

# REPORTING YOUR PLAY FOR PURPOSE EXPENDITURE

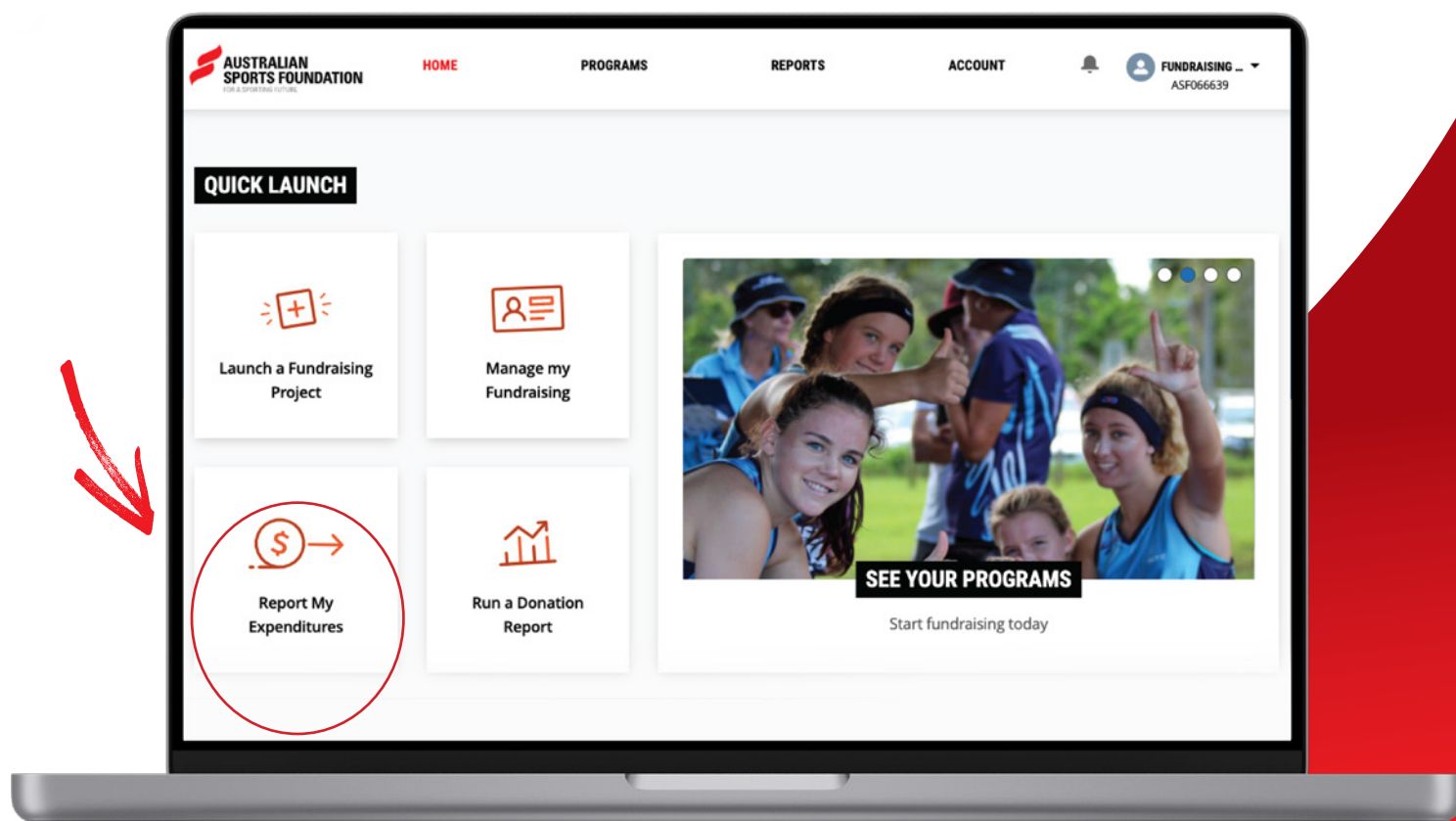


Acquittals are the way our fundraising partners account for the funds they raise through the Australian Sports Foundation, including the Play for Purpose raffle program. This is to help ensure that funds raised are being used for the development of sport in Australia, and for a charitable sporting purpose.

We work on a 90-day reporting cycle, however completing your acquittals on the [ASF platform](#) has never been easier and you can do it at any time before the due date.

For organisations who have received Play for Purpose (P4P) payments, you'll receive regular email reminders to go into the ASF platform and submit an Acquittal. This will simply involve confirming a declaration that you have/will use the grant funds for the approved purpose.

You can view and complete your acquittals in the Programs section of the ASF platform, however 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. Click on **Report My Expenditure** beside Play for Purpose details.

**EXPENDITURE REPORTING**

Learn more about expenditure reporting and what you need to do by reading this handy guide.

**PLAY FOR PURPOSE**

You have \$736.00 of Standard Grants to declare for this Program by 28/02/2021

**REPORT MY EXPENDITURE**

2. Your outstanding acquittals will be listed, select one and click on **Declare**.

| PLAY FOR PURPOSE                  |          |          |              |                         |                  |                |
|-----------------------------------|----------|----------|--------------|-------------------------|------------------|----------------|
| Payments <b>Acquittals</b> Audits |          |          |              |                         |                  |                |
| ACQUITTAL NUMBER                  | TYPE     | AMOUNT   | DATE CREATED | ACQUITTAL PERIOD        | STATUS           |                |
| <b>OUTSTANDING</b>                |          |          |              |                         |                  |                |
| ACQ 014350                        | Standard | \$5.00   | 15/02/2021   | 01/02/2021 - 15/02/2021 | Pending Approval | <b>Declare</b> |
| ACQ 013291                        | Standard | \$35.00  | 12/11/2020   | 12/11/2020 - 12/12/2020 | Pending Approval | <b>Declare</b> |
| ACQ 012385                        | Standard | \$495.00 | 14/09/2020   | 10/10/2020 - 10/10/2020 | Pending Approval | <b>Declare</b> |

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

**DECLARATION CONFIRMATION**

By submitting this Acquittal, I declare that:

1. These funds have been, or will be, spent solely on the relevant Approved Charitable sporting purpose;
2. We hold/will hold original documentary evidence of expenses relating to this grant and will retain these documents for a period of at least seven years, as required by legislation;
3. I acknowledge that under Clause 5 of our Grant Agreement, the Australian Sports Foundation may require us to account for grants by providing copies of supplier invoices, bank statements or other relevant supporting documentation if requested;
4. We confirm that we will provide such information on request and we acknowledge that the Australian Sports Foundation may choose to carry out further verification processes at its discretion; and
5. We agree to comply with such verification requests, and will indemnify Australian Sports Foundation against any liability that arises including, without limitation, where we are not able to produce said documentary evidence when requested by the Australian Sports Foundation and/or a regulator (e.g. the Australian Taxation Office or Australian Charities and Not for Profits Commission).

**← CLOSE** **CONFIRM**

4. Repeat steps 2-3 for any outstanding acquittals.

**Done!**

**NOTE:** As is the case with all Australian Sports Foundation acquittals, Play for Purpose payments may be subject to further substantiation of expenditures via an audit (or “spot check”) process. Should you be selected for audit, you will be notified by email. For information on completing an audit, please see [this guide](#).