

**TREASURER'S INSTRUCTION**  
**FINANCIAL MANAGEMENT ACT 2016**

**LOSSES**

**EFFECTIVE DATE**

1 July 2019

**SCOPE**

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

**APPLICATION**

At all times.

**OBJECTIVE**

To ensure that any Agency losses are appropriately managed and reported.

**INSTRUCTION**

**Interpretation and Definition**

4.1 A “loss” arises from deficiency in, damage to, or destruction of, public money, other money, public property or other property that is administered or controlled by the Agency, which may result directly or indirectly from a variety of causes including, but not limited to, criminal causes such as misappropriation, theft, fraud, arson, and from other causes such as accident, fire, spoilage or damage caused completely or partially by rain, flood or any other cause.

**Losses**

4.2 The Accountable Authority must ensure that procedures are included in the Agency's Finance Manual that require an officer, immediately on discovering any loss, to report details of that loss to the Audit Committee.

4.3 The Accountable Authority must ensure that any material loss which has been caused, or is suspected to have been caused by a criminal act (such as theft, fraud, misappropriation or any other criminal act) is reported to Tasmania Police.

## **ADDITIONAL GUIDANCE**

This Treasurer's Instruction should be read in conjunction with Treasurer's Instruction FC-5 *Fraud and Corruption Control* and Treasurer's Instruction FC-14 *Write-offs*.

Further information in support of this Treasurer's Instruction can be found in the *Financial Management - Better Practice Guidelines*.