



Please insert Reporting Period, Commissioned Organisation Name and ACIAR Project number here.

This amount must match the **Unacquitted/(overspend)** amount from the **Previous Acquittal** (unless this is the first acquittal for the Project)

ACIAR Acquittal

[please complete all cells highlighted in orange only, then sign as directed at the bottom of the form]

Reporting Period:

Commissioned Organisation:

Project Number:

1 January - 30 June 2020
University of XXXX
ABC/20XX/XXX

Set out below is a statement of available funds and expenditure: (prepared on a Cash Basis)

A\$

A Available Funds:

Carried Forward (unacquitted/overspend) from previous period

Total Project Payment received for this period

\$	50,000.00
\$	250,000.00
TOTAL A	\$ 300,000.00

B Less Expenditure (please insert/hide any unrequired rows):

Commissioned Organisation Expenditure

Personnel		\$ 60,000.00
Research Operating Expenses	List Commissioned Organisation expenditure (by cost category).	\$ 20,000.00
Travel		\$ 40,000.00
Capital		\$ 20,000.00
Infrastructure		\$ -
Sub-Total		\$ 140,000.00

This amount must match the project payment received in the reporting period.

Payments to Project Collaborators* (hide/unhide rows as required)

		Collaborator Acquittal received for previous period		
Australian Collaborator		YES	\$	25,000.00
Overseas Collaborator 1	List ALL Project Collaborator Organisations and payments made during the reporting period. Include those with nil payments and provide reason in Other Comments box.	YES	\$	10,000.00
Overseas Collaborator 2		YES	\$	20,000.00
Overseas Collaborator 3		YES	\$	15,000.00
Overseas Collaborator 4		NO	\$	-
Sub-Total			\$	70,000.00

* If a Collaborator Payment was scheduled for this period but not paid, include them above with a payment amount of \$0 and provide a short explanation in the Other Comments box below. Likewise, if a collaborator received more than one payment provide an explanation in the Other Comments box.

Indicate whether each Collaborator has submitted an acquittal for the previous reporting period (mandatory).

C Unacquitted/(overspend):

Committed Funds (complete in Table 1 below)

Uncommitted Funds (*detail reasons in Explanation for uncommitted funds)

TOTAL B	\$ 210,000.00
TOTAL C	\$90,000.00

FUNDS UNACQUITTED - complete information regarding Committed/Uncommitted Funds below

\$	30,000.00
\$	60,000.00

Please complete totals above & breakdown/explain below, according to instructions.

TABLE 1: Committed funds for expenditure within 6 months from the end of this reporting period

Committed amounts include funds spent since the end of the reporting period, together with the total of any invoices received since the end of the reporting period.		Committed funds
		\$ 30,000.00
Committed Funds for Commissioned Organisation		
Personnel	Provide breakdown of Committed Funds , noting Committed Funds are NOT budgeted funds. They are funds spent or invoices received since the end of the reporting period.	
Research Operating Expenses		\$ 5,000.00
Travel		\$ 5,000.00
Capital		\$ -
Infrastructure		\$ -
Committed Funds for Collaborator Payments (hide/unhide rows as required)		
Overseas Collaborator 4		\$ 20,000.00
TOTAL		\$ 30,000.00

***Explanation for uncommitted funds:**

Where uncommitted funds exceed 20% of available funds (**TOTAL A**) an explanation detailing the reasons for the delay in spending or committing funds must be provided here:

\$60,000 remains uncommitted due to travel restrictions associated with COVID-19	Provide an explanation of Uncommitted Funds (unspent funds with no invoices pending), where Uncommitted funds exceed 20% of total Available Funds.
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Other Comments: Where an Overspend exceeds 20% of available funds (**TOTAL A**) please provide an explanation here.

No Payment was made to Overseas Collab 4 due to delays in receiving their acquittal & invoice. Invoice was received after 30 June 2020, this amount has been included in Committed Funds	The Other Comments box should be used to: - to explain overspent funds - to explain why Collaborators have not received payments (or have received more than one payment) - to provide any other details relevant to the acquittal
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I certify that the expenditure shown above has taken place and is correct:

Signed and dated by Project Leader:	Please ensure the Project Leader and Authorised Officer have signed the Acquittal.	Signature: _____
		Print name: _____
		Date: _____

Signed and dated by Authorised Officer preparing this acquittal:	Signature: _____
	Print name: _____
	Date: _____

Project Acquittals without signatures can not be accepted

Please email a PDF of completed acquittal to researchPSO@aciar.gov.au
Acquittals are due within 30 days of the end of each six-month payment period