

ACCOUNTABILITY REPORT

Please complete this form within 3 months of the date you received your donation.

Date:

File Reference Number:
(can be found on your approval letter)

Name of Organisation:

Donation amount approved by Air Rescue Services: \$

Organisations who are registered for GST must show the figures below as GST exclusive. Organisations who are not registered for GST, must show the figures below as GST inclusive.

For amounts left over, you are required to forward a refund. Once your paperwork has been checked we will forward our bank details for an electronic transfer.

Please upload copies of your organisations **BANK STATEMENTS** highlighting the deposit of the donation you received, **AND** the correspondence expenditure (withdrawals) that were made. The withdrawals should match the copies of the invoices you have attached.
IF NOT, YOU WILL NEED TO EXPLAIN WHY

Person completing this form: Phone Number:

Signature:

I confirm the information provided is true and correct to the best of my knowledge.