

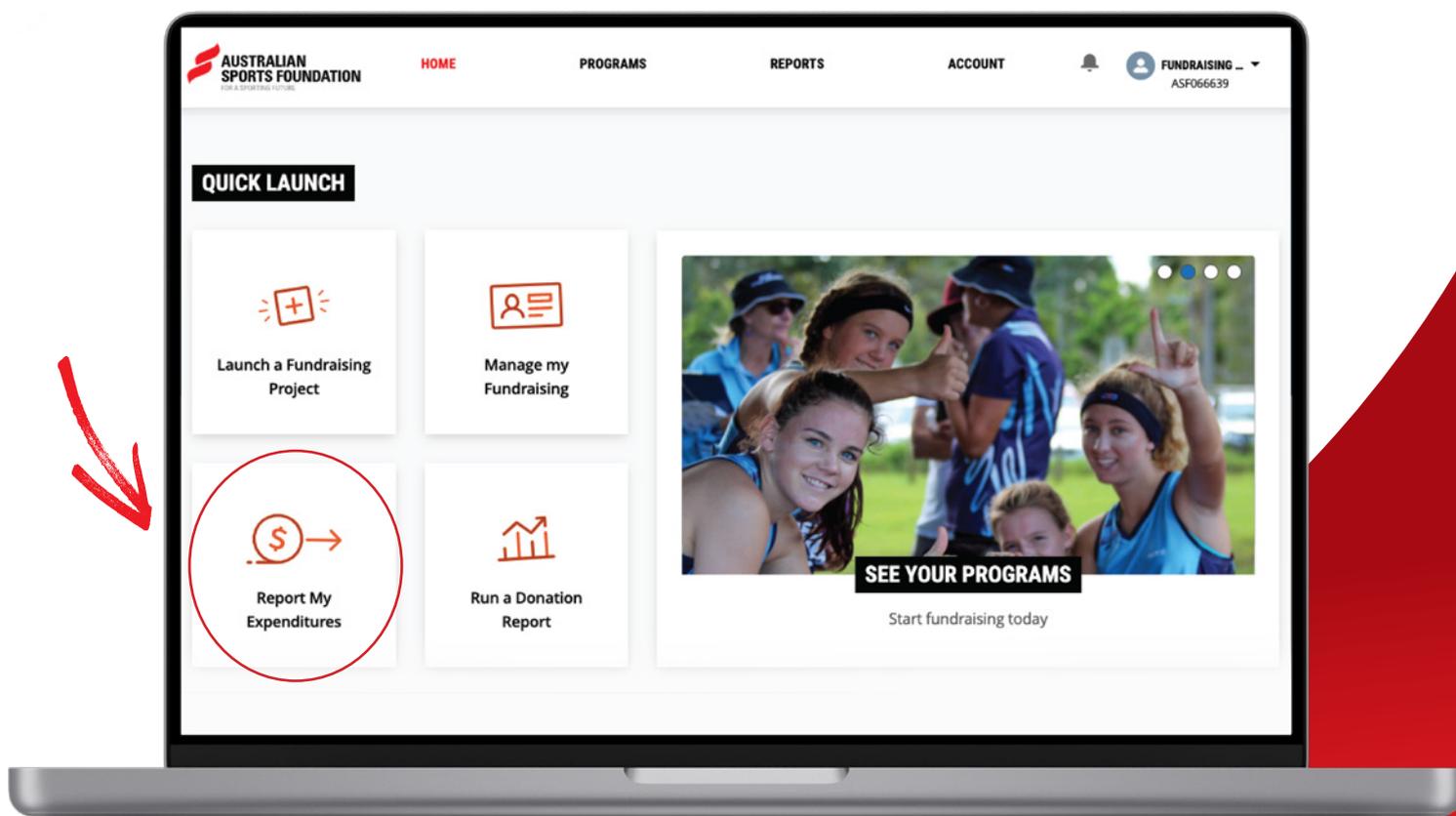
AUDITS



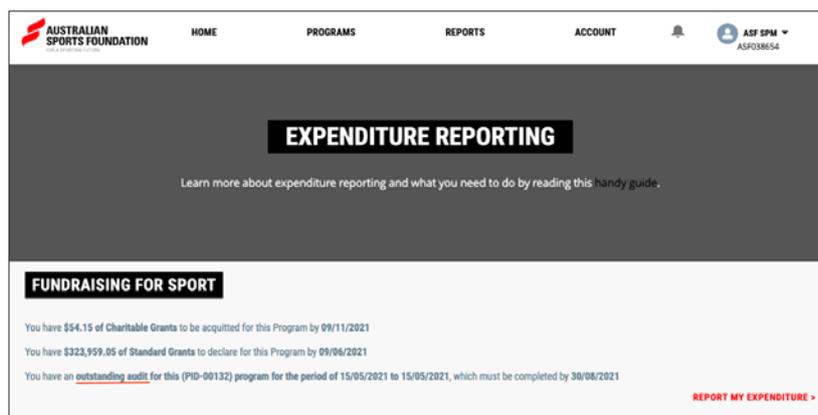
As a deductible gift recipient, the Australian Sports Foundation (ASF) has an obligation to ensure that funds raised are used for the development of sport in Australia. Fundraisers that raise significant amounts may be randomly selected to complete an Audit, which is simply a 'spot check' on expenditures relating to your grant payment(s).

YOU WILL RECEIVE AN EMAIL NOTIFICATION IF YOU HAVE BEEN SELECTED FOR AN AUDIT 'SPOT CHECK'.

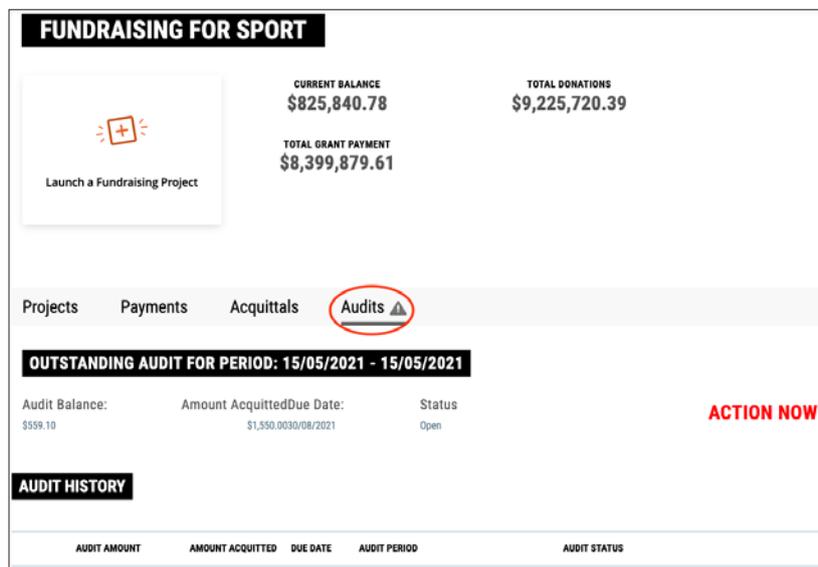
You can view and complete your Audit reports in the Programs section of the [ASF platform](#), however the easiest way to see if you have any outstanding reporting to do is by clicking on the **Report My Expenditure** quick link on the Home page.



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



2. Navigate across to the **Audits** tab; if anything is outstanding you'll see the triangular icon, as well as the audit period.

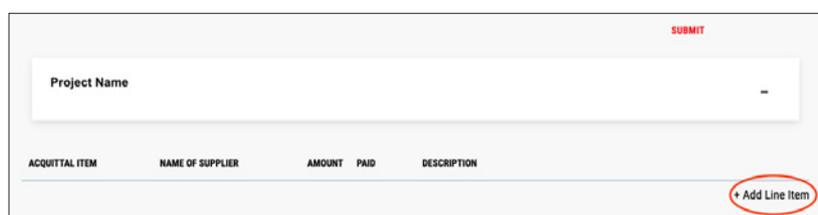


3. Select **Action now**. In this screen you will see all projects related to your payment(s) selected for Audit.



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

4. If you have spent all or part of the grant payment, select **Add Line Item**.



5. Complete the fields and upload supporting documentation.

EDIT LINE ITEM

*** SUPPLIER NAME** *** DATE PAID**

*** AMOUNT (INCL. GST)**

*** DESCRIPTION OF THE TRANSACTION**

Please enter all required fields and upload supporting documents.

UPLOAD FILES

📁 Upload Files

 Or drop files

DATE UPLOADED	UPLOADED FILE NAME	TYPE

← CLOSESAVE

FIELD DEFINITIONS

SUPPLIER NAME

Who you purchased the products or services from.

DATE PAID

As per invoice or receipt.

AMOUNT (INCL. GST)

The GST inclusive price of the product or service — enter the total amount on the invoice or receipt, even if this is higher than the amount we've asked you to substantiate.

DESCRIPTION OF THE TRANSACTION

Give a brief summary of the product or service purchased.

UPLOAD FILES

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

6. Click **Save** and the expenditure will appear in the acquittal item list.

ACQUITTAL ITEM	NAME OF SUPPLIER	AMOUNT PAID	DESCRIPTION	Edit	Delete
AI-033355	Sporting Goods Pty Ltd	\$2,750.00	15/12/2021 100 x footballs, 50 x netballs		

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'll receive an error message if you have not accounted for at least 30% of the Audit Balance amount and will be required to request an extension of the 90-day Audit period (refer below).

7. For grant payments that remain unspent, you will need to upload a bank statement showing a balance of funds you're holding for future project expenditures.

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

Remaining Bank Balance: 1000

Upload Files Or drop files

DATE UPLOADED	UPLOADED FILE NAME	TYPE
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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 at finance@sportsfoundation.org.au. For the extension request, you will need to provide details of when and how the grant payment is likely to be expended for the development of sport in Australia.

8. 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 it and get in touch if they need anything else.

SUBMIT

David Dickinson Junior Sports Sub-Fund

ACQUITTTAL ITEM	NAME OF SUPPLIER	AMOUNT	PAID	DESCRIPTION		
AI-033355	Sporting Goods Pty Ltd	\$2,750.00	15/12/2021	100 x footballs, 50 x netballs	Edit	Delete
AI-033356	ABC Sports Coaching Pty Ltd	\$1,100.00	04/01/2022	10 x coaching sessions for Junior Academy	Edit	Delete

+ Add Line Item

IMPORTANT: 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.