

Treasurer's Instruction No	302
Title	Recording of Losses
Effective date	1 July 2005
Objective and Background	To provide instruction on the recording of loss, deficiency, destruction or damage to public money or public property
Last Reviewed Date	31 July 2003

This Instruction was previously known as Treasurer's Instruction No 908 – Recording of Losses.

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) Agencies shall maintain a systematic record of each case of loss deficiency, destruction, or damage to public or other money or property including any accident involving motor vehicles, plant or watercraft.**
- (2) For the purposes of paragraph (1) the following incidents involving loss or damage are to be recorded:**
 - (a) where the loss or damage is estimated to be over \$1 000; and**
 - (b) other loss or damage which the Head of Agency deems appropriate.**