Financial Declaration

| Organisation Name |  |
| --- | --- |
| Name of Activity |  |
| Activity ID |  |

# Grant Funding

| Financial year grant funding was received YYYY-YY (e.g. 2022-23) |  |
| --- | --- |
| Grant funding received *(excluding GST)*  $ enter amount received |  |
| Grant funding approved for roll-over from the previous financial year *(excluding GST)* $ enter amount approved for rollover from previous financial year |  |
| Has your organisation used the total amount of the Activity funding received (including any additional payments, indexation and roll over amounts) in accordance with the Grant Agreement? | Yes  No – please provide amount below and details on page 2 |
| If no, how much remained **unexpended** at the end of the financial year? *(excluding GST)*  $ enter amount unspent |  |

# Unspent Funds

Complete this section **only** if you have unspent funds.

| **Reasons for Underspend**  Select reasons why the underspend occurred.  Funds received late in the financial year  Reduced demand for services  Issues with recruiting staff  Delay in project implementation  Expenses less than anticipated  Failure to manage expenses  Other – provide in detailed explanation | **Reason for underspend:**   1. Enter an explanation of the underspend |
| --- | --- |

# Person Making Declaration

This declaration must be signed on behalf of your Organisation by the Organisation's board, the chief executive officer, or an officer with authority to do so.

| Name of person making the declaration  enter name |  |
| --- | --- |
| Signature of the person making the declaration  insert signature |  |
| Position in organisation  position |  |
| Date of declaration  date |  |
| Witnessed by  witness name |  |

**Once complete, submit this form to the group mailbox listed below**

If you have any questions regarding the Financial Acquittal report, please contact the Financial Assurance Centre of Expertise through the relevant inbox:

| **Agency Name** | **Financial Acquittal Inbox** |
| --- | --- |
| Department of Social Services | [DSSacquittals@communitygrants.gov.au](mailto:DSSacquittals@communitygrants.gov.au) |
| Department of Social Services – Volunteer Grants | [vgacquittals@communitygrants.gov.au](mailto:vgacquittals@communitygrants.gov.au) |
| Attorney-General’s Department | [AGD.acquittals@communitygrants.gov.au](mailto:AGD.acquittals@communitygrants.gov.au) |
| Department of Veterans’ Affairs | [DVAacquittals@communitygrants.gov.au](mailto:DVAacquittals@communitygrants.gov.au) |
| Department of Home Affairs | [DHA.Acquittals@communitygrants.gov.au](mailto:DHA.Acquittals@communitygrants.gov.au) |
| Department of the Prime Minister and Cabinet | [PMC.Acquittals@communitygrants.gov.au](mailto:PMC.Acquittals@communitygrants.gov.au) |
| Department of Climate Change, Energy, the Environment and Water | [DCCEEW.Acquittals@communitygrants.gov.au](mailto:DCCEEW.Acquittals@communitygrants.gov.au) |
| Department of Health and Aged Care  **NOTE** - Some Department of Health and Aged Care programs have program-specific financial acquittal templates - please check with your Funding Arrangement Manager | [DoH.Acquittals@communitygrants.gov.au](mailto:DoH.Acquittals@communitygrants.gov.au) |
| Department of Education | [DE.Acquittals@communitygrants.gov.au](mailto:DE.Acquittals@communitygrants.gov.au) |