

# Acquittal process overview for Biodiversity Division funded projects

An outline of the process to acquit Progress or Final/Completion Reports for Biodiversity Onground Action (BOA) funded projects

## Acquittal of project reports

The Biodiversity Division in DELWP is responsible for ensuring Project Leads have completed their funding obligations throughout their project (see *Figure 1 overleaf*).

Following submission of a project report by a Project Lead, Biodiversity Division will review each report, leading to either:

- Acquittal and payment (for progress reports);
- An approved funding agreement variation; or
- Finalisation (for final/completion reports)

**Progress report:** is a report on the progress towards BOA funded deliverables (activities) and budget expenditure of your project. Progress reports are often annual in timing.

**Final/Completion report:** is the final report to be submitted by a Project Lead, reporting on all the deliverables (activities) and budget over the project lifetime.

**Acquittal:** is the process of the Biodiversity Division approving a report on completed BOA funded deliverables (activities) and budget expenditure for the relevant period. Progress reports and Final/Completion reports each require an acquittal.

## Acquittal process

Acquittal of a report includes:

- Checking actual against scheduled/expected progress and expenditure (in your Funding Agreement/SOE/ MOU).
- Determining whether the expenditure is within 15% of the original budget proposal.
- Considering the information reported, including any unexpected events or variations.

- Identifying any projects that could be used for potential media or promotional activities.

## Progress Reports

The Division will assess Progress Reports and if the agreed deliverables and budget requirements have been met (or within 15% expenditure), the report will be acquitted.

If all the agreed deliverables have been met and the budget is outside of the 15% permitted difference, then the report will not be acquitted. The next instalment will not be paid until the budget has been expended (preferably within 3 months).

If the report shows a significant variation from agreed activities/locations/budget, you will be contacted for clarification. Any changes made will require a formal variation prior to approval of the Report and any subsequent progress payment.

## Final/Completion Reports

Biodiversity Division will assess your Final/Completion Report and if all deliverables have been completed and your budget has been fully expended, the report will be acquitted.

If all agreed deliverables have been met and the budget has not been fully expended, then the Division will seek to recoup unspent funding and liaise with the Project Lead to recoup funds.

Any significant variation from agreed activities/locations/budget, will result in the Final/Completion Report not being approved until further clarification is sought.

## Further Information

For further information about the acquittal process, email [enviro.grants@delwp.vic.gov.au](mailto:enviro.grants@delwp.vic.gov.au).

# Figure 1 - Acquittal process overview for Biodiversity Division funded projects

