

**TREASURER'S INSTRUCTION**  
**FINANCIAL MANAGEMENT ACT 2016**  
**WRITE-OFFS**

**EFFECTIVE DATE**

1 July 2019

**SCOPE**

This Treasurer's Instruction applies to all agencies listed in Column 1 of Schedule 1, Part 1 in the *Financial Management Act 2016* unless otherwise exempted or provided for under the provisions of the Act.

**APPLICATION**

At all times.

**OBJECTIVE**

To provide the Accountable Authority with direction in relation to the management of Agency write-offs.

**INSTRUCTION**

- 14.1 The Accountable Authority must ensure that debt recovery policies and procedures are established, implemented and included in the Agency's Finance Manual, with the aim of recovering all amounts owing to the Agency.
- 14.2 The Accountable Authority must ensure that no amount owing is written off unless the Agency's debt recovery policy and procedures have been followed and the write-off has been approved by the Secretary of the Department of Treasury and Finance, or the Treasurer in accordance with paragraph 14.4.
- 14.3 The Accountable Authority must forward details of all amounts to be written off, together with reasons for each amount to be written off, and details of recovery and remedial action, to the Secretary of the Department of Treasury and Finance.
- 14.4 The Secretary of the Department of Treasury and Finance must seek the approval of the Treasurer, where a proposed write-off to be made by an Accountable Authority exceeds \$250 000.

- 14.5 The Accountable Authority must not seek approval for the write-off of any material loss due to fraud or any other criminal offence without first receiving:
- 14.5.1 a police report on the matter;
  - 14.5.2 advice from the Solicitor-General; and
  - 14.5.3 a report from the Chair of the Agency's Audit Committee, identifying any weaknesses in the system of internal controls that contributed to the loss and recommendations for any improvements to internal controls.

**Treasurer's authority for write-offs**

- 14.6 The Treasurer has delegated authority, to approve write-offs for amounts less than \$250 000, to the Secretary of the Department of Treasury and Finance.

**ADDITIONAL GUIDANCE**

There is no additional guidance.