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Approved by	Dr Eloise Larsen, Chief Operations Officer | GETCO2
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1 Purpose

The objective of the GETCO2 Financial Reporting Procedure is to establish an effective and transparent financial reporting mechanism to comply with ARC requirements and enable budget oversight. As per the *Collaborative Research Agreement (CRA)*, the participating organisations (Nodes) of the ARC Centre of Excellence for Green Electrochemical Transformation of Carbon Dioxide (GETCO2) are The University of Queensland (UQ), RMIT University, The University of New South Wales, The University of Sydney, The University of Adelaide, Griffith University, and Monash University.

It is a requirement of award that Nodes report on expenditure of grant funds to UQ twice per year as per the CRA 3.1(a)(vi) *comply with any reasonable request by UQ to provide information or reports necessary to allow UQ to comply with reporting requirements under the Grant Agreement*.

For further information on ARC requirements and reporting, please refer to the *ARC Establishment Toolkit,* and *The Commonwealth Grant Agreement Between the Commonwealth, represented by the Australian Research Council and The University of Queensland,* and *Annual Reporting Responsibilities of ARC Centres of Excellence*.

2 Scope

This procedure is mandatory and applies to Node Directors, Chief Investigators, Node Administrators, and nominated Finance Officers at GETCO2 participating organisations, as per the *Collaborative Research Agreement*.

3 Procedure

1) Twice per year, the UQ Node emails the Financial Reporting Template to each university Node at least two weeks prior to the due date, as per Appendix 7.1.
2) The mid-year progress report covers income and expenditure from 1 January to 30 June, while the annual report covers income and expenditure from 1 January to 31 December. The mid-year progress report is essential for budget tracking and resolving issues in a timely manner, before the end of the calendar year. The annual report data is used to prepare the ARC Annual Report due with the ARC by 31 March of the year following the reporting year.
3) Node Directors and Node Administrators work with the nominated Finance Officers of the participating organisations to prepare financial reports, using the Financial Reporting Template. The completed and

certified reports are sent by the Nodes to *getco2@uq.edu.au* at UQ within the agreed timeframe (see Appendix 7.1).

4) UQ Node will seek financial acquittals from each participating organisation annually. In late January of the year following the reporting year, participating organisations will receive a request to report on and certify the full calendar year expenditure (1 January – 31 December). Nodes are to complete the provided template and return a certified version to UQ Contract and Grants Accounting *fbs.research.arc@uq.edu.au* and *getco2@uq.edu.au* by the indicated due date (mid-February).

5) The UQ Node Administrator and GETCO2 Chief Operations Officer review the provided reports based on the Financial Reporting Requirements (see section 6).

6) UQ may request further information and justification if there is ineligible expenditure or a notable difference (more than 10 %) between allocated budget and actual expenditure.

7) The GETCO2 Chief Operations Officer and UQ Node Administrator collate data from the financial reports for review by the Director and Centre Management Committee (CMC).

4 Monitoring and Review

The GETCO2 Chief Operations Officer and UQ Node Administrator review the financial reports provided by the participating organisations to ensure that all requirements are met. Adjustments to reporting requirements and due dates will be reviewed annually or upon request by stakeholders, including the participating organisations and the ARC.

5 Recording and Reporting

- Financial reports and other records related to the expenditure of the grant provided by the participating organisations are stored electronically in a secure folder at the UQ Node.
- Copies of these records will be provided to the Commonwealth upon request.
- The records will be kept for 7 years after the 7-year duration of the Centre.

6 Financial Reporting Requirements

- The GETCO2 Financial Reporting Template must be used by university Nodes to prepare the financial reports (see Appendix 7.2) using the ARC Expense Categories described in Appendix 7.3.
- Expenditure is based on the agreed budget in the *Collaborative Research Agreement* and subsequent budget variations approved by the CMC.
- ARC Grant funds must only be used for eligible expenditure items (see the *Linkage Program Grant Guidelines ARC Centres of Excellence commencing in 2023*).
- The financial reports must contain information on all income and expenditure for the relevant reporting period.
- In the annual financial report to the ARC, UQ Node will provide the following information based on the financial reports:
    a) any unspent Grant funds that the Centre seeks to have carried over into the next year; and
    b) the reasons why the unspent Grant funds are required to be carried over.

  For further information on unspent Grant funds, please refer to *The Commonwealth Grant Agreement between the Commonwealth, represented by the Australian Research Council and The University of Queensland*.

7 Appendix

7.1 Financial Report Due Dates

Year	Type	Period of Financial Statement	Template sent to Nodes	Report Due Date
2024	Progress	1 January – 30 June 2024	22 July 2024	5 August 2024
	Annual	1 January – 31 December 2024	16 December 2024	28 February 2025
2025	Progress	1 January – 30 June 2025	30 June 2025	14 July 2025
	Annual	1 January – 31 December 2025	16 December 2025	13 February 2026
2026	Progress	1 January – 30 June 2026	29 June 2026	13 July 2026
	Annual	1 January – 31 December 2026	14 December 2026	15 February 2027
2027	Progress	1 January – 30 June 2027	28 June 2027	12 July 2027
	Annual	1 January – 31 December 2027	13 December 2027	14 February 2028
2028	Progress	1 January – 30 June 2028	3 July 2028	17 July 2028
	Annual	1 January – 31 December 2028	18 December 2028	14 February 2029
2029	Progress	1 January – 30 June 2029	2 July 2029	16 July 2029
	Annual	1 January – 31 December 2029	17 December 2029	14 February 2030
2030	Progress	1 January – 30 June 2030	1 July 2030	15 July 2030
	Annual	1 January – 31 December 2030	16 December 2030	14 February 2031

7.2 Financial Reporting Template

The Financial Reporting Template captures information on income, expenditure, variance, and in-kind contribution. The cover sheet (Tab 1) provides guidance.

Expenditure is grouped into expense categories. The ARC Expense Category Guide (Appendix 7.3) specifies the contents of each expense category. The expense categories are used to report to ARC as per *Annual Reporting Responsibilities of ARC Centres of Excellence.*

7.3 ARC Expense Category Guide

The following table of expense categories will assist in completing the financial report template.

For the UQ Node, it guides the selection of the appropriate Free Format Tag (FFT) for reconciling expenses.

For eligible expenditure items under ARC Grant Funds, please refer to the *Linkage Program Grant Guidelines ARC Centres of Excellence commencing in 2023*.

ARC Expense Category	FFT (UQ use only)	What is included
Personnel	Not required	• Academic staff salary • Professional staff salary • Casual staff salary • PhD scholarships
Travel	TRAVEL	Centre related business trip only. Private days will not be covered. Member travel cost (please comply with university's travel policies): • Flight • Accommodation • Ground transportation such as cab, bus, train, and car • Travel allowance • Meals • Parking and fuel • Cancelation/change fees associated with a travel including flight and accommodation Expenses for Visitors including guest speakers (please comply with university's travel policies) • Flight • Accommodation • Ground transportation such as cab, bus, train, and car hire • Travel allowance • Meals • Parking and fuel • Cancelation/change fees associated with a travel including flight and accommodation
Equipment	EQUIP	• Laboratory and field equipment • Research related equipment • Specialised computer equipment and software essential to the Centre
Maintenance	MAINT	• Laboratory consumables such as chemicals and plasticware • Specialised equipment maintenance fees

		• Analytical service fees • Specialised industry partner resources including facility access fees
Field Research	FIELD	• Collection of information integral to the project outside a laboratory, library or workplace setting, often in a location external to the usual place of employment. • Associated expenses such as accommodation, meals and incidentals are classified as Travel.
Teaching Relief	TEACH	• Note this item was not included in our 2023 grant application. • If you intend on using this fund, please contact the Centre Director (Professor Xiwang Zhang). • Teaching relief for CIs up to a total of $50,000 per CI per year.

Other	OTHER	• Cost of hosting, sponsoring or attending events, and training for education and outreach purposes including:
		  ○ Industry workshops
		  ○ External conferences
		  ○ School engagement
		  ○ Public events
		  ○ Inter-Node collaboration
		  ○ Does NOT include travel expenses
		• Includes event associated expenses such as:
		  ○ Venue
		  ○ Catering
		  ○ AV
		  ○ Activities
		  ○ Note that ARC grant funds cannot be used to purchase alcohol or entertainment
		• Communication materials such as banner, flyers, and brochure.
		• Marketing materials including printing and designing.
		• Note that ARC grant funds cannot be used for professional development courses which are not run by the Centre.

	OTHER	Note that ARC funds cannot be used for the following items, however, University Cash may be used: • Office stationery • General computers and laptops • General IT equipment such as cables, headsets, keyboard, mouse, and other accessories. • Relocation and appointment expenses related to new postdoctoral staff and students.