



Australian Government



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** and sending via email to the 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'. To the right, there are links for 'Notifications 0', 'Personal Profile', and 'Logout'. Below this is a navigation menu 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', with 'Grant Activities' highlighted by a red box. A notification banner indicates 'You are currently viewing: Training Group 2020'. The main content area features a welcome message 'Hi GRP. Welcome to the Grant Recipient Portal.' and a grid of seven tiles: 'Grant Agreements', 'Grant Activities' (highlighted with a red box), 'Milestones', 'Applications', 'Payment Advice', 'Organisation Profile', and 'Personal Profile'. Each tile contains a brief description of its function.

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**.

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-DQTB8NB
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	

Step 5

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

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 GR5 Non Audited Milestone - Gfsc	Department of Social Services	D55 Acquittal	12/11/2020	Actions▼
▶ 4-4SL7AEI	Activity for GovOps Variation D55 -	Department of Social Services	Start Up	30/06/2020	Launch Report

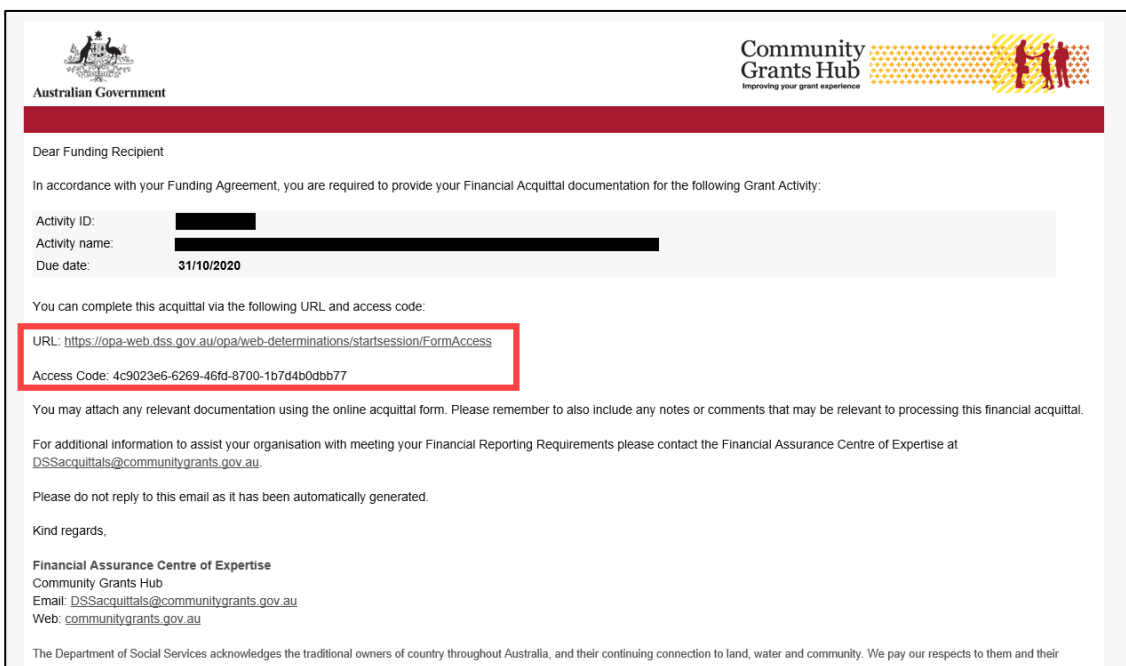
Proceed to **Step 11** to complete your online Financial Acquittal Report.



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.



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**.



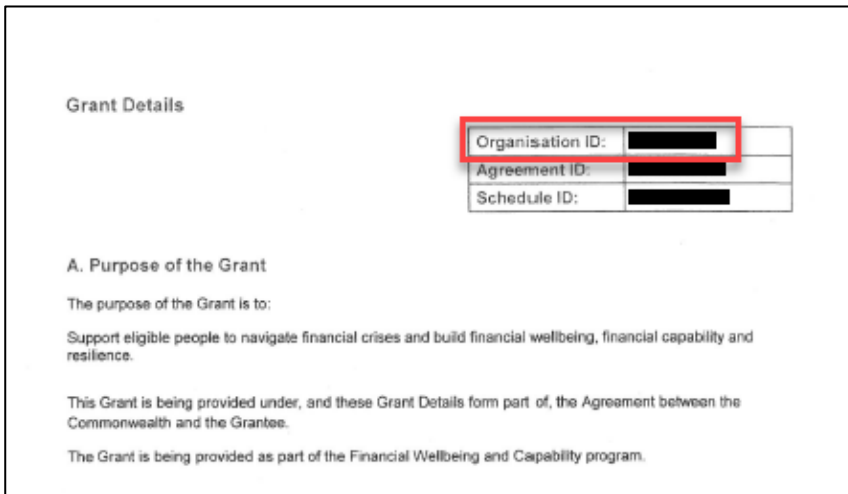
Step 8

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



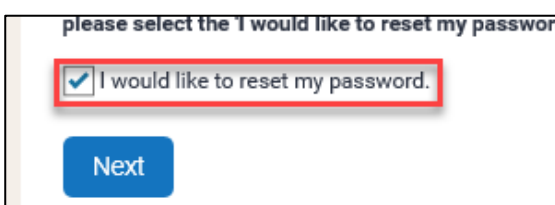
The screenshot shows the Australian Government login page. At the top left is the Australian Government crest. The text reads: "Please enter your password." followed by a note: "* indicates mandatory field". Below this, it states: "This password, by default, will be your Organisation ID located on the front page of your Grant Agreement with this Department." Another note says: "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 several dots. Below the field is a note: "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." There is an unchecked checkbox with the text "I would like to reset my password." and a blue "Next" button.

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



The screenshot shows the "Grant Details" section. On the right, there is a table with three rows: "Organisation ID:", "Agreement ID:", and "Schedule ID:". Each row has a corresponding blacked-out value. The "Organisation ID:" row is highlighted with a red box. Below the table, the text reads: "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.", and "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**.



The screenshot shows a close-up of the checkbox area. The text above the checkbox reads: "please select the 'I would like to reset my password'". The checkbox is checked, and the text "I would like to reset my password." is highlighted with a red box. Below the checkbox is a blue "Next" button.

Step 9

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

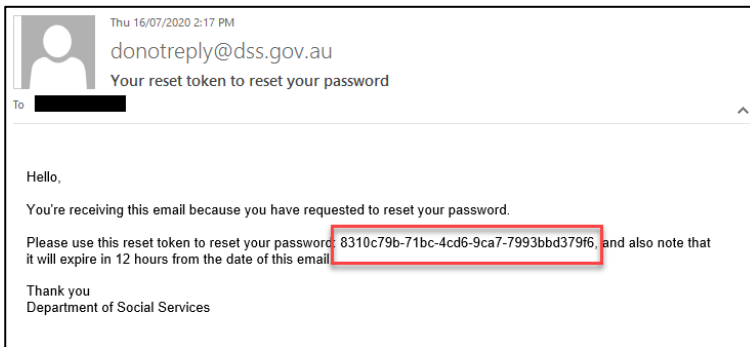
In order to reset the password, please:

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.



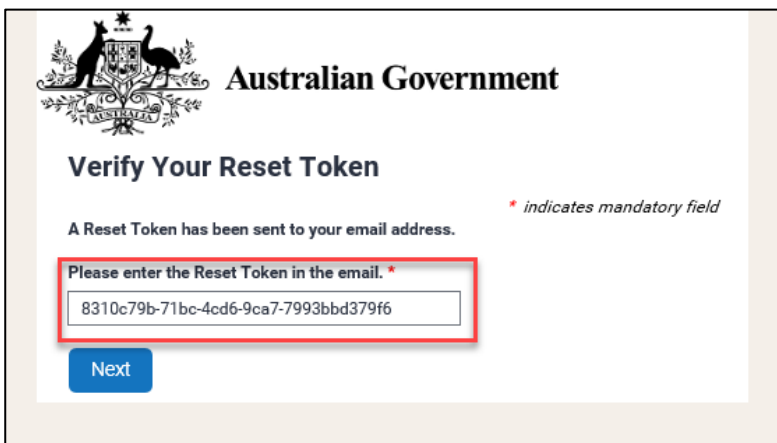
The screenshot shows the Australian Government logo and the text 'Australian Government'. Below it is the heading 'Verify Your Email'. A text input field is highlighted with a red border and contains a blacked-out email address. Above the field is the text 'Please enter the email address from which you received your access code *' with a red asterisk and the note '* indicates mandatory field'. A blue 'Next' button is located below the input field.

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



The screenshot shows an email header from 'donotreply@dss.gov.au' with the subject 'Your reset token to reset your password'. The email body contains the text: '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'. The reset token is highlighted with a red box. The email is signed by the Department of Social Services.

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



The screenshot shows the Australian Government logo and the text 'Australian Government'. Below it is the heading 'Verify Your Reset Token'. A text input field is highlighted with a red border and contains the reset token '8310c79b-71bc-4cd6-9ca7-7993bbd379f6'. Above the field is the text 'Please enter the Reset Token in the email. *' with a red asterisk and the note '* indicates mandatory field'. A blue 'Next' button is located below the input field.

4. Set and confirm a new password and press *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

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:	██████████	Activity Name:	██
Financial Year:	2019-2020	Due Date:	30/09/2020
Program Schedule ID:	██████████	Program name:	████████████████████
Financial acquittal type:	Non Audited Financial Acquittal Report		

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.
- You may be contacted by email or phone if the Community Grants Hub requires more information to support your report.
- Information about completing and lodging your report is available from the [Community Grants Hub](#) website

Step 12

The form will prepopulate with funding details for the relevant financial year. The first section will be for the Base Funding. Please note all values are GST Exclusive and do not include SACS funding. SACS funding is referenced in a later field.

Activity funding

Activity funding received in 2019-2020 \$376,490.53 [?]
This is the amount of funding received to deliver the Activity. It does not include GST.

Is the Activity funding amount above correct? *

Did the Department approve any 2018-2019 funds to roll over for use in 2019-2020? *

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? *



You will be prompted to:

- a) **Confirm the funding is correct.** If the prepopulated funding value is not correct, you will be prompted to provide the correct value and a reason for the correction,
- b) **Declare any funds approved for roll-over** from the previous financial year. This refers to formal roll-over approval detailed in your last acquittal outcome letter, and;
- 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 not expended all funds, you will be prompted to enter the value of unexpended funds and provide information about the reasons the funds were not expended.

You will also be promoted to select a reason for the unspent funds. Please select the most appropriate category, you can provide additional detail in the free text box to explain the circumstances.

Activity funding

Activity funding received in 2019-2020

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

\$376,490.53 [?]

Is the Activity funding amount above correct? *

Yes

No

Activity funding corrections - funding received in 2019-2020

(excluding GST) *

\$377,000.00

Reason for funding corrections: *

Indexation Payment has not been included

Comments *

Characters entered: 44/2000

Any comments as to why there is a difference

Did the Department approve any 2018-2019 funds to roll over
for use in 2019-2020? *

Yes

No

How much funding was approved for roll over? *

\$4,000.00

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? *

Yes

No

How much remained unexpended at the end of the 2019-2020
financial year? *

\$5,000.00

Reason for unspent funds: *

Issues with recruiting staff

Comments: *

Characters entered: 48/2000

Explanation on the reasons for the unspent funds

Step 13

If your Organisation has also received Social and Community Services (SACS) funding, you will be required to declare that in a separate section of the acquittal.

SACS funding	
SACS funding received 2019-2020: (excluding GST)	\$103,141.46 [?]
Is the SACS funding amount correct? *	<input type="button" value="Yes"/> <input type="button" value="No"/>
Did the Department approve any 2018-2019 SACS funds to roll over for use in 2019-2020? *	<input type="button" value="Yes"/> <input type="button" value="No"/>
This declaration confirms that you have a legal obligation to pay increased wages because of the implementation of Fair Work Australia's Equal Remuneration Order (ERO) .	
Has your organisation used the total of the SACS funding to meet the costs associated with the implementation of the ERO? *	<input type="button" value="Yes"/> <input type="button" value="No"/>

Once again, you will be prompted to:

- Confirm the funding is correct.** If the prepopulated funding value is not correct, you will be prompted to provide the correct value and a reason for the correction,
- Declare any funds approved for roll-over** from the previous financial year. This refers to formal roll-over approval detailed in your last acquittal outcome letter, and;
- 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 not expended all funds, you will be prompted to enter the value of unexpended funds and provide information about the reasons the funds were not expended.

You will also be promoted to select a reason for the unspent funds. Please select the most appropriate category, you can provide additional detail in the free text box to explain the circumstances.

SACS funding

SACS funding received 2019-2020:
(excluding GST)

\$103,141.46 [?]

Is the SACS funding amount correct? *

Yes

No

SACS funding corrections - SACS funding received in 2019-2020:
(excluding GST) *

\$105,000.00

Reason for funding corrections *

Agreement was varied and this has not been included ▼

Comments *

Characters entered: 47/2000

Please provide an explanation of the difference

Did the Department approve any 2018-2019 SACS funds to roll over for use in 2019-2020? *

Yes

No

Amount of SACS funding brought forward from the previous financial year: *

\$5,830.00

This declaration confirms that you have a legal obligation to pay increased wages because of the implementation of [Fair Work Australia's Equal Remuneration Order \(ERO\)](#).

Has your organisation used the total of the SACS funding to meet the costs associated with the implementation of the ERO? *

Yes

No

How much SACS funding remained unexpended at the end of the 2019-2020 financial year? *

\$20,000.00

Reason for unspent SACS funds *

Expenses less than anticipated ▼

Comments *

Characters entered: 70/2000

Please provide a detailed explanation on the reasons for unspent funds

If your acquittal requirement is a Financial Declaration, proceed to Step 15 to lodge your report.

Step 14 – 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 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**.

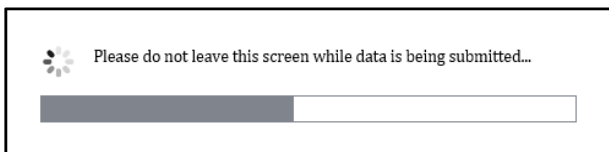
Add Attachment

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

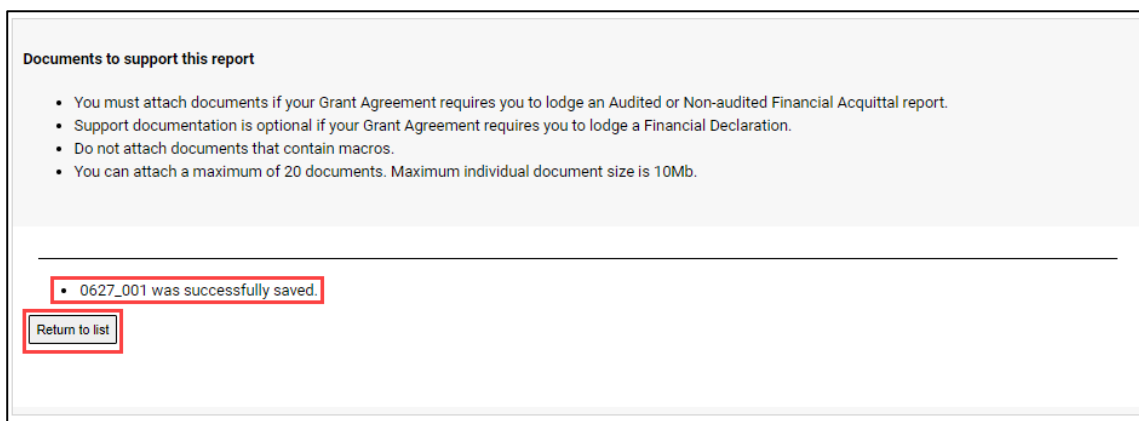


Do not leave this screen while data is being submitted. Once the message disappears, continue to complete the report.



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

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



Step 15

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:

A message will appear to 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

Step 16


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



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Community Grants Hub
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.


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

Wed 2/06/2021 3:55 PM

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
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 .



Appendix A – Manual Financial Declaration

Organisation Name	enter organisation name
Activity ID	enter Activity Id
Name of Activity	enter Name of Activity

PART 1 – Grant Funding

Grant funding received in enter financial year (excluding GST and SACS)	\$ enter amount received
Grant funding approved for roll-over from the previous financial year (excluding GST and SACS)	\$ enter amount approved for roll-over
Grant funding spent on the activity in accordance with the grant agreement (excluding GST and SACS)	\$ enter amount spent
Grant funding which remains unspent and uncommitted from this financial year (excluding GST and SACS)	\$ enter amount unspent

NOTE – If you have entered an underspend, please provide details of the underspend on the next page

PART 2 – Social and Community Services (SACS) Funding

Is Social and Community Services (SACS) funding paid to your organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please enter amount of SACS received for FY above (excluding GST)	\$ enter amount received
SACS funding approved for roll-over from the previous financial year (excluding GST)	\$ enter amount approved for roll-over
<i>If YES, this declaration confirms that you have a legal obligation to pay increased wages due to implementation of Fair Work Australia's Equal Remuneration Order (ERO)</i>	
Has your organisation used the total of the SACS funding to meet the costs associated with the implementation of the ERO?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If NO, please enter the amount of unspent SACS funding (excluding GST)	\$ enter amount unspent

NOTE – If you have entered an underspend, please provide details of the underspend on the next page

This declaration must be certified on behalf of the Funding Recipient by one of the following:

- the organisation's board;
- chief executive officer; or
- an officer with authority to do so.

Name of person making the Declaration	enter name
Signature of person making the Declaration	insert signature
Position in Organisation	position
Date of Declaration	date
Witnessed by	witness name



Reason for unspent funds (if applicable)

Please tick all that apply:

Funds received from the department late in the financial year	<input type="checkbox"/> Yes
Reduced demand for services	<input type="checkbox"/> Yes
Issues with recruiting staff	<input type="checkbox"/> Yes
Delay in project implementation	<input type="checkbox"/> Yes
Expenses less than anticipated	<input type="checkbox"/> Yes
Failure to manage expenses	<input type="checkbox"/> Yes
Other	<input type="checkbox"/> Yes

Please provide an explanation of the reason/s for the underspend:

enter reason for underspend here

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)


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).