

**PSD Annual Miscellaneous Information Pack 2018-19**

**1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS**

**Cash on hand**

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

**Money held by outsiders**

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
<b>Closing balance as at 30 June 2019</b>					

As at 30 June 2019 a cash count has confirmed the balance of  cash on hand.

As at 30 June 2019 outside entities are holding the balance of  money held by outsiders

**2) RESOURCES RECEIVED FREE OF CHARGE**

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

*Fair value is market value.*

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
<b>Total resources received free of charge 2018-19</b>				

**3) GIFTS GIVEN OR RECEIVED**

**Gifting Relevant property**

Section 56 of the PGPA Act sets out the circumstances where a gift of relevant property may be made by a Minister or an official of a non-corporate Commonwealth entity. This section also provides the Finance Minister with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

**Receiving Gifts and Benefits**

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
Departmental	PSD	Received	S 47F	Book Voucher	\$ 25
Departmental	PSD	Received	S 33	Small synthetic/wood picture frame branded "Ministry of Health S 33 / "College of Medicine" received at conclusion of 15May19 meeting on MBS/PBS	Nil (it would attract negligible resale value)
Departmental	PSD	Received	S 33	Amairo' Sake, 500ml	Retail value is JPY 7,300 (approx AUD 96.50)
Departmental	HSPPC Executive	Received	S 33	Two tumbler glasses in a wooden box	Estimated cost \$130
<b>Total value of gifts given / received for 2018-19</b>					<b>\$ 251.50</b>

Prepared by: S 22  
 Signature \_\_\_\_\_  
 S 22 23 07 2019  
 Name & Date

Authorised by\*: S 22  
 Signature \_\_\_\_\_  
 S 22 23/07/2019  
 Name & Date

\* = clearance by an EL2 or above