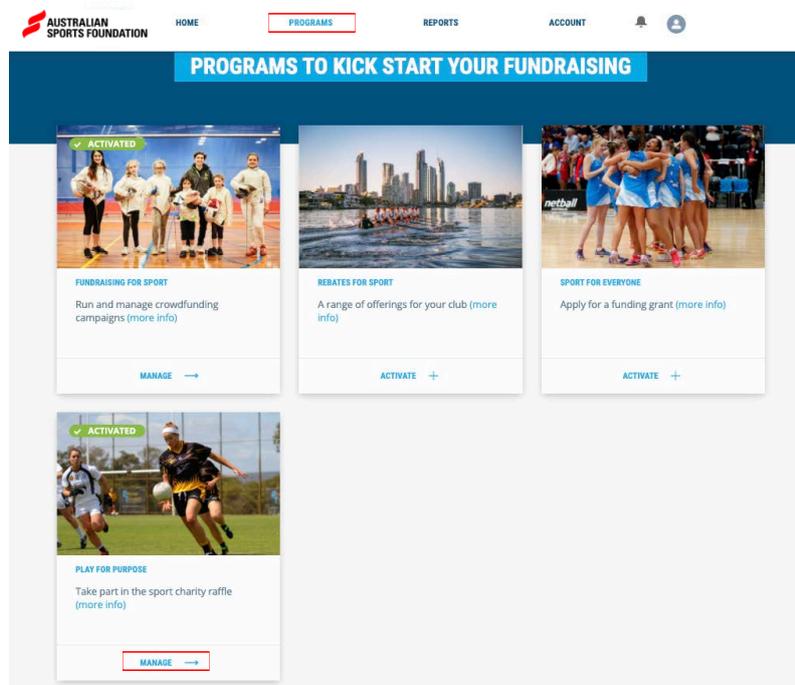


PLAY FOR PURPOSE AUDITS

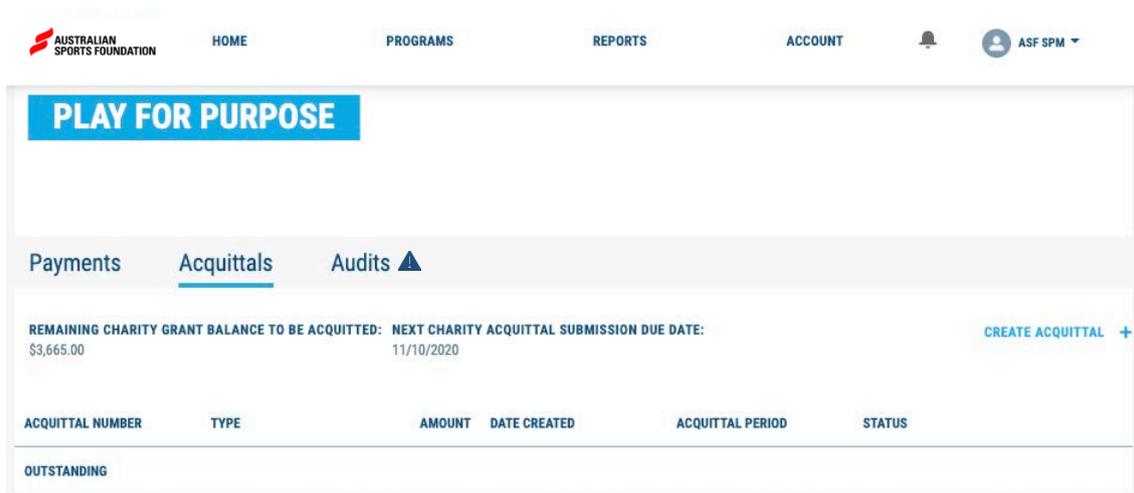
As a deductible gift recipient, we have an obligation to ensure funds raised are used for the development of sport in Australia. For Play for Purpose payments, we have an additional responsibility to see that funds have been used for a charitable sporting project. Play for Purpose fundraisers may be randomly selected. to complete an Audit; which is simply a 'spot check' on expenditures relating to your payment(s).

You will receive a notification if you have been selected for an Audit ('spot check').

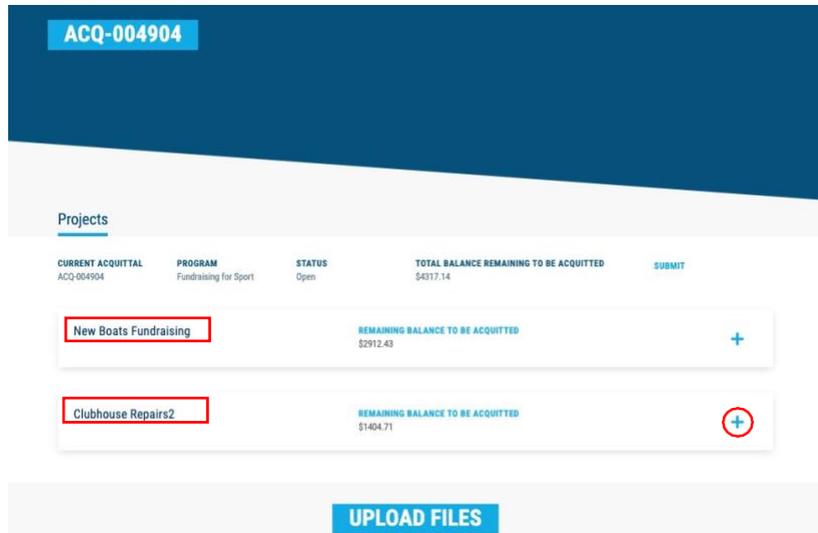
1. To view any outstanding audits awaiting completion select your PROGRAMS tab from the header and click MANAGE in Play for Purpose.



2. Navigate across to Audits, if anything is outstanding you will see this icon  as well as the audit period.



- Select ACTION NOW. In this screen you will see all projects related to your payment(s) selected for Audit.



ACQ-004904

Projects

| CURRENT ACQUITTAL | PROGRAM | STATUS | TOTAL BALANCE REMAINING TO BE ACQUITTED | SUBMIT |
|-------------------|-----------------------|--------|---|--------|
| ACQ-004904 | Fundraising For Sport | Open | \$4317.14 | |

| | | |
|------------------------------|--|---|
| New Boats Fundraising | REMAINING BALANCE TO BE ACQUITTED \$2912.43 | + |
| Clubhouse Repairs2 | REMAINING BALANCE TO BE ACQUITTED \$1404.71 | + |

UPLOAD FILES

TIP – Use the + icon to expand the details of the project and add expenditure line items.

- For a payment(s) that have been expended, select ADD LINE ITEM.



New Boats Fundraising REMAINING BALANCE TO BE ACQUITTED \$2912.43 -

| ACQUITTAL ITEM | NAME OF SUPPLIER | AMOUNT | GST | PAID | DESCRIPTION | Edit | Delete |
|----------------|------------------|-----------|-----------|------------|-------------|------|--------|
| AH-012546 | Me | \$5000.00 | Inclusive | 01/11/2019 | Description | Edit | Delete |
| AH-012547 | | \$0.00 | | | | Edit | Delete |
| AH-012548 | | \$0.00 | | | | Edit | Delete |
| AH-012551 | | \$0.00 | | | | Edit | Delete |
| AH-012571 | | \$0.00 | | | | Edit | Delete |
| AH-012570 | | \$0.00 | | | | Edit | Delete |
| AH-012573 | | \$0.00 | | | | Edit | Delete |

+ Add Line Item

5. Complete the fields and upload supporting documentation.

SUPPLIER NAME: The provider of the products or services purchased with funds.

DATE PAID: As per invoice or receipt.

AMOUNT: Price of the product or service – even if this is higher than the amount to be acquitted enter the full amount spent.

GST: Select whether the above amount was inclusive of GST or not.

DESCRIPTION OF THE TRANSACTION: Give a brief summary of the product or service purchased.

UPLOAD FILES: Upload supporting documentation related to the expenditure, such as; receipts, invoices, payroll reports and/or other relevant supporting documentation.

EDIT LINE ITEM

| | |
|---|--|
| <small>* SUPPLIER NAME</small> | <small>* DATE PAID</small> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| <small>* AMOUNT</small> | <small>* GST</small> |
| <input style="width: 95%;" type="text" value="\$0.00"/> | <input style="width: 95%;" type="text" value="Please Select"/> |
| <small>* DESCRIPTION OF THE TRANSACTION</small> | |
| <input style="width: 98%; height: 20px;" type="text"/> | |

UPLOAD FILES

Or drop files

| DATE UPLOADED | UPLOADED FILE NAME | TYPE |
|---------------|--------------------|------|
| | | |

← CLOSE

6. Click SUBMIT. The item will appear in the acquittal item list.

7. Repeat steps 4-6 for each invoice, until you've accounted for at least 30% of the amount we've asked you to report on. You will receive an error message if you have not acquitted at least 30% of the selected amount and will be required to request an extension of the 90-day Audit period (see below).

- For payments that remain unspent, you will need to upload a bank statement showing a balance of the grant payment(s) you're holding for future project expenditures.

Note: If you have unspent funds remaining after an Audit has been completed, immediately after submitting you will need to request an extension of the Audit period by contacting our Finance team on finance@sportsfoundation.org.au. For the extension request, you will need to provide details of when and how the payment(s) is likely to be expended on your approved charitable sporting project.

- To upload a bank statement, scroll to the bottom of the page, select Bank Statement. and use the Upload Files function or attach the file by dragging and dropping. This bank statement should show a balance equal to or greater than your remaining balance to be acquitted.

UPLOAD FILES

Supporting Documentation **Bank Statement**

Or drop files

| DATE UPLOADED | UPLOADED FILE NAME | TYPE |
|---------------|--|--------------------------|
| 15/11/2019 | Screen Shot 2019-11-15 at 2.46.56 pm | Supporting Documentation |
| 15/11/2019 | Screen Shot 2019-11-15 at 9.44.55 am | Bank Statement |

10. Once you have uploaded documentation for all projects, click SUBMIT in the top right-hand corner. Your Audit information will now be sent to our finance team who will review and approve it.



The screenshot shows the Australian Sports Foundation web application interface. At the top, there is a navigation bar with the logo and menu items: HOME, PROGRAMS, REPORTS, ACCOUNT, a notification bell, and a user profile for BOB BROWN. Below the navigation bar is a large blue header area. Underneath, the word 'Projects' is displayed with a blue underline. A table is shown with the following columns and data:

| CURRENT ACQUITTAL | PROGRAM | STATUS | TOTAL BALANCE REMAINING TO BE ACQUITTED | SUBMIT |
|-------------------|---------|--------|---|------------------------|
| ACQ-004904 | | Open | \$4317.14 | SUBMIT |

AUDIT COMPLETE!

Please Note: Failure to complete an Audit on time may result in your next grant payment being delayed, so we encourage you to get in touch with our Finance team or your Sports Partnership Manager asap if you have any questions or concerns