



FINANCIAL ACQUITTAL and ASSETS REGISTER

Organisation, Postal Address, Contact Person, Title, Phone, Fax, E-mail, DEEWR Provider No

Financial Acquittal (Tick when all relevant Attachments below are complete)

This financial acquittal proforma is designed to acquit all IEP Funds provided in 2008, including all interest or royalties/income derived from IEP Funds during 2008.

Table with 3 columns: Attachment, IEP Element, Checklist. Row 3 is highlighted in red.

For each Attachment:

- Part A seeks information on the GST component of funding provided to you under that element, if applicable.
- If GST is paid to you, the amount of GST funding which is included in each payment is set out in a Recipient Created Tax Invoice (RCTI) issued to you at the time of the payment.
- If GST is not paid to you, do not complete Part A.
Parts B to E (where applicable) seek information about the funding received and expenditure and commitments under that element, exclusive of any GST.

Assets Register (Tick when complete)

The Assets Register seeks information relating to assets that may have been purchased using IEP funding, or the discontinued Strategic Results Projects element.

Auditors Initials.....

Recipient Initials.....

Certification	(Complete when Financial Acquittal and Assets Register complete. Tick when complete) <input type="checkbox"/>
You must complete the Certification before the Department can accept that the information in this Acquittal is a complete, true and fair report of the financial expenditure of IEP Funds in 2008 calendar year.	

Certification

Complete this certification after you have completed the Financial Acquittal for any IEP funding which you have received in 2008 and after you have entered all relevant information in the Assets Register.

IEP FUNDING RECIPIENT'S CERTIFICATION	
I,	
	(print name of chief officer or equivalent)
	(print position title)
certify that:	
(i) the details shown in this financial acquittal form and the accompanying pages - including the details of assets acquired and disposed of - represent a complete, true and correct summary of transactions that took place during the funding year under the Indigenous Education Program (IEP);	
(ii) Funds were spent on activities and initiatives to achieve the outcomes/targets indicated in the agreed Schedule/s of the Indigenous Education Agreement;	
(iii) any interest earned or royalties/income derived from these Funds was expended on activities to advance the objects of the <i>Indigenous Education (Targeted Assistance) Act 2000</i> ; and	
I understand that:	
(i) in the event that I have not remitted GST paid under the Agreement to the Australian Taxation Office, that it is my obligation to remit those amounts, as required under the <i>A New Tax System (Goods and Services Tax) Act 1999</i> ; and	
(i) it is an offence under the <i>Criminal Code Act 1995</i> to provide false or misleading information.	
Signed:	
Date:	

Privacy Notice

The Department of Education, Employment and Workplace Relations (DEEWR) collects your personal information (including your name, organisation and contact details) for the purposes of administering Indigenous Education Programs. DEEWR will not otherwise use or disclose your personal information without your consent unless required or authorised by or under law.

When you have completed this certification, please ensure that the following counter-certification is completed to provide an external assurance about the information which you have provided.

Auditors Initials.....

Recipient Initials.....

AUDITOR/ACCOUNTANT (NON-GOVERNMENT) CERTIFICATION

I,
(print name of auditor/accountant)

of
(print address and telephone number of auditor/accountant)

being:

- a registered company auditor or such like under a law in force in the State/Territory in which the organisation is incorporated or principally operates; or
- a member of the Institute of Chartered Accountants of Australia; or
- a member of the Australian Society of Certified Practising Accountants (CPA Australia); or
- a member of the National Institute of Accountants

certify that:

- (i) I am not an employee of the Recipient;
- (ii) the acquittal details are a true, fair, complete and correct summary of income and expenditure of IEP Funds received by the Recipient for the year ended 31 December 2008, and that the Funds were expended in accordance with the Agreement and for the purposes for which they were provided;
- (iii) the acquittal details are a true, fair, complete and correct summary of IEP Funds committed for expenditure prior to 31 December 2008 and the amount of unexpended Funds as at 31 December 2008;
- (iv) the IEP Funds are managed consistent with Clause 3 'Payments and Use of Funding' and Clause 20 'Accounts and Records' of the Indigenous Education Agreement;
- (v) the administrative requirements and funding conditions of the Indigenous Education Agreement have been complied with and the accounts and records have been kept in accordance with Australian Accounting Standards; and
- (vi) the control and accountability of disbursements from IEP Funds has been in accordance with the funding agreement.

Signed:

Date:

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DEEWR Use Only

Approval of Acquittal is Recommended
Not Recommended

Signature

Name

Position

Date

Acquittal is: Approved
Not Approved

Signature

Name

Position (State Manager; or IEM for non-systemic provide

Date

Auditors Initials.....

Recipient Initials.....

AUTHORISED PERSON (GOVERNMENT) CERTIFICATION

I,
(print name of senior executive officer who has primary responsibility for managing audit functions)

(print position of senior executive officer who has primary responsibility for managing audit functions)

of
(print address of senior executive officer who has primary responsibility for managing audit functions)

being the person authorised by the State/Territory Minister responsible or primarily responsible for the administration of matters relating to education and/or training,

(print name and title of State/Territory Minister)

certify that:

- (i) the acquittal details are a true, fair, complete and correct summary of income and expenditure of IEP Funds received by the Recipient for the year ended 31 December 2008, and that the Funds were expended in accordance with the Agreement and for the purposes for which they were provided;
- (ii) the acquittal details are a true, fair, complete and correct summary of IEP Funds committed for expenditure prior to 31 December 2008 and the amount of unexpended Funds as at 31 December 2008;
- (iii) the IEP Funds are managed consistent with Clause 3 'Use of Funding' and Clause 20 'Accounts and Records' of the Indigenous Education Agreement;
- (iv) the administrative requirements and funding conditions of the Indigenous Education Agreement have been complied with and the accounts and records have been kept in accordance with Australian Accounting Standards; and
- (v) the control and accountability of disbursements from IEP Funds has been satisfactory.

Signed:

Date:

Privacy Notice

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DEEWR Use Only

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Signature

Name

Position

Date

Acquittal is: Approved
Not Approved

Signature

Name

Position (State Manager; or IEM for non-systemic provide

Date

Auditors Initials.....

Recipient Initials.....

Auditors Initials.....

Recipient Initials.....

**ATTACHMENT 3
MIXED-MODE AWAY-FROM-BASE (AFB) FUNDING**

Provider Name

For the 2008 funding year (1 January - 31 December 2008).

PART A – If applicable, Goods and Services Tax (GST) paid under the Agreement:

1. If applicable, GST received by you in 2008 as part of the AFB funding under the Agreement. This amount is stated on your Recipient Created Tax Invoices (RCTIs).	\$
2. If applicable, GST remitted or committed for payment to the Australian Taxation Office (ATO) (in the remittance instalments shown below)	\$
Amount remitted: \$ Date remitted: / /	Amount remitted: \$ Date remitted: / /

PART B - Acquittal Summary Details (excluding GST):

1. Unexpended AFB Funds from 2008 which were committed for expenditure prior to 31/12/2008.	\$
(+) 2. Unexpended and uncommitted AFB Funds from 2008 which were approved for expenditure in 2008.	\$
(+) 3. Balance of Funds from 2008 (Remaining AFB Funds from previous funding or owing to provider).	\$
(+) 4. AFB Funds provided in 2008. These amounts appear on Recipient Created Tax Invoices (RCTIs) or Payment Advice letters.	\$
(+) 5. Interest, royalties and other income derived from AFB Funds in 2008.	\$
(=) 6. Total AFB Funds to be acquitted in 2008.	\$
7. Total AFB Program Expenditure in 2008, <u>excluding all GST</u> .	\$
(+) 8. Total AFB Administration Expenditure in 2008, <u>excluding all GST</u> .	\$
(+) 9. Unexpended AFB Funds which were committed for expenditure prior to 31/12/2008.	\$
(+) 10. Requested carryover into 2009 (for a specific purpose) of unexpended AFB funds which were not committed for expenditure by 31/12/2008 – written approval date /.../2009.	\$
(=) 11. Total AFB Funds which by 31/12/2008 were committed or for which carry over was requested.	\$
12. Returns of 2008 AFB Funds by 31/12/2009.	\$
13. Balance of Funds for 2008 (Unexpended and uncommitted AFB Funds from 2008 to be recovered from 2009 entitlements).	\$
14. Balance of provider's AFB bank account or cost centre at 31/12/2008.	\$

AFB Acquittal continued on next page

Auditors Initials.....

Recipient Initials.....

ATTACHMENT 3
AFB FUNDING, *Continued*

PART C - AFB Program Residential School Expenditure (excluding GST):

1. Total 2008 AFB Expenditure on Student Travel	\$
(+) 2. Total 2008 AFB Expenditure on Lecturer Travel	\$
(+) 3. Total 2008 AFB Expenditure on Accommodation	\$
(+) 4. Total 2008 AFB Expenditure on Meals	\$
(+) 5. Total 2008 AFB Expenditure on Capital Items	\$
(=) 6. Total 2008 AFB Program Expenditure	\$

PART D - AFB Program Expenditure Reverse Block (excluding GST):

1. Total 2008 AFB Expenditure on Student Travel	\$
(+) 2. Total 2008 AFB Expenditure on Lecturer Travel	\$
(+) 3. Total 2008 AFB Expenditure on Accommodation	\$
(+) 4. Total 2008 AFB Expenditure on Meals	\$
(+) 5. Total 2008 AFB Expenditure on Capital Items	\$
(=) 6. Total 2008 AFB Program Expenditure	\$

PART E - AFB Administration Expenditure (excluding GST):

1. Total 2008 AFB Expenditure on Administrative staff salaries	\$
(+) 2. Total 2008 AFB Expenditure on Administrative Salary On-costs	\$
(+) 3. Total 2008 AFB Expenditure on General Administration	\$
(=) 4. Total 2008 AFB Administration Expenditure	\$

Auditors Initials.....

Recipient Initials.....