

# REPORTING YOUR EXPENDITURE

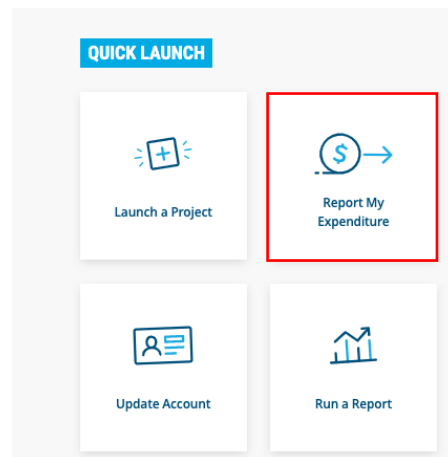
## Acquittal Process for Sports Foundation Grant Payments

Acquittals are the way our fundraising partners account for the funds they raise through the Sports Foundation; whether it's a Fundraising4Sport grant (standard or charity) or a Play for Purpose payment. 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 project.



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	
<b>OUTSTANDING</b>						
ACQ-007638	Standard	\$47.50	10/12/2019	09/12/2019 - 30/11/2019	Pending Approval	<a href="#">Declare</a>
ACQ-007369	Standard	\$1500.30	24/11/2019	24/11/2019 - 24/11/2019	Pending Approval	<a href="#">Declare</a>

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!**

## CHARITY PAYMENTS

If you have received a Charity grant, there is a different reporting process to ensure that these funds have been used for a charitable purpose.

### EXPENDITURE REPORTING

Learn more about expenditure reporting and what you need to do by reading this [handy guide](#).

#### FUNDRAISING FOR SPORT

You have \$56,050.00 of [Charitable Grants](#) to be acquitted for this Program by 17/07/2020  
You have \$466.46 of Standard Grants to declare for this Program by 10/11/2020

[REPORT MY EXPENDITURE >](#)

Here is a ["how to" guide](#) to step you through the process.

## PLAY FOR PURPOSE PAYMENTS

If you have received a Play for Purpose payment, there is a slightly different process to ensure these funds have been used for a charitable sporting purpose.



The screenshot shows a dark blue header with the text "EXPENDITURE REPORTING" in white. Below this, a link says "Learn more about expenditure reporting and what you need to do by reading this handy guide." The main content area is light grey and contains two sections. The first section is titled "FUNDRAISING FOR SPORT" and states "You have \$166.25 of Standard Grants to declare for this Program by 24/11/2020" with a "REPORT MY EXPENDITURE >" link. The second section is titled "PLAY FOR PURPOSE" (highlighted with a red box) and states "You have \$3,665.00 of Charitable Grants to be acquitted for this Program by 11/10/2020" with a "REPORT MY EXPENDITURE >" link.

Here is a "how to" guide to step you through the process.