## **Application for a Working Account in the Special Deposits Account, under section 4.17 Government Sector Finance Act 2018 and clause 35 Government Sector Finance Regulation 2024**

INSTRUCTIONS: Fill in the placeholders with the information specific to your agency.

Use list a) to g) to identify the kinds of money needed and record them in the table below. This list reflects the permissible transactions that can be recorded in working accounts under GSF Regulation S35.

The sources of money listed in the table should be only those necessary.

Legal advice specific to the circumstances of your agency is recommended.

I, [NAME], [ROLE], accountable authority for [Entity name], request the Treasurer’s authorisation pursuant to section 4.17 of the Government Sector Finance Act 2018 and clause 35 of the Government Sector Finance Regulation 2024 to allow [Entity name] to establish and operate a working account in the Special Deposits Account as set out below.

**Part A: Money that may be paid into the [Entity Name] Working Account** *(GSF Regulation, clause 35(2)(a))*

Money from the following sources that have been paid to [Entity name]:

*[Note: fill in the table all relevant sources of money; delete inapplicable sources. If deleting, ensure that the numbering remains intact.]*

1. money from a fee, rent or charge for a service or customer good provided to a customer, including—
	1. money from a surcharge charged for the use of a credit card to pay for a supplied service or good, and
	2. money from interest or a charge paid for any overdue fee, rent or charge for a supplied service or good,
2. money from rent for land or a building paid by another entity for a lease the other entity has over the land or building,
3. money from a bequest, donation, sponsorship or gift made by another entity
4. money from the proceeds of a sale or other disposal of an asset unless legislation (other than the Act or the [*Constitution Act 1902*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1902-032)) specifically requires the money to be paid into the Consolidated Fund,
5. money paid from the Treasury Managed Fund or by an insurer, including—
	1. any repayment to the agency of some or all of a contribution or premium paid to the Fund or an insurer, and
	2. any payments made by MetLife Insurance Limited in full or partial settlement of any entitlement of a police officer in respect of injuries or other loss sustained by the officer,
6. money paid as compensation under a judgment of a court or tribunal or in a settlement of proceedings for compensation, including any interest payable on the amount of compensation,
7. money from a Commonwealth grant or other payment (except a general purpose Commonwealth grant),
8. money from returns on investments and derivative arrangements made by or on behalf of the entity, including—
	1. interest received by the agency from a banking account of the agency, and
	2. interest payments made to the agency by the Treasury instead of interest received by the agency from a banking account of the agency as a result of the operation of banking account structuring under a State financial service agreement, and
	3. interest from a loan made by or on behalf of the agency,
9. money from a grant, contribution or subsidy to cover some or all of the cost of a service or good provided,
10. money from a refund or rebate received or recovered,
11. money from a loan under a financial arrangement that is authorised for the purposes of section 6.22 of the *Government Sector Finance Act*,
12. money directed to be paid into the working account concerned in an order made by the Treasurer regarding a dissolved working account.

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| **Types of money that may be paid into the account** | **Reason(s) of the money should be recorded in the working account and not in the Consolidated Fund** | **Transactions expected to be recorded** | **Treasurer’s Comments** |
| Example:1. money from the proceeds of a sale or other disposal of an asset unless legislation (other than the Act or the [*Constitution Act 1902*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1902-032)) specifically requires the money to be paid into the Consolidated Fund
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| Example:1. money paid as compensation under a judgment of a court or tribunal or in a settlement of proceedings for compensation, including any interest payable on the amount of compensation
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**Part B: Purposes for which money may be paid from the [Entity Name] Working Account** *(GSF Regulation, clause 35(2)(b-d))*

The following purposes: *[Note: fill in all relevant purposes; delete inapplicable purposes. If deleting, ensure that the numbering remains intact.]*

1. enabling the agency to exercise its functions and for purposes related thereto, including, without limitation, remuneration of employees and other staff related costs; rent for premises and chattels;
2. payments for goods and services
3. applicable taxes, statutory charges, levies and like payments required to be paid by the agency to any relevant Commonwealth or State authority arising from or related to the exercise of the agency’s functions
4. capital expenditure including, but not limited to, the acquisition of assets such as property, plant and equipment and maintenance costs in relation to such assets
5. the specific intent identified in Schedule 1 of an individual financial arrangement approval (borrowings) pursuant to Section 6.23 of the *Government Sector Finance Act 2018;*
6. all other money directed, authorised or required to be paid by the agency whether at law or under applicable Government policy or otherwise.

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| **Types of money that may be paid out of the account** | **Reason(s) of the money should be recorded in the working account and not in the Consolidated Fund** | **Transactions expected to be recorded** | **Treasurer’s Comments** |
| Example:1. payments for goods and services
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| Example:1. capital expenditure including, but not limited to, the acquisition of assets such as property, plant and equipment and maintenance costs in relation to such assets
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**Part C: Administration of the Working Account**

1. **Nomination of Responsible Manager**

[Name], [Title], [Entity Name] is nominated as the Responsible Manager of the [Entity Name] Working Account.

1. **Operational Contact**

[Name], [Title], [Entity Name] is the Operational Contact for the [Entity Name] Working Account.

1. **Next Review Date**

*[Note: The Responsible Manager must reassess the need for a working account at least every 5 years.]*

[Day], [Month], [Year]

[Accountable Authority signature]

[Accountable Authority name]

[Accountable Authority title]

[date]

\*NOTE: all purposes for which money may be paid out of the working account must be considered by an agency in the context of its own circumstances and statutes noting the discretion the Treasurer has to approve terms of the working account.