

Write-Offs Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Financial Management Act 2006](#) (WA)

2. PROCEDURAL DETAILS

2.1 General

In recommending a write-off to the relevant authority, the Chief Financial Officer must be satisfied that all practicable and economical avenues for collection of the debt or location of the missing or lost asset have been fully explored.

2.2 Assets

The procedure for reporting lost, misplaced or stolen assets is outlined in the [Assets Procedures](#). The Asset Coordinator, Financial Services will submit the request to write-off the lost or stolen assets to the Director, Financial Operations and Strategic Procurement in Financial Services.

2.3 General debtors

The Senior Finance Officer, Accounts Receivable in Financial Services will assess the need for any general debtor write-offs the end of each six months (June and December) as appropriate. Requests for write-off of debts (together with the justifications) are to be submitted to a Directors of Financial Services.

2.4 Student debtors

A recommendation is made by the Chief Student Services Officer to the Provost, who endorses the recommendation to the Vice-Chancellor.

Student Services processes the write-off debt and rounding transactions on Student One and compiles the document identifying each debt amount by student. Financial Services completes a write-off student fee debt transactions reconciliation and a rounding adjustments reconciliation, identifying any variance between the transactions raised in Student One, the debt amounts in the write-off document, and the transactions transferred to Finance One.

Should a recommended individual debt write-off not be approved then the write-off transaction on Student One will be reversed.

The Provost must be satisfied that all practicable and economical avenues for collection of the student debts have been fully explored before the debt is recommended for write-off.

2.5 Approval by the University Council

Amounts to be written off will be recommended firstly to the Vice-Chancellor by the Chief Financial Officer. Endorsement will then be sought from the Audit, Risk and Compliance Committee before approval is requested from the University Council.

The following details will be provided:

Asset	General debtor	Student debtor
<ul style="list-style-type: none"> • Asset details • Invoice date • Net book value (cost less accumulated depreciation) • Reason for write-off 	<ul style="list-style-type: none"> • Debtor name & account number • Invoice date • Amount • Reason account is uncollectible 	<ul style="list-style-type: none"> • Student ID & name • Fee year • Amount • Reason account is uncollectible

2.6 Write-off requiring approval from the Minister for Education

2.6.1 Where an individual debt or asset to be written-off is in excess of \$100,000, the University Council's approval is required to refer the write-off to the responsible Minister with relevant justification for approval. The appropriate Director of Financial Services will ensure that the appropriate procedures in the *Financial Management Act 2006 (WA)* and Treasurer's Instruction 803 are followed.

2.6.2 When the Minister's approval is received, written evidence of the approval must be retained to meet audit requirements for proper record keeping.

2.7 Goods and Services Tax (GST) component

When bad debts are written-off, the Director Financial Operations and Strategic Procurement will provide the write-off lists to the Accountant, Taxation. The Accountant, Taxation, will ensure any GST component of the amount written-off is recovered from the Australian Taxation Office as appropriate.

3. RESPONSIBILITIES

Responsibilities are those as set out in Section 2.

4. SCOPE OF PROCEDURES

This policy applies to University staff and Associates who are involved with the accounting for assets (including general and student debtors).

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Nil

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Assets Procedures](#)

[Financial Management Act 2006 \(WA\)](#)

[Treasurer's Instruction 803](#)

Policy Compliance Officer	Philip Thomas , Director, Financial Operations and Strategic Procurement Financial Services
Policy Manager	Chief Financial Officer
Approval Authority	Chief Financial Officer
Review Date	1 st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
A66	Approved	30/10/1996	Council	C 226/96	RSC 56/96
	Amended	05/12/2000	University Resources Board	URB 95/00	URB 74/00
	Approved	21/11/2006	Planning and Management Committee	PMC 92/06 (i)	Document No 01318/06
	Approved	20/02/2007	Planning and Management Committee	PMC 5/07 (v)	Document No 00140/07
	Approved	09/05/2007	Council	C 58/07	Document No 00390/07
	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart
	Amended	25/08/2009	Planning and Management Committee	PMC 95/09	Attachment 1 to Document No 01259/09
	Approved	22/10/2012	Chief Financial Officer	EM 1233	Unconditional (Approved and Amended as per new Policy Framework - Previously titled Write-Offs Policy and Procedures)
	Administratively Updated	04/03/2014	Director, Legal and Compliance Services		Title change from Deputy Vice- Chancellor, Academic to Provost and Senior Deputy Vice-Chancellor
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	20/10/2016	Chief Financial Officer	EM1636	Unconditional
	Administratively Updated	18/01/2017	Director, Legal and Compliance Services		Amended date updated
	Approved	13/11/2018	Chief Financial Officer	EM1823	Unconditional