



How to complete your Community Benefit SA (CBSA) Financial Certification

Why complete the Financial Certification?

As part of the project evaluation Community Benefit SA requires funded organisations to submit a completed financial certification in order for us to ensure that the amount funded was spent in line with the funding agreement.

What does CBSA require?

Community Benefit SA requires a representative (typically the finance manager or treasurer) of the funded organisation to complete the financial certification, which includes:

- Listing details of grant expenditure
- Inputting total amount of money spent
- Highlighting if there are any funds remaining
- Completing the declaration.

(Example) Funding received \$ 4000	
Details of grant expenditure	Amount \$
...Office equipment...	...\$1050...
...Wages...	...\$2100...
...IT equipment...	...\$850...
TOTAL \$	\$4000
Funds REMAINING \$	\$0

Tips to completing the Financial Certification

1. If not already displayed, input your Project ID, Name of Sponsor Organisation, Project name, Funding Amount received and if registered for GST.
2. If you are registered for GST, please ensure amounts listed on the financial certification are GST exclusive.
3. List all details of grant expenditure as outlined in your funding agreement. These can be aligned to particular groups of spending e.g. wages, IT equipment, building costs, venue hire, program development etc.
4. For any items that are above \$500 please attach copies of invoices/receipts to show expenditure. For wages, this could be a copy of a job report from MYOB/QuickBooks.

What happens if you did not spend your entire grant?

Any unspent funds will need to be repaid to the Minister. If you expect to have unspent funds contact the CBSA team prior to the end of your grant to explore your options or to seek a variation to your funding agreement.

What happens if you have spent part of your grant on items that were not approved in your funding agreement?

Contact the CBSA team prior to the end of your grant to discuss expenditure that may not be in line with your agreement. Approval may be sought to vary your agreement for the purchase of additional items to be funded before the end of the contract. When a variation does not occur, organisations may be required to repay unauthorised expenditure.

Need Help?

Contact the CBSA team to discuss your Financial Certification in more detail on 1300 650 985