

## PORTAL ACQUITTAL REPORT GUIDE

As you know, acquittal of the funds granted to you forms a key part of our fundraising relationship, it lets us know that sports are using the funds to do the great things they have planned and it provides donors with confidence that their donations are being used for the purposes that they donated.

As part of our ongoing technology transformation and to help you manage your projects easily, we have a new and improved approach to our recently streamlined online acquittals reporting. You will now be able to access and complete your acquittals via the My Acquittals page of the [portal](#). Remember that you will need your username and password to access the portal.

As per the usual requirements you'll need to tell us:

- The total amount spent this reporting period; and/or
- The total amount carried forward to the next report

We have also reviewed and streamlined the process for letting us know how you've spent the money that's been granted to your organisation.

### **If all or part of grant funds have been spent**

You will need to provide details of all expenditure items for this reporting period

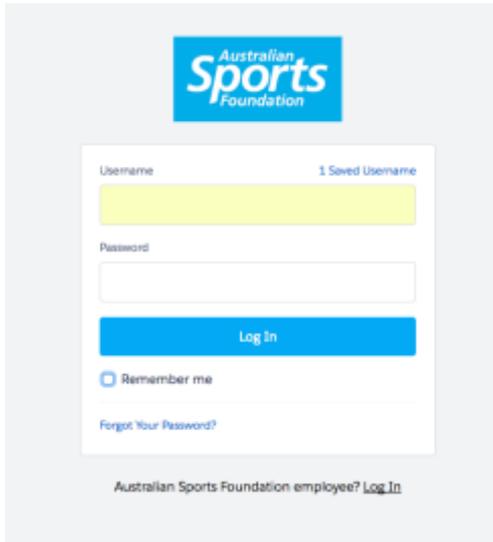
### **If all or part of grant funds are unspent**

You will need to provide proof of funds held. This can either be a bank statement or an internet banking extract, however please ensure your organisation name is visible on the document when it is uploaded.

As part of our streamlined acquittal process we do not initially require you to submit receipts with your report. However, we may request more information and receipts through selected checks or for items that we believe require further clarification. Any information about how you have spent your funds will be treated as strictly confidential.

Your acquittal should be submitted in the portal by the due date. It is important to note that if you have not submitted your acquittal by the due date, your organisation will not be eligible to receive grants again until it is completed.

This Guide will provide you with some tips for completing your acquittal report, however if you still have any questions after reading this, please don't hesitate to contact your SPM.

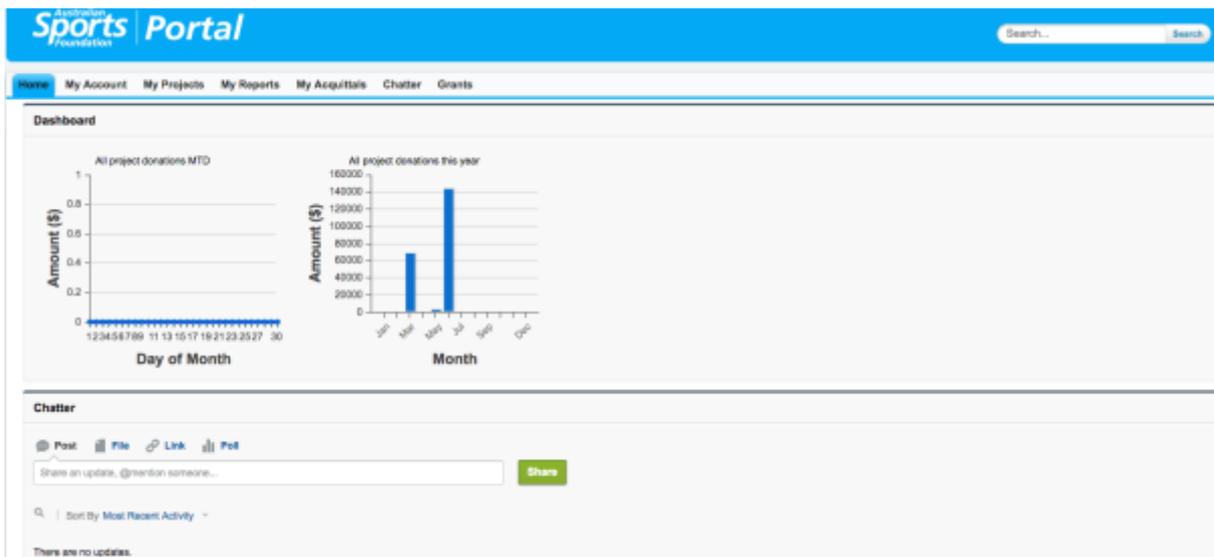


## 1. LOGIN

Use this link to login to the Australian Sports Foundation Partner Portal <https://asf-community.force.com/portal/login> using your portal login details.

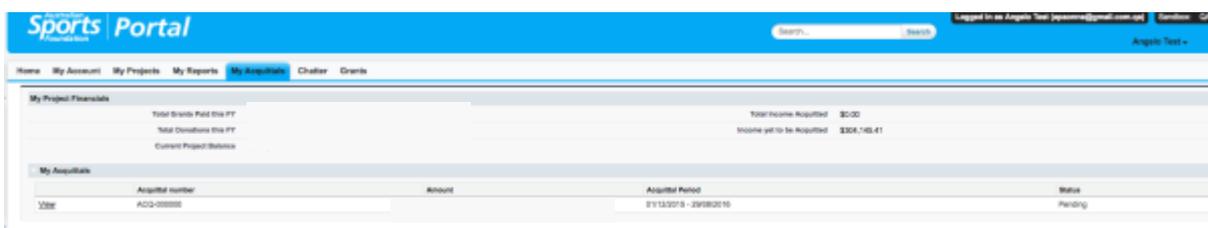
If you have forgotten your password, use the FORGOT YOUR PASSWORD link on the login page to reset your details.

Your home screen looks like this once you are logged in.



## 2. START YOUR ACQUITTAL

Click on the My Acquittals tab



This acquittal amount will include all projects for your organisation.

Click on View to start your acquittal

The Acquittals Submission section at the top of the form outlines the acquittal period for the report and the total amount your organisation will be required to acquit.

In this section you can also upload your bank statement for any unspent funds BUT you should only do this after you have finished the portion for the funds you have spent.

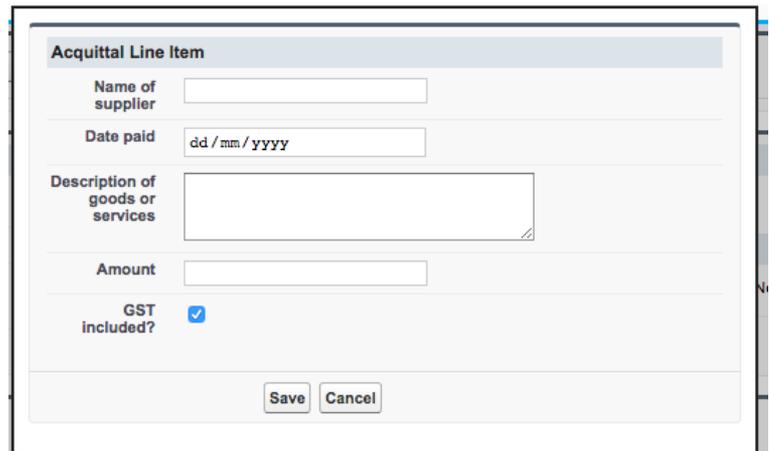
Start at the top of the Projects section to complete your acquittal for each project.

Key information on this screen:

- Project Grants to be Acquitted = the total amount carried forward for this project from the previous acquittal report + total grants paid to your organisation for this project during the current reporting period.
- Total Grant Funds Spent = the total amount of ASF grant funds you have spent on this project during the current reporting period.
- Total Grant Funds Not Spent = the total amount of ASF grant funds you have not spent and are carrying forward to the next acquittal for future expenditures.

**Click the Add New Line Item button to enter the information for each of the items or services you spent your grant on.**

Instead of uploading an expenditure spreadsheet, you'll add a new line item for each supplier invoice/cost you have (provide as such detail as possible).

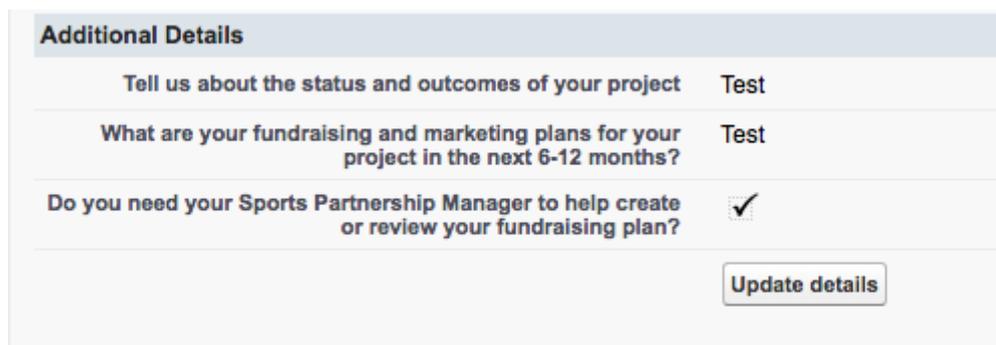


For GST registered organisations, provide the GST exclusive amount of your invoices (or if there is no GST on the invoice, the total amount you paid). For organisations not registered for GST, please provide the GST inclusive amount of your invoices.

Please note that you are unable to 'over acquit' on your report i.e. You can't tell us you have spent more than what you have been asked to acquit.

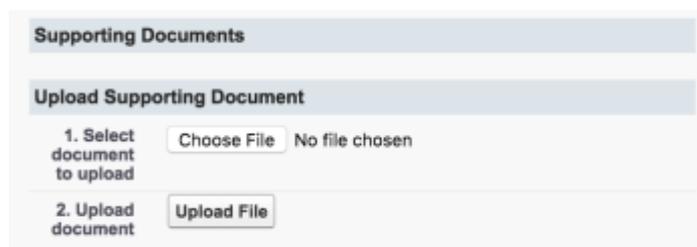
If you include a part payment of an invoice, please make note of this in the description as you can use the unclaimed part of this invoice in your next acquittal.

**Provide us with Additional Details about the current status of your project, your plans for fundraising and marketing and ask for fundraising assistance from your SPM.**



**Provide Supporting Documents if required**

This is where you can provide copies of supplier invoices (if/when requested by your SPM) as PDF, DOC, DOCX, JPEG, PNG, XLS, XLSX files.



## TIPS

1. If you have a single invoice that is more than 50% of your total expenditure for a project, upload a copy of this invoice (as this will allow your SPM to finalise your report sooner).
2. If you are including a part payment of an invoice, upload a copy of the invoice if you intend on claiming the balance in your next report.

## Tell us about your Key Fundraising Dates so we can provide better support

Let us know about any key fundraising dates for your projects, e.g. appeal launch, member registration days (where you can ask for a donation “add on”), function, etc.

Our Marketing team may be able to assist you in the promotion of some of your fundraising activities if we know about them in advance.

| Key Fundraising Dates   |            |             |
|---|------------|-------------|
| Please tell us if you have any key fundraising dates for this project |            |             |
| <a href="#">Add New Key Date</a>                                      |            |             |
|   | Date       | Description |
| <a href="#">Edit</a>   <a href="#">Del</a>                            | 31/08/2016 | Key Date 1  |

### 3. REPEAT FOR ALL PROJECTS

If your organisation has multiple projects, please repeat the above for each project with a balance to be acquitted.

### 4. UPLOAD BANK STATEMENT FOR UNSPENT FUNDS

#### Account for any unspent funds first

If your organisation has any unspent grants that it is holding, you will be required to upload a copy of a current bank statement showing a balance of at least this amount. Please ensure you upload one of the following file types PDF, DOC, DOCX, JPEG, PNG, XLS, XLSX.

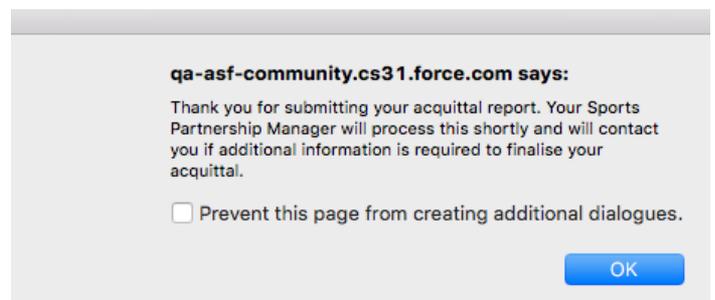
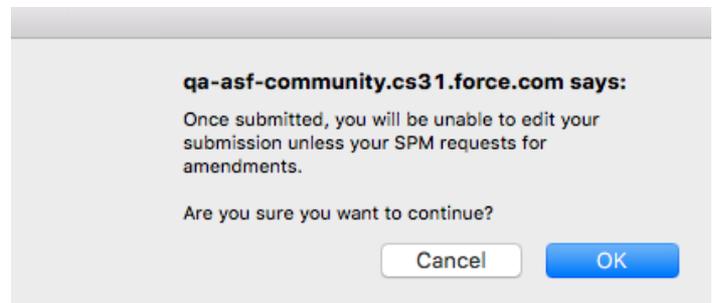
| Bank statement(s) for this period          |  |
|--|--|
| <a href="#">View</a>   <a href="#">Del</a> | testfile.txt                               |
| Upload Bank Statement                      |  |
| 1. Select document to upload               | <a href="#">Choose file</a> No file chosen |
| 2. Upload document                         | <a href="#">Upload File</a>                |

## 5. SUBMIT ACQUITTAL

**Click Submit Acquittal at the top of the form when you have completed your report.**

To be complete, your report must:

- Have a line item entered for each item or service purchased for each project
- Have bank statements uploaded for any unspent funds
- Have any supporting documents that are required



**If you have any problems, please contact your Sports Partnership Manager or call us on 02 6214 7868.**