

TREASURER'S INSTRUCTION
FINANCIAL MANAGEMENT ACT 2016
ADMINISTERED AND CONTROLLED ITEMS

EFFECTIVE DATE

1 July 2019

SCOPE

This Treasurer's Instruction applies to 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 provide the Accountable Authority with direction on the classification of administered and controlled items.

INSTRUCTION

- 2.1 The Accountable Authority must ensure that all transactions and balances in an Agency's accounts, other than those undertaken under a trustee or agency arrangement, are categorised as administered or controlled.
- 2.2 Where an Agency is responsible for levying and collecting taxes, fees and fines, but does not control the future economic benefits embodied in the revenues, the Accountable Authority must ensure that those transactions are classified as administered.
- 2.3 The Accountable Authority must ensure that revenues collected by an Agency, other than those revenues approved by the Treasurer for the Agency to retain, are classified as administered revenues.
- 2.4 The Accountable Authority must ensure that any expenses directly incurred in collecting the revenues described in paragraph 2.2 are classified as controlled.
- 2.5 The Accountable Authority must obtain the approval of the Secretary of the Department of Treasury and Finance prior to classifying transactions and balances in an Agency's accounts as administered.
- 2.6 The Accountable Authority must ensure that assets and liabilities, other than those that solely and directly relate to administered activities, are classified as controlled.

2.7 The Accountable Authority must obtain the approval of the Secretary of the Department of Treasury and Finance to recognise assets and liabilities as administered.

ADDITIONAL GUIDANCE

There is no additional guidance.