Reporting and acquittal requirements for the ISSP

The *Indigenous Student Assistance Grants Guidelines 2017* require Universities to provide a Performance Report and a Financial Acquittal for the 2018 academic year in early 2019. Separate Audited Financial Statements are no longer required, but you must provide the Department with a copy of the Audited Financial Statements that you provide to the Department of Education and Training at the time and in the form required by the *[Australian Higher Education] Financial Statement Guidelines 2014*.

The *Performance Report* for 2018 should reflect on the performance data supplied at Attachment B and outline key strategies used to lift outcomes during the year. Performance reporting should also demonstrate that the institution has met the conditions of eligibility for ISSP funding. A Performance Report template is provided as part of this attachment.

The *Financial Acquittal* for 2018 serves two main purposes:

1. To demonstrate that ISSP funding has been used according to the guidelines and the *Higher Education Support Act 2003*; and
2. To estimate the other financial support the university is committing to lifting Aboriginal and Torres Strait Islander student and staff outcomes, given the supplementary nature of ISSP.

The Financial Acquittal must be signed by the Chief Financial Officer or an internal auditor (for most universities) or an external auditor (for universities not reviewed by a government auditor-general). Following the recommendation of the institution’s Indigenous Governance Mechanism, the Vice-Chancellor or their delegate must sign the 2017 Certification. The Financial Acquittal template is also provided as part of this attachment.

**Submitting the Performance Report and Financial Acquittal**

There is no page limit to the package. It is intended to be a summary of activity rather than an exhaustive account of all activities undertaken over 2018.

The ISSP Guidelines require the Performance Report and Financial Acquittal for 2018 be provided to the Department of the Prime Minister and Cabinet by Wednesday, 1 May 2019. This can be scanned and sent electronically to ISSP@pmc.gov.au.

Once the Department is satisfied that the reporting requirements have been completed and that 2018 ISSP funds have been spent in accordance with the guidelines and the Act, the documents should be published on the Institution’s website along with the information supplied at Attachment B to this letter. Links to the 2018 and 2019 Performance Report and Financial Acquittal should be e-mailed to ISSP@pmc.gov.au before July 2019 when the second instalment payment for the ISSP is due.