

Explanation of reporting forms for annual accountability 2022–2023

Revised 24 July 2023

For service providers delivering funded contracts

About this document

This document gives full details of the annual accountability reporting forms in the Contracting Portal for the 2022–2023 financial year. It explains each field, how to complete them and, where applicable, why we require the information.

Your reporting requirements

You're required to submit annual accountability reporting at the corporate and contract levels.

Requirements for reporting annual accountability are fully explained on the DCJ website.

Use the following links to quickly access information about the forms:

- Reporting corporate-level accountability
 - Organisation details
 - Financial accountability
 - Service provider declaration
- Reporting contract-level accountability
 - Income
 - Expenditure
 - Surplus or deficit
 - Reconciliation of unspent funds
 - Additional information
 - Annual accountability certification

Reporting corporate-level accountability

Use the **Annual Accountability – Corporate** form allocated to you in the Contracting Portal to complete your organisation’s annual accountability corporate level reporting.

The following tables list the information requested on the form, and explain how to respond.

Organisation details

Information requested	How to respond and additional information
<p>1 Does DCJ have up-to-date details about your organisation?</p>	<p>It’s important, and in some cases contractually required, that DCJ has current information about your organisation.</p> <p>If you answer ‘No’ to any of the following questions, your DCJ contract manager will contact you and assist you to provide the necessary information to us.</p>
<p>1.1 Are the correct contact names and contact details listed in the Contracting Portal? If ‘No’, please update them as soon as possible.</p>	<p>Answer ‘Yes’ or ‘No’.</p>
<p>1.2 If your organisation’s name changed in the last 12 months, have you notified DCJ?</p>	<p>Answer ‘Yes’, ‘No’ or ‘Not applicable’.</p>
<p>1.3 If your organisation’s incorporation status changed in the last 12 months, have you notified DCJ?</p>	<p>Answer ‘Yes’, ‘No’ or ‘Not applicable’.</p>
<p>1.4 If your organisation’s address changed in the last 12 months, have you notified DCJ?</p>	<p>Answer ‘Yes’, ‘No’ or ‘Not applicable’.</p>
<p>1.5 If your organisation’s bank details changed in the last 12 months, have you notified DCJ?</p>	<p>Answer ‘Yes’, ‘No’ or ‘Not applicable’.</p>
<p>1.6 If the members of your organisation’s governing body changed in the last 12 months, have you notified DCJ?</p>	<p>Answer ‘Yes’, ‘No’ or ‘Not applicable’.</p>

Communities and Justice

Information requested	How to respond and additional information
<p>2 Does your organisation provide services to Aboriginal and Torres Strait Islander people and/or communities?</p>	<p>Answer ‘Yes’ or ‘No’.</p> <p>This information is important to assist our reporting on the outcomes for the National Agreement on Closing the Gap.</p> <p>This information will also contribute to statistical reporting about services delivered to Aboriginal communities, which we plan on sharing with the sector.</p>
<p>2.1 If ‘Yes’, how do you categorise your organisation?</p> <p>Refer to the information on the DCJ website: https://www.facs.nsw.gov.au/providers/working-with-us/working-with-you/aboriginal-community-controlled-organisations</p>	<p>Answer:</p> <ul style="list-style-type: none"> • ‘Aboriginal Community-Controlled Organisation’ or • ‘Aboriginal provider’ or • ‘Mainstream provider’. <p>Refer to the DCJ website for an explanation of how we determine whether an organisation is an Aboriginal Community-Controlled Organisation or an Aboriginal provider.</p>
<p>3 What number of your staff are Aboriginal or Torres Strait Islander?</p> <p>This question applies to all organisations, not just Aboriginal organisations.</p>	<p>Don’t include members of the governing body in either of these figures.</p> <p>This information is required for reporting within the department and government.</p>
<p>4 What percentage of your staff are Aboriginal or Torres Strait Islander?</p> <p>This question applies to all organisations, not just Aboriginal organisations.</p>	<p>This information also contributes to statistical reporting about services delivered to Aboriginal communities.</p>

Financial accountability

Information requested	How to respond and additional information
<p>5 What is your organisation’s financial year-end date?</p>	<p>Enter the date.</p> <ul style="list-style-type: none"> • For most organisations, this will be 30 June. • For organisations that operate on a calendar year, this will be 31 December.

Information requested	How to respond and additional information
<p>6 What is your corporate financial accountability documents' due date? Due date is 4 months after financial year end.</p>	<p>Enter the due date.</p> <p>As agreed in the contract with us, you must submit your organisation's financial reporting to us within 4 months of the end of your financial year.</p> <p>If your financial year-end date is 30 June 2023, for this accountability reporting period, the due date is 31 October 2023.</p> <p>For organisations that operate on a calendar year ending 31 December 2023, the due date is 30 April 2024.</p>
<p>7 Is your organisation required to prepare audited financial statements under any Australian law?</p> <p>7.1 If 'No', provide an explanation.</p>	<p>Answer:</p> <ul style="list-style-type: none"> • 'Yes', or • 'No', or • 'No, but chose to'. <p>The DCJ Funding Deed and DCJ Agreement for Funding of Services (commonly referred to as the 'human services agreement' or 'HSA') require you to submit audited financial statements if your organisation is required to have your financial statements audited under any Australian law.</p> <p>Whether the financial statements are required to be audited depends on many factors. For example, your organisation's constitution, incorporation type, registration type, regulatory requirements, and the size of your organisation.</p> <p>If you're unclear about this, obtain independent advice or consult your organisation's accountant or auditor for professional advice.</p> <hr/> <p>Explain why your organisation isn't required to prepare audited financial statements.</p> <p>Go to question 12.</p>

Information requested	How to respond and additional information
<p>8 Has the audited financial statement been audited by a member of a professional accounting or auditing body in accordance with the Australian Accounting Standards and Australian Auditing Standards?</p> <p>Financial statements will only be accepted if they have been audited as required by your contract with us.</p>	<p>Answer ‘Yes’ or ‘No’.</p> <p>The audited financial statements must include an audit certificate signed by an auditor who is a member of a professional accounting or auditing body.</p> <p>The auditor isn’t required to be registered with ASIC but must be a full member of a professional Australian accounting body.</p>
<p>9 Within the last two financial years, is or has the auditor been:</p> <ul style="list-style-type: none"> • a member of your organisation or its related entities; • an employee, consultant or provider of any professional services to your organisation including its members, public officers and any other related party; or • related to any member, public officer or employee, or had any connection to the business. <p>9.1 If ‘Yes’, provide an explanation.</p>	<p>Answer ‘Yes’ or ‘No’.</p> <p>The auditor is required to be independent of your organisation. If you’re unsure or have any questions, please contact your DCJ contract manager.</p>

Information requested	How to respond and additional information
<p>10 Does the audit report include a qualified audit opinion or emphasis of matter?</p> <p>The answer to this question will be in the audit report issued by your auditor.</p> <p>A 'qualified audit opinion' means the auditor has identified concerns about the audit or documentation provided supporting the audit.</p> <p>An 'emphasis of matter' is a matter the auditor considers significant enough to be reported in the audit report but may not warrant a qualification of audit opinion.</p>	<p>Answer 'Yes' or 'No'.</p> <p>To answer this question, refer to the auditor's report attached to the financial statements. The audit report would include a qualified or unqualified opinion on the financial statements.</p> <ul style="list-style-type: none"> • An 'unqualified' audit opinion means that, in the auditor's judgement, the financial statements are fairly presented in all material aspects. • A 'qualified' audit opinion means that the auditor had concerns about the information (or lack of information) provided by your organisation. <p>It's possible the auditor may include 'exceptions' to the audit opinion or an 'emphasis of matter'. This means that the auditor is restricted in the scope of the audit and/or may place emphasis on a matter which may not be significant enough for a qualification but could be important to the reader of the financial statements.</p>
<p>If 'Yes':</p> <p>10.1 Does the audit report include an emphasis of matter, other than on the basis of accounting?</p>	<p>Answer 'Yes' or 'No'.</p>
<p>10.2 Does the audit report limit its use and/or distribution?</p>	<p>Answer 'Yes' or 'No'.</p>
<p>11 Have any significant events and/or developments occurred since the end of your financial year that are not disclosed in the financial statements?</p>	<p>Answer 'Yes' or 'No'.</p> <p>The audited financial statements are expected to include any significant events or developments that occur after the end of the financial year or before the audit is signed.</p>
<p>11.1 If 'Yes', please describe and explain these events and/or developments.</p>	<p>If any significant events occurred during this time, identify them, here.</p>

Information requested	How to respond and additional information
<p>12 Please provide the following details from the financial statements:</p> <p>12.1 Total current assets</p> <p>12.2 Total non-current assets</p> <p>12.3 Total current liabilities</p> <p>12.4 Total non-current liabilities</p> <p>12.5 Income in advance</p> <p>12.6 Total revenue</p> <p>12.7 Total expenditure</p> <p>12.8 Other comprehensive income</p> <p>12.9 Other comprehensive expenditure</p>	<p>Enter the dollar amounts (rounded to the nearest dollar) from your financial statements, without amendment or adjustment.</p> <p>Amounts for items 12.1, 12.2, 12.3, 12.4 and 12.5 will be listed in your balance sheet or statement of financial position.</p> <p>‘Income in advance’ includes any amount payable (including DCJ unspent funds) at the end of financial year to DCJ or any other organisation. Your financial statements may include amounts payable under other headings such as ‘grants payable’ or ‘trade creditors’. Please confirm with your accountant.</p> <p>Amounts for items 12.6, 12.7, 12.8 and 12.9 will be listed in your profit and loss statement, or statement of profit or loss and other comprehensive income.</p> <p>‘Total revenue’ includes all revenue except other comprehensive income, if any.</p>
<p>13 Do the organisation’s financial statements include any amount payable to DCJ in the total of income in advance stated in item 12, above?</p> <p>13.1 If yes, for each contract provide the following details:</p> <ol style="list-style-type: none"> 1. Program contract ID 2. Amount of income in advance 3. Financial year the income relates to 4. Detailed description 5. If unspent funds, did DCJ consent, in writing, to their retention? 	<p>Answer ‘Yes’ or ‘No’.</p> <p>This includes any unspent DCJ funds from the last and prior years.</p> <ul style="list-style-type: none"> • Unspent funds reported at the contract-level. • Any other DCJ funding that remains unspent at the end of the financial year. <hr/> <p>If applicable, enter the requested information.</p> <p>Note that DCJ’s consent to retain the unspent funds may have been:</p> <ul style="list-style-type: none"> • in correspondence from the program manager, your DCJ contract manager, or another authorised member of staff • agreed in the terms of the contract.
<p>14 Please add any comments in relation to the responses provided or documents uploaded to this form.</p>	<p>If any of the information or documents you’ve provided require explanation, please do that here.</p>

Financial statements and any supporting documents

Information requested	How to respond and additional information
<p>Upload:</p> <ul style="list-style-type: none"> • full organisation-level financial statements for the financial year, audited or unaudited as applicable • any supporting documents or additional information. 	<p>Upload a full copy of your signed financial statements for the whole organisation, including any supporting documents or additional information.</p> <p>a. If your organisation is contracted under a Funding Deed, upload, as a minimum, the following documents:</p> <ul style="list-style-type: none"> • Where audited financial statements are required or your organisation is registered with the ACNC: <ul style="list-style-type: none"> – a statement of profit or loss and other comprehensive income – a statement of financial position (balance sheet) – a statement of changes in equity – a statement of cash flows – notes to the financial statements – a signed and dated responsible persons' declaration about the statements and notes. • Where audited financial statements aren't required: <ul style="list-style-type: none"> – a statement of profit or loss and other comprehensive income – a statement of financial position (balance sheet) – a statement of changes in equity. <p>OR</p> <p>b. If your organisation is contracted under an Agreement for Funding of Services (commonly referred to as the 'human services agreement' or 'HSA'), upload, as a minimum, the following documents:</p> <ul style="list-style-type: none"> • Where audited financial statements are required or the organisation is registered with the ACNC: <ul style="list-style-type: none"> – a statement of profit or loss and other comprehensive income

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Information requested	How to respond and additional information
	<ul style="list-style-type: none">- a statement of financial position (balance sheet)- a statement of changes in equity- a statement of cash flows- notes to the financial statements- a signed and dated responsible persons' declaration about the statements and notes• Where audited financial statements aren't required:<ul style="list-style-type: none">- a statement of profit or loss and other comprehensive income- a statement of financial position (balance sheet)- a statement of changes in equity- a statement of cash flows- notes to the financial statements- a signed and dated responsible persons' declaration about the statements and notes- a compilation report.

Service provider declaration

Information requested	How to respond and additional information
Upload a completed Service Provider Declaration for Corporate-level Accountability 2022-2023.	Upload a completed <u>Service Provider Declaration for Corporate-level Accountability 2022-2023</u> . The purpose of the declaration is explained in <u>your reporting requirements</u> .

Reporting contract-level accountability

Use the **Annual Accountability – Contract** form allocated to you in the Contracting Portal to complete your annual accountability at the contract level.

If your contract with us is for funding of \$25,000 (excluding GST) or less, you're not required to complete the **Annual Accountability – Contract** form. However, you must submit a completed Annual Accountability Certification for Contract-level Accountability in the **Annual accountability certification** section at the bottom of the form.

The following tables list the information requested on the form, and explain how to respond.

Income

Only report income related to funding received from DCJ.

Information requested	How to respond and additional information
<p>1 Income received from DCJ this financial year, including annual and one-off payments.</p> <p>This includes any special COVID-19 payments you may have received from DCJ.</p>	<p>This figure is prefilled and represents the total of all funds DCJ paid to your organisation under this contract during the financial year, exclusive of GST.</p> <p>This figure includes:</p> <ul style="list-style-type: none"> • quarterly payments • indexation back payments • one-off payments • funds paid in advance for future financial years • any special COVID-19 payments. <p>This figure excludes carried forward unspent funds from previous financial years.</p>
<p>2 Approved carried-forward unspent funds from last financial year.</p> <p>Prior year unspent funds must have been approved either in writing by DCJ specifically for your organisation, or by virtue of the relevant financial year's unspent funds policy. Do not include unspent funds if you did not have DCJ's approval to retain them.</p> <p>If you are unsure about this or have any questions, contact your DCJ contract manager.</p>	<p>Enter the dollar amount of any prior year unspent funds that DCJ gave written approval for your organisation to carry forward to this financial year.</p> <p>Be sure to include the unspent portion of any special COVID-19 payments your organisation received from DCJ for this contract in 2021–2022.</p> <p>Don't include unspent funds if you didn't have DCJ's approval to retain them. If you're unsure about this or have any questions, contact your DCJ contract manager.</p>

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Information requested	How to respond and additional information
<p>3 Amount withheld by DCJ from this financial year's funding to recover prior years' unspent funds.</p>	<p>Enter the dollar amount of payments withheld by DCJ during the financial year to recover prior year unspent funds.</p> <p>Note, to recover unspent funds, DCJ would have withheld funds from one or more of your quarterly payments; the total amount withheld must be reported here.</p>
<p>4 Income or payments in advance received in previous financial years.</p>	<p>Enter the dollar amount of income or payments that your organisation received from DCJ in previous financial year(s) for this or subsequent financial year(s).</p> <p>Be sure to include any special COVID-19 payments that was treated as income in advance for this contract in the 2021-2022 financial year.</p>
<p>5 Interest earned on all DCJ funds related to this contract.</p>	<p>Enter the dollar amount of interest attributed to DCJ funding for this contract.</p> <p>If other funds are being deposited into the same bank account, ensure you apportion the interest accordingly.</p> <p>Don't leave this item blank. Enter a figure greater than or equal to zero. If zero, this would mean you didn't earn any interest on DCJ program funds for this contract.</p>
<p>6 Proceeds from disposal of DCJ-funded assets.</p>	<p>Enter the dollar amount of any proceeds (less any cost of sale) from the sale of assets your organisation originally purchased using DCJ program funds for this contract.</p>

Information requested	How to respond and additional information
<p>7 Other contract-related income.</p>	<p>Enter the dollar amount of all other contract-related payments your organisation received, or was yet to receive as of 30 June, for this financial year from DCJ, including:</p> <ul style="list-style-type: none"> • payments for alternative care arrangements (ACA) or individual placement arrangements (IPA) • Child Transition Payments (CTP) • proceeds from insurance • rent (subletting), hall hire, office space, etc. • income in arrears from DCJ • adjustments to accruals reported to DCJ last financial year • income earned using DCJ-funded resources • any other contract-related income.
<p>8 Adjustment to income or payments included in items 1 and/or item 4, above, paid in advance for following financial year(s).</p> <p>Enter the amount as a negative.</p>	<p>Enter the dollar amount (as a negative) of payments in advance your organisation received from DCJ for use in the following financial year(s).</p> <p>For example, where funding for a two-year period has been provided during the financial year, with the expectation that services agreed in the contract will be provided over two financial years.</p> <p>You must apportion funds equally between financial years, unless DCJ has otherwise advised and/or agreed in writing.</p> <p>Don't include any funds DCJ paid in advance to be used during 2022–2023 financial year.</p>
<p>9 Income total</p>	<p>This total is automatically calculated based on the figures reported in items 1–8.</p>

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Expenditure

Only report expenses related to the contracted services.

Information requested	How to respond and additional information
10 Salaries and wages.	Enter the dollar amount of salary and wage costs for your organisation's employees that were directly involved in providing the services agreed in this contract.
11 Other employment-related expenses.	Enter the dollar amount of all other employment-related expenses incurred by your organisation while directly providing the services agreed in this contract, including (but not limited to) provisions for: <ul style="list-style-type: none">• superannuation• annual leave• leave loading.
12 Direct contract-related costs. These are all other direct costs incurred by your organisation that can be directly attributed to providing the services agreed in this contract.	Enter the dollar amount of all other direct costs incurred by your organisation while providing the services agreed in this contract, including (but not limited to): <ul style="list-style-type: none">• client-related costs• subcontracting costs• rent and related outgoings• utility costs: water, electricity, gas, telephone, and similar costs.

Information requested	How to respond and additional information
<p>13 Indirect contract administration costs.</p> <p>These are all indirect costs incurred by your organisation while providing the services agreed in this contract, including all administrative, fixed and variable overhead costs.</p>	<p>Enter the dollar amount of all indirect costs incurred by your organisation while providing the services agreed in this contract, including (but not limited to):</p> <ul style="list-style-type: none"> • administration costs • fixed and/or variable overheads. <p>This figure:</p> <ul style="list-style-type: none"> • must not be included as part of any other expenditure item reported on this form for this contract • must not be included in the expenditure items of any other DCJ or other funding agency's contracts being reported for this accountability period. <p>For further information, refer to reporting indirect contract administration costs in your reporting requirements on the DCJ website.</p>
<p>14 Capital acquisitions.</p> <p>Assets purchased during the financial year using DCJ program funding for this contract.</p>	<p>Enter the dollar amount your organisation spent on purchasing assets during the financial year using DCJ program funding for this contract, including:</p> <ul style="list-style-type: none"> • motor vehicle purchases • land and/or building purchases • plant and/or equipment purchases • other capital acquisitions. <p>Note that if this contract is an Agreement for Funding of Services (commonly referred to as the 'human services agreement' or 'HSA'), you must have obtained prior approval from your DCJ contract manager to use the funding for the purchase of assets.</p>
<p>15 Other contract-related expenditure.</p>	<p>Enter the dollar amount of all other contract-related expenditure not already reported in items 10–14, above.</p>
<p>16 Expenditure total</p>	<p>This total is automatically calculated based on the figures reported in items 10–15.</p>

Surplus or deficit

17 Surplus or deficit

This figure is automatically calculated based on the income and expenditure totals (items 9 and 16).

Reconciliation of unspent funds

Information requested	How to respond and additional information
<p>18 Unspent funds approved in writing by DCJ for use in the following financial year(s).</p> <p>You must have written consent from DCJ to carry forward the unspent funds.</p> <p>This excludes funds paid in advance by DCJ for future financial years, and where the DCJ contract or unspent funds policy allows the funds to be carried forward.</p>	<p>Enter the dollar amount of funds that your organisation identified as underspend during the financial year, and for which you received written DCJ consent to use in the following financial year.</p> <p>Don't include any funds paid in advance by DCJ for future financial years.</p>
<p>19 Unspent funds carried forward from this financial year, as permitted by the contract and/or DCJ unspent funds policy and annual requirements for the relevant financial years.</p> <p>This excludes funds paid in advance by DCJ for future financial years, as well as any amounts entered at items 18 and 20.</p>	<p>Enter the dollar amount of unspent funds your organisation is carrying forward from this financial year for future use, consistent with the contract and/or DCJ's <u>unspent funds policy and requirements for 2022–2023</u> on the DCJ website.</p>
<p>20 Unspent funds requested to retain and use for the program.</p> <p>Unspent funds for which you must apply for DCJ's consent to retain and use in the future.</p> <p>This excludes any amounts entered at items 18 and 19.</p>	<p>Enter the dollar amount of unspent funds your organisation is applying for DCJ's consent to retain and use for the program in following year(s).</p> <p>Complete an <u>Application for consent to retain and use funds unspent in 2022–2023</u>, and upload it to the Income and expenditure statement and any supporting documents below.</p> <p>Applications for consent to retain and use unspent funds can only be made for eligible programs, as indicated in the unspent funds requirements for 2022–2023 on the DCJ website.</p>

Information requested	How to respond and additional information
<p>21 Funds to be returned to DCJ.</p>	<p>Enter the dollar amount of unspent funds to be returned to DCJ.</p> <p>Refer to the unspent funds requirements for 2022–2023 on the DCJ website. You must return unspent funds unless they satisfy one of the exceptions listed.</p> <p>Where possible, DCJ will withhold this figure from one or more of your next quarterly payments. DCJ will notify you of the timing, in writing.</p> <p>If you have any issues, please discuss with your DCJ contract manager.</p>
<p>22 Reconciliation of unspent funds total</p>	<p>This is the automatically calculated sum of the amounts entered in items 18, 19 and 20.</p> <p>Ensure this figure reconciles to any surplus amount showing in the Surplus or deficit field at item 17.</p>

Income and expenditure statement and any supporting documents

Information requested	How to respond and additional information
<p>Upload:</p> <ul style="list-style-type: none"> the income and expenditure statement for the contract, certified by two (where applicable) authorised signatories if eligible, an Application for Consent to Retain and Use Funds Unspent in 2022–2023 any supporting documents or additional information. 	<p>Upload the income and expenditure statement for the contract, certified by two authorised signatories.</p> <p>If eligible and you're applying for consent to retain unspent funds, upload an Application for Consent to Retain and Use Funds Unspent in 2022–2023 and any supporting documents.</p>

Additional information

Information requested	How to respond and additional information
<p>23 Does the income reported above include any special payments from DCJ in the 2022–2023 financial year to assist with expenses related to your organisation’s response to COVID-19?</p> <p>If ‘Yes’:</p>	<p>Answer ‘Yes’ or ‘No’.</p> <p>Note that any special COVID-19 payment amount received in 2022–2023 will be included in the income total at item 1, above.</p>
<p>23.1 Amount received</p>	<p>Enter the dollar amount of special COVID-19 payment received for this contract in 2022–2023.</p>
<p>23.2 Details of spending</p>	<p>Provide a summary of what the special COVID-19 payment was spent on.</p>
<p>23.3 Amount unspent at 30 June 2023.</p>	<p>Enter the dollar amount of the unspent portion of the special COVID-19 payment for this contract, as at the end of the financial year.</p> <p>If your organisation was given approval to carry forward spending of the special payment, you must enter this amount as a negative at item 8.</p> <p>If your organisation doesn’t have DCJ’s prior approval and intends to request consent to retain and use the unspent funds for the program in following financial year(s), enter or include the unspent portion of the special COVID-19 payment at item 17 and complete an <u>Application for consent to retain and use funds unspent in 2022–2023</u>.</p> <p>Otherwise, enter or include the unspent portion of the special COVID-19 payment at item 18 for unspent funds to be returned to DCJ.</p> <p>For more details, refer to the unspent funds requirements for 2022–2023 on the DCJ website.</p>
<p>24 Did you receive any special COVID-19 payments from DCJ in during the 2019–2020, 2020–2021 and/or 2021–2022 financial years, and have an unspent amounts at 30 June 2023?</p> <p>If ‘Yes’:</p>	<p>Answer ‘Yes’ or ‘No’.</p>

Information requested	How to respond and additional information
<p>24.1 Amount unspent at 30 June 2023</p>	<p>Enter the dollar amount of any unspent portion of the special COVID-19 payment for this contract, as at the end of the financial year.</p> <p>DCJ will recover this unspent amount. Enter or include the unspent portion of the special COVID-19 payment at item 18 for unspent funds to be returned to DCJ.</p>
<p>24.2 Details of spending</p>	<p>Provide a summary of what the remainder of the 2021–2022 special COVID-19 payments were spent on.</p>
<p>25 How many full-time equivalent (FTE) employees were directly involved in providing the services agreed in this contract?</p>	<p>Enter the number of FTE employees that were directly involved in providing the services agreed in this contract to DCJ clients.</p> <p>This includes all part-time, full-time and casual employees, but excludes volunteers.</p> <p>For part-time and casual employees, convert the hours worked to the FTE hours for a year.</p> <p>Calculate the full-time equivalent by adding up all staff hours for the week (relevant to DCJ contracts) and divide by the number of hours regarded as a full-time position.</p> <p>Base the full-time hours for a week on the relevant employment contract or award that applies to your organisation. Generally this would be 38 hours, but it may differ.</p> <p>For example, if your award sets full-time hours at 38 per week and you have five part-time staff working a total of 138 hours per week, the calculation is 138 divided by 38, which gives you the full-time equivalent of 3.63.</p> <p>It's important that you enter the amount to two decimal places.</p>

Communities and Justice

Information requested	How to respond and additional information
<p>26 What percentage of your staff directly involved in delivering the services agreed in this contract are Aboriginal or Torres Strait Islander?</p>	<p>This information is required for reporting within the department and government.</p> <p>This information also contributes to:</p> <ul style="list-style-type: none"> our stewardship of programs targeted at Aboriginal people statistical reporting about DCJ-contracted services delivered to Aboriginal communities.
<p>27 What percentage of your clients accessing the services agreed in this contract are Aboriginal or Torres Strait Islander?</p>	<p>Answer ‘Yes’ or ‘No’.</p> <p>Note that these thresholds only apply for the purpose of reporting to DCJ.</p> <p>The thresholds don’t apply to ownership of assets held in trust by your organisation.</p>
<p>28 Were any individual capital acquisitions identified in item 14, above, in excess of either:</p> <ul style="list-style-type: none"> \$5000 (exclusive of GST), if contracted under a Funding Deed, or \$2000 (exclusive of GST), if contracted under an Agreement for Funding of Services (commonly referred to as the ‘human services agreement’ or ‘HSA’), or as otherwise specified in the contract? 	<p>If any of the information or documents you’ve provided require explanation, please do that here.</p>
<p>29 Please add any comments in relation to the responses provided or documents uploaded to this form.</p>	<p>Upload a completed <u>Annual Accountability Certification for Contract-level Accountability 2022–2023</u>.</p> <p>The purpose of the certification is explained in <u>your reporting requirements</u>.</p>

Annual accountability certification

Information requested	How to respond and additional information
<p>Upload a completed Annual Accountability Certification for Contract-level Accountability 2022–2023.</p>	<p>Upload a completed <u>Annual Accountability Certification for Contract-level Accountability 2022–2023</u>.</p> <p>The purpose of the certification is explained in <u>your reporting requirements</u>.</p>