

Treasurer's Instruction No	201
Title	Contents of Reports
Effective date	1 January 2004
Objective and Background	Provides instruction in relation to the contents of an Agency's Annual Report
Last Reviewed Date	1 November 2005

This Instruction was previously known as Treasurer's Instruction No 701 – Contents of Reports.

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 report to be prepared by each Head of Agency pursuant to Section 27 of the Act for inclusion in the Annual Report, shall, in addition to any other information required by the appropriate Minister or any other written law, contain:**
- (a) a narrative summary of significant financial outcomes for Agency programs or activities, and any Ministerial directives in relation to financing or investment activities;**
 - (b) economic and other factors which have affected the achievement of operational objectives;**
 - (c) pricing policies of goods or services provided, the last review date, and, where applicable, reference to the Gazette or other public document which contains pricing or rating information. Details of cost recovery policies and their application as appropriate;**
 - (d) information on major capital projects or undertakings including;**
 - (i) for each project that remains uncompleted at the end of the financial year:**
 - (A) the expected year of completion of the project;**
 - (B) the estimated cost to complete and the estimated total cost of the project; and**
 - (C) where the estimated total cost of the project varies significantly from the estimated total cost reported in the immediately preceding financial year, and explanation of that variation; and**
 - (ii) for projects that have been completed during the course of the financial year;**
 - (A) the total cost of the project; and**
 - (B) where the total cost of the project varies significantly from the estimated total cost reported in the immediately preceding financial year, an explanation of that variation.**
 - (e) for reporting periods ending after 1 July 1996, key efficiency and effectiveness indicators and the objectives to which the Outputs relate;**

- (f) a statement of the Agency’s risk management policies, and an outline of significant risk management activities or initiatives;**
- (g) a statement of asset management policies, and an outline of asset management strategies and initiatives;**
- (h) amounts in respect of public property, revenue and debts due to the State, written off by the Minister or Head of Agency;**
- (i) the amount of losses and/or damage to public property or money and, where appropriate, the amount of losses recovered;**
- (j) subject to section 27(2) of the Act, financial statements of the Agency for the financial year including the financial statements of any public body, howsoever designated, over which the Agency exercises control;**
- (k) the Auditor-General’s report on the financial statements; and**
- (l) any other matters deemed relevant by the Head of Agency.**