

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
Department of Social Services – Volunteer Grants	vgacquittals@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 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 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](#), 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](#). 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.

The screenshot shows the Community Grants Hub Grant Recipient Portal. At the top, there is the Australian Government logo and the Community Grants Hub logo with the tagline 'improving your grant experience'. On the right, there are links for 'Notifications 0', 'Personal Profile', and 'Logout'. Below this is a navigation bar with 'Home', 'Grants', 'Milestones', 'Applications', 'Payment Advice', 'Organisation Profile', and 'Hub Information and Training'. The 'Grants' dropdown menu is open, showing 'Grant Agreements' and 'Grant Activities'. The 'Grant Activities' tile is highlighted with a red box. Below the navigation bar, there is a message: 'Hi GRP. Welcome to the Grant Recipient Portal.' and a notification: 'You are currently viewing: Training Group 2020'. The main content area is divided into seven tiles: 'Grant Agreements', 'Grant Activities', 'Milestones', 'Applications', 'Payment Advice', 'Organisation Profile', and 'Personal Profile'. Each tile has a brief description of its function. The 'Grant Activities' tile is highlighted with a red box.

Step 2

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

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-DQXUL81	Activity Training Title	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/09/2021	4-DQXUL7X	View

Step 3

The Activity details screen will display. 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](#)

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**.

The screenshot shows the 'Milestones' page for a 'Training Activity'. The left sidebar contains a 'Grant Activity menu' with options: Overview, Milestones (selected), Finances, Bank account details, and Contacts. The main content area displays activity details: Activity name: Training Activity, Program name: Financial Crisis and Material Aid - Food Relief, Organisation name: Training Group 2020, Activity start date: 1/04/2020, Department: Department of Social Services, Activity ID: 4-DVO1955, Schedule ID: 4-DVO190L, Organisation ID: 4-DQTB8NB, and Activity end date: 16/06/2021. Below this is a filter dropdown set to '1. Upcoming Milestones' with an 'Apply Filter' button. A 'Search all Milestones' button is located to the right. A table below shows one milestone: Payment, Due date: 18/06/2020, Submitted date: (blank).

Step 5

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

The screenshot shows a table of milestones with columns: Milestone type, Due date, Submitted date, and Actions. The table contains six rows. The 'Financial Acquittal Report' row has its 'Actions' button highlighted with a red box. Below the table, a detailed view of the selected milestone is shown, with the 'Launch Report' button highlighted with a red box.

Milestone type	Due date	Submitted date	Actions
▶ 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▼

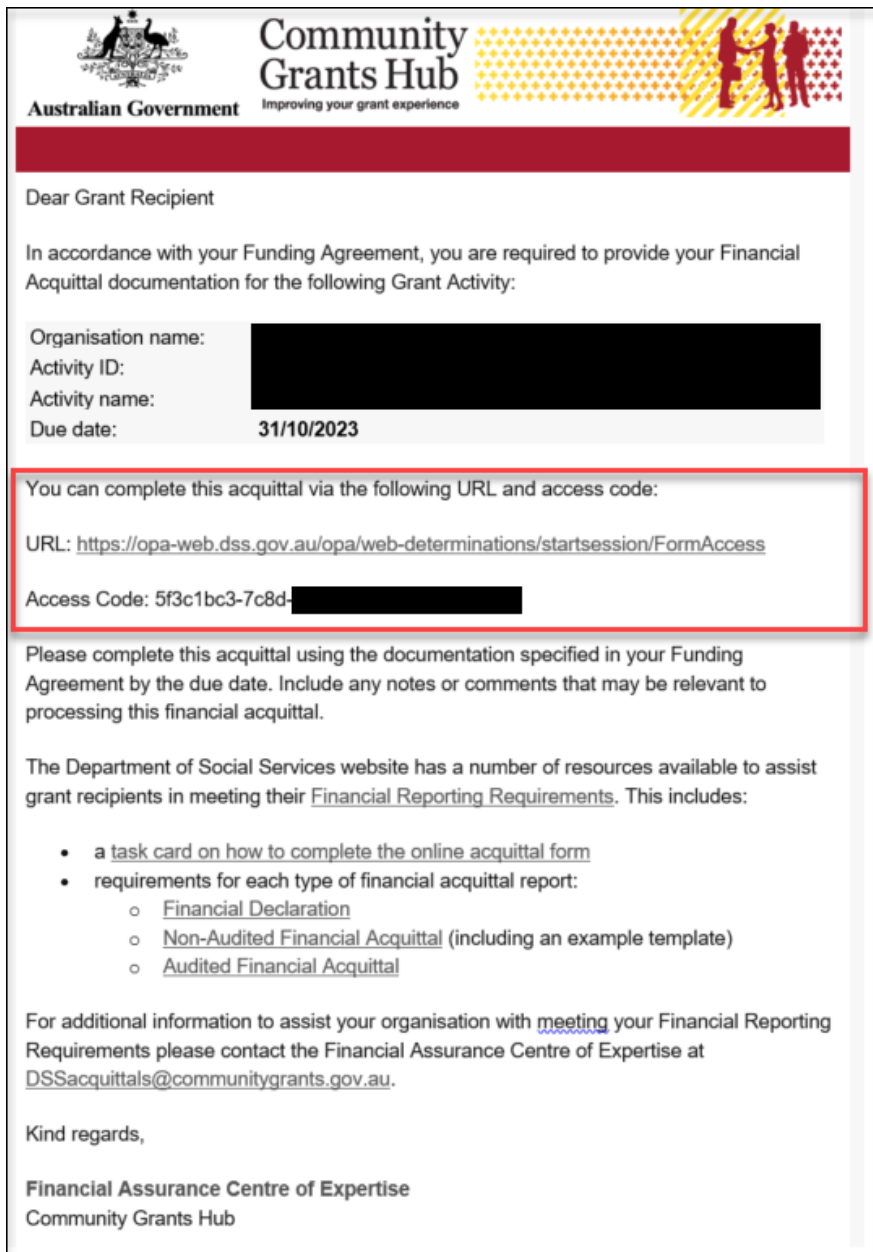
Milestone ID	Milestone Name	Department	Type	Due Date	Submitted Date	Actions
4-5NA0DDH	Activity for GRS Non Audited Milestone - GFSc	Department of Social Services	DSS Acquittal	12/11/2020		Actions▼
4-4SI7AEI	Activity for GovOps Variation DSS	Department of Social Services	Start Up	30/06/2020		Launch Report

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.



The screenshot shows an email header with the Australian Government logo and the Community Grants Hub logo, which includes the tagline "Improving your grant experience" and a graphic of three people. The email body is addressed to a "Dear Grant Recipient" and contains the following information:

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

A red box highlights the following information:

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

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 *Access Code* box. Press **Next**.



The screenshot shows the Australian Government logo at the top left. Below it, the text 'Australian Government' is displayed. The main heading is 'Enter Your Access Code'. There is a text input field labeled 'Access Code *' containing the alphanumeric string '0965b903-1733-44a3-83a9-496a0fcf8519'. A red box highlights this field. To the right of the field, a small red asterisk is followed by the text '* indicates mandatory field'. Below the input field is a blue button labeled 'Next'.

Step 8

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



The screenshot shows the Australian Government logo at the top left. Below it, the text 'Australian Government' is displayed. The main heading is 'Please enter your password.'. Below this, there is explanatory text: 'This password, by default, will be your Organisation ID located on the front page of your Grant Agreement with this Department.' and '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.' There is a text input field labeled 'Password *' containing eight dots. A red box highlights this field. Below the field, there is a checkbox labeled 'I would like to reset my password.' which is currently unchecked. At the bottom is a blue button labeled 'Next'.

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



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 Organisation ID, please check the 'I would like to reset my password' checkbox and press **Next**. Please continue to **Step 9**.

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

I would like to reset my password.

Next

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.



Australian Government

Verify Your Email

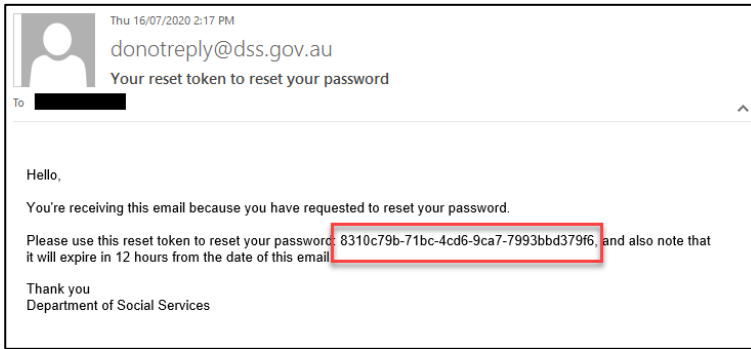
* indicates mandatory field

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

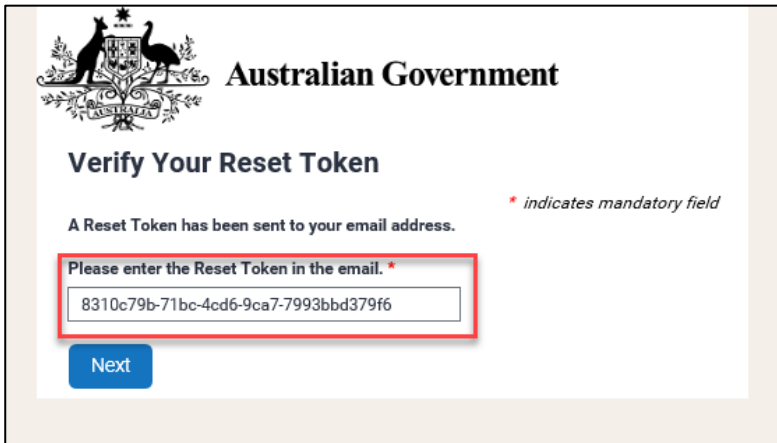
██████████@██████████.██████████

Next

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



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



4. 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.

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:	[REDACTED]	Activity Name:	[REDACTED]
Financial Year:	2022-2023	Due Date:	31/10/2023
Program Schedule ID:	[REDACTED]	Program name:	[REDACTED]
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.

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.

Activity funding

Activity funding received in 2022-2023 (or in the acquittal reporting period) This is the amount of funding received to deliver the Activity. It does not include GST.	\$90,418.38	?
Is the Activity funding amount above correct? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Approved roll over from 2021-2022	\$60,711.19	?
Is the approved roll over amount above correct? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has your organisation used the total amount of the Activity funding received (including any additional payments and roll over amounts) in accordance with the Grant Agreement? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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.

Activity funding

Activity funding received in 2022-2023 (or in the acquittal reporting period) \$90,418.38

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 2022-2023 (excluding GST) *

Reason for funding corrections: *

Comments *

Characters entered: 0/2000

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.

Approved roll over from 2021-2022 \$60,711.19

Is the approved roll over amount above correct? *

Roll over funding corrections - funding rolled over from 2021-2022 (excluding GST) *

Comments *

Characters entered: 0/2000



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.

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

How much remained unexpended at the end of the 2022-2023 financial year? *

Reason for unspent funds: *

Comments: *

Characters entered: 0/2000

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](#) before proceeding.

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
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Save Attachments

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

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

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

Save Attachments

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

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

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

Community Grants Hub on behalf of the Department of Social Services



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



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

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

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.

-
- 0627_001 was successfully saved.

[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.

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,
- 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: 02/06/2021

Simon Smith [Dropdown arrow]


Save and exit Submit

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



Australian Government

Community

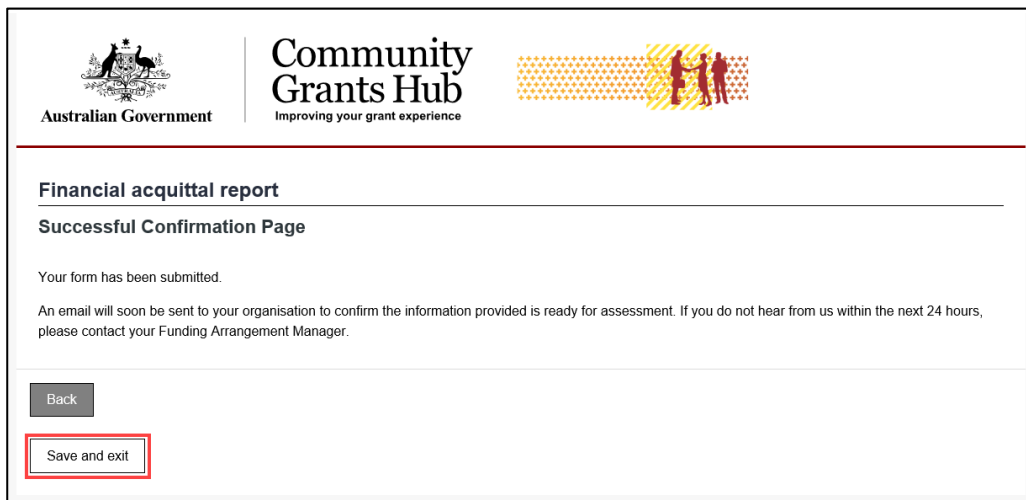
 Please do not leave this screen while data is being submitted...

Financial Acquittal Report

* indicates mandatory field

Step 15

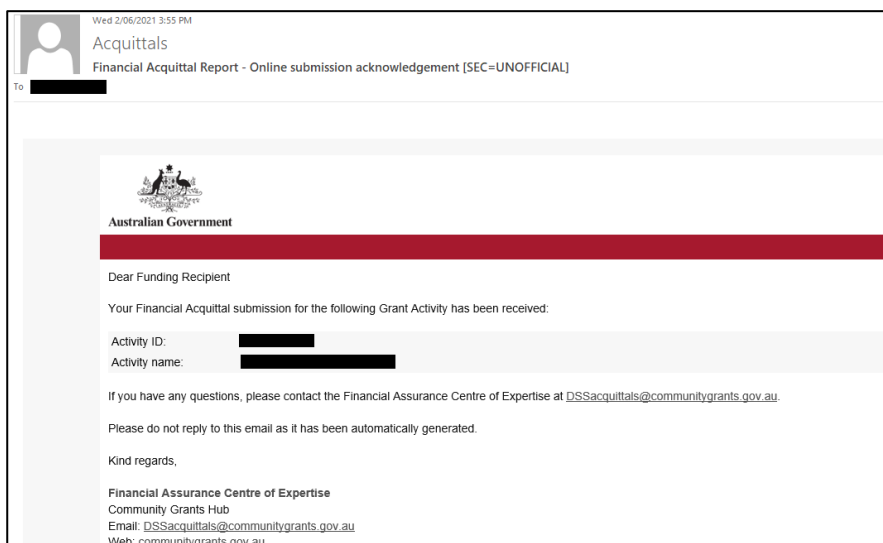
A confirmation page will display. Select **Save and exit** to close the form.



The screenshot shows a confirmation page with the following elements:

- Logos:** Australian Government, Community Grants Hub (with tagline 'Improving your grant experience'), and a graphic of three stylized figures.
- Section Header:** Financial acquittal report
- Sub-Header:** Successful Confirmation Page
- Text:** 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.
- Buttons:** A 'Back' button and a 'Save and exit' button (highlighted with a red box).

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



The screenshot shows an email confirmation with the following content:

- Header:** Acquittals, Financial Acquittal Report - Online submission acknowledgement [SEC=UNOFFICIAL]
- From:** Australian Government
- Text:** Dear Funding Recipient, Your Financial Acquittal submission for the following Grant Activity has been received:
- Activity ID:** [Redacted]
- Activity name:** [Redacted]
- Contact Info:** If you have any questions, please contact the Financial Assurance Centre of Expertise at DSSacquittals@communitygrants.gov.au.
- Disclaimer:** Please do not reply to this email as it has been automatically generated.
- Sign-off:** Kind regards, Financial Assurance Centre of Expertise, Community Grants Hub, Email: DSSacquittals@communitygrants.gov.au, Web: communitygrants.gov.au



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
Department of Social Services – Volunteer Grants	vgacquittals@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 or on 1800 020 283, ext. 5

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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Australian Government

Community Grants Hub

Improving your grant experience



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 DSSacquittals@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](#) 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](#)


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](#)