



Financial Acquittal

Task Card

This guide explains how to access, complete and submit a Financial Acquittal report. Funding recipients can complete the report through the Grant Recipient Portal (Portal) or by using the unique link provided by email.

Portal access required: Administrator or Editor.

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Before You Start

You will receive a reminder email 30 days before your acquittal is due. The email includes instructions on how to access your Financial Acquittal report.

There are two ways to access the report:

- Portal users access the report through the Grant Recipient Portal.
- Non-portal users access the report using a unique link and access code provided in the email.

Access the Financial Acquittal Report Through the Portal

From the Portal home page:

- Select **Grant Activities**, or
- Select **Grants** from the menu and then select **Grant Activities**.

The screenshot shows the Community Grants Hub dashboard. At the top, there's a header with the Australian Government logo, the Community Grants Hub logo, and navigation links for Notifications, Personal Profile, and Logout. Below this is a red navigation bar with links for Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile, and Hub Information and Training. The 'Grants' link is expanded, showing 'Grant Agreements' and 'Grant Activities'. The 'Grant Activities' link is highlighted with a red box. Below the navigation bar, a message says 'You are currently viewing: Training Group 2020'. The main content area has a heading 'Hi GRP. Welcome to the Grant Recipient Portal.' and a grid of tiles. The 'Grant Activities' tile is highlighted with a red box. Other tiles include Grant Agreements, Milestones, Applications, Payment Advice, Organisation Profile, and Personal Profile.

Find the relevant grant activity and select **View**.

You are here: Home / Grant Activities

Grant Activities

[Search Activities](#)

Activity ID	Activity name	Program name	Department	Activity end date	Schedule ID	
4-DVO1955	Training Activity	Financial Crisis and Material Aid - Food Relief	Department of Social Services	16/06/2021	4-DVO190L	View
4-E4IAJG5	Client Agency Support	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/06/2021	4-E4IAIV4	View
4-DQXULB1	Activity Training Title	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/09/2021	4-DQXUL7X	View

From the Activity Details page, select **Milestones** from the Grant Activity menu.

You are here: Home / Grant Activities / Grant Activity details

Grant Activity menu

- Overview
- Milestones**
- Finances
- Bank account details
- Contacts

Activity details

Activity name: Training Activity Activity ID: 4-DVO1955
 Program name: Financial Crisis and Material Aid - Food Relief Schedule ID: 4-DVO190L
 Organisation name: Training Group 2020 Organisation ID: 4-DQTB8NB
 Activity start date: 1/04/2020 Activity end date: 16/06/2021
 Department: Department of Social Services

Funding Arrangement Manager

Name	Phone	Email	Managing office
Training 1			TAS

[Go to Grant Agreement](#)

The Milestones page opens with **Upcoming Milestones** selected.

You can:

- Change the filter and select **Apply Filter**, or
- Select **Search all Milestones** to find a specific milestone.

You are here: Home / Grant Activities / Grant Activity details

Grant Activity menu

- Overview
- Milestones**
- Finances
- Bank account details
- Contacts

Milestones

Activity name: Training Activity Activity ID: 4-DVO1955
Program name: Financial Crisis and Material Aid - Food Relief Schedule ID: 4-DVO190L
Organisation name: Training Group 2020 Organisation ID: 4-DQT88NB
Activity start date: 1/04/2020 Activity end date: 16/06/2021
Department: Department of Social Services

Filter: 1. Upcoming Milestones **Apply Filter**

Search all Milestones

Milestone type	Due date	Submitted date
▶ Payment	18/06/2020	

Locate the Financial Acquittal milestone.

Select **Actions**.

Select **Launch Report**.

	Milestone type	Due date	Submitted date	
▶	Payment	31/07/2018		
▶	Financial Acquittal Report	30/11/2018		Actions▼
▶	Activity Work Plan	30/11/2018		Actions▼
▶	Payment	3/03/2019		
▶	Activity Work Plan	30/11/2019		Actions▼
▶	Financial Acquittal Report	30/11/2019		Actions▼

▶	4-5NA0DDH	Activity for GRS Non Audited Milestone - GfSc	Department of Social Services	DSS Acquittal	12/11/2020	Actions▼
▶	4-4SL7AEI	Activity for Gov/Gov Variation DSS	Department of Social Services	Start Up	30/06/2020	Launch Report

Continue to Complete the Financial Acquittal Report.

Access the Financial Acquittal Report Without the Portal

Thirty days before the due date, you will receive an email containing:

- A unique report link
- A unique access code

Each acquittal report has its own link and code.



Australian Government **Community Grants Hub**
Improving your grant experience

Dear Grant Recipient

In accordance with your Funding Agreement, you are required to provide your Financial Acquittal documentation for the following Grant Activity:

Organisation name: [REDACTED]
 Activity ID: [REDACTED]
 Activity name: [REDACTED]
 Due date: **31/10/2023**

You can complete this acquittal via the following URL and access code:

URL: <https://opa-web.dss.gov.au/opa/web-determinations/startsession/FormAccess>

Access Code: 5f3c1bc3-7c8d-[REDACTED]

Please complete this acquittal using the documentation specified in your Funding Agreement by the due date. Include any notes or comments that may be relevant to processing this financial acquittal.

The Department of Social Services website has a number of resources available to assist grant recipients in meeting their [Financial Reporting Requirements](#). This includes:

- a [task card on how to complete the online acquittal form](#)
- requirements for each type of financial acquittal report:
 - [Financial Declaration](#)
 - [Non-Audited Financial Acquittal](#) (including an example template)
 - [Audited Financial Acquittal](#)

For additional information to assist your organisation with [meeting](#) your Financial Reporting Requirements please contact the Financial Assurance Centre of Expertise at DSSacquittals@communitygrants.gov.au.

Kind regards,

Financial Assurance Centre of Expertise
Community Grants Hub

Open the link from the email.

Copy the access code.

Paste it into the **Access Code** field.

Select **Next**.



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Enter Your Access Code

Access Code * * indicates mandatory field

0965b903-1733-44a3-83a9-496a0fcf8519

Next

Enter your password and select **Next**.

Your default password is your **Organisation ID**, which can be found in your Grant Agreement.



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Please enter your password.

* indicates mandatory field

This password, by default, will be your Organisation ID located on the front page of your Grant Agreement with this Department.

Please be advised, if you have reset your password using the option below, then your password will not be your Organisation ID but will instead be the password you have specified for this form.

Password *

If you are unable to determine your Organisation ID or have forgotten your password, please select the 'I would like to reset my password' checkbox below.

☐ I would like to reset my password.

Next

Grant Details

Organisation ID:	*****
Agreement ID:	*****
Schedule ID:	*****

A. Purpose of the Grant

The purpose of the Grant is to:

Support eligible people to navigate financial crises and build financial wellbeing, financial capability and resilience.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Financial Wellbeing and Capability program.

If you do not know your password, select **I would like to reset my password** and continue to the next step.

please select the 'I would like to reset my password'

☒ I would like to reset my password.

Next

Enter the email address that received the original acquittal email and select **Next**.

Only this email address can be used to reset the password.



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Verify Your Email

Please enter the email address from which you received your access code *

** indicates mandatory field*

Next

You will receive an email containing a reset token.

Copy the token, paste it into the **Reset Token** field, and select **Next**.

Thu 16/07/2020 2:17 PM

donotreply@dss.gov.au

Your reset token to reset your password

To: [redacted]

Hello,

You're receiving this email because you have requested to reset your password.

Please use this reset token to reset your password: 8310c79b-71bc-4cd6-9ca7-7993bbd379f6, and also note that it will expire in 12 hours from the date of this email.

Thank you
Department of Social Services

Enter and confirm your new password, then select **Next**.



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Setup Your Password

** indicates mandatory field*

Your password must be at least 8 characters in length and consist of at least three of the following character sets:

- Lowercase characters (a-z)
- Uppercase characters (A-Z)
- Numeric characters (0-9)
- Special characters (eg. &%#)

Password *

Confirm your password *

Next

After entering or resetting your password, the Financial Acquittal Report page will open.

Complete the Financial Acquittal Report

The report displays information about your grant, activity, and reporting period.



Financial Acquittal Report

* indicates mandatory field

A financial acquittal report is a certification from your Organisation stating that the grant was spent for the purpose provided as outlined in the Grant Agreement.

Activity and financial acquittal report details

Activity ID:		Activity Name:	
Financial Year:	2023-2024	Due Date:	31/10/2024
Program Schedule ID:		Program name:	
Financial acquittal type:	Financial Declaration		

Notes:

- You may save your financial acquittal report and complete it at a later time by clicking the **Save and exit** button.
- Your report will not be received by the Community Grants Hub for assessment until you click the **Submit** button on the last step.
- Information on completing and lodging your financial acquittal is available from the [Community Grants Hub](#) website.

The report automatically displays:

- Activity funding received for the year
- Approved rollover funding from the previous year

All amounts are GST exclusive.

Activity funding	
Activity funding received in 2023-2024 (or in the acquittal reporting period) This is the amount of funding received to deliver the Activity. It does not include GST.	\$1,607,239.46 ?
Is the Activity funding amount above correct? *	Yes No
Approved roll over from 2022-2023	\$10,000.00 ?
Is the approved roll over amount above correct? *	Yes No
Has your organisation used the total amount of the Activity funding received (including any additional payments and roll over amounts)? *	Yes No ?

Confirm whether the funding amount shown is correct.

- Select **Yes** if the amount is correct.
- Select **No** if the amount is incorrect.

If you select **No**, provide:

- The correct amount
- The reason for the adjustment
- Supporting comments

Activity funding

Activity funding received in 2023-2024 (or in the acquittal reporting period) ? \$1,607,239.46

This is the amount of funding received to deliver the Activity. It does not include GST.

Is the Activity funding amount above correct? *

Activity funding corrections - funding received in 2023-2024 (excluding GST) *

Reason for funding corrections: *

Comments *

Characters entered: 0/2000

Confirm whether the approved rollover amount is correct.

- Select **Yes** if correct.
- Select **No** if incorrect and provide revised information and comments.

Approved carried forward funding from the previous financial year 2022-2023 (excluding GST) ? \$0.00

Is the approved carried forward amount above correct? *

Proposed amended value for approved carried forward funding from the previous financial year 2022-2023 (excluding GST) *

Additional comments on approved carried forward funding from the previous financial year corrections *
(Please also provide any Outcome Letter from previous acquittal or advice from the Hub that support the disputing amount in the Supporting Documentation section) *

Characters entered: 0/2000

Confirm whether all funding was used for the approved purpose.

- Select **Yes** if all funds were spent.
- Select **No** if any funds remain unspent.

If funds remain unspent, provide:

- The unspent amount
- The reason the funds were not spent
- Additional comments

Has your organisation used the total amount of the Activity funding received (including any additional payments and roll over amounts)? * ?

How much remained unexpended at the end of the 2023-2024 financial year? *

Reason for unspent funds: *

Comments *

Characters entered: 0/2000

If you need to submit a **Non-Audited Financial Acquittal** or **Audited Financial Acquittal**, continue to the attachment steps.

If you only need to submit a **Financial Declaration**, skip to the declaration section.

Attach Supporting Documents (Audited or Non-Audited Reports)

Attach the required financial acquittal documents before submitting.

Documents to support this report

- You must attach documents if your Grant Agreement requires you to lodge an Audited or Non-audited Financial Acquittal report.
- Support documentation is optional if your Grant Agreement requires you to lodge a Financial Declaration.
- Do not attach documents that contain macros.
- You can attach a maximum of 20 documents. Maximum individual document size is 10Mb.

Add Attachment

File name	Type	Size	Upload Date	Comment	Actions
Save Attachments					

Select **Add Attachment**.

Choose the required file.

Documents to support this report

- You must attach documents if your Grant Agreement requires you to lodge an Audited or Non-audited Financial Acquittal report.
- Support documentation is optional if your Grant Agreement requires you to lodge a Financial Declaration.
- Do not attach documents that contain macros.
- You can attach a maximum of 20 documents. Maximum individual document size is 10Mb.

Add Attachment

You can also use the **Actions** menu to:

- View a file
- Remove a file
- Edit comments

Add Attachment

File name	Type	Size	Upload Date	Comment	Actions
Training Task Card Style Guide	DOCX	1.08MB	08/12/2020 14:02:03		Actions View Remove Edit comment

Save Attachments

Save the attachment.

Add Attachment

File name	Type	Size	Upload Date	Comment	Actions
Training Task Card Style Guide	DOCX	1.08MB	08/12/2020 14:02:03		Actions

Save Attachments

Wait until the upload process is complete.

Remain on the page until the submission process is complete.



Please do not leave this screen while data is being submitted...

A confirmation message will appear when your documents have been successfully saved.

To attach more documents, select **Return to list** and repeat the attachment process.

Documents to support this report

- You must attach documents if your Grant Agreement requires you to lodge an Audited or Non-audited Financial Acquitall report.
- Support documentation is optional if your Grant Agreement requires you to lodge a Financial Declaration.
- Do not attach documents that contain macros.
- You can attach a maximum of 20 documents. Maximum individual document size is 10Mb.

- 0627_001 was successfully saved.

Return to list

Financial Declaration

Read the Disclaimer.

Select the **checkbox** to confirm agreement.

By submitting the declaration, you confirm that:

- The information provided is correct.
- You are authorised to make the declaration on behalf of the organisation.

Enter your details.

Select **Submit**.

Disclaimer:

Although all care is taken, the Australian Government accepts no responsibility for the accuracy or completeness of this document.

Completed documents remain confidential to the Australian Government Department of Social Services. The commercial and personal information of services and participants will not be released outside the terms of the advice provided.

Note: A person who knowingly provides false or misleading information or documents to the Commonwealth, or omits information causing the information provided to be misleading, or acts dishonestly with the intention of obtaining a gain for themselves or causing a loss to the Commonwealth is guilty of an offence which is punishable by imprisonment under the *Criminal Code Act 1995 (Cth)*.

☐ I, the authorised officer *

- being a member of the Organisations Board, the Chief Executive Officer, or an officer with authority to sign on behalf of the Board and/or CEO,
- understand and agree to the Disclaimer,
- confirm that funds have been spent in accordance with the Grant Agreement,
- agree that the information I have provided in this document is true and correct, and
- acknowledge that giving false or misleading information is a serious offence

Authorised officer: *
Position in organisation: ⚠️
Date:

16/08/2024

Save and exit
Submit

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



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Community

Please do not leave this screen while data is being submitted...

Financial Acquittal Report

* indicates mandatory field

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



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Improving your grant experience

Financial acquittal report

Successful Confirmation Page

Your form has been submitted.

An email will soon be sent to your organisation to confirm the information provided is ready for assessment. If you do not hear from us within the next 24 hours, please contact your Funding Arrangement Manager.

Back

Save and exit

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

Acquittals

Financial Acquittal Report - Online submission acknowledgement [SEC=UNOFFICIAL]

To: [Redacted]


Australian Government

Dear Funding Recipient

Your Financial Acquittal submission for the following Grant Activity has been received:

Activity ID: [Redacted]
Activity name: [Redacted]

If you have any questions, please contact the Financial Assurance Centre of Expertise at DSSacquittals@communitygrants.gov.au.

Please do not reply to this email as it has been automatically generated.

Kind regards,

Financial Assurance Centre of Expertise
Community Grants Hub

Need help?

For further assistance with the Grant Recipient Portal, please contact the Community Grants Hub at GRP.Helpdesk@communitygrants.gov.au.

Acquittal Contacts

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 Agriculture, Fisheries and Forestry	DAWE.Acquittals@communitygrants.gov.au
Department of Climate Change, Energy, the Environment and Water	DCCEEW.Acquittals@communitygrants.gov.au
Department of Education	DE.Acquittals@communitygrants.gov.au
Department of Employment and Workplace Relations	DEWR.Acquittals@communitygrants.gov.au
Department of Home Affairs	DHA.Acquittals@communitygrants.gov.au
Department of Health, Disability and Ageing Note: Some Department of Health Disability and Ageing programs have program-specific financial acquittal templates - please check with your Funding Arrangement Manager	DOH.acquittals@communitygrants.gov.au
Prime Minister and Cabinet	PMC.Acquittals@communitygrants.gov.au
Department of Veterans' Affairs	DVAacquittals@communitygrants.gov.au
Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts	DITRDCA.Acquittals@communitygrants.gov.au

If you experience technical difficulties with the online form, you can submit your report manually by completing the template at Appendix A – Financial Declaration and emailing to the relevant mailbox above.

Note: if you have a Non-Audited or Audited Financial Acquittal requirement and you cannot submit online, this can be emailed directly to the relevant mailbox above.

Appendix A – Financial Declaration

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 (<i>excluding GST</i>) \$ ENTER AMOUNT RECEIVED	
Grant funding approved for roll-over from the previous financial year (<i>excluding GST</i>) \$ 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)?	☐ Yes ☐ No – please provide amount below and details on page 2
If no, how much remained unexpended at the end of the financial year? (<i>excluding GST</i>) \$ 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
--	--

Declaration

By making this declaration, I declare:

- I am a member of the Organisation's Board, the Chief Executive Officer, or an officer with authority to sign on behalf of the Board and/or CEO,
- I confirm that funds have been spent in accordance with the Grant Agreement,
- I agree that the information I have provided in this document is true and correct, and
- I acknowledge that giving false or misleading information is a serious offence under the *Criminal Code Act 1995 (Cth)*.

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	

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

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

Non-Audited Financial Acquittal Reports

A Non-Audited Financial Acquittal Report shows how your organisation spent the grant money provided for a funded activity. It also needs to clearly show whether any grant funds remain unspent.

The report must be approved by someone in your organisation who has the authority to certify financial information.

There is no required template, but the report must:

- Be based on accurate financial records and comply with Australian Accounting Standards.
- Confirm that the grant funding was used for the approved activity and in line with the grant agreement.
- Only include income and expenses related to the Department's grant funding (not your organisation's overall finances).
- Clearly separate the income and expenses for each grant if you receive more than one grant.
- Include any additional information required by the grant agreement.
- Be certified by the organisation's Board, Chief Executive Officer (CEO), or another authorised officer.

To submit a Non-Audited Financial Acquittal Report, complete the online form and attach your income and expenditure statement (for example, a Word, PDF or Excel file).

You can refer to the [Example Non-Audited Financial Acquittal Report](#) for a sample that meets the requirements.

For more information visit the [Non-Audited Financial Acquittals](#) page on the Community Grants Hub website.

Audited Financial Acquittal Reports

An Audited Financial Acquittal Report shows how your organisation spent the grant funding and must be independently reviewed by a qualified auditor.

The audit must be completed by one of the following:

- A Registered Company Auditor under the *Corporations Act 2001*.
- A member of CPA Australia.
- A member of the Institute of Public Accountants.
- A member of Chartered Accountants Australia and New Zealand.

There is no required template for the report, but it must:

- Include an auditor's report or audit opinion.
- Be based on accurate financial records and comply with Australian Accounting Standards.
- Confirm that the grant funding was used for the approved activity and in line with the grant agreement.

- Only include income and expenses related to the Department's grant funding (not your organisation's overall finances).
- Clearly separate the income and expenses for each grant if you receive more than one grant.
- Include any additional information required under the grant agreement.

To submit an Audited Financial Acquittal Report, complete the online form and attach both:

- The audited financial statement, and
- The auditor's report (audit opinion).

For more information visit the [Audited Financial Acquittal](#) page on the Community Grants Hub website.

Note: An audited financial acquittal is an independently verified report that confirms grant funding was spent correctly and in accordance with the grant agreement.