

Treasurer's Instruction No	501
Title	Loan Indebtedness
Effective date	1 July 2005
Objective and Background	Provides instruction on records required to be maintained in respect of loan indebtedness
Last Reviewed Date	1 July 2004

This Instruction was previously known as Treasurer's Instruction No 1004 – Loan Indebtedness.

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) **Where an Agency or related body is empowered by law to borrow moneys, the Head of Agency shall establish and maintain a separate register of loan indebtedness with respect to borrowings, recording:**
 - (a) **the amount of the loan;**
 - (b) **the date of the loan;**
 - (c) **references to approval for the loan and other relevant documents;**
 - (d) **references to any guarantees provided by the Treasurer, including relevant documents; and**
 - (e) **the specific terms and conditions of the loan.**
- (2) **The Head of Agency shall ensure that payments of principal and interest are made in accordance with the terms and conditions of the relevant loan.**