

South Australia

Treasurer's Instructions 19 – Budgetary Control and Reporting

under the *Public Finance and Audit Act 1987*

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1—Title

These instructions form part of the *Treasurer's Instructions (General)* and may be referred to as *Treasurer's Instructions 19 – Budgetary Control and Reporting*.

2—Commencement

These instructions come into operation on 7 July 2022.

3—Scope

These instructions apply to all public authorities unless otherwise stated.

4—Objects

The object of these instructions is to set out the responsibility of each public authority for the discharge of financial accountability in respect of that authority and the maintenance of accounting and other financial records to permit the Treasurer to comply with statutory and other reporting requirements.

5—Budgetary control and reporting

- (1) The Minister responsible for a public authority that is not a public corporation may request from the relevant Chief Executive such information as the Minister considers necessary to enable an assessment to be made about the extent to which the authority has achieved, or is likely to achieve, agreed performance targets. The Chief Executive shall ensure that all information requested by the Minister pursuant to this Instruction is provided in a timely manner and on such a basis as the Minister may direct.
- (2) The Minister responsible for a public corporation may request from the relevant Chief Executive such information as the Minister considers necessary to enable an assessment to be made about the extent to which the authority has achieved, or is likely to achieve, agreed performance targets. The Chief Executive shall ensure that all information requested by the Minister pursuant to this Instruction is provided in a timely manner and on such a basis as the Minister may direct.

- (3) Unless the responsible Minister directs otherwise, the Chief Executive of each public authority shall forward to the responsible Minister an annual budget and regular reports of actual income and expenses compared with the budget. The budget and the reports shall be prepared in such a form and be forwarded at such times as the Minister may direct. Budget estimates must be accurate and based on fair and reasonable assumptions.
- (4) The Chief Executive of each public authority must comply with any direction by the Treasurer, Under Treasurer, or an employee or an occupant of a position of the public authority nominated by the Under Treasurer, which requires that the authority provide to the Department of Treasury and Finance information about the authority's budgets, tax arrangements and financial results and/or copies of accounting and financial records. Information must be provided in formats prescribed from time to time and within the timeframe specified by the Treasurer, Under Treasurer or nominated employee or occupant of the position. Information provided must be accurate and in accordance with relevant policies and standards.
- (5) The Chief Executive must:
 - (a) develop, implement and maintain a robust and transparent budget process;
 - (b) ensure the public authority's budget is reconciled to the appropriations approved by Parliament (where relevant) and the supporting budget and program estimates, at least on an annual basis;
 - (c) have arrangements in place that enable the prompt identification of emerging budget issues;
 - (d) review the public authority's performance against its budget on a regular basis and ensure that appropriate action is taken; and
 - (e) ensure the public authority adopts appropriate management strategies for all known risks that may affect the financial sustainability of the public authority.

6—Maintenance of financial records

The Chief Executive of each public authority must establish and maintain at all times financial records and systems:

- (a) that accurately record and explain the budget, tax and accounting transactions, financial performance and financial position of the authority;
- (b) as specified by the Treasurer or Under Treasurer, to permit the Treasurer to prepare General Purpose and Special Purpose Financial Statements to satisfy the requirements of the Public Finance and Audit Act 1987 and Australian Accounting Standards, and to comply with budgetary, statistical and other reporting requirements imposed upon the Treasurer.

7—Interpretation

- (1) These instructions should be interpreted and applied in accordance with *Treasurer's Instructions 1 - Interpretation and Application*.
- (2) Additional guidance, forms and resources are available to finance officers from the Department of Treasury and Finance's extranet (dtfextra.sa.gov.au).