

For action: Notice of annual accountability 2024-2025

Communities and Justice

Notice of annual accountability 2024-2025



Please forward this email to others in your organisation who need to know about this information.

Dear service provider

I'm writing to notify you about this year's annual accountability process for funded human services contracts. To complete your submissions, the Payment and Contracts System (PACS Portal) forms will be released to you on 1 July 2025.

Under your contract with DCJ, it is a requirement that you comply with all applicable policies as amended from time to time, which includes the [annual accountability requirements](#). In line with the annual accountability requirements, you have **until 31 October 2025 to complete your reporting and submit it to us**.

If we have not received your satisfactory submission on or before this date, DCJ reserves its rights to enforce any available contractual rights. This includes, but is not limited to, issuing a breach notice, withholding/ suspending your funding payments, or placing you on a Performance Improvement Plan.

Although you have several months before your submission is due, I encourage you to lodge it as soon as you can via the [PACS Portal](#). Note: your organisation's financial statements:

- are required to be audited at corporate-level, but not at contract-level (i.e. income and expenditure statement); and
- don't require endorsement at your annual general meeting before you submit them to us.

Reporting requirements

[Your reporting requirements](#) are supplementary to specific [accountability reporting requirements for the 2024-2025 financial year](#).

If you're new to this process, the [annual accountability page](#) on the DCJ website provides an overview of annual accountability, why it's required and why it's important to our department.

The PACS Portal will give you full details of the fields on the reporting forms, how to complete them and, where applicable, why we require the information. A [copy of the PACS Portal reporting forms](#) for the 2024-2025 financial year are also available on the DCJ website, for information only.

Changes to your reporting this year

A focus area has been included at corporate level for the 2024-2025 financial year relating to your conflict of interest policy and obligations. Refer to the [reporting requirements and resources](#) section for more information.

DCJ's unspent funds requirements have also been updated in relation to National Partnership Agreements and the 2024-2025 Commonwealth Wage Supplementation payment released by Homes NSW to eligible Specialise Homelessness Services programs. Refer to the [DCJ unspent funds requirements](#) for full details. New Permanency Support Program (PSP) unspent funds requirements will also be published shortly, outlining the requirements for unspent DCJ funds for PSP contracted providers.

The service provider [declaration for corporate-level accountability 2024-2025](#) has been changed this year as follows:

- An answer to each paragraph of the declaration must be provided, and any exceptions and reasons listed against the relevant paragraph.
- Paragraph 3 has been inserted to declare you have met all obligations relating to policy, legislation and regulations.
- Paragraph 4d. has been inserted to declare you have taken all reasonable steps to satisfy conflict of interest provisions agreed in your contract with DCJ.
- Paragraph 4l. has been inserted to declare you have notified DCJ of any change of control to your corporate structure.

The [certification for contract level accountability 2024-2025](#) has been changed this year as follows:

- An answer to each paragraph of the certification must be provided, and any exceptions and reasons listed against the relevant paragraph.
- Paragraph 2 has been inserted to certify you are aware of and comply with policy, legislation and regulations.
- Paragraph 5b and c have been inserted to certify you have DCJ's consent to subcontract any services agreed in your contract with DCJ and that conflicts of interests have been disclosed, managed, eliminated or otherwise dealt with.

The annual accountability web pages also outline [how we review your submission and assess your organisation's annual performance](#).

Visit the DCJ website for [full details about annual accountability and the requirements for this year](#).

Reporting for Permanency Support Program (PSP) service providers

For the 2024-2025 annual accountability process, PSP service providers are required to submit their contract-level income and expenditure statement in the same format as previous years.

PSP service providers were recently advised of a separate obligation that sits outside of the 2024-2025 annual accountability process, to populate and submit an additional standard income and expenditure statement template using their trial balance. That template, information and timeframes for completion will be forwarded to those service providers in July.

Annual accountability training for service providers

Shortly you'll receive a communique with registration details for annual accountability training sessions. Attending one of the sessions will assist you with completing the process this year, so keep a look out for the communique and details.

If you have any questions, please contact your DCJ contract manager.

Regards

Melinda Norton
Executive Director Partnerships

