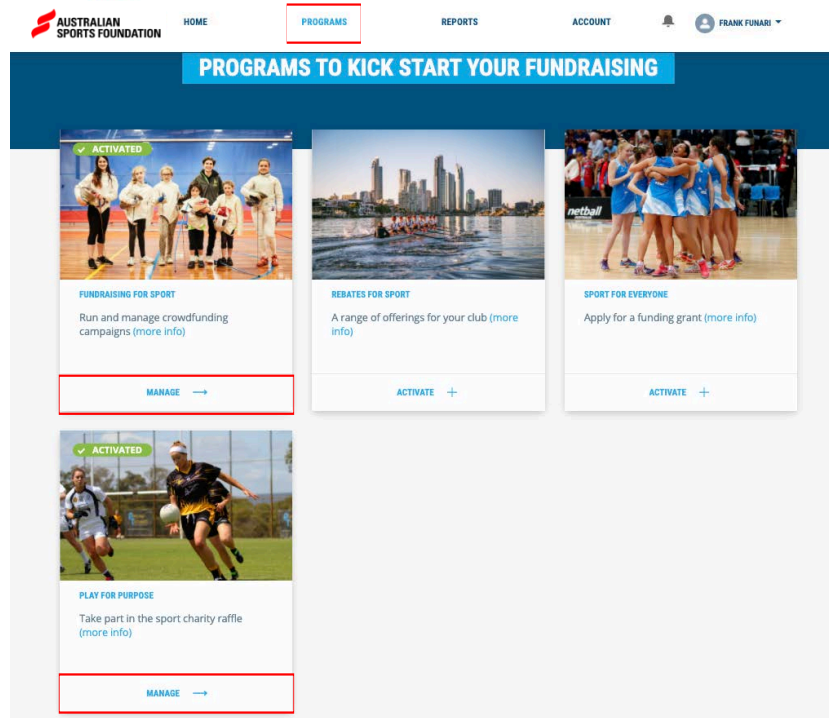



# AUDITS

As a deductible gift recipient, we have an obligation to ensure funds raised are used for the development of sport in Australia. Fundraisers that raise significant amounts 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 under the relevant program



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

FUNDRAISING FOR SPORT



Launch a Fundraising Campaign

CURRENT BALANCE

**-\$-81011.34**

TOTAL GRANTS

**\$105236.39**

LARGEST DONATION

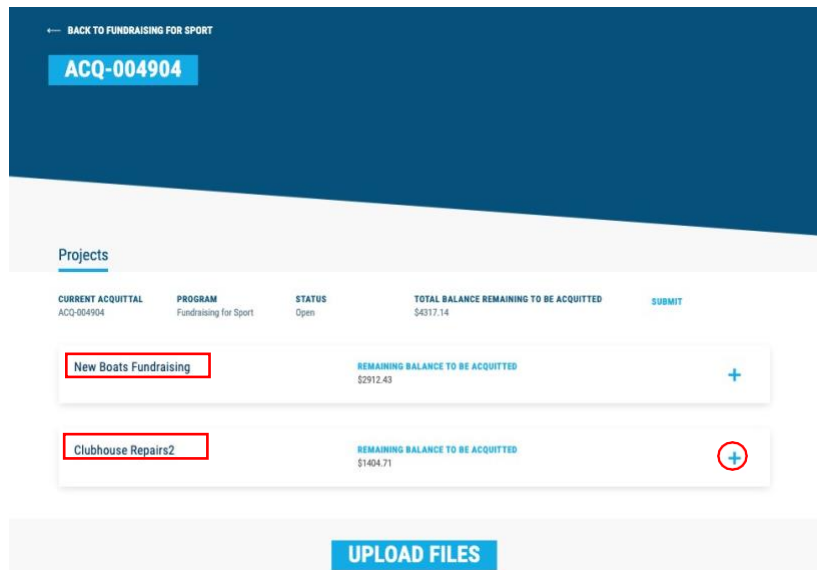
**\$6850.00**

Projects
Payments
Acquittals
Audits 

OUTSTANDING AUDIT FOR PERIOD: 01/10/2019 - 31/10/2019

Audit Balance:	Amount Acquitted	Due Date:	Status	ACTION NOW
\$9317.14	\$5000.00	27/01/2020	Open	

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



← BACK TO FUNDRAISING FOR SPORT

**ACQ-004904**

Projects

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

<b>New Boats Fundraising</b>	REMAINING BALANCE TO BE ACQUITTED \$2912.43	+
<b>Clubhouse Repairs2</b>	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>
<small>* AMOUNT</small> \$0.00	<small>* GST</small> Please Select
<small>* DESCRIPTION OF THE TRANSACTION</small>	

UPLOAD FILES

+ 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](mailto: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 for the development of sport in Australia.

- 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	<a href="#">Screen Shot 2019-11-15 at 2.46.56 pm</a>	Supporting Documentation
15/11/2019	<a href="#">Screen Shot 2019-11-15 at 9.44.55 am</a>	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 portal 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 provides a summary of the current project's audit status:

CURRENT ACQUITTAL	PROGRAM	STATUS	TOTAL BALANCE REMAINING TO BE ACQUITTED	SUBMIT
ACQ-004904	Fundraising for Sport	Open	\$4317.14	<a href="#">SUBMIT</a>

**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 if you have any questions or concerns.