

REPORTING YOUR EXPENDITURE



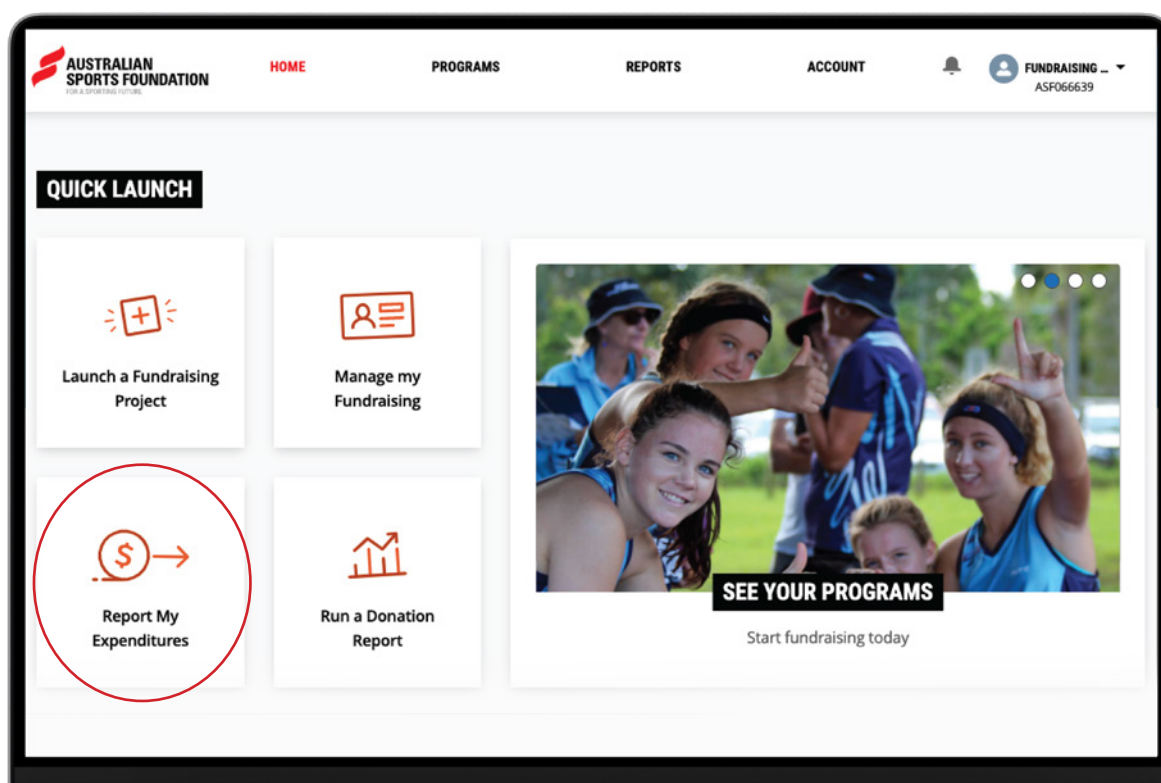
ACQUITTAL PROCESS FOR ASF GRANT PAYMENTS

Acquittals are the way our fundraising partners account for the funds they raise through the Australian Sports Foundation (ASF). Whether it's a Fundraising for Sport 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 for the intended/approved purpose.

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

For organisations and individual fundraisers who have received Fundraising for Sport 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 payment for the intended/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 the Home page.



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

EXPENDITURE REPORTING

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

FUNDRAISING FOR SPORT

You have \$5,115.08 of Standard Grants to declare for this Program by 27/02/2022

REPORT MY EXPENDITURE

2. Your outstanding acquittals will be listed in date order.
Beside the appropriate period, click **Declare**.

FUNDRAISING FOR SPORT

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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 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; and
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 or Australian Charities and Not for Profits Commission).

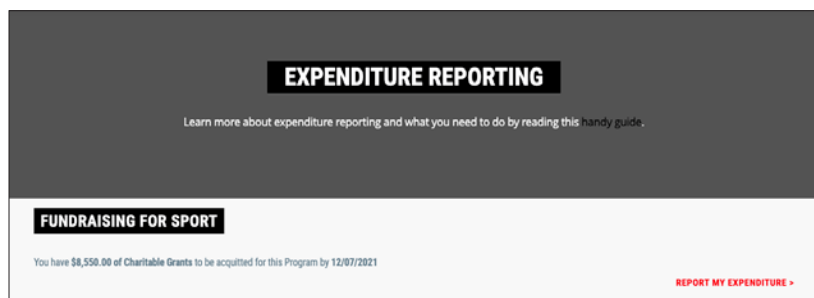
← CLOSE **CONFIRM**

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

Done!

CHARITY PAYMENTS

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



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.



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