Territory Records (Records Disposal Schedule – Finance & Treasury Management Records) Approval 2017 (No 1)

Notifiable instrument NI2017—83

made under the

Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)

1 Name of instrument

This instrument is the Territory Records (Records Disposal Schedule – Finance & Treasury Management Records) Approval 2017 (No 1).

2 Commencement

This instrument commences on 27 February 2017.

3 Approval

I approve the Records Disposal Schedule – Finance & Treasury Management Records.

4 Revocation

This instrument revokes:

Territory Records (Records Disposal Schedule - Financial Management Records) Approval 2011 (No 1) NI2011-482.

Danielle Wickman Director of Territory Records 16 February 2017



Records Disposal Schedule

Finance & Treasury Management Records

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INTRODUCTION

The *Records Disposal Schedule - Finance & Treasury Management Records* is the official authority for the disposal of these ACT Government Records.

It is one of a series of Whole of Government Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act* 2002. It is used in conjunction with other Territory Records Disposal Schedules.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of records created or maintained by ACT Government Agencies.

SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. It applies to records in any format, including electronic records.

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

STRUCTURE AND RELATIONSHIP TO THE WHOLE OF GOVERNMENT THESAURUS

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. An agency must take all reasonable steps to ensure that no legal action is contemplated in relation to its records and must not dispose of any records where it is aware of possible legal action for which the records may be required as evidence or if there is a current records disposal freeze in effect.

The Records Disposal Schedule - Finance & Treasury Management Records has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Whole of Government Thesaurus. The Records Disposal Schedule is designed to be applicable to all records relating to the function described in this schedule regardless of titling conventions used, so that records, which have not been classified and titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Whole of Government Thesaurus

The Whole of Government Thesaurus is a controlled vocabulary of terms designed for use in the classifying, titling and indexing of records on creation.

The Whole of Government Thesaurus has been developed on the basis of the former Territory Version of Keyword AAA (TVKAAA) (2010). In the Whole of Government Thesaurus all functions are considered to be functions performed by the ACT Government and have been included following consultation with stakeholder agencies and after consideration by the Territory Records Office (TRO) via a formal approval process.

The Whole of Government Thesaurus is mandated by the Director of Territory Records for use by all ACT Government agencies as part of classifying and titling of their paper and electronic records. See also *Records Advice No.28 Functional directories on shared drives*.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records (Records, Information and Data)* Standard 2016. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Whole of Government Thesaurus. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The Records Disposal Schedule - Finance & Treasury Management Records:

- covers all records related to the function;
- is intended to be used in conjunction with other Territory Whole of Government Records Disposal Schedules;
- specifies the minimum period records should be kept (retention periods)
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

Layout of the schedule

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or 'disposal classes' relating to the functions are described. These are followed by a composite list of classes designated 'Retain as Territory Archives'. The functions and activity disposal sets show the following details:

Function.

This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

Activity.

Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to the activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g., the activity 'Policy' is linked to all of the functions). However, each function and activity set represents a unique unit.

Entry No.

This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

Description of Records.

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

Disposal Action.

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

FORMAT OF RECORD

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards
- registers
- files
- microfilm
- COM (computer output microfiche)
- electronic records, including various electronic media, and
- any other formats.

Electronic records

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or re-recording) does not constitute disposal.

DESTRUCTION OF RECORDS

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

UPDATING THE RECORDS DISPOSAL SCHEDULE

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

RELATED LEGISLATION

The following legislation is related to the records classes covered by this Records Disposal Schedule:

Corporations Act 2001 (Cwlth)
Criminal Code 2002
Evidence Act 2011
Freedom of Information Act 1989
Government Procurement Act 2001
Information Privacy Act 2014
Limitations Act 1985
Partnership Act 1963
Privacy Act 1988 (Cwlth)
Protection of Public Participation Act 2008
Territory-owned Corporations Act 199
Territory Records Act 2002

DEFINITIONS

Agency

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

Appraisal

The process of evaluating business activities to:

- determine which records need to be created and captured;
- determine how long the records need to be kept to meet business needs, and
- meet the requirements of organisational accountability and community expectations.

Business Classification Scheme

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transition of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

Records of an Agency

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

Records Disposal Schedule

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

Records Management Program

A document that complies with Section 16 of the *Territory Records Act* 2002 by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

Recordkeeping Systems

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources that are applied within an agency to ensure that full and accurate records of business activity are made and kept.

Scope Note

An explanation of terms used in describing the records and the context in which they were made and used.

Sentencing

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule that applies to the record and assigning a retention period consistent with that part.

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

FINANCE & TREASURY MANAGEMENT

The function of managing financial resources and providing strategic financial and economic advice and services to the ACT Government. Includes promoting accountability and transparency in the delivery of financial services. Also includes accounts payable and receivable, budgeting and budget submissions, obtaining or providing grants, managing funds and investments, financial planning and reporting, and the receipt and management of revenue from charging, trading or investments, whole of government taxation management and the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Accounting

The activities relating to the collection of government revenue and the, recording, classifying, summarising and analysing of financial transactions. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the agency's accounting systems and internal controls. Also includes the determination and assessment of taxes, duties, rates and other government charges.

Acquisition

The activities associated with acquiring goods, services or works from an external source by purchase, lease, rental or exchange. Includes acquisition planning and evaluation, providing or receiving acquisition advice, liaison with vendors and service providers, purchase requests, quotations, purchase orders, bids and offers, tenders, the establishment of contracts and agreements, including service level agreements and memorandums of understanding, and arrangements for the delivery of goods and services.

Advice

The activities associated with offering formal opinions and advice as to an action, judgement or topic. Includes legal advice and formal advices required by legislation, (e.g. Records Advice).

Borrowing & Investment

The activities associated with planning and managing the organisation's assets and liabilities in the form of loans and investments. Includes investment and loan planning and approval, investment portfolio management, liaising with investment managers and advisers, and reporting on loans and investments.

Budgeting

The activities of planning the use of expected income and expenditure over a specified period, as well as the determination of means by which funds will be acquired to cover future expenses (i.e. through earning, investments, borrowing etc.). Includes budget estimates, budget statements, submissions, forward estimates, approvals, and budget monitoring and analysis.

Contract Management

The activities associated with managing the performance of work or the provision of services by external consultants and contractors following their initial engagement. Includes instructions to contracted personnel, progress reports, monitoring of expenditure against budgets, and performance reviews.

Donations

The activities associated with managing money, equipment, artefacts, property, or other items donated either by or to the organisation, including unsolicited donations and gifts registers.

Funding Administration

The activities associated with administering funding in the form of grants, aid or other funding support to external people and organisations to implement programs and projects or to provide services on behalf of the ACT Government and its organisations. Includes advertising funding programs, receiving and appraising funding proposals, arranging for funds to be released, monitoring the ongoing performance of funding activity, dealing with breaches of funding conditions and acquittal of funds.

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

Policies & Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

Reporting & Statements

The activities associated with drafting, preparing and providing reports relating to the function including in the form of informal or formal statements, statistics, returns, submissions or similar reports.

Standards

The activities associated with developing and/or implementing industry or organisation specific benchmarks for services and processes to enhance the quality and efficiency of an organisation, business or industry.

RECORDS DISPOSAL SCHEDULE

FINANCE & TREASURY MANAGEMENT

The function of managing financial resources and providing strategic financial and economic advice and services to the ACT Government. Includes promoting accountability and transparency in the delivery of financial services. Also includes accounts payable and receivable, budgeting and budget submissions, obtaining or providing grants, managing funds and investments, financial planning and reporting, and the receipt and management of revenue from charging, trading or investments, whole of government taxation management and the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

[For the provision of financial services under Enduring Powers of Attorney or Order of the Guardianship and Management of Property Tribunal, use PUBLIC TRUSTEE SERVICES - Financial Management Services.

For managing the payments of superannuation to organisation personnel, use HUMAN RESOURCES - Remuneration.

For evaluating, reviewing and reporting on the performance of the function, business area, or specific organisation programs and services, use STRATEGY & GOVERNANCE – Performance Management.

For disaster and business continuity planning, taking out insurance premiums to manage risks and handling associated insurance claims, use STRATEGY & GOVERNANCE – Risk Management & Insurance.]

Accounting

The activities associated with managing monies either owed by or to the organisation and recording and managing associated financial transactions. Includes banking, invoices, ledgers, receipts, reconciliations, remittances, and the organisation's asset register.

[For the development of accounting policies, procedures, and guidelines, use FINANCE & TREASURY MANAGEMENT - Policies & Procedures.]

Entry No. 191.002.001

Description of Records

Records documenting appeals relating to the finance and treasury management function made to a central arbitration or determining body against an assessment decision or an order where the agency is a major participant in negotiations. Includes records documenting significant agreements with implications for major liabilities relating to financial obligations, asset registrations for the valuation of assets of significance to the Territory (e.g. Albert Hall). Also includes the evaluation of potential or existing financial or treasury programs, services and projects that are of significance to the Territory and support government priorities, policies or economic reforms. Includes:

- negotiations;
- establishments;
- reviews:
- budget bids;
- modelling and/or forecasting;
- working papers;
- final versions.

[For significant agreements with government bodies, use GOVERNMENT & STAKEHOLDER RELATIONS - Contract Management, GOVERNMENT & STAKEHOLDER RELATIONS - Partnerships & Collaboration.]

Disposal Action

The activities associated with managing monies either owed by or to the organisation and recording and managing associated financial transactions. Includes banking, invoices, ledgers, receipts, reconciliations, remittances, and the organisation's asset register.

[For the development of accounting policies, procedures, and guidelines, use FINANCE & TREASURY MANAGEMENT - Policies & Procedures.]

Entry No. 191.002.002

Description of Records

Records documenting authorisations for administrative actions relating to finance and treasury management and records documenting the conduct of assessments for the collection of revenue, including appeals against an assessment decision or order. Includes:

- authorisation to permit an overdraft from a public account;
- authorisation to collect money on behalf of another person;
- municipal taxes (e.g. land taxes, rates);
- lodged notifications (e.g. stamp duty, payroll tax);
- requests for payment by agencies;
- appeals or objections received from taxpayers or their representatives regarding revenue assessments.

Disposal Action

Destroy 10 years after last action

The activities associated with managing monies either owed by or to the organisation and recording and managing associated financial transactions. Includes banking, invoices, ledgers, receipts, reconciliations, remittances, and the organisation's asset register.

[For the development of accounting policies, procedures, and guidelines, use FINANCE & TREASURY MANAGEMENT - Policies & Procedures.]

Entry No. 191.002.003

Description of Records

Records documenting the management of revenue and expenditure, including principal accounting and banking records, taxation records, debt recovery, asset management and agreements made relating to the finance and treasury management function (e.g. credit card contracts), including meetings held to support the management of revenue and expenditure and reviews of agency revenue and expenditure programs and operations. Records include:

- chart of accounts;
- journals;
- ledgers;
- asset register;
- receipts;
- invoices:
- collection, receipt and/or recovery of revenue (e.g. taxes, duties, rates, fees, fines, rent payments);
- receipt and revenue records;
- sales and purchase invoices;
- cheque records (e.g. cheque butts or computerised cheque issue records);
- payment records, including checking of invoices, issuing of cheques, payments for allowances, act of grace payments, salaries and payment of claims;
- incidental benefits received by agency personnel in the course of their official duties (e.g. frequent flyer points);
- credit card receipts and monthly statements;
- petty cash records;
- hand-over certificates;
- asset valuation, including requests for inclusion on the asset register;
- cash books.

Disposal Action

Destroy 7 years after last action

The activities associated with managing monies either owed by or to the organisation and recording and managing associated financial transactions. Includes banking, invoices, ledgers, receipts, reconciliations, remittances, and the organisation's asset register.

[For the development of accounting policies, procedures, and guidelines, use FINANCE & TREASURY MANAGEMENT - Policies & Procedures.]

Entry No.

191.002.003 Cont.

Description of Records

- credit notes;
- advance registers and associated records;
- creditor and debtor registers and lists deposit records;
- appeals relating to housing assistance loans:
- forecasting of economic and/or financial conditions of home loans in the Territory;
- surveys and responses;
- debt recovery, including write-off and waiver arrangements;
- assessment of Fringe Benefits Tax (FBT) and calculation of government liabilities:
- assessment and payment of Goods and Services Tax (GST), including business activity statements and tax invoices;
- requests for exemption from Wholesale Sales Tax;
- establishment of bank accounts;
- bank statements:
- bank reconciliation statements;
- regular accrual reports (e.g. operating statements);
- statements of financial position;
- fund allocations, including restrictions and variations to funding allocations;
- cash flow statements;
- output costings;
- periodic accrual statements;
- investment and dividend statements.

Disposal Action

Destroy 7 years after last action

The activities associated with managing monies either owed by or to the organisation and recording and managing associated financial transactions. Includes banking, invoices, ledgers, receipts, reconciliations, remittances, and the organisation's asset register.

[For the development of accounting policies, procedures, and guidelines, use FINANCE & TREASURY MANAGEMENT - Policies & Procedures.]

Entry No. **Description of Records**

Disposal Action

Destroy 7 years after

191.002.003 Cont.

[For legal actions taken for the recovery of taxes, duties, rates, fines and other government last action charges, use SOLICITOR & LEGAL

SERVICES – Litigation.

For taxation records required for the payment of employee salaries and wages (e.g. tax declaration forms), use HUMAN RESOURCES - Remuneration.

For managing FBT arrangements attached to individual employee's salary packages, use **HUMAN RESOURCES - Remuneration.**]

Acquisition

The activities associated with acquiring goods, services or works from an external source by purchase, lease, rental or exchange. Includes acquisition planning and evaluation, providing or receiving acquisition advice, liaison with vendors and service providers, purchase requests, quotations, purchase orders, bids and offers, tenders, the establishment of contracts and agreements, including service level agreements and memorandums of understanding, and arrangements for the delivery of goods and services.

[For the ongoing management of contracts and agreements with consultants, contractors and service providers once established, use Contract Management.

For acquisition policies, procedures and guidelines, use STRATEGY & GOVERNANCE - Policies & Procedures.

For donations of property, vehicles, equipment, artefacts, money or other items donated to the organisation, use Donations.]

Entry No. 191.003.001

Description of Records

Records documenting the evaluation of potential programs, services and projects (e.g. major infrastructure projects) for their suitability and the development of significant procurement agreements with implications for major financial liabilities or financial obligations or that are of significance to the Territory and support government priorities, policies and economic reforms. Includes:

- budget bids;
- tender documentation;
- modelling and/or forecasting;
- working papers;
- negotiations;
- establishments;
- reviews:
- final versions.

[For significant acquisition agreements with government bodies, use GOVERNMENT & STAKEHOLDER RELATIONS – Acquisition.

For the financial plans of potential or existing programs, services and projects, use FINANCE & TREASURY MANAGEMENT - Planning.]

Disposal Action

Acquisition (Continued)

The activities associated with acquiring goods, services or works from an external source by purchase, lease, rental or exchange. Includes acquisition planning and evaluation, providing or receiving acquisition advice, liaison with vendors and service providers, purchase requests, quotations, purchase orders, bids and offers, tenders, the establishment of contracts and agreements, including service level agreements and memorandums of understanding, and arrangements for the delivery of goods and services.

[For the ongoing management of contracts and agreements with consultants, contractors and service providers once established, use Contract Management.

For acquisition policies, procedures and guidelines, use STRATEGY & GOVERNANCE - Policies & Procedures.

For donations of property, vehicles, equipment, artefacts, money or other items donated to the organisation, use Donations.]

Entry No.	Description of Records	Disposal Action
191.003.002	Authorisations for administrative actions relating to finance and treasury management aspects of acquisition (e.g. authorisation to acquire goods, services, equipment, etc. from a public account).	Destroy 10 years after last action
191.003.003	Principal financial records documenting the activities involved in the acquisition of items. Includes:	Destroy 7 years after last action

- requisitions and order forms;
- agreements that <u>do not</u> support government priorities, policies and economic reforms made relating to the finance and treasury management function (e.g. credit card contracts);
- negotiations, establishment, maintenance and review of agreements;
- service provider or contractor management;
- minutes of meetings with main stakeholders, includes meetings with external agencies;
- performance and evaluation reports;
- evaluation of potential programs and services that are considered minor or have not major impacts on government priorities, policies or economic reforms;
- review of agency finance related programs and operations, including documents establishing the review, final reports, action plans;
- working papers.

Advice

The activities associated with offering formal opinions and advice as to an action, judgement or topic. Includes legal advice, legislative drafting advice, publishing and public access to legislation advice and formal advices required by legislation.

[For legal advice, including interpretations of the agency's legislation, use SOLICITOR & LEGAL SERVICES – Advice.]

Entry No. Description of Records

Disposal Action

191.005.001

Receipt and provision of advice relating to the Retain as Territory finance and treasury management function that resulted in major changes, including specialist or technical advice provided by consultants and independent regulators. Includes advice to the Minister or Chief Minister, policy issues and recommendations for reform and working

papers.

191.005.002

Records relating to the receipt and provision of Destroy 7 years after advice on the finance and treasury management last action

function that did not result in major changes or advice not provided to the Minister or Chief Minister. Includes advice regarding economic

management and working papers.

Borrowing & Investment

The activities associated with planning and managing the organisation's assets and liabilities in the form of loans and investments. Includes investment and loan planning and approval, investment portfolio management, liaising with investment managers and advisers, and reporting on loans and investments.

[For the development and review of loan and investment policies, procedures, guidelines and standards, use FINANCE & TREASURY MANAGEMENT - Policies, Procedures & Standards.

For giving or receiving financial assistance and support in the form of grants, aid or other funding support, use FINANCE & TREASURY MANAGEMENT - Funding.]

Entry No. 191.275.001

Description of Records

Records documenting the evaluation of potential or existing programs, services and projects (e.g. major infrastructure projects) and the development of significant agreements with implications for major financial liabilities or financial obligations relating to borrowing or investments or that are of significance to the Territory and support government priorities, policies and economic reforms. Includes:

- budget bids;
- modelling and/or forecasting;
- working papers;
- negotiations;
- establishments;
- reviews;
- final versions.

[For significant agreements with government bodies, use GOVERNMENT & STAKEHOLDER RELATIONS – Government & Assembly Matters or GOVERNMENT & STAKEHOLDER RELATIONS – Acquisition.

For the financial plans of potential or existing programs, services and projects, use FINANCE & TREASURY MANAGEMENT – Planning.]

191.275.002

Registers of home loans granted.

Retain as Territory Archives

Disposal Action

Retain as Territory Archives

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

Borrowing & Investment (Continued)

The activities associated with planning and managing the organisation's assets and liabilities in the form of loans and investments. Includes investment and loan planning and approval, investment portfolio management, liaising with investment managers and advisers, and reporting on loans and investments.

[For the development and review of loan and investment policies, procedures, guidelines and standards, use FINANCE & TREASURY MANAGEMENT - Policies, Procedures & Standards.

For giving or receiving financial assistance and support in the form of grants, aid or other funding support, use FINANCE & TREASURY MANAGEMENT - Funding.]

Entry No.	Description of Records	Disposal Action
191.275.003	Authorisations for administrative actions relating to borrowing or investments (e.g. authorisation to invest monies from a public account or an authorisation to borrow money on behalf of the agency).	Destroy 10 years after last action
191.275.004	Financial records documenting the activities involved in the borrowing & investment of funds. Includes:	Destroy 7 years after last action

- agreements that do not support government priorities, policies and economic reforms made relating to the finance and treasury management function (e.g. credit card contracts);
- negotiations, establishment, maintenance and review of agreements;
- service provider or contractor management;
- minutes of meetings, includes meetings with main stakeholders and external agencies, includes agendas, notices of meetings, draft minutes;
- performance and evaluation reports;
- review of agency programs and operations, including documents establishing the review, final reports, action plans, working papers.

Borrowing & Investment (Continued)

The activities associated with planning and managing the organisation's assets and liabilities in the form of loans and investments. Includes investment and loan planning and approval, investment portfolio management, liaising with investment managers and advisers, and reporting on loans and investments.

[For the development and review of loan and investment policies, procedures, guidelines and standards, use FINANCE & TREASURY MANAGEMENT - Policies, Procedures & Standards.

For giving or receiving financial assistance and support in the form of grants, aid or other funding support, use FINANCE & TREASURY MANAGEMENT - Funding.]

Entry No.

191.275.004 Cont.

Description of Records

- evaluation of potential or existing programs and services that are not of significance to the Territory or do not support government priorities, policies and economic reforms;
- forecasting of economic and/or financial conditions of home loans in the Territory;
- the granting or loaning of funds to home buyers, including buyer concession, deferred duty and mortgage relief;
- appeals against a decision in relation to the administration of housing assistance loans;
- transfer of agency funds between official Funds;
- investments or loans undertaken by the agency;
- special accounts, (e.g. trust funds, unidentified receipts, unclaimed moneys).

Disposal Action

Destroy 7 years after last action

Budgeting

The activities of planning the use of expected income and expenditure over a specified period, as well as the determination of means by which funds will be acquired to cover future expenses (i.e. through earning, investments, borrowing etc.). Includes budget estimates, budget statements, submissions, forward estimates, approvals, and budget monitoring and analysis.

[For the production of the annual Budget Papers (print and electronic), use PUBLICATION.]

T & BET CHITTON,		
Entry No.	Description of Records	Disposal Action
191.015.001	Final budget analyses for the Territory's budget.	Retain as Territory Archives
191.015.002	Records documenting the production, and examination of budgets. Includes:	Destroy 7 years after last action
	 budget estimates and associated records; input by individual programs within an agency to the whole of agency budget estimates; background records used for the production of whole of agency budget estimates; working documents and calculations; portfolio budget statements; budget submissions; forward estimates; research notes; spending progress or revenue collection against allocations within the budget estimates; 	

• comparative analyses;

analyses.

development and clearance of draft

Contract Management

The activities associated with managing the performance of work or the provision of services by external consultants and contractors following their initial engagement. Includes instructions to contracted personnel, progress reports, monitoring of expenditure against budgets, and performance reviews.

[For the initial selection and appointment of consultants and contractors, including tendering, selection, the establishment of contracts and terms of engagement, use Acquisition

For material developed by contractors and consultants in accordance with their terms of engagement, use the relevant activity (e.g. use Marketing & Publication, for marketing plans prepared for the organisation by consultants.

For managing the performance of internal consultants and contract staff, use HUMAN RESOURCES - Performance Management]

Entry No. 191.276.001

Description of Records

Records documenting the management of the work performance or services relating to the finance and treasury management function provided by external consultants and contractors. Includes:

Disposal Action

Destroy 7 years after last action

- minutes of meetings with main stakeholders;
- performance and evaluation reports.

Donations

The activities associated with managing money, equipment, artefacts, property, or other items donated either by or to the organisation, including unsolicited donations and gifts registers.

[For policies, procedures and guidelines relating to the receipt and handling of donations, use Policies & Procedures.

For sponsorships, use GOVERNMENT & STAKEHOLDER RELATIONS - Marketing & Publication.]

Entry No.	Description of Records	Disposal Action
191.037.001	Records documenting donations of money and items, artefacts or property that are of long-term value or ongoing benefit to the Territory or the nation.	Retain as Territory Archives
191.037.002	Records documenting the management of donations by or to the agency of items, artefacts, property or money that that are of little public interest, i.e. small amounts of money. Includes donations of money and items made by the agency to public organisations and groups, including charities.	Destroy 7 years after last action

Funding Administration

The activities associated with administering funding in the form of grants, aid or other funding support to external people and organisations to implement programs and projects or to provide services on behalf of the ACT Government and its organisations. Includes advertising funding programs, receiving and appraising funding proposals, arranging for funds to be released, monitoring the ongoing performance of funding activity, dealing with breaches of funding conditions and acquittal of funds.

[For giving or receiving funds in the form of a loan, use FINANCE & TREASURY MANAGEMENT- Borrowing & Investment.

For funding policies, procedures, and guidelines, use FINANCE & TREASURY MANAGEMENT - Policies, Procedures & Standards.

For funding standards, use FINANCE & TREASURY MANAGEMENT –Standards.]

Entry No. 191.252.001

Description of Records

Records documenting the evaluation of potential or existing programs, services and projects (e.g. major infrastructure projects) and the development of significant agreements with implications for major financial liabilities or financial obligations relating to the administration of funding or that are of significance to the Territory that support government priorities, policies and economic reforms. Includes:

- budget bids;
- modelling and/or forecasting;
- working papers;
- negotiations;
- establishments;
- reviews;
- final versions.

191.252.002

Authorisations for administrative actions relating to funding administration.

Destroy 10 years after last action

Disposal Action

Funding Administration (Continued)

The activities associated with administering funding in the form of grants, aid or other funding support to external people and organisations to implement programs and projects or to provide services on behalf of the ACT Government and its organisations. Includes advertising funding programs, receiving and appraising funding proposals, arranging for funds to be released, monitoring the ongoing performance of funding activity, dealing with breaches of funding conditions and acquittal of funds.

[For giving or receiving funds in the form of a loan, use FINANCE & TREASURY MANAGEMENT- Borrowing & Investment.

For funding policies, procedures, and guidelines, use FINANCE & TREASURY MANAGEMENT - Policies, Procedures & Standards.

For funding standards, use FINANCE & TREASURY MANAGEMENT –Standards.]

Entry No. 191.252.003

Description of Records

Disposal Action

Records documenting the activities involved in Destroy 7 years after the administration of funding. Includes;

last action

- successful and unsuccessful applications for grant funding;
- agreements that do not support government priorities, policies and economic reforms made relating to funding grants, etc.;
- negotiations, establishment;
- maintenance and review of agreements;
- minutes of meetings, includes meetings with main stakeholders and external agencies, includes agendas, notices of meetings, draft minutes;
- performance and evaluation reports;
- review of agency programs and operations, including documents establishing the review, final reports, action plans, working papers;
- evaluation of potential or existing programs and services that are not of significance to the Territory or do not support government priorities, policies and economic reforms:
- the granting or loaning of funds to home buyers, including buyer concession, deferred duty and mortgage relief;
- transfer of funds between Funds;
- strategies for managing processes associated with the agency applying for grants.

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

[For the development of business and corporate plans which set the strategic agenda and direction for the organisation, use STRATEGY & GOVERNANCE – Strategy & Planning. 1

Note: Use the relevant activity where strategies and plans are developed to support a more specific process, (e.g. use Maintenance for maintenance plans, or Risk Management & Insurance for risk management plans and strategies.

Entry No. 191.079.001

Description of Records

Final versions of plans for major or significant Retain as Territory programs, services or projects that support government priorities, policies and economic reforms relating to the finance and treasury management function.

Disposal Action

Archives

191.079.002

Records documenting the development of all finance and treasury management plans, including records of internal and external committees formed to consider matters relating to planning for the finance and treasury management function. Includes:

Destroy 7 years after last action

- agency-wide, section or business unit's finance and treasury management plans, including those of state, regional or overseas offices;
- home loan portfolio administration
- documents establishing the committee;
- final versions of minutes;
- reports;
- recommendations;
- supporting documents such as briefing papers and discussion papers;
- working papers used in developing all finance and treasury management plans, includes agendas, notices of meetings, draft minutes, draft plans, reports analysing issues and comments received from other areas of the agency.

Policies & Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

[For policy proposals and guidelines which form legislative instruments, use STRATEGY & GOVERNANCE – Legislation.]

Entry No. 191.273.001

Description of Records

Records documenting the development of whole of government budget management, economic management, superannuation funds, revenue and government asset & liability policies and policies supporting government priorities, policies and economic reforms. Includes working papers.

Disposal Action

Retain as Territory Archives

191.273.002

Records documenting the development and establishment of the agency's finance and treasury management policies, procedures and guidelines. Includes:

Destroy 7 years after last action

- policy proposals;
- research papers;
- results of consultations;
- supporting reports;
- major drafts;
- comments and working papers;
- final policies, manuals, handbooks, directives, etc. (e.g. procedural rules derived from Chief Executive's instructions).

Reporting & Statements

The activities associated with drafting, preparing and providing reports relating to the function including in the form of informal or formal statements, statistics, returns, submissions or similar reports.

Note: Where reports support a more specific activity, use the relevant classification, (e.g. use Borrowing & Investment, for reports on organisation investments).

Entry No. 191.287.001

Description of Records

Final versions of whole of government financial statements and correspondence to and from government agencies on those statements or agency submissions. Includes:

- submissions to credit rating agencies on the state of the Territory's finances;
- budget statements;
- audited financial statements;
- collated financial statements received from agencies;
- working papers.

Disposal Action

Reporting & Statements (Continued)

The activities associated with drafting, preparing and providing reports relating to the function including in the form of informal or formal statements, statistics, returns, submissions or similar reports.

Note: Where reports support a more specific activity, use the relevant classification, (e.g. use Borrowing & Investment, for reports on organisation investments).

Entry No. 191.287.002

Description of Records

Final versions of formal internal reports and reports made to external agencies or reports used to monitor and document recurring activities relating to the finance and treasury management function, including agency financial reports, reports made in response to a statutory obligation or reports required to be submitted on a regular basis (e.g. Bureau of Statistics, Territory Grants Commission, Loan Council, heads of Treasuries). Includes:

- annual statements of assets and liabilities;
- operating statements of financial position;
- balance sheets;
- statements of cash flows;
- annual financial statements:
- formal interim financial statements:
- submissions received from the community through consultation on financial management;
- surveys and responses;
- reports on compliance with mandatory or optional accountability requirements, including registration of Australian Business Number (ABN), Australian Company Number (ACN), Data Universal Numbering System Number (DUNS);
- drafts and comments received;
- working papers.

Disposal Action

Destroy 7 years last action

Standards

The activities associated with developing and/or implementing industry or organisation specific benchmarks for services and processes to enhance the quality and efficiency of an organisation, business or industry.

[For compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements, use Compliance.]

Entry No. 191.100.001

Description of Records

Records documenting the implementation of industry standards (e.g. those issued by the Public Sector Accounting Standards Board or by the Australian Accounting Research Foundation) and agency standards to support the financial management function.

Disposal Action

Destroy 7 years after last action

RETAIN AS TERRITORY ARCHIVES

FINANCE & TREASURY MANAGEMENT

The function of managing financial resources and providing strategic financial and economic advice and services to the ACT Government. Includes promoting accountability and transparency in the delivery of financial services. Also includes accounts payable and receivable, budgeting and budget submissions, obtaining or providing grants, managing funds and investments, financial planning and reporting, and the receipt and management of revenue from charging, trading or investments, whole of government taxation management and the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

[For the provision of financial services under Enduring Powers of Attorney or Order of the Guardianship and Management of Property Tribunal, use PUBLIC TRUSTEE SERVICES - Financial Management Services.

For managing the payments of superannuation to organisation personnel, use HUMAN RESOURCES - Remuneration.

For evaluating, reviewing and reporting on the performance of the function, business area, or specific organisation programs and services, use STRATEGY & GOVERNANCE – Performance Management.

For disaster and business continuity planning, taking out insurance premiums to manage risks and handling associated insurance claims, use STRATEGY & GOVERNANCE – Risk Management & Insurance.]

Accounting

The activities associated with managing monies either owed by or to the organisation and recording and managing associated financial transactions. Includes banking, invoices, ledgers, receipts, reconciliations, remittances, and the organisation's asset register.

[For the development of accounting policies, procedures, and guidelines, use FINANCE & TREASURY MANAGEMENT - Policies & Procedures.]

Entry No. 191.002.001

Description of Records

Records documenting appeals relating to the finance and treasury management function made to a central arbitration or determining body against an assessment decision or an order where the agency is a major participant in negotiations. Includes records documenting significant agreements with implications for major liabilities relating to financial obligations, asset registrations for the valuation of assets of significance to the Territory (e.g. Albert Hall). Also includes the evaluation of potential or existing financial or treasury programs, services and projects that are of significance to the Territory and support government priorities, policies and economic reforms. Includes:

- negotiations;
- establishments;
- reviews:
- budget bids;
- modelling and/or forecasting;
- working papers;
- final versions.

[For significant agreements with government bodies, use GOVERNMENT & STAKEHOLDER RELATIONS - Contract Management, GOVERNMENT & STAKEHOLDER RELATIONS - Partnerships & Collaboration.]

Disposal Action

Acquisition

The activities associated with acquiring goods, services or works from an external source by purchase, lease, rental or exchange. Includes acquisition planning and evaluation, providing or receiving acquisition advice, liaison with vendors and service providers, purchase requests, quotations, purchase orders, bids and offers, tenders, the establishment of contracts and agreements, including service level agreements and memorandums of understanding, and arrangements for the delivery of goods and services.

[For the ongoing management of contracts and agreements with consultants, contractors and service providers once established, use Contract Management.

For acquisition policies, procedures and guidelines, use STRATEGY & GOVERNANCE - Policies & Procedures.

For donations of property, vehicles, equipment, artefacts, money or other items donated to the organisation, use Donations.]

Entry No. 191.003.001

Description of Records

Records documenting the evaluation of potential programs, services and projects (e.g. major infrastructure projects) for their suitability and the development of significant procurement agreements with implications for major financial liabilities or financial obligations or that are of significance to the Territory and support government priorities, policies and economic reforms. Includes:

- budget bids;
- tender documentation;
- modelling and/or forecasting;
- working papers;
- negotiations;
- establishments;
- reviews:
- final versions.

[For significant acquisition agreements with government bodies, use GOVERNMENT & STAKEHOLDER RELATIONS – Acquisition.

For the financial plans of potential or existing programs, services and projects, use FINANCE & TREASURY MANAGEMENT - Planning.]

Disposal Action

Advice

The activities associated with offering formal opinions and advice as to an action, judgement or topic. Includes legal advice and formal advices required by legislation, (e.g. Records Advice).

[For legal advice, including interpretations of the agency's legislation, use SOLICITOR & LEGAL SERVICES – Advice.]

Entry No. 191.005.001

Description of Records

Receipt and provision of advice relating to the Retain as Territory finance and treasury management function that Archives resulted in major changes, including specialist or technical advice provided by consultants and independent regulators. Includes advice to the Minister or Chief Minister, policy issues and recommendations for reform and working papers.

Disposal Action

Borrowing & Investment

The activities associated with planning and managing the organisation's assets and liabilities in the form of loans and investments. Includes investment and loan planning and approval, investment portfolio management, liaising with investment managers and advisers, and reporting on loans and investments.

[For the development and review of loan and investment policies, procedures, guidelines and standards, use FINANCE & TREASURY MANAGEMENT - Policies, Procedures & Standards.

For giving or receiving financial assistance and support in the form of grants, aid or other funding support, use FINANCE & TREASURY MANAGEMENT - Funding.]

Entry No. 191.275.001

Description of Records

Records documenting the evaluation of potential or existing programs, services and projects (e.g. major infrastructure projects) and the development of significant agreements with implications for major financial liabilities or financial obligations relating to borrowing or investments or that are of significance to the Territory and support government priorities, policies and economic reforms. Includes:

- budget bids;
- modelling and/or forecasting;
- working papers;
- negotiations;
- establishments;
- reviews;
- final versions.

[For significant agreements with government bodies, use GOVERNMENT & STAKEHOLDER RELATIONS – Government & Assembly Matters or GOVERNMENT & STAKEHOLDER RELATIONS – Acquisition.

For the financial plans of potential or existing programs, services and projects, use FINANCE & TREASURY MANAGEMENT – Planning.]

191.275.002

Registers of home loans granted.

Retain as Territory Archives

Disposal Action

Budgeting

The activities of planning the use of expected income and expenditure over a specified period, as well as the determination of means by which funds will be acquired to cover future expenses (i.e. through earning, investments, borrowing etc.). Includes budget estimates, budget statements, submissions, forward estimates, approvals, and budget monitoring and analysis.

[For the production of the annual Budget Papers (print and electronic), use PUBLICATION.

For budget submissions received from consultation, use FINANCIAL MANAGEMENT – Submissions.]

Entry No.	Description of Records	Disposal Action
191.015.001	Final budget analyses for the Territory's	Retain as Territory
	budget.	Archives

Donations

The activities associated with managing money, equipment, artefacts, property, or other items donated either by or to the organisation, including unsolicited donations and gifts registers.

[For policies, procedures and guidelines relating to the receipt and handling of donations, use Policies & Procedures.

For sponsorships, use GOVERNMENT & STAKEHOLDER RELATIONS - Marketing & Publication.]

Entry No.	Description of Records	Disposal Action
191.037.001	Records documenting donations of money and	Retain as Territory
	items, artefacts or property that are of long-	Archives
	term value or ongoing benefit to the Territory	
	or the nation.	

Funding Administration

The activities associated with administering funding in the form of grants, aid or other funding support to external people and organisations to implement programs and projects or to provide services on behalf of the ACT Government and its organisations. Includes advertising funding programs, receiving and appraising funding proposals, arranging for funds to be released, monitoring the ongoing performance of funding activity, dealing with breaches of funding conditions and acquittal of funds.

[For giving or receiving funds in the form of a loan, use FINANCE & TREASURY MANAGEMENT- Borrowing & Investment.

For funding policies, procedures, and guidelines, use FINANCE & TREASURY MANAGEMENT - Policies, Procedures & Standards.

For funding standards, use FINANCE & TREASURY MANAGEMENT –Standards.]

Entry No. 191.252.001

Description of Records

Records documenting the evaluation of potential or existing programs, services and projects (e.g. major infrastructure projects) and the development of significant agreements with implications for major financial liabilities or financial obligations relating to the administration of funding or that are of significance to the Territory that support government priorities, policies and economic reforms. Includes:

- budget bids;
- modelling and/or forecasting;
- working papers;
- negotiations;
- establishments;
- reviews;
- final versions.

Disposal Action

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

[For the development of business and corporate plans which set the strategic agenda and direction for the organisation, use STRATEGY & GOVERNANCE – Strategy & Planning.]

Note: Use the relevant activity where strategies and plans are developed to support a more specific process, (e.g. use Maintenance for maintenance plans, or Risk Management & Insurance for risk management plans and strategies.

Entry No. 191.079.001

Description of Records

Final versions of plans for major or significant Retain as Territory programs, services or projects that support government priorities, policies and economic reforms relating to the finance and treasury management function.

Disposal Action

Archives

Policies & Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

[For policy proposals and guidelines which form legislative instruments, use STRATEGY & GOVERNANCE – Legislation.]

Entry No. 191.273.001

Description of Records

Records documenting the development of whole of government budget management, economic management, superannuation funds, revenue and government asset & liability policies and policies supporting government priorities, policies and economic reforms. Includes working papers.

Disposal Action

Reporting & Statements

The activities associated with drafting, preparing and providing reports relating to the function including in the form of informal or formal statements, statistics, returns, submissions or similar reports.

Note: Where reports support a more specific activity, use the relevant classification, (e.g. use Borrowing & Investment, for reports on organisation investments).

Entry No. 191.287.001

Description of Records

Final versions of whole of government financial statements and correspondence to and from government agencies on those statements or agency submissions. Includes:

- submissions to credit rating agencies on the state of the Territory's finances;
- budget statements;
- audited financial statements;
- collated financial statements received from agencies;
- working papers.

Disposal Action