Acquittals

How to complete the online form

# Purpose

This task card details the process for Funding Recipients to complete the online Financial Acquittal report.

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 Education | [DE.Acquittals@communitygrants.gov.au](mailto:DE.Acquittals@communitygrants.gov.au) |

If you experience technical difficulties with the online form or the Grant Recipient Portal please contact our helpdesk at [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au) or on 1800 020 283, ext. 5. If these issues persist, you can submit your report manually by completing the template at **Appendix A – Manual Financial Declaration (page 18 and 19)** and sending via email to [the](mailto:DSSacquitttals@communitygrants.gov.au) relevant emails above.

Please note if you have a Non-Audited or Audited Financial Acquittal requirement and you cannot submit online, this can be emailed directly to the above email.

# Process

You will receive a reminder email 30-days before the acquittal due date. The email will include instructions on how to access the online financial acquittal form.

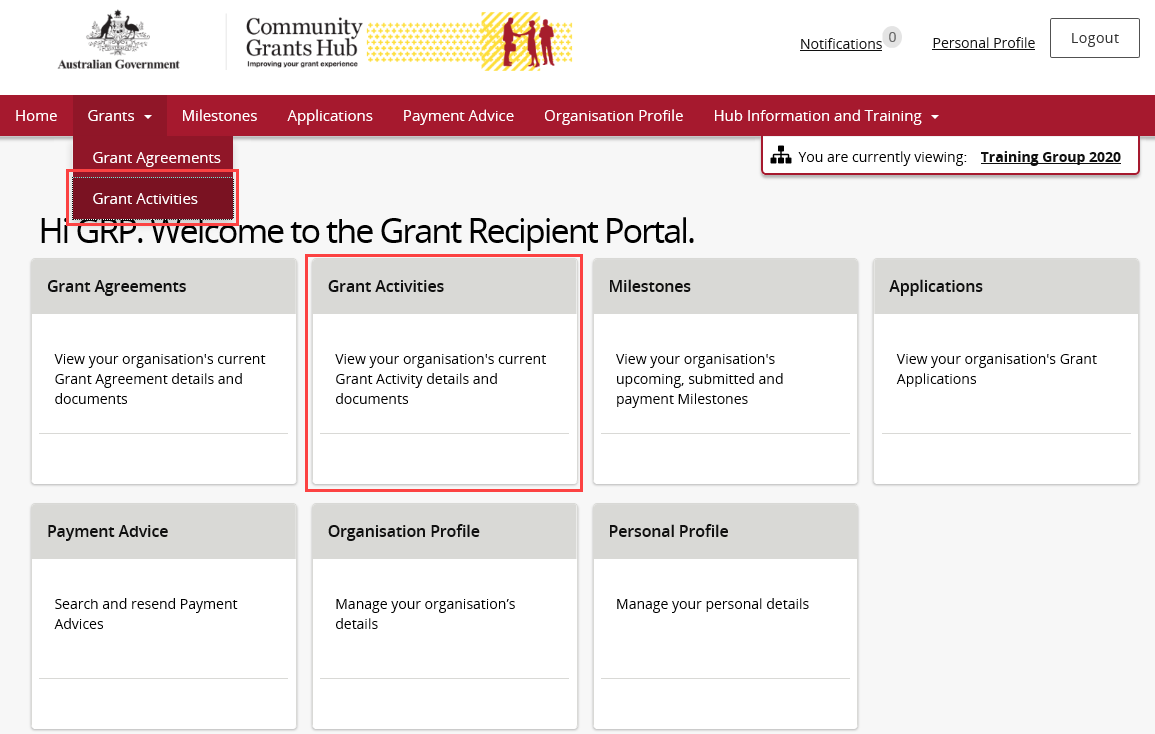
If your Organisation **is registered** for the [Grant Recipient Portal](http://mygrants.communitygrants.gov.au/mygrants), you will be prompted to access your acquittal form directly from the portal links. If you require assistance to access the Grant Recipient Portal, please visit the [Community Grants Hub website here](https://www.communitygrants.gov.au/grant-recipient-portal/grant-recipient-portal-access). If you are a registered funding recipient, please start at Step 1.

If your Organisation **is not registered** for the Grant Recipient Portal, you will be provided with a link and code to access the Financial Acquittal report. Please note that each acquittal has a unique link and access code, you cannot complete your acquittal using an old or alternate link. If you are not a registered funding recipient, please start at Step 6.

# Accessing the Financial Acquittal report - Portal

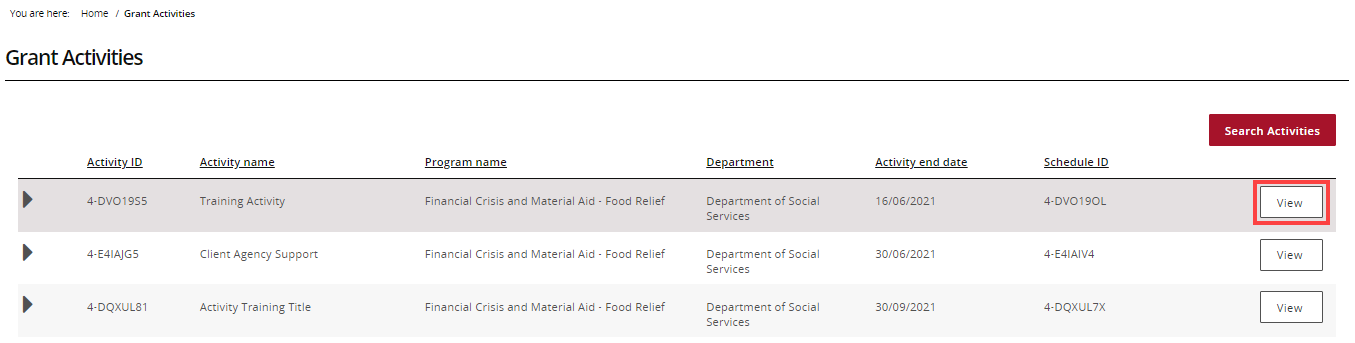
Step 1 - Portal

From the Home screen of the Portal, select the **Grant Activities** tile. Alternatively, select **Grants** in the Navigation menu and select **Grant Activities** from the drop down menu.



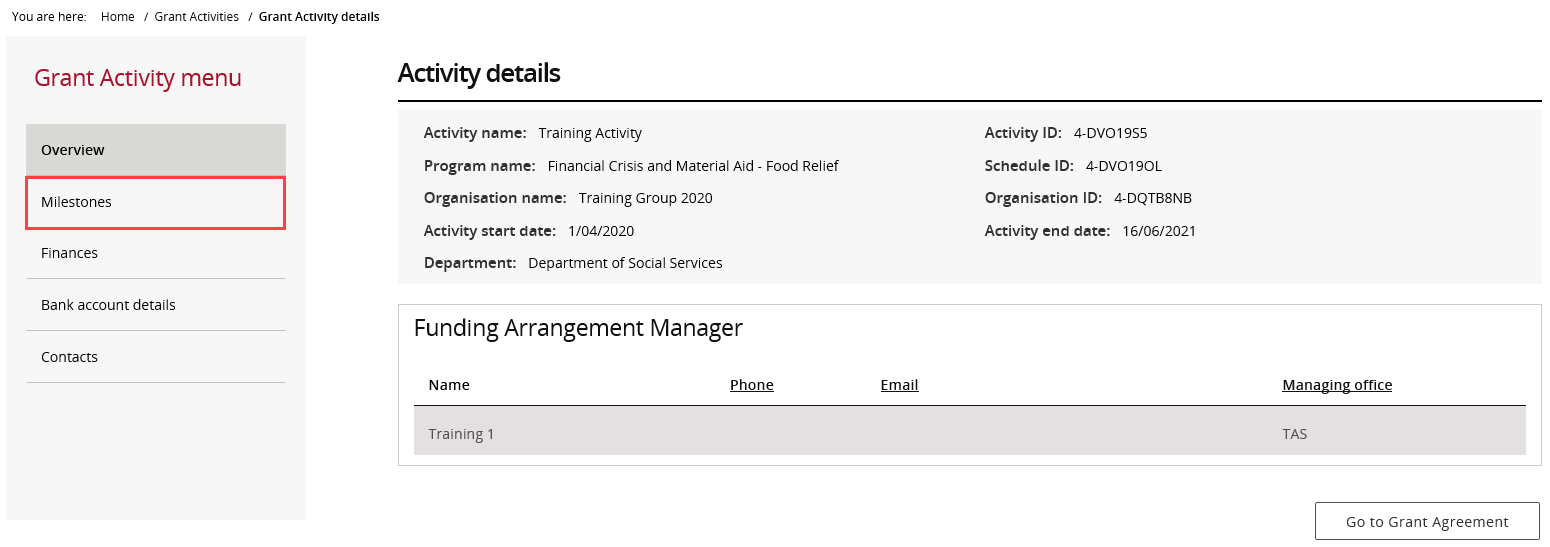
Step 2

The Grant Activities screen will display. Select the **View** button to open the relevant Activity details.



Step 3

The Activity details screen will display. Select **Milestones** from the Grant Activity menu.

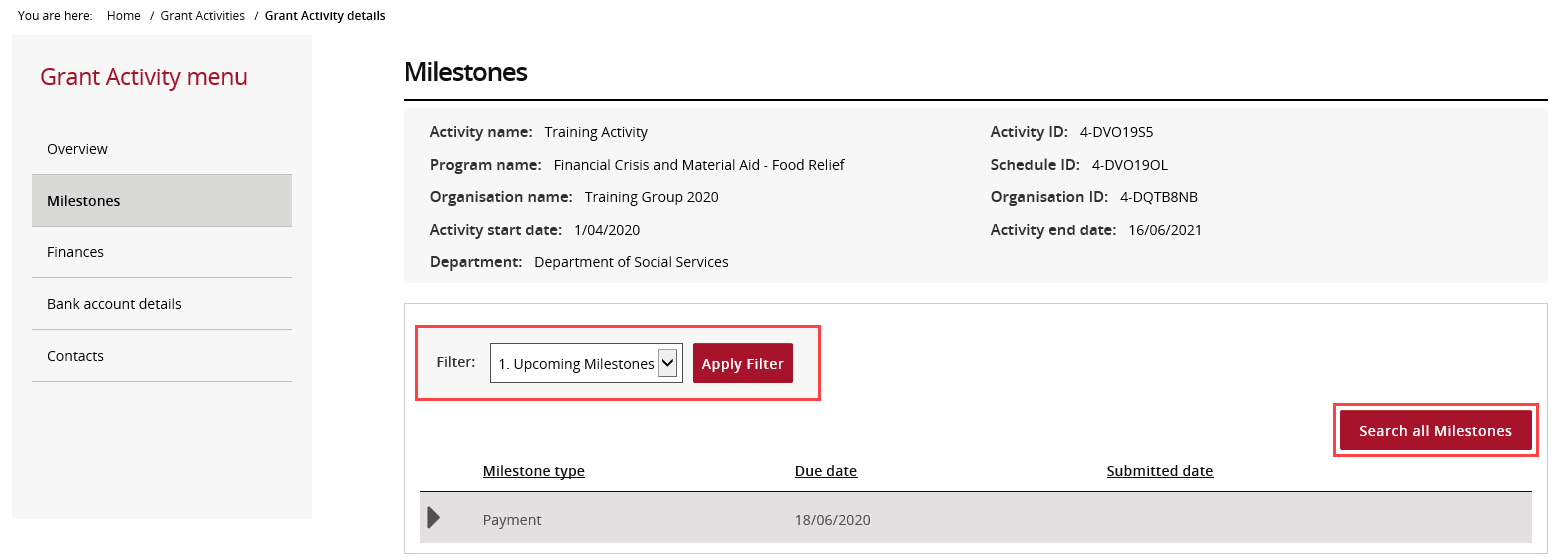


Step 4

The Milestones screen will display. By default, Filter *1. Upcoming Milestones* will be presented.

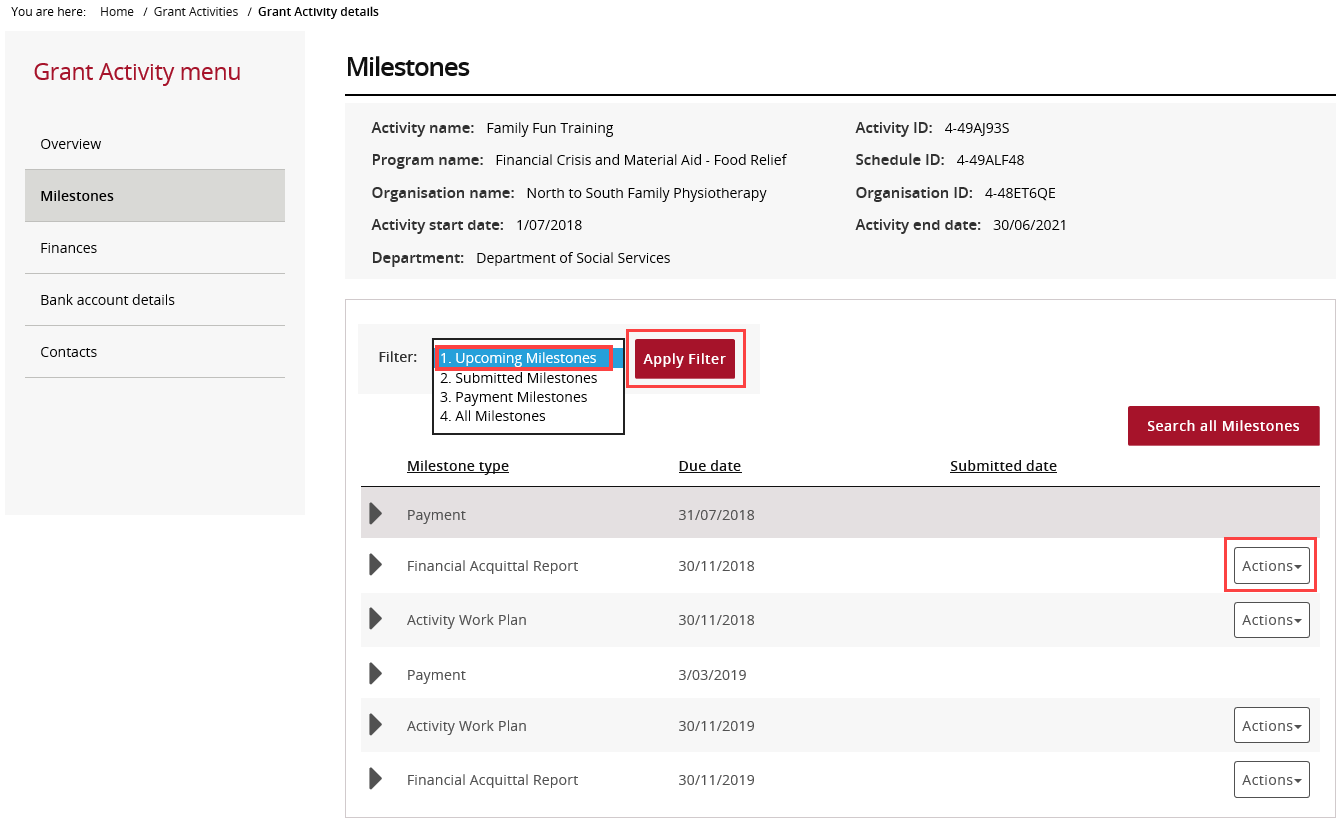
To change the filter, use the drop down and select **Apply Filter** or,

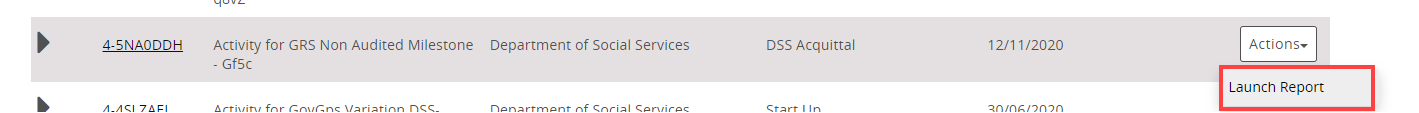
To locate a specific Milestone, perform a search by selecting **Search all Milestones**.



Step 5

When the correct milestone has been identified, select **Actions** and then Launch Report to open the online report form.





Proceed to **Step 11** to complete your online Financial Acquittal Report.

# Accessing the Financial Acquittal report – Non-Portal

Step 6 – Non-Portal

30 days before the acquittal due date, you will receive an email with a link and unique access code to complete your Financial Acquittal report.

Copy and paste the URL into your internet browser.

Copy and paste the access code when prompted

Step 7

Click the URL, or copy and paste into your browser search bar, to open your form. Copy the access code from the email and paste it into the into the *Access Code* box. Press **Next**.



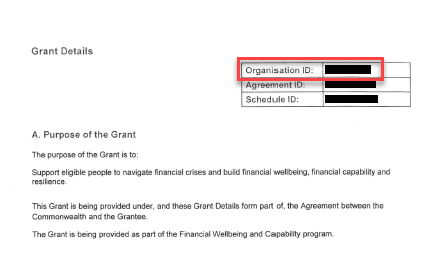
Step 8

Enter in your password and press **Next**. Please skip to **Step 10** if you know your password.

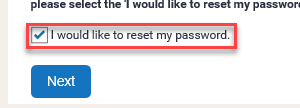
Enter your the password into the screen.

The password should be your organisation ID

**Your password is your Organisation ID and can be located on the front page of your Grant Agreement.**



If you do not know your Organisation ID, please check the ‘I would like to reset my password’ checkbox and press **Next**. Please continue to **Step 9**.



Step 9

This step is only applicable if you have checked the ‘I would like to reset my password’ box.

In order to reset the password, please:

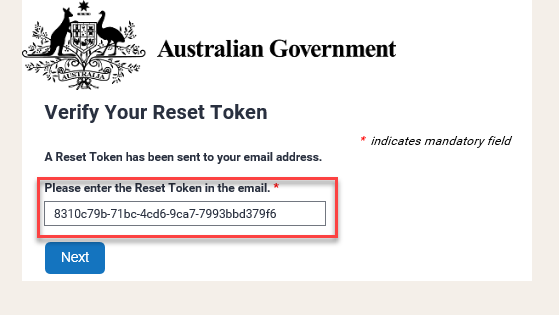
1. Enter in your email address and press **Next**.   
   *Please note only the email that received the original acquittal email will be able to reset the password.*



1. You will receive an email with a reset token.



1. Copy the reset token and paste it into the *Reset Token* field. Press **Next**.



1. Set and confirm a new password and press *Next*.



Step 10

When you have entered in your password (or reset your password), you will be directed to the ‘Financial Acquittal Report’ page.

Proceed to **Step 11** to complete your online Financial Acquittal Report.

# Completing the online Financial Acquittal report

Step 11

The Financial Acquittal Report screen will display and include details about your grant.

This Acquittal screen will display when you enter in your password

Information about your grant will be displayed on this screen

Step 12

The form will pre-populate with funding details for the relevant financial year. The first pre-populated figure is the Base Funding paid for that relevant financial year. The second pre-populated figure is the approved rollover from the previous financial year. Please note all values are GST Exclusive.

This screen will have pre-populated amounts for 2 sections

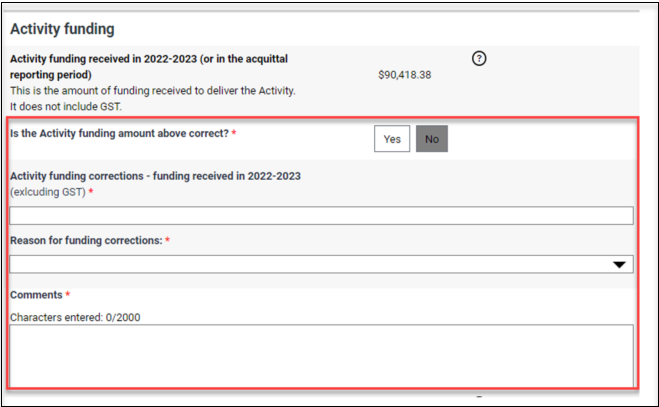
1. Activity Funding Received for that acquittal financial year
2. Approved rollover amount of the previous financial year


You will be prompted to:

**a) Confirm the funding is correct**.

If the pre-populated funding value is correct, select ‘Yes’.

If the pre-populated funding value is not correct, select ‘No’ and you will be prompted to provide the correct value and reasoning for the correction. Please note that you must provide comments if the ‘No’ option is selected.



**b) Confirm the pre-populated approval rollover amount is correct.**

This refers to formal rollover approval detailed in your last acquittal outcome letter (if relevant). If there was no rollover approved in the last financial year, this figure should be $0.00.

If the pre-populated rollover is correct, select ‘Yes’.

If the pre-populated base rollover value is not correct, select ‘No’ and you will be prompted to provide the correct value and comments for the correction. Please note that you must provide comments if the ‘No’ option is selected.

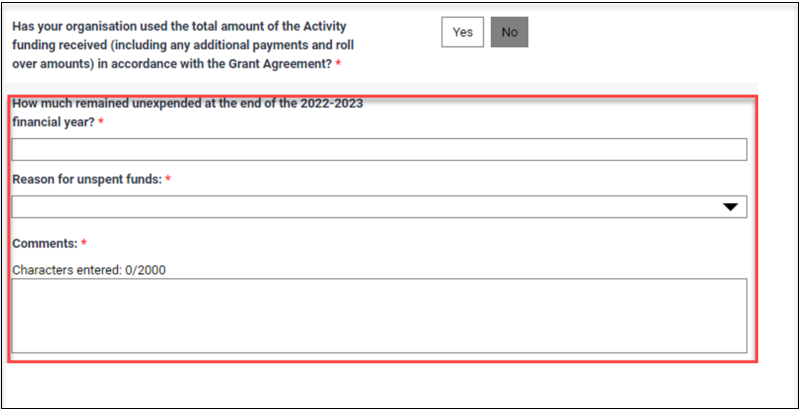
If the user disagrees with the pre-populated approved rollover amount from the previous financial year, they may select the 'No' option. 

If 'No' is selected, the user is required to provide rationale to why the amount does not match

**c)** **Confirm that you have expended the total value of activity funding**, including any additional payments and/or roll overs, for the approved purpose.

If you have expended all funds, select ‘Yes’.

If you have not expended all funds, select ‘No’ and you will be prompted to enter the value of unexpended funds and select a reason for the unspent funds. You must also provide comments about the reasons why the funds were not expended.



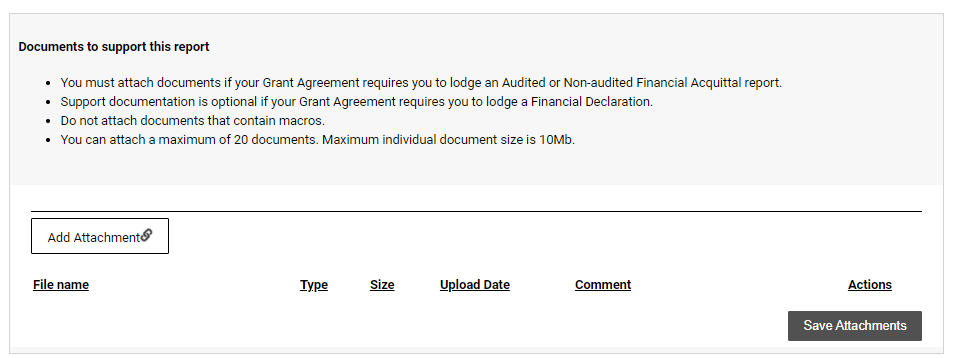
**If your acquittal requirement is a Non-audited or audited financial acquittal report, proceed to Step 13 for further details regarding the submission requirements.**

**If your acquittal requirement is a Financial Declaration, proceed to Step 14 to lodge your report.**

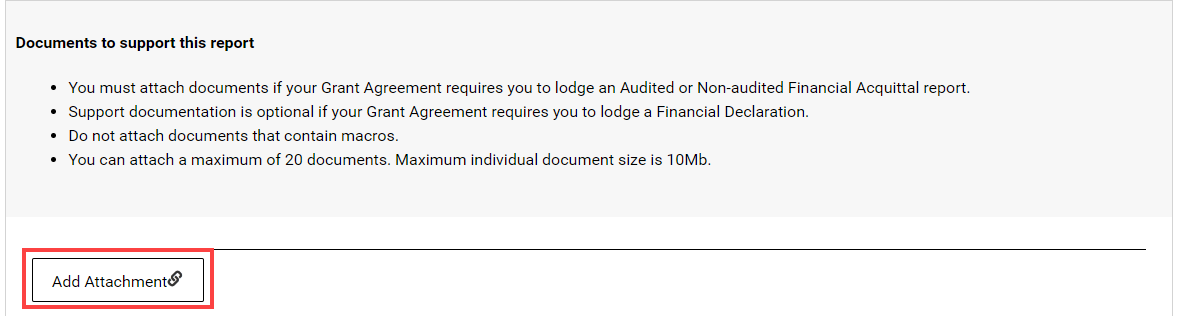
Step 13 – Non-Audit and Audited Acquittals only

If your Financial Acquittal reporting requirement is a Non-Audited Financial Acquittal Report or an Audited Financial Acquittal Report, you will be required to attach the Non-Audited / Audited report to the online form.

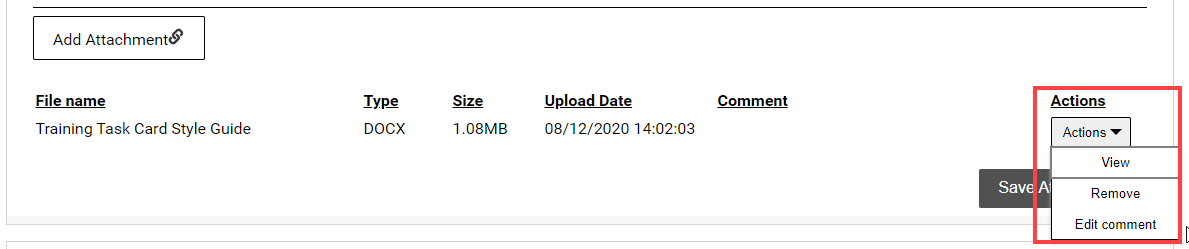
For further information on the types of documents required to meet your Non-Audited or Audited Acquittal requirements, please see Appendix B (page 20) or [Reporting Requirements](https://www.communitygrants.gov.au/information/info-recipients/accounting-report-requirments) before proceeding.



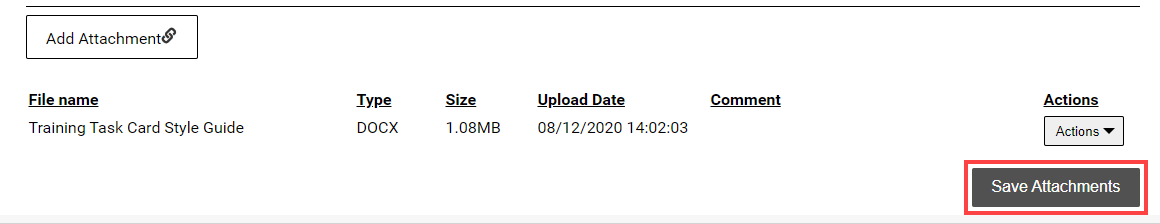
Select **Add Attachment** to include documents saved on a desktop.



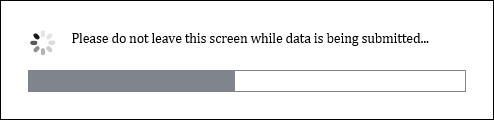
If required, select the **Actions** drop down to View, Remove or Edit comment for the attachment.



Once all attachments to support the Acquittal have been provided, select **Save Attachments**.

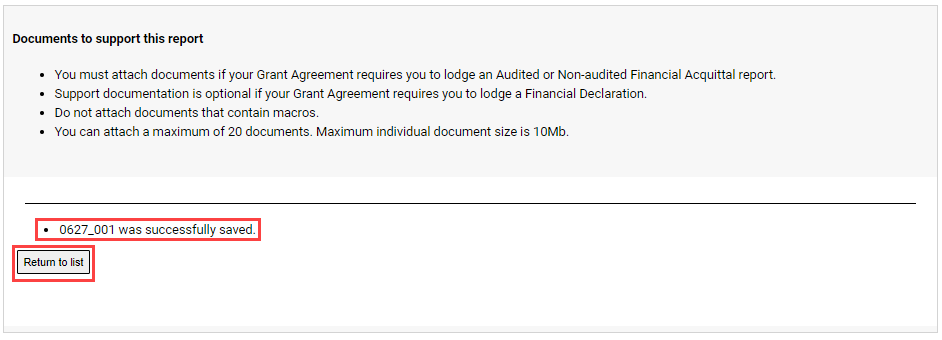


Do not leave this screen while data is being submitted. Once the message disappears, continue to complete the report.



A message will display to advise if the documents were successfully saved.

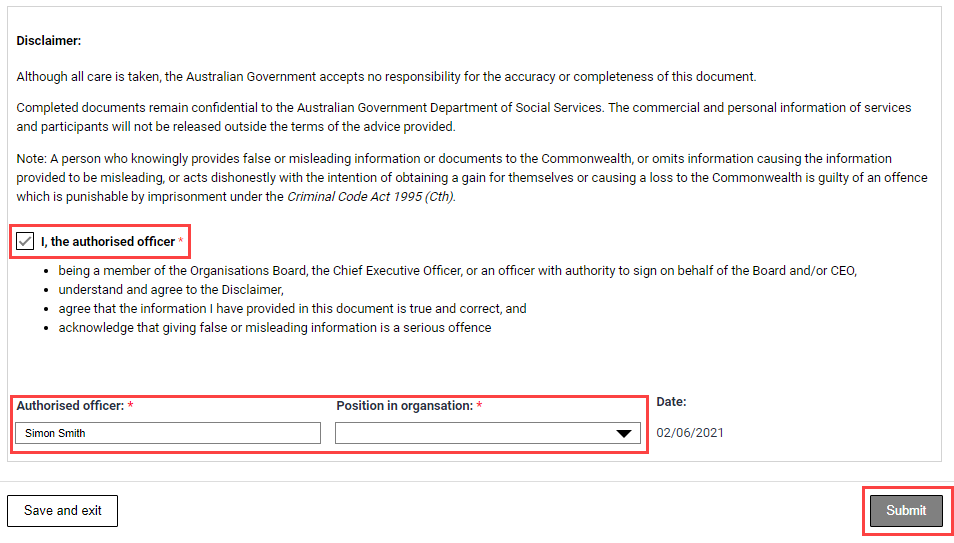
If more documents need to be attached, select **Return to list**.



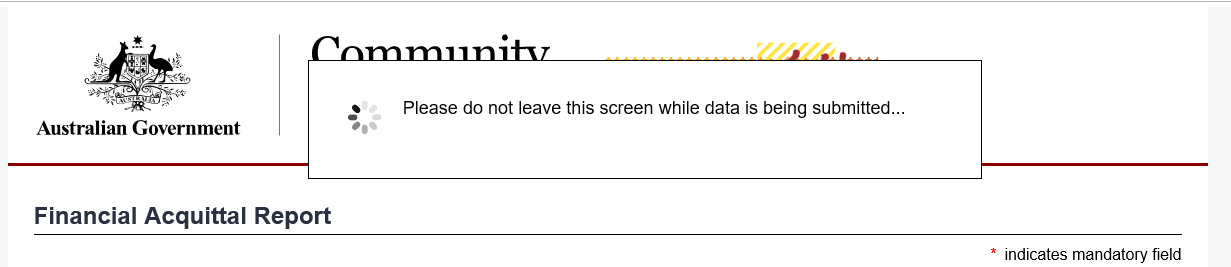
Step 14

Review the Disclaimer and select the **checkbox** to agree to the Disclaimer. Select **Submit**.

Please note that by completing the checkbox and entering your name and position you are electronically signing the acquittal document, declaring that the information you have provided is accurate and that you are authorised to make this declaration on behalf of the organisation.

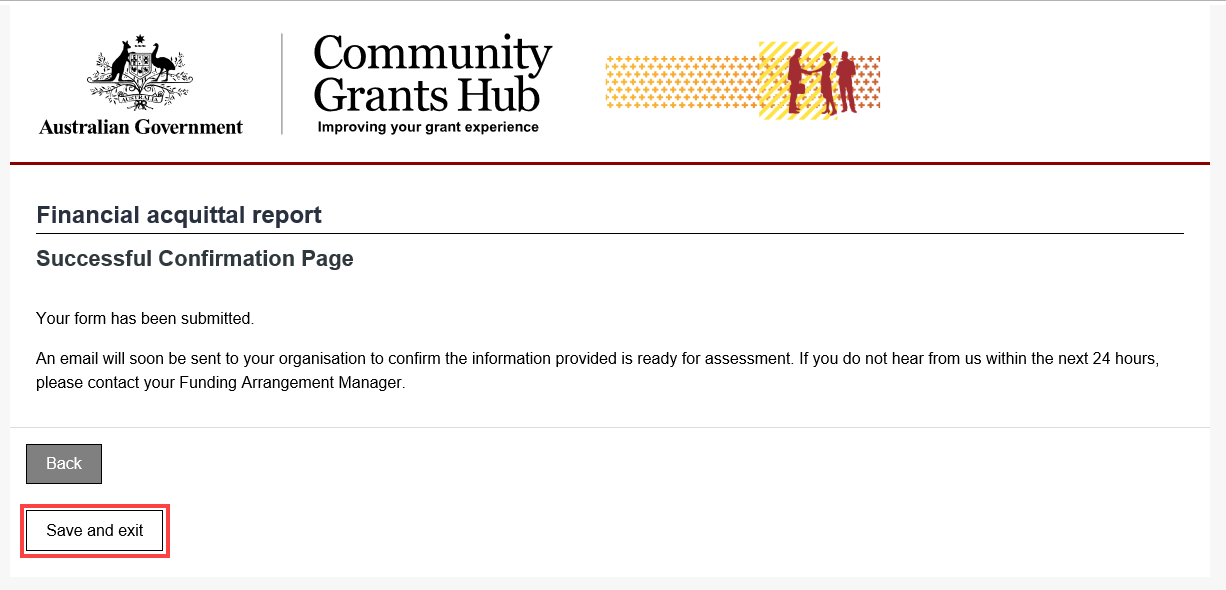


A message will appear to advising to stay on this screen until the data has been submitted.

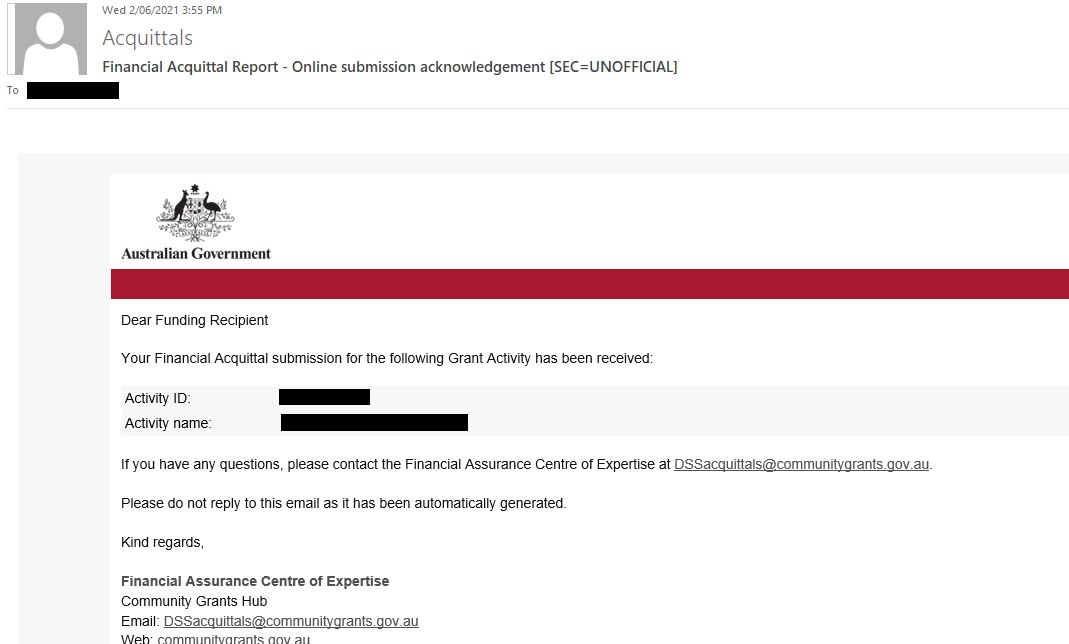


Step 15

A confirmation page will display. Select **Save and exit** to close the form.



You will also receive an email to confirming the submission of the online Financial Acquittal report.



# 

# Need further assistance?

If you require any clarification regarding your financial reporting obligations, please contact the Financial Assurance Centre of Expertise via email below:

|  |  |
| --- | --- |
| **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 Education | [DE.Acquittals@communitygrants.gov.au](mailto:DE.Acquittals@communitygrants.gov.au) |

If you require an extension to the due date to meet your financial reporting obligations, please contact your Funding Arrangement Manager.

If you experience technical difficulties with the online form or the Grant Recipient Portal please contact our helpdesk at [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au) or on 1800 020 283, ext. 5

Appendix A - 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 (E.G 2021-22) |
| 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) |

# Appendix B – Notes on Non-Audited and Audited Financial Acquittals

Non-Audited Financial Acquittal Reports

A non-audited financial acquittal report is an income and expenditure statement for the grant and confirmation that the funding has been spent on the activity in accordance with the Grant Agreement, Schedule and Terms and Conditions.

There is no specific format for a non-audited financial acquittal; however, it must;

* adhere to the applicable Australian Accounting Standards and be based on proper accounts and records;
* verify that the funding has been spent on the activity in accordance with the Agreement, Schedule and Terms and Conditions;
* pertain to Departmental funding only (an income and expense statement for your whole organisation is not acceptable);
* clearly differentiate income and expenditure relating to each grant you are funded for;
* include SACS (Social and Community Services Supplementation) funding if applicable;
* include any other matters as specified in the Grant Agreement, and
* be certified by the Board, chief executive officer or an authorised officer of the Organisation.

A non-audited financial acquittal is submitted by completing the online form and then attaching your income and expenditure statement (e.g. Word, PDF, excel format etc). Please see an example of a [non-audited financial acquittal](https://www.communitygrants.gov.au/non-audited-financial-acquittals-0) that meets our requirements.

For more information on Non-Audited Financial Acquittal Reports, please visit the Community Grants Hub website: [Non-Audited Financial Acquittals | Community Grants Hub](https://www.communitygrants.gov.au/non-audited-financial-acquittals)

Audited Financial Acquittal Reports

An audited financial acquittal report is prepared by someone independent to the organisation. It includes an income and expenditure statement for the grant audited by a:

* Registered Company Auditor under the Corporations Act 2001 (Cth); or
* member of CPA Australia; or
* member of the Institute of Public Accountants in Australia; or
* member of the Institute of Chartered Accountants in Australia.

There is no specific format for an audited financial acquittal, however it must;

* be accompanied by an audit opinion;
* adhere to the applicable Australian Accounting Standards and be based on proper accounts and records;
* verify that the funding has been spent on the activity in accordance with the Agreement, Schedule and Terms and Conditions;
* pertain to Departmental funding only (an audited statement for your whole organisation is not acceptable);
* clearly differentiate income and expenditure relating to each grant you are funded for;
* include SACS (Social and Community Services Supplementation) funding if applicable, and
* include any other matters as specified in the Grant Agreement.

An audited financial acquittal is submitted by completing the online form and then attaching your audit and audit opinion documents (e.g. Word, PDF, excel format etc).

For more information on Audited Financial Acquittal Reports, please visit the Community Grants Hub website: [Audited Financial Acquittal | Community Grants Hub](https://www.communitygrants.gov.au/audited-financial-acquittal)