



Progress report

Please use a separate report form for each activity

Date

From (contact person and organisation)

Activity name (copy from application)

Activity objectives (copy from application)

.....

Contracted activity proceeded as planned for this quarter?

Yes

No

↓ **Comment on activity completed so far:**

.....

.....

Plans for next quarter:

.....

.....

Contracted funding spent as planned for this quarter?

Yes

No

Comment:

.....

I confirm that all information above is accurate

Signed _____

Continue on separate sheet if required

Quarterly record of spending

Budget: Land Transport NZ \$ _____
Other funding (if applicable) _____
TOTAL _____

Date	Supplier	Invoice Number (where provided)	Description of item	Amount

Quarterly expenditure total \$ _____
Funding balance remaining \$ _____