



ACIAR Project Acquittals – Guidance for Commissioned Organisations

The **ACIAR Standard Conditions**¹ define an **Acquittal** as “the provision of an accurate report on funded activities, providing a breakdown of what the funds have been spent on and assurance that they have been spent on the intended purpose and in accordance with the terms of the Project Agreement.”

Clause 5.10 outlines the requirement for Commissioned Organisations to provide ACIAR with a written acquittal for each payment period², no later than 30 days after the expiration of each Payment Period. “Payment Period” means the periods: 1 January to 30 June; or 1 July to 31 December. The Payment Period may be reduced in length if the start or end date of the Project Agreement falls within the period.

The following details must be included in an acquittal:

- (a) the unacquitted amount from the prior period (if any), the amount received from ACIAR for the reporting period and the amounts expended in the acquittal reporting period;
- (b) an explanation detailing the reasons for the delay in spending or committing funds must be provided where unexpended funds exceed 20% of available funds;
- (c) sign-off by the Project Leader; and
- (d) certification by a separate officer duly authorised by the Commissioned Organisation that the amounts, reported under clause 5.10(a), are correct and accurately reflect expenditure which has been incurred against each item for the purposes of the Project.

ACIAR Project Acquittals should be prepared on a Cash Basis: Incoming amounts are recorded when the funds are received; Outgoing amounts are recorded when the payment is made.

The **ACIAR Acquittal template** must be used for acquitting funds to ACIAR. Please do not add your organisation’s branding or modify the formatting/layout in any way.

Acquittals must be approved by the relevant **Research Program Manager** before the next project payment can be made.

Final Acquittals

A final acquittal reports on the **withholding payment**³, together with any unacquitted amount from the previous reporting period. If there are any funds unspent in the Final Acquittal, ACIAR will send an invoice to the Commissioned Organisation to repay these funds.

¹ ACIAR Standard Conditions: <https://www.aciar.gov.au/Standard-Contract-Conditions-and-Intellectual-Property-Policy>

² Acquittals must be submitted for each reporting period, regardless of whether a payment has been received.

³ A portion of the final project payment withheld until ACIAR acceptance of the Final Report.

Completing the Project Acquittal

Complete all cells highlighted in orange, before converting the spreadsheet into a PDF file.

From the top of the acquittal page, complete the following fields:

Reporting period:	This is the date range of the reporting period. These dates will usually be: <i>1 Jan 20XX -30 June 20XX</i> or <i>1 July 20XX – 31 Dec 20XX</i> . If this is the first acquittal for the project, the start date of the reporting period will be the Project Start Date.
Commissioned Organisation:	The legal name of your organisation.
Project Number:	This is the ACIAR Project number, in the format XXXX/20XX/XXX. Eg. HORT/2019/123

PART A. Available Funds:

These are the funds available to the project during the reporting period, consisting of:

- the *Carried Forward* amount (the Part C total from the previous period⁴) and
- the *Total Project Payment received* from ACIAR for the reporting period

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

\$	-
\$	-
TOTAL A	\$ -

PART B. Expenditure:

Expenditure for the reporting period is broken down into:

- *Commissioned Organisation Expenditure:* This expenditure must be broken down into the listed cost categories: Personnel, Research Operating, Travel, Capital and Infrastructure. These categories are consistent with the project budget.

B Less Expenditure (please insert/hide any unrequired rows):	
Commissioned Organisation Expenditure	
Personnel	\$ -
Research Operating Expenses	\$ -
Travel	\$ -
Capital	\$ -
Infrastructure	\$ -
Sub-Total	\$ -

- *Payments to Project Collaborators:* All Project collaborators must be listed in this section, along with payments made to them during the reporting period. In addition, the middle column must be completed to confirm that the Collaborators submitted a financial acquittal to the Commissioned Organisation for the previous reporting period (select NO if this is the first reporting period).

Collaborator acquittals should be retained by the Commissioned Organisation for record keeping purposes. ACIAR may request to see Collaborator acquittals at any time.

⁴ If the acquittal is for the first project payment this amount will be zero.

If a Collaborator Payment was scheduled for this period (in the project budget) but not paid, please enter a zero in the payment column and provide a short explanation in the **Other Comments** box. Likewise, if a collaborator received more than one payment during the period, please provide an explanation in the **Other Comments** box.

Payments to Project Collaborators* (hide/unhide rows as required)	Collaborator Acquitall received for previous period	
[insert Collaborator 1 name]		\$ -
[insert Collaborator 2 name]		\$ -
[insert Collaborator 3 name]		\$ -
[insert Collaborator 4 name]		\$ -
[insert Collaborator 5 name]		\$ -
* 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.		
Sub-Total		\$ -
TOTAL B		\$ -

Please note: ACIAR staff will review the expenditure amounts and compare them to the project budget. If expenditure is significantly different to budgeted amounts, you will be asked to provide an explanation.

PART C. Unacquitted/(overspend):

The Part C Unacquitted/(overspend) amount is the difference between Available Funds (Part A) & Expenditure (Part B).

C Unacquitted/(overspend):	TOTAL C	\$0.00
FUNDS UNACQUITTED - complete information regarding Committed/Uncommitted Funds below		
Committed Funds (complete in Table 1 below)	\$	-
Uncommitted Funds (*detail reasons in Explanation for uncommitted funds)	\$	-

If the Part C total is an **overspend** (a negative amount) then text will appear under the total: *'OVERSPEND – do not complete information regarding Committed/Uncommitted Funds'*. There is no requirement to provide a breakdown in Table 1. However, if the overspend is greater than 20% of Available Funds (Total A), an explanation should be provided in the **Other Comments** box.

Other Comments: Where an Overspend exceeds 20% of available funds (TOTAL A) please provide an explanation here.

If the Part C total is an **underspend** (positive amount) then then text will appear under the total: *'FUNDS UNACQUITTED - Complete information regarding Committed/Uncommitted Funds'*. The unacquitted funds need to be categorised into **Committed** and **Uncommitted** amounts in the section below.

- **Committed funds** are unacquitted amounts that are committed⁵ for expenditure in the next reporting period. Committed Funds need to be detailed in **Table 1**. These amounts should be broken down into cost categories for the Commissioned Organisation, and project payments to the Collaborators.
- **Uncommitted funds** are unacquitted funds with no invoices pending. If Uncommitted funds are greater than 20% of Available Funds (Total A), the Commissioned Organisation

⁵Committed 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.

needs to provide a clear explanation in the **Explanation for Uncommitted Funds** section of the Acquittal Form.

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
	\$ -
Committed Funds for Commissioned Organisation	
Personnel	\$ -
Research Operating Expenses	\$ -
Travel	\$ -
Capital	\$ -
Infrastructure	\$ -
Committed Funds for Collaborator Payments (hide/unhide rows as required)	
Payment to Collaborator [insert Collaborator Name]	\$ -
Payment to Collaborator [insert Collaborator Name]	\$ -
Payment to Collaborator [insert Collaborator Name]	\$ -
TOTAL	\$ -
<p>*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:</p> <div style="background-color: #ffffcc; height: 40px; width: 100%;"></div>	

Signatures from the Commissioned Organisation

ACIAR acquittals should be converted to a PDF file and must be signed by the Project Leader and the Authorised Officer from the Commissioned Organisation. Date-stamped digital signatures are acceptable.

I certify that the expenditure shown above has taken place and is correct:		
Signed and dated by Project Leader:	Signature:	_____
	Print name:	_____
	Date:	_____
Signed and dated by Authorised Officer preparing this acquittal:	Signature:	_____
	Print name:	_____
	Date:	_____
<small>Project Acquittals without signatures can not be accepted</small> 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		

Once complete, acquittals should be sent via email to researchPSO@aciar.gov.au

A print friendly version of these instructions can be found on the ACIAR website: www.aciar.gov.au, under Project Development and Reporting ->Project Acquittals.