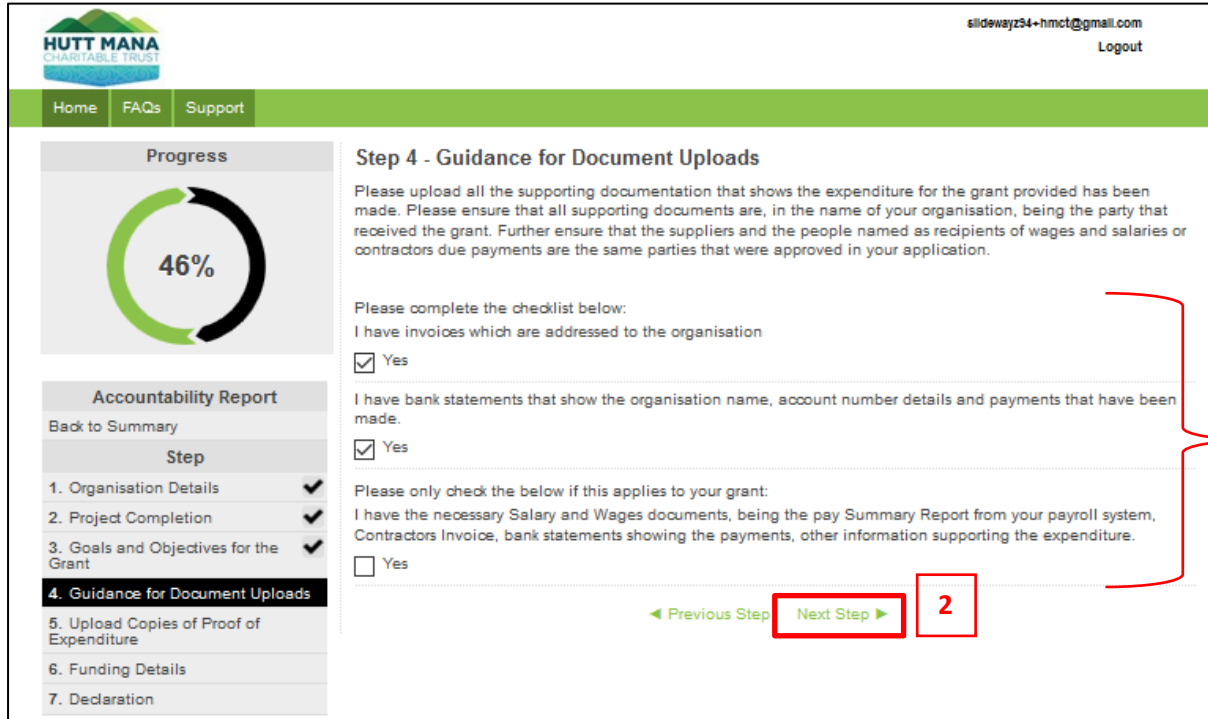
12/200

◀ Previous Step Next Step ▶

Step 4 Document Upload Information

This page's main purpose is to clarify which documents need to be uploaded in the next step (step 5)

1. Read the information and complete the necessary checklists.
2. Click "**Next Step**" to proceed to the next page of the form once you have completed the step.



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Progress: 46%

Step 4 - Guidance for Document Uploads

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

Please complete the checklist below:

I have invoices which are addressed to the organisation

☒ Yes

I have bank statements that show the organisation name, account number details and payments that have been made.

☒ Yes

Please only check the below if this applies to your grant:

I have the necessary Salary and Wages documents, being the pay Summary Report from your payroll system, Contractors Invoice, bank statements showing the payments, other information supporting the expenditure.

☐ Yes

Navigation: Previous Step Next Step

Accountability Report

Back to Summary


Step

1. Organisation Details ✓
2. Project Completion ✓
3. Goals and Objectives for the Grant ✓
4. Guidance for Document Uploads
5. Upload Copies of Proof of Expenditure
6. Funding Details
7. Declaration

Step 5 – Upload Copies of Proof of Expenditure

In this step, you are to simply upload the appropriate documents. For example, for the invoices document upload, you would upload a copy of the invoice.

1. Upload the appropriate documents
2. Click “next step” to progress to the next page.


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Progress

68%

Accountability Report

Back to Summary

Step

1. Organisation Details

2. Project Completion

3. Goals and Objectives for the Grant

4. Guidance for Document Upload

5. Upload Copies of Proof of Expenditure

6. Funding Details

7. Declaration

Step 5 - Upload Copies of Proof of Expenditure

For Items and Project costs please upload the following:

Invoices: Copies of all invoices all of which must be addressed to your organisation

- Upload files named 'Invoices', you may upload as many invoices as you require

Invoices

Documents

Choose file...

Click to upload document(s).

Bank Statements; Copies of your organisations bank statements showing your organisation name, account number details, showing the payments have been made.

- Upload file named 'Bank statements'

Bank statements

Documents

Choose file...

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

- Pay Summary Report from your payroll system
- Or Contractors Invoice
- All bank statements showing these payments
- Any other information that will support the expenditure

Salary and Wages Uploads

Documents

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.

Additional Uploads

Documents

Choose file...

◀ Previous Step

Next Step ▶

2

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

Step 6 – Funding Details

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

1. Entering costs of Project/Activity:

- Complete the populated costs in the grid.
- If you have had an authorised change of suppliers or additional items, add these to the rows with the associated costs.
- 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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Progress

75%

Accountability Report

Back to Summary

Step

1. Organisation Details ✓
2. Project Completion ✓
3. Goals and Objectives for the Grant ✓
4. Guidance for Document Upload ✓
5. Upload Copies of Proof of Expenditure ✓
6. Funding Details
7. Declaration

Step 6 - Funding Details

Please complete the below tables for the grid below with details of the funding spent. You will see that the tables below contain the amounts that were granted to you for each of the authorised purposes.

- Please enter the invoice details against the item cost in each row.
- 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 Trust then, they can then 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

Please enter any salaries incurred in the grids below:

☒ Salary/Wages

Please enter the invoice amounts for your expenditure

Approved Supplier	Description	Approved Amount (\$)	Invoice Amount (\$)	Invoice File	Grant Funding (\$)
Bunnings Warehouse	24 x Wheel Barrow	1800.00	1800.00	Invoices.docx	1800.00
Bunnings Warehouse	24 x Spades	380.00	380.00	Invoices.docx	380.00
		0.00			

Please enter any salaries that were paid

Employee Name - Position	Salary Timeframe	Approved Amount (\$)	Salary Amount (\$)	Salary File	Grant Funding (\$)
		0.00			

Total Approved: \$2,180.00
Total Funds Spent: \$2,180.00
Total Balance 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. Read the information and tick the check box to certify the information provided by you in this Accountability Report is true and correct.
2. Enter in your name and position in the Organisation.
3. Click “Save” to complete and save the Accountability Report form.



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Progress



89%

Accountability Report

[Back to Summary](#)

Step

1. Organisation Details ✓
2. Project Completion ✓
3. Goals and Objectives for the Grant ✓
4. Guidance for Document Upload ✓
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 Hutt Mana Charitable Trust has the right to seek further information and that our organisation agrees to full support any such request by providing that material in a speed and full matter.

Consent to Audit

We understand that the funds can only be used for the purposed stated and that any funds not used in this manner will be returned to the Hutt Mana Charitable Trust. We agree to provide any information required regarding this grant to the Trust on request, including the provision of receipts or other proof of how the funds were used. This includes copies of invoices and receipts/bank statements highlighting when the payments were made and covering the items/services that we have obtained with the grant proceeds. If the grant is for salary/wages we will provide a copy of the IRD monthly PAYE schedule and the bank statement highlighting the payment of the salary/wages.

We agree that the Trust or its agent may obtain from any third party such information regarding the affairs of the applicant as the Trust considers necessary to consider this application for funding assistance and hereby authorise any such third party to disclose all such information to the Trust.

We agree to comply with a request from an officer of the Trust for any information relating to the receipt and use of funds granted. We agree that an officer of the Trust may direct an audit or inspection of the books, accounts or data systems in which the funds have been deposited. We agree that any audit or inspection will be carried out in a manner approved by the Trust, within the timeframe specified by the Trust. We agree we shall pay for the cost of any such audit or inspection, which may be conducted by a Chartered Accountant in public practice or a representative of the Trust.

We agree to have our name and particulars of this grant application publicised. We agree to the Trusts terms and conditions.

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

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

Position in the Organisation:

Finance
1/10

Full Name:

Karl Sullivan
2/10

Please Note: Once you have clicked 'Save' you will be taken to the Accountability Start Page to review, modify or print your accountability report as a PDF.

Once you click **SAVE**, please scroll to the bottom of the page and click Submit, to complete your Accountability Report.

◀ Previous Step

Save ▶

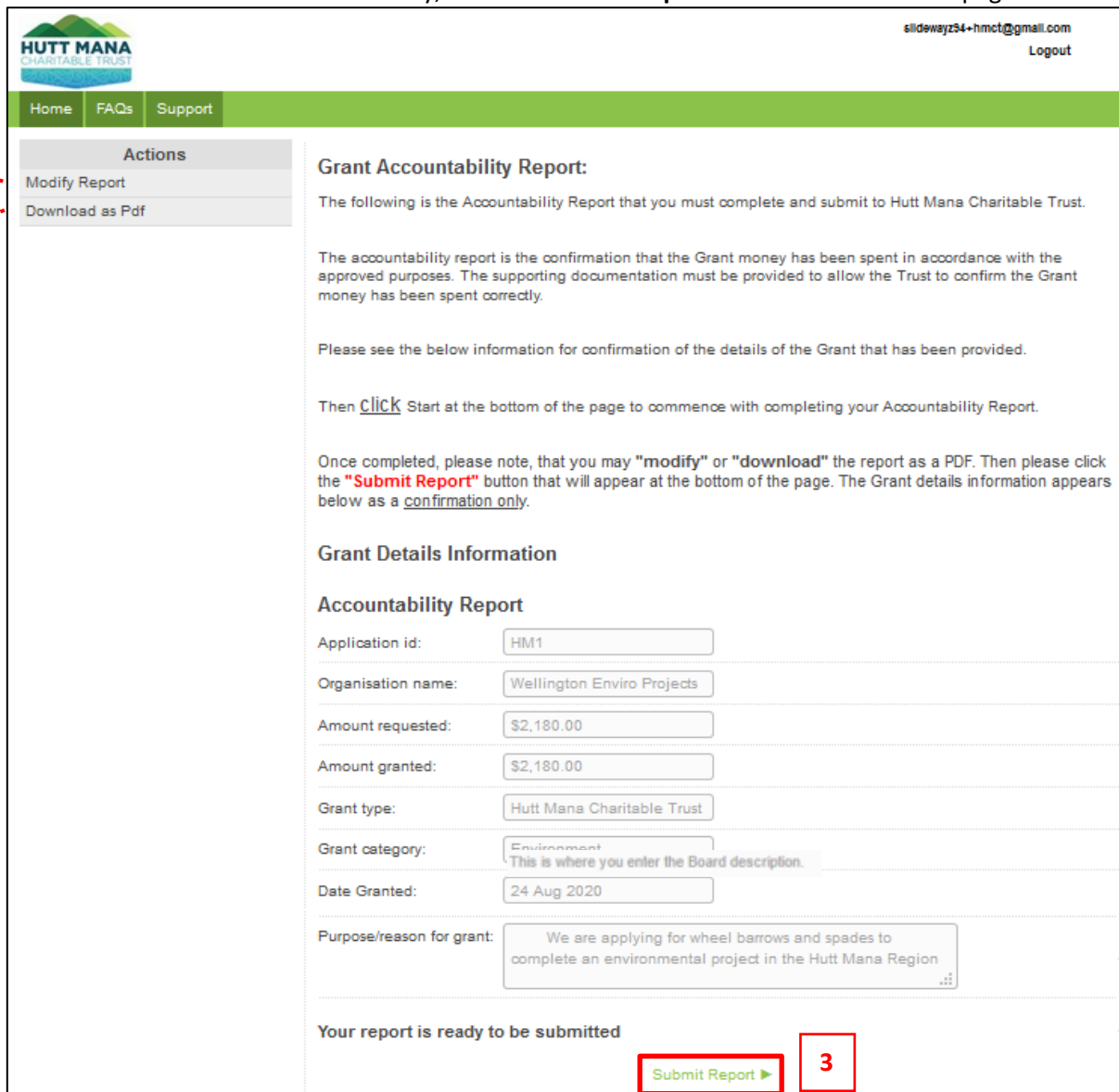
3

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

- 1 Modify Report
- 2 Download as Pdf

Grant Accountability Report:

The following is the Accountability Report that you must complete and submit to Hutt Mana Charitable Trust.

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 Trust 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:	HM1
Organisation name:	Wellington Enviro Projects
Amount requested:	\$2,180.00
Amount granted:	\$2,180.00
Grant type:	Hutt Mana Charitable Trust
Grant category:	Environment This is where you enter the Board description.
Date Granted:	24 Aug 2020
Purpose/reason for grant:	We are applying for wheel barrows and spades to complete an environmental project in the Hutt Mana Region

Your report is ready to be submitted

Submit Report 3

End of Guide