



Australian Government

Department of Foreign Affairs and Trade

DFAT RECOGNISED DEVELOPMENT EXPENDITURE (RDE) WEBINAR

Presenters: Majdie Hordern, DFAT ANCP Team and
Geoff Simkiss of Peekay Consolidated Pty Ltd
Financial Assessors Contracted to DFAT
Presented: 27 February 2018

OBJECTIVES OF THE WEBINAR

- All NGOs report RDE on a fair and consistent basis
- Understand RDE Explanatory Notes
<http://dfat.gov.au/about-us/publications/Pages/recognised-development-expenditure-worksheet-explanatory-notes.aspx>
- Understand RDE Worksheet and submission
- Avoiding common errors
- ACFID compliance
- Understanding RDE spot checks
- Know where to get advice

RDE PRINCIPLES

Recognised Development Expenditure (RDE) is the annual **eligible expenditure** of a Non-Government Organisation (NGO), using contributions from the **Australian community**. Eligible expenditure is for the **NGO's own development assistance**, emergency relief or rehabilitation activities overseas and development education in Australia.

Eligible contributions include donations of **cash, gifts-in-kind and volunteer services**. **Up to half** of the RDE can be for eligible gifts in kind and / or eligible volunteer services.

RDE PURPOSE

Three-yearly average of RDE is used to:

- determine eligibility for accreditation to the Australian NGO Cooperation Program (ANCP), and
- calculate the annual ANCP grant amount for each Full level accredited NGO in line with the Funding Policy.

RDE does NOT

- assess the financial viability of an NGO
- provide an indication of the effectiveness of an NGO

AFS LINK & GOOD PRACTICE

Why link to an agency's audited financial statements (AFS)?

- Independently audited
- Accurately reflects agency's financial situation
- Provides greater transparency and consistency
- Amounts in RDE Worksheet must clearly reflect the amounts in AFS
- Figures adjusted between AFS and RDE Worksheet must be accompanied by evidence for adjustment

RDE CALCULATION METHOD

Eligible Disbursements A

Deductions B

Total Cash RDE $(A-B) = C$

Non-Cash RDE D


- Gifts-in-Kind + Volunteer Services

TOTAL RDE $C+D(\leq C) = E$


RDE SUBMISSIONS

- ANCP Accredited NGO submission due **5pm Saturday 31 March 2018**
- Extensions not possible
- All accredited NGOs required to submit
- Submissions via ANCP Online
<https://ancp.smartygrants.com.au/RDE2017>
- Financial assessors Peekay Consolidated review and validate every RDE submission

RDE SUBMISSION – ANCP ONLINE



Australian Government
Department of Foreign Affairs and Trade
Advancing the interests of Australia and Australians internationally



Not logged in. [Current Rounds](#)

Login or Register

You must register before you can make an online submission.
Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.
It only takes a moment to register and you can get started on your submission straight after registering.
Fields marked with * must be completed.

Login

If you're already registered or have started an online form log in here.

Email Address: *

Password: *
[Forgotten your password?](#)

By clicking **Log In** you agree to SmartyGrants' [terms of use](#) and [privacy statement](#).

Register

If you haven't registered or started filling in a form, register here.

Your Name: *

Organisation:
Email Address: *
Password: *

Passwords must be 8 characters long or more and should:

- include letters
- include non-alphabetical characters
- include numbers

Click **Continue** to confirm your registration.

2018 RDE WORKSHEET

Organisation Name *

Other

Based on NGO's
Financial Year Ended *

 
e.g. 30/06/2013 or 31/12/2013

Accreditation Type *

ELIGIBLE DISBURSEMENTS

1. International Programs

1a. Funds to International
Programs *

Must be a dollar amount.

1b. Program Support
Costs *

Must be a dollar amount.

2. Community Education
*

3. TOTAL ELIGIBLE
DISBURSEMENTS *

This number/amount is calculated.

2018 RDE WORKSHEET

Organisation Name *

Other

Based on NGO's
Financial Year Ended *

 
e.g. 30/06/2013 or 31/12/2013

Accreditation Type *

ELIGIBLE DISBURSEMENTS

1. International Programs

1a. Funds to International
Programs *

Must be a dollar amount.

1b. Program Support
Costs *

Must be a dollar amount.

2. Community Education
*

3. TOTAL ELIGIBLE
DISBURSEMENTS *

This number/amount is calculated.

2018 RDE WORKSHEET

DEDUCTIONS

4. Disbursements related to funds received and interest earned from non-Australian community sources

4a. DFAT * \$

4b. Other Australian Government Departments and/or Accredited NGOs * \$

4c. Overseas (institutions or individuals) * \$

5. Ineligible Disbursements:

5a. Welfare, Religious and Political activities * \$

5b (i). Channelled Funds * \$

5b (ii). International Partners, Alliances or Affiliates considered ineligible * \$

5c. Administration and/or Promotion costs of International / Regional Affiliates * \$

6. TOTAL DEDUCTIONS \$

Must be a dollar amount. This number/amount is calculated.

2018 RDE WORKSHEET

DEDUCTIONS

4. Disbursements related to funds received and interest earned from non-Australian community sources

4a. DFAT * \$

4b. Other Australian Government Departments and/or Accredited NGOs * \$

4c. Overseas (institutions or individuals) * \$

5. Ineligible Disbursements:

5a. Welfare, Religious and Political activities * \$

5b (i). Channelled Funds * \$

5b (ii). International Partners, Alliances or Affiliates considered ineligible * \$

5c. Administration and/or Promotion costs of International / Regional Affiliates * \$

6. TOTAL DEDUCTIONS \$

Must be a dollar amount. This number/amount is calculated.

2018 RDE WORKSHEET

TOTAL CASH RDE

(Net Total Eligible Disbursements - Total Deductions)

7. Total Cash RDE *

\$

Must be a dollar amount. This number/amount is calculated.

2018 RDE WORKSHEET

NON-CASH RDE: GIFTS IN KIND AND VOLUNTEER SERVICES

8. Value of eligible Gifts in Kind (if included in AFS) *

9. Value of eligible volunteer services (if included in AFS) *

10. TOTAL NON-CASH RDE *

Must be a dollar amount. This number/amount is calculated.

Up to half of the RDE can be from eligible gifts-in-kind and/or eligible volunteer services. If your Non-Cash RDE is greater than Total Cash RDE, enter the amount equivalent to your Total Cash RDE (line 7) below. If your Non Cash RDE is less than your Cash RDE, re-enter your total Non Cash RDE (line 11) below.

11. ELIGIBLE NON-CASH RDE *

Must be a dollar amount.

TOTAL RECOGNISED DEVELOPMENT EXPENDITURE

(Total Cash RDE + Total Non-Cash RDE)

12. TOTAL RDE *

This number/amount is calculated. Must be a dollar amount. This number/amount is calculated.

Additional comments

^
v

2018 RDE WORKSHEET

NON-CASH RDE: GIFTS IN KIND AND VOLUNTEER SERVICES

8. Value of eligible Gifts in Kind (if included in AFS) *

9. Value of eligible volunteer services (if included in AFS) *

10. TOTAL NON-CASH RDE *
Must be a dollar amount. This number/amount is calculated.

Up to half of the RDE can be from eligible gifts-in-kind and/or eligible volunteer services. If your Non-Cash RDE is greater than Total Cash RDE, enter the amount equivalent to your Total Cash RDE (line 7) below. If your Non Cash RDE is less than your Cash RDE, re-enter your total Non Cash RDE (line 11) below.

11. ELIGIBLE NON-CASH RDE *
Must be a dollar amount.

TOTAL RECOGNISED DEVELOPMENT EXPENDITURE

(Total Cash RDE + Total Non-Cash RDE)

12. TOTAL RDE *
This number/amount is calculated. Must be a dollar amount. This number/amount is calculated.

Additional comments

2018 RDE WORKSHEET

Audited Financial Statements and Annual Report

*Indicates a required field.

NGOs should upload a copy of the relevant Annual Financial Statements and Annual Report.

Annual Financial Statements

Annual Financial Statements are provided by:

This section has been disabled because of your response to question: "Annual Financial Statements are provided by:" on page 2

Attach Annual Financial Statements * Attach a file: No file chosen

This section has been disabled because of your response to question: "Annual Financial Statements are provided by:" on page 2

URL for AFS Statements published on organisation's website *
Must be a URL.

Annual Report

Annual Report is provided by:

This section has been disabled because of your response to question: "Annual Report is provided by:" on page 2

If any Disbursements, Deductions or Non-Cash RDE figures are not disclosed in the organisation's Audited AFS, or differ to figures disclosed in the AFS, working schedules or explanatory documents must be attached to support the RDE submission and provide evidence to assist the desk-based audit of the submission.

Attach Annual Report * Attach a file: No file chosen

This section has been disabled because of your response to question: "Annual Report is provided by:" on page 2

URL for Annual Report published on organisation's website *
Must be a URL.

NGOs may wish to upload working documents or calculation sheets to assist in reviewing your RDE calculation. This is not compulsory. NGOs may be asked to provide this material during the desk-based audit of RDE submissions.

Additional Information Attach a file: No file chosen

Form Navigation

[1. Recognised Development Expenditure \(RDE\) Worksheet](#)

[2. Audited Financial Statements and Annual Report](#)

[3. Contact Details and Authorisation](#)

2018 RDE WORKSHEET

Audited Financial Statements and Annual Report

*Indicates a required field.

NGOs should upload a copy of the relevant Annual Financial Statements and Annual Report.

Annual Financial Statements

Annual Financial Statements are provided by:

This section has been disabled because of your response to question: "Annual Financial Statements are provided by:" on page 2

Attach Annual Financial Statements * Attach a file: No file chosen

This section has been disabled because of your response to question: "Annual Financial Statements are provided by:" on page 2

URL for AFS Statements published on organisation's website *
Must be a URL.

Annual Report

Annual Report is provided by:

This section has been disabled because of your response to question: "Annual Report is provided by:" on page 2

If any Disbursements, Deductions or Non-Cash RDE figures are not disclosed in the organisation's Audited AFS, or differ to figures disclosed in the AFS, working schedules or explanatory documents must be attached to support the RDE submission and provide evidence to assist the desk-based audit of the submission.

Attach Annual Report * Attach a file: No file chosen

This section has been disabled because of your response to question: "Annual Report is provided by:" on page 2

URL for Annual Report published on organisation's website *
Must be a URL.

NGOs may wish to upload working documents or calculation sheets to assist in reviewing your RDE calculation. This is not compulsory. NGOs may be asked to provide this material during the desk-based audit of RDE submissions.

Additional Information Attach a file: No file chosen

Form Navigation

[1. Recognised Development Expenditure \(RDE\) Worksheet](#)

[2. Audited Financial Statements and Annual Report](#)

[3. Contact Details and Authorisation](#)

2018 RDE WORKSHEET

Contact Details and Authorisation

*indicates a required field.

Contact Details

NGOs should provide the details for a contact who can be approached with any questions or issues regarding the RDE submission. This contact may be different to the contacts identified in the ADPlan.

Name *	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position *	<input type="text"/>		
Phone Number *	<input type="text"/>		
	Must be an Australian phone number		
Office Email *	<input type="text"/>		
	Must be an email address		

Authorisation

Please attach a signed copy of the Authorised Officer and Chief Executive Officer Declaration form.

The Authorisation template available [here](#).

Copy of the signed Authorisation form attached *
Attach a file: No file chosen

Authorised Officer details

Name *	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position *	<input type="text"/>		
Date of declaration *	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>
	Must be a date		

Chief Executive Officer Declaration

Name *	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of declaration *	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>
	Must be a date		

Form Navigation

[1. Recognised Development Expenditure \(RDE\) Worksheet](#)

[2. Audited Financial Statements and Annual Report](#)

[3. Contact Details and Authorisation](#)

COMMON ERRORS AND ISSUES

- Use organisation name in the
 - User name on login screen AND
 - Organisation name on RDE Worksheet
- RDE figures not traceable to Audited Financial Statements (AFS)
- No work sheets loaded to enable RDE figures to be reconciled to audited AFS
- AFS are unaudited drafts
- Volunteer services or gifts-in-kind recorded were not reported in the AFS

COMMON ERRORS AND ISSUES

- AFS did not comply with ACFID Code of Conduct template
- Inclusion of ineligible disbursements
- Inclusion of administration in eligible expenditure
 - Including ANCP administration allocation
- Inclusion of ineligible projects in RDE calculations
 - Welfare, political and religious activities
 - Channelled funds
- Author of RDE Worksheet was not contactable in early April

RDE SPOT CHECKS

- Up to 7 NGOs will be selected for spot check in 2018
- Usually undertaken in June
- Minimum of 10 days' notice
- Desk review, then one day site visit
- Draft report to NGO within five days
- Report to DFAT within 15 days of visit
- Additional details and Terms of Reference in 2018 ANCP Manual revision

RDE SPOT CHECKS

AGENDA

- Brief authorised representative on spot check procedures and schedule exit interview
- Obtain RDE worksheet and supporting AFS and schedules
- Check valuation of volunteer services and gifts
- Check RDE worksheet against the NGO's records
- Review principles for eligible and ineligible expenditure
- Review ACFID compliance
- Conduct exit interview

RDE SPOT CHECKS COMMON ISSUES

- Administration costs incorrectly included in eligible expenditure
- Insufficient segregation of fundraising from community education costs
- Lack of attention to *ACFID Code of Conduct Good Practice Toolkit* and RDE Explanatory Notes
- Unavailability of key personnel

QUESTIONS?

ASSISTANCE AND CONTACTS

DFAT ANCP Team

Business hours 02 6178 5888

ancp@dfat.gov.au



Australian Government

**Department of
Foreign Affairs and Trade**