

Treasurer's Instruction No	301
Title	Reporting Procedures in Cases of Illegal Entry and/or Damage to or loss of Property or Money
Effective date	1 July 2005
Objective and Background	To provide instruction on procedures in cases of illegal entry and/or damage or loss of property or money
Last Reviewed Date	31 July 2003

This Instruction was previously known as Treasurer's Instruction No 907 – Reporting Procedures in Cases of Illegal Entry and/or Damage to or loss of Property or Money.

Black letter (or bold) items within these Instructions are mandatory and other plain font items are instructional or for the purpose of providing guidance only.

- (1) The Head of Agency must establish procedures to ensure complete and appropriate investigation of all shortages and losses of property and money.**
- (2) The Head of Agency must ensure that all losses that are caused, or suspected to have been caused, by theft, fraud, misappropriation or other criminal act, are reported to the police. Where appropriate, the agency shall institute prosecution action and seek full restitution.**