

Treasurer's Instruction No	602
Title	Refunds of Revenue Over-Remitted
Effective date	1 July 2005
Objective and Background	Specifies procedures to be followed in respect of refunds of overpayment of revenue
Last Reviewed Date	31 July 2003

This Instruction was previously known as Treasurer's Instruction No 613 – Refunds of Revenue Over Remitted.

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) A refund voucher for the overpayment of revenue shall not be processed by the Agency prior to the bank recognising the initial payment of revenue.**
- (2) Every refund of revenue overpaid shall be made on an expenditure voucher and shall show the following details in respect of the refund:**
 - (a) details of the overpayment;**
 - (b) a reference to the original receipt issued for the collection of the money; and**
 - (c) the reasons for the refund.**
- (3) Every refund of revenue overpaid shall be a debit to the item to which the revenue was credited. Where the refund is for revenue received in a previous financial year, and the item to which the revenue was credited is unknown, the refund may be made from an appropriate expenditure item.**