

YOUTH JUSTICE, FUNDED SERVICES REPORTING PROCESSES & TIMELINE 2022/23

RESPONSIBILITY	ANNUAL REPORTING JULY/AUG	Q1 SEPT/OCT	Q2 DEC/JAN	Q3 MAR/APR	Q4 JUN/JULY
SERVICE PROVIDER	Complete and submit to Contract Manager: <ul style="list-style-type: none"> <input type="checkbox"/> Aboriginal Participation and Outcome Plan* <input type="checkbox"/> Equity Plan <input type="checkbox"/> Program budget 22/23 	Complete and submit to Contract Manager: <ul style="list-style-type: none"> <input type="checkbox"/> Q1 Management Report <input type="checkbox"/> Audited 21/22 Financial Statement** 	Complete and submit to Contract Manager: <ul style="list-style-type: none"> <input type="checkbox"/> Q2 Management Report 	Complete and submit to Contract Manager: <ul style="list-style-type: none"> <input type="checkbox"/> Q3 Management Report 	Complete and submit to Contract Manager: <ul style="list-style-type: none"> <input type="checkbox"/> Q4 Management Report
SUBMIT BY DATE	16 August 2022	14 October 2022	13 January 2023	14 April 2023	14 July 2023
CONTRACT MANAGER	<ul style="list-style-type: none"> <input type="checkbox"/> Review and approve plans & and program budget <input type="checkbox"/> Send copy of approved plans and program budget to FSU 	<ul style="list-style-type: none"> <input type="checkbox"/> Hold Quarterly meeting with service provider <input type="checkbox"/> Complete review Q1 Manager report <input type="checkbox"/> Check 2022/23 Audited Financial report has been completed ** <input type="checkbox"/> Send copy of Q1 Management report to the service provider and FSU <input type="checkbox"/> Send copy of Audited Financial report to FSU. 	<ul style="list-style-type: none"> <input type="checkbox"/> Hold Quarterly meeting with service provider <input type="checkbox"/> Complete review Q2 Manager report <input type="checkbox"/> Send copy of Q2 Management report to the service provider and FSU. 	<ul style="list-style-type: none"> <input type="checkbox"/> Hold Quarterly meeting with service provider <input type="checkbox"/> Complete review Q3 Manager report <input type="checkbox"/> Send copy of Q3 Management report to the service provider and FSU. 	<ul style="list-style-type: none"> <input type="checkbox"/> Hold Quarterly meeting with service provider <input type="checkbox"/> Complete review Q4 Manager report <input type="checkbox"/> Send copy of Q4 Management report to the service provider and FSU.
SUBMIT BY DATE	31 August 2022	31 October 2022	31 January 2023	30 April 2023	31 July 2023
FUNDED SERVICES UNIT	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor reporting and follow up with Contract Managers for outstanding reporting items <input type="checkbox"/> Provide feedback/support to Contract Managers if required <input type="checkbox"/> Provide quarterly reporting on statistics overall annually and quarterly to Contract Manager and Service Providers 				

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Please contact the Funded Services Unit via email at: fundedservices.jj@justice.nsw.gov.au

Reporting templates can be found [here](#).

* Ensure providers have sought endorsement from local YJ Aboriginal staff representative in the development of the Aboriginal Participation and Outcome Plan before approving.

** Service providers need to submit the audited financial report/statement in the COMS portal by 31/10/22, then share a copy with Contract Manager by 31/10/22

WHAT HAS CHANGED WITH REPORTING IN 2022/23

1. We no longer require ½ yearly audited financial statements. Note that Annual audited financial statements are at the program level only, not organisational. The program budget should set out how the service provider plans to use the program funding for the new financial year.
2. We have developed new templates for the Aboriginal Participation Outcome Plan, Equity Plan and Quarterly report.
3. FSU will provide Contract Managers with quarterly and annual CSP Referral Statistics, to be shared with Service Providers.