INTRODUCTION

Policy items, indicated by **shaded bold print**, form the Minimum Reporting Requirements (MRRs) referred to in sections 42(1) and 43(1) of the Financial and Performance Management Standard 2009 (FPMS). These are mandatory for departments. Statutory bodies must also have regard to these requirements and apply them where they are considered relevant in the circumstances.

*Application Guidance*, indicated by plain text under the “Application Guidance” sub-headings, provides support on interpreting and applying the mandatory policy items and other matters.
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2E.1 TRUST TRANSACTIONS AND AGENCY ARRANGEMENTS

REFERENCES

- AASB 118 Revenue
- Framework for the Preparation and Presentation of Financial Statements

POLICY

- The notes to the financial statements must show details of any material transactions and balances in relation to trust or agency arrangements, including revenue, expenditure, assets and liabilities, together with applicable audit arrangements.

- Where the agency earns fees and/or incurs expenses in the course of rendering services as a trustee or manager of a trust, these must be recognised as controlled transactions.

APPLICATION GUIDANCE

Transactions/balances that do not meet the criteria of controlled transactions/balances must be properly assessed against the criteria for administered transactions/balances.

In those rare circumstances where a department is acting solely as an agent for another entity (i.e. where the transactions do not meet the criteria for administered or transfer payments, and a department acts as a collection agent for another entity), the transactions/balances do not form part of the agent department. Such transactions/balances should not be recognised as either controlled or administered.

Similarly, trust arrangements are neither controlled nor administered and, as with agent arrangements, the associated transactions and balances are disclosed only in the notes to the financial statements. A trust arrangement is an obligation, recognised at law, where an agency holds funds wholly or partly for the benefit of another party without deriving any benefit or being able to utilise the funds itself for the achievement of its own objectives.
An example may be where a hospital holds patient monies in a Patient Fiduciary Fund. These monies are received and held on behalf of patients with the hospital having no discretion over the monies. As such, they are not part of the hospital’s assets recognised in its financial statements, and would be disclosed separately in the notes to the financial statements as Trust Monies.

Example 21 of AASB 118 Revenue clarifies the criteria for identifying whether an entity is acting as a principal or as an agent in respect of amounts it collects.

2E.2 DISTINCTION BETWEEN CONTROLLED AND ADMINISTERED TRANSACTIONS AND BALANCES (DEPARTMENTS ONLY)

The concept of controlled and administered transactions/balances applies to GOVERNMENT DEPARTMENTS ONLY. Statutory bodies should therefore disregard the policy and guidance relating to controlled and administered items and have regard to all remaining policy and guidance contained in this FRR.

REFERENCES

- AASB 1050 Administered Items

POLICY

- Departmental financial statements must clearly distinguish between those transactions and balances that are “controlled” by the department and those that are “administered” by it on behalf of the State.

- Where the distinction between controlled and administered is not clearly apparent:
  - revenues that do not meet the definition of a controlled receipt under s.7(2) of the FA Act are administered;
  - expenses, other than transfers to the Consolidated Fund, are controlled unless agreement has been obtained from Treasury to recognise them as administered; and
  - assets and liabilities are controlled unless Treasury approval has been obtained to recognise them as administered.
• Where “administered” transactions or balances are material in the context of the department’s overall financial performance or position, they must be reported as discrete financial statements. Otherwise, they may be disclosed as notes to the “controlled” financial statements (distinguished clearly from controlled items).

• Departments must disclose an accounting policy explaining the distinction between controlled and administered items.

APPLICATION GUIDANCE

The financial operations of departments comprise:

• those controlled by the department and which directly relate to its operational objectives and arise at the discretion and direction of the department; and

• those that a department administers for woG purposes over which the department does not have control but which it is charged with administering efficiently and effectively.

All transactions and balances of a department, except those arising from trustee and/or agent functions, must be categorised as either controlled or administered.

In considering whether an item is controlled or administered, the following criteria in Table 1 may be useful. Further guidance is outlined below Table 1. Where responses are mixed i.e. both controlled and administered, the default positions apply as set out in the policy above.

Professional judgement is to be applied in the assessment process. In some situations, the classification of associated items (e.g. assets, revenue, administrative expenses, etc.) may be a useful guide to classifying the transaction/balance in question.
### Table 1: Criteria for Distinguishing Controlled from Administered Activities

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td><strong>Activities Overall</strong></td>
<td></td>
<td></td>
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<tr>
<td>Do the activities directly relate to the department's operational objectives?</td>
<td>Controlled</td>
<td>Administered</td>
</tr>
<tr>
<td>Are the activities undertaken or performed without the department having any discretion as regards to decision-making?</td>
<td>Administered</td>
<td>Controlled</td>
</tr>
<tr>
<td>Do the activities arise at the discretion and direction of the department?</td>
<td>Controlled</td>
<td>Administered</td>
</tr>
<tr>
<td>Do the activities arise on behalf of the Government as a whole?</td>
<td>Administered</td>
<td>Controlled</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the department control the benefits arising from the transaction and can it utilise the funds to achieve its objectives?</td>
<td>Controlled</td>
<td>Administered</td>
</tr>
<tr>
<td>Is further authorisation required to use the proceeds collected by the department? (e.g. acting on behalf of government in collecting taxes, fines, user charges, etc.)</td>
<td>Administered</td>
<td>Controlled</td>
</tr>
<tr>
<td>Does the revenue increase the department’s assets or decrease the department’s liabilities?</td>
<td>Controlled</td>
<td>Administered</td>
</tr>
<tr>
<td>Is the fee/charge fixed by the accountable officer of the department under s.17(1)(b) of the FPMS or fixed under other legislation?</td>
<td>Controlled</td>
<td>Administered</td>
</tr>
<tr>
<td>Does the authorising legislation/document for collection or raising of the revenue require the revenue to be paid to the Consolidated Fund?</td>
<td>Administered</td>
<td>Controlled</td>
</tr>
<tr>
<td>Is the provision of goods/services directly to the payer in return for the payment?</td>
<td>Controlled</td>
<td>Administered</td>
</tr>
<tr>
<td>Does the department have discretion about the transaction (discretion can include the ability to set terms and conditions, fee structure, etc.)</td>
<td>Controlled</td>
<td>Administered</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the expense form part of the cost of operating the department in the pursuit of its objectives?</td>
<td>Controlled</td>
<td>Administered</td>
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</table>
### Revenue

For a transaction to give rise to administered revenue, the department must not be able to utilise the funds to achieve its objectives. Administered revenues arise where the department levies and/or collects revenue on behalf of the woG e.g. most taxes, penalties and fines. In such circumstances the receipt of the revenue does not increase the department’s assets or decrease its liabilities. Also, the payer of the taxes, penalties and fines does not directly receive a good or service from the department in return for the payment. Under s.17(2) of the FA Act, all such administered receipts must be paid into the Consolidated Fund.

In contrast, for a revenue item to be controlled by a department, the agency must control the benefits arising from the transaction. A department can utilise controlled funds for its own purposes and in the achievement of its own objectives.
Generally, an indication that a payment received by a department is a controlled fee or charge is when a good or service is provided by the department directly to the payer in return for the payment.

Controlled revenues include departmental service appropriation revenue, a fee or charge fixed by the accountable officer of the department under s.17(1)(b) of the FPMS or fixed under other legislation and the other revenues described in s.7(2) of the **Financial Accountability Act 2009 (FA Act)**.

**Taxes, Fines and Penalties**

Where a department responsible for levying and collecting taxes, fines and penalties does not control the future economic benefits embodied in these items, the transactions should be classified as administered. However, any expenses directly incurred in collecting the amounts should be regarded as controlled unless an administered item appropriation has been received/or is receivable in respect of those expenses.

**Expenses**

For a transaction to give rise to a controlled expense, the expense must form part of the cost of operating the agency in the pursuit of its objectives.

Controlled expenses include those assets consumed, or liabilities incurred, in the process of providing departmental services for the purpose of performing the functions of the department. Controlled expenses may include:

- wages, salaries and other employee entitlements;
- operating costs;
- depreciation; and
- grants and subsidies when the department has discretionary powers as to recipient, value and conditions attaching to the payment of the grant/subsidy.
Transfer payments can be either administered or controlled.

**Transfer Payments (AASB 1050, paragraphs 17 to 23)**

Transfer payments are treated as either administered or controlled revenues and expenses depending on whether the department controls the funds to be transferred. Amounts received and paid are classified as administered transfer payments where:

- legislation or other authority determines the recipient and value of the transfer; and
- the department has no discretion as to the payment to be made or the eligible recipients e.g. certain welfare payments.

The department should monitor and enforce any relevant eligibility criteria that have been set under policy guidelines or legislation, etc.

Where amounts are appropriated to a department for subsequent transfer and the department can exercise significant discretion in respect of the amount and timing of the payment, the identity of the beneficiaries and the payment conditions, the transfer payment is classified as controlled.

In some instances, it may not be clear whether a department controls the amount to be transferred to eligible beneficiaries. In such cases, professional judgement should be applied in consultation with Treasury.

**Assets**

Most departments do not hold administered assets. For an asset to be considered administered, the department must be unable to use the asset to achieve its own operational objectives. An example would be Crown land administered by a department for broad Government purposes (e.g. land under roads).

Where administered revenue is accrued as a receivable, a corresponding expense and liability should be accrued to recognise that the administered revenue is payable to the woG.

In contrast, for an item to give rise to a controlled asset, the department must be responsible for determining how the future economic benefits embodied in the asset...
are to be deployed in achieving its objectives and is able to deny or regulate access of others to the benefits of that asset.

Legal title or physical possession does not automatically result in control but departments should not classify assets as administered solely on the basis that they cannot dispose of them freely. Rather, when restrictions do exist in relation to controlled assets, the nature and basis of the restrictions must be disclosed as a note to the department’s financial statements.

Controlled assets may include receivables, inventories and like consumables, and non-current physical and intangible assets, but exclude those assets that are held on a woG basis.

**Liabilities**

Most departments do not have administered liabilities. For a liability to be administered, the liability must not relate to departmental activities but be incurred by the department on behalf of the Government as a whole.

In contrast, for an item to give rise to a controlled liability, the department must have incurred the liability as a result of its operations and in the achievement of its objectives. Departmental liabilities may include:

- payables and accruals e.g. employee benefits, dividends;
- provisions e.g. restoration and rehabilitation;
- interest-bearing liabilities e.g. loans;
- repayable advances used to finance the department’s operations or to purchase controlled assets; and
- finance lease liabilities in respect of departmental assets.
2E.3 ADMINISTERED TRANSACTIONS (DEPARTMENTS ONLY)

REFERENCES
- AASB 1050 Administered Items

POLICY
- Administered transactions must be accounted for using the principles and requirements that apply to controlled transactions of the same nature.

- The required line items for disclosure of administered income and expenses are as outlined in the Sunshine Department Model Financial Statements (FRR 6A) at Note F1-1 unless the line items are not applicable to the entity.

- A reconciliation of payments from Consolidated Fund to administered revenue must be shown in a note to the financial statements.

- Transfers of appropriations and appropriations for unforeseen expenditure must be supported by appropriate Treasurer/Governor in Council approval.

APPLICATION GUIDANCE

Administered Appropriations

Administered revenue also includes any administered item appropriations to undertake activities such as ‘transfer payments’ e.g. grant payments where the department has no discretion in the selection of eligible recipients and/or determining the amount of payment and/or any conditions attaching to the payment.
Administered appropriations must generally be classified as revenue in the period in which they are received. Exceptions occur where:

- a department is provided with funds to purchase an administered asset and funding is made by way of an administered equity injection; or
- funds were budgeted for and revenues were recognised but not received, that is, an administered revenue receivable balance existed.

**Administered Expenses**

Administered expenses mainly relate to transfer payments where the department is acting solely on behalf of the whole-of-Government e.g. distribution of grant payments where the department has no discretion regarding the distribution of those payments. Administered expenses also can arise as a result of the depreciation and maintenance of administered assets.

**2E.4 ADMINISTERED BALANCES (DEPARTMENTS ONLY)**

**REFERENCES**

- AASB 1050 *Administered Items*

**POLICY**

- Administered balances must be accounted for using the principles and requirements that apply to controlled balances of the same nature.
- The required line items for disclosure of administered assets and liabilities are as outlined in the Sunshine Department Model Financial Statements (FRR 6A) at Note F1-4 unless the line items are not applicable to the entity.