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| Communities and Justice | | |
| Annual accountability certification for contract-level accountability 2023–2024 | July 2024 | |
| For service providers delivering funded contracts | |  |

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| Service provider name | <organisation name> |
| Service provider ID  This can be obtained from the PACS Portal |  |
| Program contract ID  This can be obtained from the PACS Portal. |  |
| Funding amount from DCJ available for use during the  2023–2024 financial year  This amount must reconcile to the total income shown for the contract in the PACS Portal. | $ |

1. As authorised representatives of <organisation name>, and subject to the exceptions listed in paragraph 5:
   1. we confirm our governing body is aware that we have submitted the information and documents requested by the Department of Communities and Justice (DCJ) to satisfy the requirements of contract-level accountability;
   2. we confirm our organisation has submitted all financial information and documents requested by DCJ; and
   3. we warrant that the information and documents submitted to DCJ are true and correct.
2. We certify that, subject to the exceptions listed in paragraph 5:
   1. the funding our organisation received from DCJ, and that we expended for the financial year, was used as agreed in the contract with DCJ;
   2. establishment of all accruals is justified;
   3. all expenditure and establishment of provisions have been approved in accordance with Australian accounting standards;
   4. we have complied with our obligations regarding assets, as agreed in the contract with DCJ;
   5. we have maintained a full and complete set of financial records; and
   6. the financial accountability reports for the contract are provided in line with DCJ’s requirements.
3. We confirm that during this financial year, and subject to any changes notified to, or agreed with our DCJ contract manager to respond to COVID-19, and the exceptions listed in paragraph 5, our organisation has:
   1. provided the services agreed in the contract with DCJ, and in the manner specified by:
      1. the contract;
      2. the Program Guidelines or Program Specifications for the program that funds the contract;
      3. any applicable implementation plan approved by DCJ; and
      4. all other schedules and annexures to the contract that have been agreed with DCJ;
   2. provided the services agreed in the contract with DCJ:
      1. to the client groups/ target groups agreed in the contract;
      2. in the geographical areas agreed in the contract;
      3. at the service levels agreed in the contract; and
      4. met all other conditions specified and agreed in the contract;
   3. achieved the results for the agreed service activities outlined in the Program Guidelines or Program Specifications for the program that funds the contract;
   4. returned any previous years’ unspent funds to DCJ, or retained and used a previous year’s unspent funds as approved by DCJ;
   5. met or exceeded the performance measures for the program that funds the contract, as specified in the applicable:
      1. Program Guidelines;
      2. Program Specifications;
      3. Service Provision and Practice Guidelines; or
      4. contract and performance frameworks;

or as otherwise specified by DCJ;

* 1. collected and provided the following to DCJ, as required and in a timely manner:
     1. information required to report on our organisation’s performance against the performance measures;
     2. information relating to the delivery of all services agreed in the contract;
     3. information related to any data collection requirements outlined in the Program Guidelines or Program Specifications for the program that funds the contract; and
     4. information required for surveys or research authorised by DCJ.

1. In addition, where we have DCJ’s consent to subcontract any of the services agreed in the contract with DCJ, and subject to the exceptions listed in paragraph 5, we understand our organisation’s [additional responsibilities and obligations when subcontracting, as they are explained on the DCJ website](https://www.facs.nsw.gov.au/providers/funded/resources/subcontracting/chapters/additional-responsibilities-and-obligations).
2. We comply with the statements in paragraphs 1, 2, 3 and 4 of this certification, subject to the following exceptions:

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| Paragraph | Exception | Reason for exception |
| <Eg. 2b.> | If you have no exceptions, clear the contents of this row and write ‘None’ in this column.  Otherwise, complete the columns as indicated.  <State the exception(s) to this paragraph> | <Provide an explanation> |

Please use the signature block that applies to your organisation. Note that each person signing for the organisation must be an [authorised or delegated signatory](https://www.facs.nsw.gov.au/providers/funded/resources/authorised-signatories).

#### Signature block for organisations with multiple authorised signatories

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| --- | --- | --- |
|  |  |  |
| Name |  | Name |
|  |  |  |
| Position |  | Position |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Date |  | Date |

#### Signature block for organisations with one authorised signatory

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Witness name |
|  |  |  |
| Position |  |  |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Date |  | Date |