

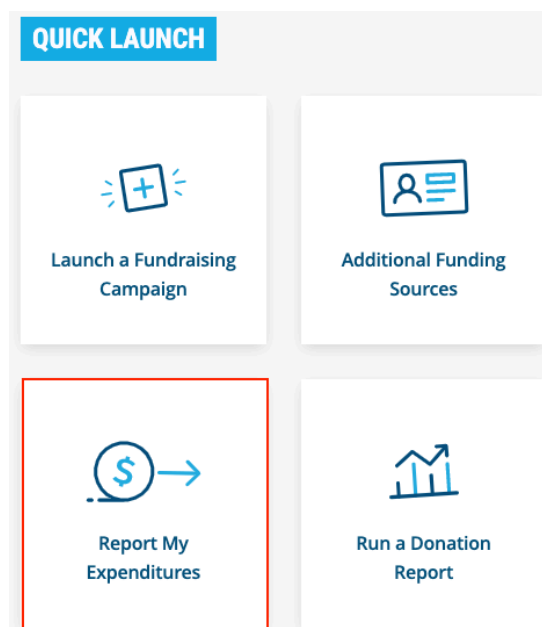
Reporting Your Expenditures – *Our new acquittal process*

Acquittals are the way our fundraising partners account for the funds they raise through the Sports Foundation. This is to help ensure that donations are being used for the development of sport in Australia, and the intended/approved purpose.

We work on a 90-day reporting cycle but completing your acquittals in your portal has never been easier, so you can do it at any time before your due date.

For organisations and athletes who have received Fundraising4Sport (F4S) grants, you'll receive regular reminders to go into your [portal](#) and submit an Acquittal. This will simply involve confirming a declaration that you have/will use the grant funds for the intended/approved purpose.


You can view and complete your acquittals in the Programs section of your portal, but the easiest way to see if you have any outstanding reporting to do is by clicking on the **Report My Expenditure** quick link on your Home page.



1. Select **Report My Expenditure** beside the Fundraising4Sport program.



2. Your outstanding acquittals will be listed in date order. Beside the appropriate period click **Declare**.

Projects	Payments	Acquittals	Audits 			
ACQUITTAL NUMBER	TYPE	AMOUNT	DATE CREATED	ACQUITTAL PERIOD	STATUS	
OUTSTANDING						
ACQ-004905	Standard	\$30000.00	11/11/2019	11/11/2019 - 11/12/2019	Open	Declare
COMPLETED						
ACQ-004906	Charity	\$40050.00	11/11/2019	01/10/2019 - 31/10/2019	Approved	View

3. Read the declaration carefully before clicking **Confirm**.

DECLARATION CONFIRMATION

Substantiation and Compliance Declaration

By submitting this Acquittal I declare that:

1. These funds have been or will be used for the development of sport in Australia and in accordance with the scope of the relevant project.
2. The organisation will hold (and continue to hold) original documentary substantiation of any expenses that are included in this acquittal submission.
3. I understand that the organisation is required to retain these records for a period of seven years and I warrant that it will do so.
4. I agree to indemnify the Sports Foundation against any liability that arises including, without limiting, where the organisation is not able to produce the said documentary substantiation when requested by an authorising body (e.g. Australian Tax Office).

[← CLOSE](#)

[Confirm](#)

Done!