



ACIAR Acquittal

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

Reporting Period: (1 Jan 20XX to 30 June 20XX or 1 July 20XX to 31 Dec 20XX)

Commissioned Organisation:

Project Number:

1 July - 31 December 2020
 University of XXXX
 ABC/2019/123

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

This amount must match the Part C: Funds Unspent/(overspent) amount from the Previous Acquittal (unless this is the first acquittal for the Project)

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

A. Available Funds:

Carried Forward (Funds Unspent/Overspent) from previous period^

Total Project Payment received for this period

^ previous period = the six-month period immediately preceding the payment period

^^ payment no. = the scheduled payment number in the Project Budget

Payment No. ^^	3	\$50,000.00
TOTAL A		\$300,000.00

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

The scheduled payment number in the Project budget needs to be provided.

List Commissioned Organisation expenditure (by cost category)

B. Less Expenditure:

Commissioned Organisation Expenditure

Personnel	\$60,000.00
Research Operating Expenses	\$20,000.00
Travel	\$40,000.00
Capital	\$20,000.00
Infrastructure	\$0.00
Sub-Total	\$140,000.00

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

This section is optional for Small Research Activities (SRAs)

	Payment Number ^^	Collaborator Acquittal received for previous period ^	
Australian Collaborator	3	YES	\$25,000.00
Overseas Collaborator 1	3	YES	\$10,000.00
Overseas Collaborator 2	3	YES	\$20,000.00
Overseas Collaborator 3	3	YES	\$15,000.00
Overseas Collaborator 4	3	NO	\$0.00

*List ALL project collaborators in the table above along with the relevant payment number and amount paid to them during the reporting period. If no payments were made insert \$0. Include an explanation in Part F: Other Comments below if payment amounts differ to the budget schedule. Indicate (Y/N) whether the Collaborator submitted an acquittal for the previous reporting period. If no acquittal was received, please provide a reason in Part F: Other Comments.

List ALL Project Collaborator Organisations & payments made during the reporting period. Include those with nil payments and provide reasons for nil payments in Part F Other Comments.

Indicate whether each collaborator has submitted an acquittal for the previous reporting period.

Sub-Total	\$70,000.00
TOTAL B	\$210,000.00

C. Funds Unspent/(Funds Overspent):

TOTAL C \$90,000.00

FUNDS UNSPENT - complete Parts D & E regarding Committed & Uncommitted Funds below

Funds Unspent must be categorised into Committed (Part D) and Uncommitted (Part E)

Committed Funds are funds for goods, services & personnel costs that have **already been delivered in the reporting period**, but invoices have not yet been paid or received.

Uncommitted Funds = Funds Unspent less Committed Funds

Committed Funds (complete Part D)

Uncommitted Funds (provide explanation in Part E)

	\$30,000.00
	\$60,000.00

These totals will update as Parts D & E are completed

Provide breakdown of Committed Funds, noting that Committed Funds are funds for goods, services & personnel costs that have already been delivered in the reporting period, but invoices have not yet been paid or received.

D. Committed funds:

Committed Funds are funds for goods, services and personnel costs that have already been delivered in the reporting period, but invoices have not yet been paid or received. Do not include funds for activities budgeted for in the next payment period.

Committed Funds for Commissioned Organisation

Personnel		\$0.00
Research Operating Expenses		\$5,000.00
Travel		\$5,000.00
Capital		\$0.00
Infrastructure		\$0.00

Committed Funds for Collaborator Payments (hide/unhide rows as required)

Overseas Collaborator 4	3	\$20,000.00
TOTAL D		\$30,000.00

E. Explanation for Uncommitted Funds:

Provide comments regarding Uncommitted Funds below **TOTAL E** **\$60,000.00**

\$60,000 remains uncommitted due to travel restrictions associated with COVID-19.

Provide an explanation of Uncommitted Funds (Uncommitted Funds = Funds Unspent less Committed Funds) where Uncommitted funds exceed 20% of total Available Funds.

OPTIONAL Itemised explanation for Uncommitted Funds (hide/unhide rows as required):

1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
Total		\$0.00

Contact the relevant Research Program Manager to discuss any plans to reallocate Uncommitted Funds to new project activities.

F. Other Comments:

Provide details regarding: (i) Reasons for Funds Overspent greater than 20% of Available Funds (ii) Collaborator payment not made and/or collaborator acquittals not received; or (iii) Any other relevant information.

No payment was made to Overseas Collaborator 4 in the reporting period due to delays in receiving their acquittal and invoice.

This box should be used to provide reasons for: Overspends greater than 20% of Available Funds Collaborator payments not made and/or collaborator acquittals not received; or Any other relevant information

Please ensure the Project Leader and Authorised Officer have signed the Acquittal.

G. Certification

I certify that the expenditure shown above is correct and has only been spent on the specified project:

Signed and dated by Project Leader:

Signature: Jane Jones

Print name: Jane Jones

Date: 19-Jan-21

Signed and dated by Authorised Officer preparing this acquittal:

Signature: John Smith

Print name: John Smith

Date: 18-Jan-21

Project Acquittals without signatures cannot be accepted
 Please email a PDF of completed acquittal to researchPSO@aciar.gov.au
 Acquittals are due no later than 30 days after the expiration of each Payment Period.
 Commissioned Organisations will be contacted if additional information is required.