

FINAL ACQUITTAL FOR FUNDING RECIPIENTS

FREQUENTLY ASKED QUESTIONS

2022



Australian Government
Australian Renewable
Energy Agency

ARENA

PURPOSE

All ARENA funding Recipients are required to acquit the expenditure of both ARENA and recipient funds on projects. This is a consistent compliance mechanism associated with grant funding across Government.

To satisfy this, most ARENA funding Recipients are required to undertake a final acquittal at the conclusion of the project. In rare cases associated with large scale projects financial audits will be required on an annual ongoing basis rather than at the end of the project.

This document is intended to assist ARENA funding Recipients with responses to frequently asked questions (FAQs) about the final acquittal in ARENA Funding Agreements.

FAQS

IS THERE A TEMPLATE FOR THE FINAL ACQUITTAL?

ARENA does not provide a template for the final acquittal documentation, due to the differing complexity of funding Recipients' financials and budgets.

In practice, it is usually possible to audit the final Whole of Life project income and expenditure statement that is provided to ARENA with the final milestone.

In some circumstances auditors may refer to the acquittal as a special purpose financial report. The Acquittals Statement and/or Audited Financials Statement (if relevant) must include the associated statements as outlined in your executed Funding Agreement.

WHAT CONTENT DOES ARENA REQUIRE IN THE FINAL ACQUITTAL?

The final acquittal documentation should demonstrate Whole of Life cash Income (ARENA, Recipient, Other Contributions) and Expenditure in accordance with the original or most recently approved Budget (if varied). You should also provide a covering letter on your organisation's letterhead addressing the required statements specified in your Funding Agreement.

It is acknowledged that in-kind contributions are not able to be audited due to their non-cash nature, but these should be certified by an appropriate Recipient signatory as having been received and utilised.

Failure to provide the audit requirements associated with a funding agreement is considered a material breach of the funding agreement and ARENA will enforce its contractual rights if this occurs.

DOES THE FINAL ACQUITTAL NEED A SIGNATURE?

The final acquittal cover letter should be signed by your delegate as certification of the content. Per the Funding Agreement, this may be a Chief Financial Officer (CFO), or another authorised delegate as approved by ARENA.

WHAT IF THE ORGANISATION DOES NOT HAVE A CFO?

ARENA is able to approve an appropriate delegate to certify/sign your acquittal documentation. You will need to submit a request via email to your Client Manager seeking this approval. It is expected that Recipients will address this within an appropriate timeframe to ensure the final acquittal is submitted on, or before, the due date.

HOW DO I SUBMIT THE FINAL ACQUITTAL?

Final acquittals are to be submitted via the ARENANet portal. Your Project Milestones will include a line item for the final acquittal in ARENANet. If this is not the case, please contact your Client Manager for assistance.

WHAT IF WE HAVE AN UNDERSPEND SHOWING ON OUR FINAL ACQUITTAL?

ARENA will discuss any underspends with you (if not already done so prior to submission) to determine if the final milestone will be paid in full or partly, or if a repayment of grant funds to ARENA is required

(eg. because of a project underspend). This will be based on any relevant clauses in your Funding Agreement with ARENA.

WHO PAYS FOR THE COSTS OF AUDITING THE PROJECT FINANCIAL REPORTS?

All audit costs are to be met by the Recipient. These costs can be incorporated into the project Budget during negotiations.

Further information is available at
arena.gov.au

Australian Renewable Energy Agency

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Engage with us

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