

# Lottery Grant Process

## Spending, Accountability & Reporting

1. Your library will need to provide TLFNZ with a bank deposit slip showing your Library's name and bank account number. Email this to [office@toylibrary.co.nz](mailto:office@toylibrary.co.nz).
2. The process is as follows depending on the choice made by your library in the most recent grant application:

### **Insurance:**

Your grant will be allocated to your Insurance invoice at the end of June 2018. Your remaining Lottery credit will be deposited into your nominated bank account the following week for you to spend on Toys, Rent and/or Software (whichever your library has chosen). You will then need to follow the Toys/Rent/Computer Software steps below to account for the remainder of your grant.

### **Toys/Rent/Computer Software:**

Your Lottery Grant will be transferred into your nominated bank account for you to spend on the option you have selected. The full grant MUST be spent. Any portion not spent will need to be refunded to TLFNZ in order to return funds to Lotteries. You need to keep ALL invoices for ALL purchases made so that these can be included in your accountability along with proof of payment of invoices.

3. You need to complete the attached Lottery Accountability Form by **31 January 2019** and send it to TLFNZ along with a copy of all your invoices and proof of payment, e.g. bank statement. This can be done as soon as you have spent your grant. Send this to [office@toylibrary.co.nz](mailto:office@toylibrary.co.nz).
4. Reporting  
You need to show this income under grants in your annual accounts and any purchases will be shown as an expense in your annual accounts for the toy library.

### **Please note:**

- TLFNZ subscription invoices, Lottery grant applications and accountability forms for the previous year need to be paid/complete before any funds can be released to your library. If you are not sure if your library has met these requirements, please email [office@toylibrary.co.nz](mailto:office@toylibrary.co.nz).
- It is your responsibility to provide the required accountability, receipts and financial accounts for this grant. If these requirements are not met, your library risks losing future lottery grants. This is a Lottery Grant Foundation requirement.
- Invoices and payments need to be dated between **5 April 2018** and **31 December 2018** to be included in the grant accountability for the current year's grant.
- There will be a list of preferred toy suppliers available on the TLFNZ website at the beginning of June 2018. This is not an exhaustive list and your library is able to use any supplier of their choice. Please consider the list of suppliers on the website as they have offered preferential pricing to toy libraries.

