

FUNDING SCHEDULE: YJ_con_XXXXX

1 RELEVANT SERVICE AGREEMENT

This Funding Schedule relates to Service Agreement number **YJ_con_XXXXX**

2 IMPORTANT DATES

Schedule Start Date	
Schedule End Date	
Establishment Date	

3 SERVICE OUTLETS

- (a) Your service outlet details for delivery of the Services, as they appear on our Online Reporting System, are set out below.

Service outlet number	Service outlet	Departmental region/area where service outlet is located

- (b) You must not change Your service outlet address or name without Our prior written approval.
- (c) Our approval may be granted on conditions, which may include, but are not limited to, requiring You to enter into a Variation or new Funding Schedule in respect of the changes.
- (d) If We approve a change to Your service outlet address or name, You must update Your details in the Online Reporting System within 14 days of receipt of Our approval.
- (e) If You change any other contact details in relation to the Service Outlet/s. You must update Your details in the Online Reporting System within 14 days of the change.

Note: These are Your service outlet details in relation to delivery of the Services under this Funding Schedule. Address and contact details for the Service Agreement generally, including giving and receiving notices, are specified in clause 2 of the Funding and Service Details.

4 FUNDING UNDER FUNDING SCHEDULE

The Funding We will provide to You under this Funding Schedule is GST exclusive and comprises per-annum and one-off Funding amounts set out in more detail in item 5 and to be paid in accordance with item 8.

5 FUNDING DETAILS

1 - DIVERSION - SPORT

	Service Type - Service User	Description	Funding Period	Funding Type	Quantity	Unit Price (excl. GST)	Funding Amount (excl. GST)
1.1	Txxx-YJ5000	Service Type (Txxx) - Young People in Youth Justice System (YJ5000)	2024-2025	Per annum funding	1		
1.2	Txxx-YJ5000	Service Type (Txxx) - Young People in Youth Justice System (YJ5000)	2025-2026	Per annum funding	1		

Funding Amount (excl. GST)	Effective Date	Currency
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XXXXX	N/A	Australian Dollar
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** Note: This year/period to which Funding relates is included for information. The Funding will be paid in accordance with item 8.*

5.1 Per annum Funding breakdown

Description	Funding amount (excl. GST)
Salary-related items	\$
Other expense items	\$
Total Funding (per annum)*	\$

**Note: This item refers to 'per annum' Funding amounts.*

6 DETAILS ABOUT SERVICES

6.1 Services

The Services You must deliver are specified below.

Service Type	
Service Users	
Service particulars	
Geographic Catchment Area	
Operating hours	
After hours and closure arrangements	

6.2 Deliverables

The required Deliverables for the Services are specified below.

Output	Quantity per annum	Funding amount per annum* (excl. GST)
Number of clients receiving a service		\$xxx
Total amount		\$xxx

**Note: Please refer to the note about 'per annum' Funding under item 5.1.*

6.3 Service Delivery Requirements

It is a Service Delivery Requirement that, in delivering the Services, You must:

- (a) comply with the 'Charter of Youth Justice Principles';
- (b) enter Your Service User data on Service Record System (**SRS**); and
- (c) deliver in accordance with the contract and supporting documents as specified in the table below:

Document name	Document section
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Youth Justice Act 1992 and as amended from time to time https://www.legislation.qld.gov.au/	Schedule 1, Charter of Youth Justice Act principles.
Youth Justice Investment Specifications, November 2024 https://www.cyjma.qld.gov.au/about-us/our-department/funding-grants-investment/investment-specifications	Whole document
Youth Justice Outcomes Assessment Guides (GovTEAMS shared site) YJ Funded Services - Documents - All Documents (sharepoint.com)	Whole document

Note: If You cannot locate a document specified above, please contact Us and We will assist You or provide You with a copy of the document. Refer to clause 1 of the Funding and Service Details about issuing new versions of documents

7 REPORTING REQUIREMENTS

The Reporting Requirements for the Funding and the Services contained in this item 7 must be met to Our satisfaction.

7.1 Performance measures

You must collect and report on the following performance measurement data in relation to the Services. The table in item 7.2 contains the requirements for reporting on this performance measurement data.

Performance measure	Data source	Counting rules
Stories of Change	SRS client management system	Provide a case study with a good example of service delivery for each reporting period.
What significant achievements or factors have impacted on the quality of service delivery during the reporting period?	Service records	Include information which has positively or negatively affected service delivery and function. Examples may include new staff member, training, work process enhancement, new referral arrangements, more integrated service delivery, reduction in staff, natural disaster etc.
Outcome Measure Young people have a reduction in offending and re-offending		<i>The Department will review 6 month and 12 month post program re-offending rates using data collected through the Service Record System (SRS) and data collected through Youth Justice Services. Integrated Client Management System (ICMS)</i>

7.2 Data, statements and reports You are to submit

You must submit the data, statements and reports specified below, in each case by the due date and in accordance with the details and standard of reporting requirements and lodgement requirements specified below.

Performance Measurement Data - SRS		
Reporting period and due date	Details and standard of reporting	Lodgement
Reporting period: Weekly	Performance Measurement Data as specified in item 7.1 must be collected in SRS accordance with the counting rules. SRS data is downloaded by Us and provided to the Youth Justice Program Management Office for reporting to the Queensland Government on a regular basis.	We may download Your data from SRS on the first business day of every week. We will download Your data from SRS on the 7 th business day of every month.
Due date: First business day of each week		
Performance Measurement Data		
Reporting period and due date	Details and standard of reporting	Lodgement
Reporting period: Quarterly	Performance Measurement Data as specified in item 7.1 must be collected in accordance with the counting rules. You will extract Your data report from SRS and service records as your Performance Measure Data. These reports must be submitted by one duly authorised officer. You must produce one SRS Stories of Change* per reporting period <i>*Formerly known as case study</i>	Submitted via Our Online Reporting System
Due date: Within 28 days after the end of each period.	Each 'Financial Acquittal' must: (a) be prepared using information extracted from the same source documents and related accounting and management systems that will be relied upon to prepare Your annual audited General Purpose Financial Statement (refer to item 'Financial Statements' below);	

	<p>(b) contain details at least equivalent to the line items specified at item 5 of this Funding Schedule;</p> <p>(c) be signed and certified as correct by a member of Your executive or management committee responsible for Your activities or, if You are a local government authority or tertiary institution, Your chief accounting officer or equivalent.</p> <p>If the Funding is provided for part of the reporting period a 'Financial Acquittals' must still be submitted for the relevant part of that reporting period.</p>	
Financial Statements		
Reporting period and due date	Details and standard of reporting	Lodgement
<p>Reporting period: Yearly</p> <p>Due date: Within 180 days after end of each period.</p>	<p>For the Service Agreement, You, as an organisation, are considered by Us to be a 'Reporting Entity' as set out in the Statement of Accounting Concepts (SAC1), Definition of the Reporting Entity prepared by the Public Sector Accounting Standards Board of the Australian Accounting Research Foundation and by the Accounting Standards Review Board.</p> <p>Financial Statements Requirement 1 of 2</p> <p>You must provide Us with an audited financial report of You, as a Reporting Entity, for each financial year*, which report is prepared at an organisation level and must be:</p> <p>a. in the form of either a General Purpose Financial Report or a Special Purpose Financial Report (see below), as determined to be appropriate for You; and</p> <p>b. prepared in accordance with the Australian Statements of Accounting Concepts and Australian Accounting Standards.</p> <p>*Note: If the Service Agreement includes more than one Funding Schedule or You have more than one Service Agreement with Us, You are only required to submit one copy of Your General Purpose Financial Report or Special Purpose Financial Report to Us for each financial year.</p> <p>Any Special Purpose Financial Report must adopt the following as minimum reporting standards:</p> <p>a. accrual accounting;</p>	<p>Submitted via Our Online Reporting System.</p>

	<p>b. compliance with classification, recognition and measurement guidance of the Australian Accounting Standards and other mandatory reporting requirements; and</p> <p>c. disclosure necessary to give a 'true and fair view' or 'present fairly' so as to ensure financial reports are not misleading.</p> <p>Any Special Purpose Financial Report must include:</p> <p>a. statement of profit and loss;</p> <p>b. statement of financial position;</p> <p>c. statement of cashflows;</p> <p>d. notes to and forming part of the financial statements;</p> <p>e. directors' statement/declaration;</p> <p>f. a 'basis of preparation' note as per the recorded board resolution regarding the basis of preparing financial reports, including all aspects of accounting standards that have not been complied with; and</p> <p>g. independent audit report.</p> <p>Financial Statements Requirement 2 of 2</p> <p>You must also provide an Annual Acquittal Statement for the Funding received from Us under this Funding Schedule during each financial year, which acquittal must:</p> <p>a. be in the form of a Special Purpose Financial Report*;</p> <p>b. apply the Australian Statements of Accounting Concepts and Australian Accounting Standards in the same manner to that used to satisfy the requirements for annual financial reporting; and</p> <p>c. include:</p> <p>i. statement of profit and loss;</p> <p>ii. statement of assets and liabilities;</p> <p>iii. directors' statement/declaration; and</p> <p>iv. independent audit report.</p> <p>*Note: refer to Our sample Special Purpose Financial Report available on Our Website, which is, provided as a guide only.</p> <p>If You are a local government, tertiary institution or a Queensland statutory body You are only required to provide Us with an Annual Acquittal Statement (Financial Statements Requirement 2).</p>	
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8 TIMING OF FUNDING PAYMENTS

Payments of the Funding will be made in instalments as follows

Per annum Funding - The first **quarterly** instalment will be paid within **28 days** after the Schedule Start Date. Provided that You are up-to-date with the Reporting Requirements, each remaining quarterly instalment will be paid to You within **28 days** after You have submitted all periodic data, statements and reports that You are required to submit during, or in relation to, the immediately preceding period, as specified in item 7.2.

One-off and Milestone Funding – one-off or milestone Funding will be paid to You in a single instalment, within **28 days** after submission of any non-periodic data, statements, or reports as specified in item 7.2, if We are satisfied that the material provided demonstrates adequate delivery of the Services in accordance with the Service Agreement.

9 SPECIAL CONDITIONS

The following Special Conditions apply:

Not applicable

10 ATTACHMENTS

Not applicable