

# Mayoral Discretionary Fund – Accountability form

<b>PLEASE RETURN TO THE ADDRESS LISTED BELOW AS SOON AS YOUR EVENT/ PROJECT IS FINISHED (YOU MUST RETURN THIS FORM IN ORDER TO BE ELIGIBLE FOR FUTURE FUNDING)</b>	
Name of individual or organisation	
Amount of funding used (NZ\$)	
Amount of unused funding (NZ\$)	
Indicate the outcome of the event/programme	
<b>CONFIRMATION FUNDS WERE USED FOR THE PURPOSE WHICH THEY WERE GRANTED</b>	
Name	
Date	
Signature	
<b>CHECKLIST (PLEASE INCLUDE ATTACHMENTS WHERE APPLICABLE)</b>	
Receipt(s) for the amount of funding received	<input type="checkbox"/>
Acknowledgment of Council’s contribution at the event, or in written documentation	<input type="checkbox"/>
Confirmation that funds were used for the sole purpose for which they were granted	<input type="checkbox"/>
Indicate the outcome of the event or programme (including relevant photos or media clippings where applicable)	<input type="checkbox"/>
Proof of return of any unused funds	<input type="checkbox"/>
<b>RETURN TO</b>	
<p>The Mayor          Southland District Council          PO Box 903          Invercargill 9840          Any queries telephone: 0800 732 732</p>	