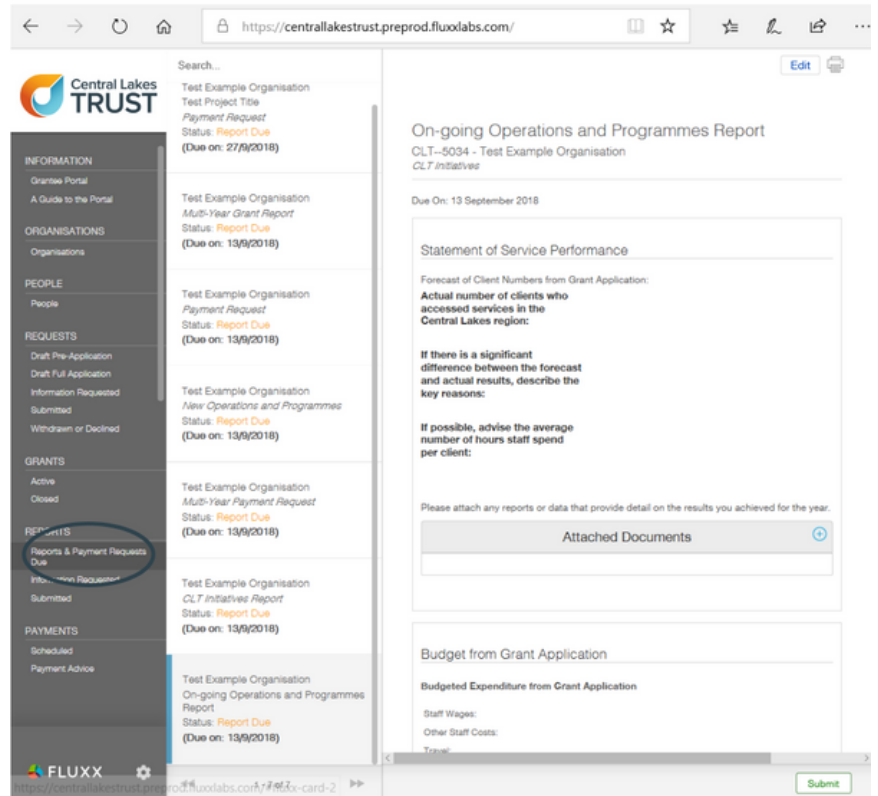


Stage Four: Reporting

1. Reports to Complete

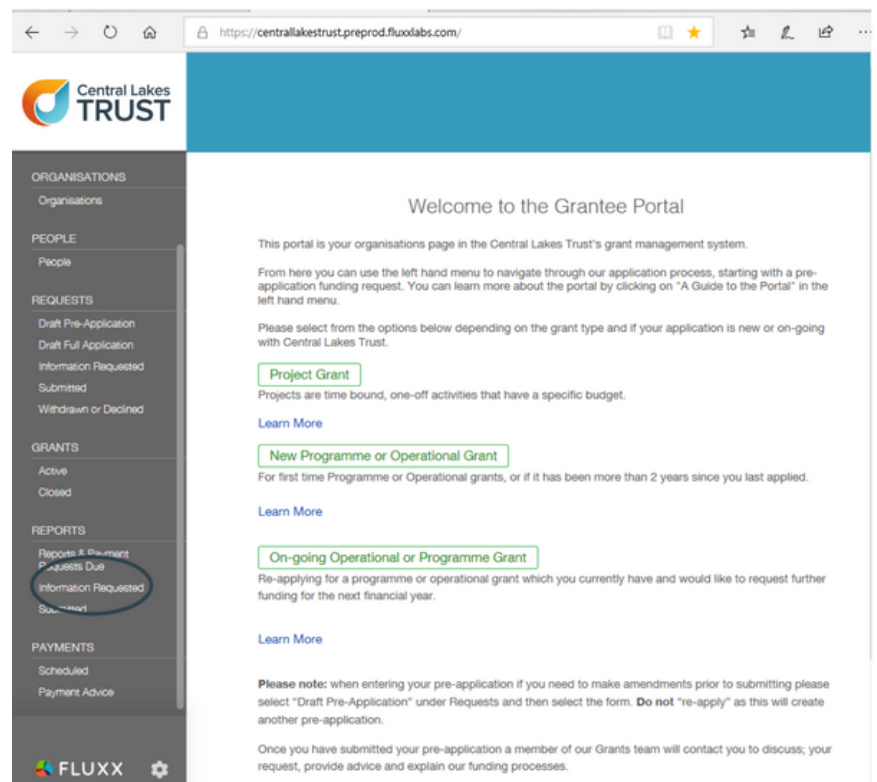
You will be requested to complete reports as required by our Grant Terms and Conditions. You will receive an email notification when this is due, whereby you will be able to login, complete and submit the report in the 'Reports & Payment Requests Due' section of the reports menu.

The due date for the report is clearly listed on the form. We recommend calendaring these dates.



2. I received an email from Central Lakes Trust requesting more information

If Central Lakes Trust have any queries regarding your reports, you will receive an email alert to login and make the requested amendments. Select 'Information Requested' in the reports menu. This may include supplying extra documentation, revising any information or clarifying any questions. You will need to re-submit your report when completed.



3. Reports I submitted

You can view a read-only version and print a copy of any of your organisations reports under 'Submitted' from the reports menu.

The screenshot shows a web browser window with the URL <https://centrallakestrust.preprod.fluxlabs.com/>. The page features a dark sidebar menu on the left with categories: INFORMATION, ORGANISATIONS, PEOPLE, REQUESTS, GRANTS, and REPORTS. The 'Submitted' option under the REPORTS category is circled in blue. The main content area displays two report entries for 'Test Example Organisation' with a status of 'Received' and a due date of '13/9/2018'. The selected report is titled 'New Operations and Programmes' (CLT-5034) and is due on '13 September 2018'. It includes a 'Statement of Service Performance' section with instructions to provide a forecast of client numbers and actual results, and a 'Budget from Grant Application' section for budgeted expenditure.