



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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.

<p>Reasons for Underspend</p> <p>Select reasons why the underspend occurred.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Funds received late in the financial year <input type="checkbox"/> Reduced demand for services <input type="checkbox"/> Issues with recruiting staff <input type="checkbox"/> Delay in project implementation <input type="checkbox"/> Expenses less than anticipated <input type="checkbox"/> Failure to manage expenses <input type="checkbox"/> Other – provide in detailed explanation 	<p>Reason for underspend:</p> <p>1. Enter an explanation of the underspend</p>
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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 <i>ENTER NAME</i>	
Signature of the person making the declaration <i>INSERT SIGNATURE</i>	
Position in organisation <i>POSITION</i>	
Date of declaration <i>DATE</i>	
Witnessed by <i>WITNESS NAME</i>	

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
Department of Social Services – Volunteer Grants	vgacquittals@communitygrants.gov.au
Attorney-General’s Department	AGD.acquittals@communitygrants.gov.au
Department of Veterans’ Affairs	DVAacquittals@communitygrants.gov.au
Department of Home Affairs	DHA.Acquittals@communitygrants.gov.au
Department of the Prime Minister and Cabinet	PMC.Acquittals@communitygrants.gov.au
Department of Climate Change, Energy, the Environment and Water	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
Department of Education	DE.Acquittals@communitygrants.gov.au