



Queensland

*Community Services (Torres Strait) Act 1984*

# Community Services (Island Council) Accounting Standard 2002

Reprinted as in force on 7 June 2002

Reprint No. 1\*

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**See endnotes for information about when provisions commenced.**

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# **Community Services (Island Council) Accounting Standard 2002**

[reprinted as in force on 7 June 2002]

## **Part 1 Preliminary**

### **1 Short title**

This Standard may be cited as the *Community Services (Island Council) Accounting Standard 2002*.

### **2 Dictionary**

The dictionary in schedule 2 defines particular words used in this standard.

## **Part 2 Administration**

### **Division 1 Financial information management, control environment and internal controls**

#### **3 Financial information management**

- (1) An Island council must develop and implement a system for managing its financial information.
- (2) The system must provide for the following—
  - (a) ensuring financial transactions in which the council is involved are recorded accurately, completely and promptly;

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- (b) responding to reasonable requests for information within a reasonable time;
  - (c) providing information on a cost-effective basis;
  - (d) providing relevant and reliable information;
  - (e) providing safe custody for its financial information;
  - (f) ensuring the privacy of personal information.
- (3) Before introducing a computerised financial information system, or significantly changing a computerised financial information system, the council's accountable officer must consult with—
- (a) the person immediately responsible for the council's internal audit function, if relevant; and
  - (b) the auditor-general.

#### **4 Control environment**

- (1) An Island council's accountable officer must develop and implement a control environment within the council, including each of the following—
- (a) a strong emphasis on accountability, best practice management of the council's resources and internal control;
  - (b) an organisational structure, and delegations, supportive of the council's goals and operations;
  - (c) employment of qualified and competent officers, training of the officers and assessment of their performance;
  - (d) if the council controls another entity—the efficient, effective and economic operation of the entity and the maintenance of accountability for it.
- (2) In this section—
- resources**, of an Island council, means the council's revenue, expenses, assets, liabilities and information.

## **5 Internal control**

- (1) An Island council's accountable officer must develop and implement internal controls for any computerised system for managing the council's financial information.
- (2) The internal controls must provide for the following—
  - (a) controlling access to the system;
  - (b) maintaining an adequate audit trail for the system;
  - (c) controlling the development of, or changes to, the council's software applications for the system;
  - (d) recovering the information if there is a breakdown of the system.

## **Division 2 Financial management policies**

### **6 Policies to be developed by an Island council**

An Island council must develop financial management policies about the following—

- (a) contracts for the performance of work, or provision of goods or services, having a cost of less than \$5000;
- (b) debtors, including procedures to be followed by the council in—
  - (i) dealing with trade debtors; and
  - (ii) collecting rent;
- (c) lending amounts to adult residents of its council area;
- (d) asset management;
- (e) internal audit;
- (f) delegations within the council;
- (g) the payment of allowances to the council's members;
- (h) conflicts of interest of the council's members and officers;

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- (i) the disposal of an asset having a market value of not more than \$5000.

## **7 Policy for lending to adult resident of a council area**

A policy adopted by an Island council, under section 25AA of the Act, for the lending of amounts to an adult resident of its council area must state the following—

- (a) the maximum amount that may be borrowed by the resident;
- (b) how the loan must be recorded in the council's information system;
- (c) that a loan agreement for the loan must be entered into by the council and resident;
- (d) the terms to be incorporated in the loan agreement, including, for example, the interest rate for the loan;
- (e) the maximum repayment period for the loan;
- (f) the source of funding for the loan;
- (g) the procedures to be followed by the council if there is a default by the borrower under the loan agreement.

## **8 Policy for conflicts of interest**

- (1) An Island council's policy about conflicts of interest of the council's members and officers must provide for the following—
  - (a) the principles that are to guide, and procedures to be followed by, the members and officers in dealing with situations that may give rise to a conflict of interest or a perception of a conflict of interest;
  - (b) how the principles and procedures are to be made known to the members and officers;
  - (c) the declaration by a council member of a gift received by the member relating to the performance of the member's duties under the Act;

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- (d) the declaration by a council officer of a gift received by the officer relating to the officer's employment;
  - (e) recording details of a gift declared under paragraph (c) or (d), and how the gift is to be dealt with, by the council;
  - (f) the disclosure to the council of a direct or indirect financial interest a council officer has in an issue considered, or about to be considered, at a council meeting.
- (2) In this section—
- gift* includes—
- (a) a gift of entertainment, hospitality, travel or other benefit; and
  - (b) a gift of a valuable item of property.

## **Part 3                      Accounting**

### **Division 1                Revenue**

#### **9                      Revenue management system**

- (1) An Island council must develop and implement a system for managing its revenue.
- (2) The system must provide for the following—
  - (a) promptly identifying and calculating, and accurately recording, revenue;
  - (b) promptly collecting revenue;

- (c) ensuring that the protection, recording and banking of revenue comply with sections 24 and 26;<sup>1</sup>
- (d) promptly identifying cash surpluses and deficiencies.

## **Division 2                    Expenses**

### **10            Expense identification and control system**

- (1) An Island council must develop and implement a system for identifying and controlling its expenses.
- (2) The system must provide for the following—
  - (a) promptly identifying and calculating, and accurately recording, expenses;
  - (b) requiring appropriate approval before incurring an expense;
  - (c) ensuring an expense is only incurred for authorised purposes.

### **11            Expenditure in emergent or extraordinary circumstances**

- (1) Before, or as soon as practicable after, incurring an expense to address emergent or extraordinary circumstances, an Island council must make a resolution at a council meeting authorising the expenditure.
- (2) The resolution must state how the expenditure is to be funded.

## **Division 3                    Contracts**

### **12            Entering into, amending or terminating contracts**

- (1) Before entering into a contract, an Island council must have regard to the following principles (the *contract principles*)—

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<sup>1</sup> Sections 24 (Protection of assets) and 26 (Action to be taken when loss of asset identified)

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- (a) open and effective competition;
  - (b) value for money;
  - (c) enhancement of the capabilities of local business and industry;
  - (d) environmental protection;
  - (e) ethical behaviour and fair dealing;
  - (f) enhancement of employment opportunities for Islanders.
- (2) An Island council may only enter into, amend or terminate a contract under its seal.

### **13 Contract performance guarantees**

- (1) An Island council must develop and implement a system for—
- (a) deciding whether a contract, to be entered into by the council, must provide for the contractor to give security for the performance of the contract; and
  - (b) managing the council's contract performance guarantees.
- (2) In this section—

*contract performance guarantee*, of an Island council, means a security given by or for a contractor for the performance of 1 or more of the contractor's obligations under a contract with the council.

### **14 When quotations are required**

- (1) This section applies if an Island council requires work to be performed, or goods or services to be supplied, having a cost of at least \$5000 but less than \$30000.
- (2) Before entering into a contract for the performance of the work, or supply of the goods or services, the council must invite at least 3 appropriate persons to give quotations for the performance or supply.

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- (3) However, if the council is reasonably satisfied there are only 2 appropriate persons who can give the quotations, the invitation need only be extended to the 2 persons.
- (4) This section is subject to section 16.
- (5) In this section—  
*appropriate persons* means persons who the council reasonably considers will be able to meet its requirements for the performance or supply at a competitive price.

## **15 When tenders are required**

- (1) This section applies if an Island council requires work to be performed, or goods or services to be supplied, having a cost of \$30000 or more.
- (2) Before entering into a contract for the performance of the work, or supply of the goods or services, the council must invite tenders for the performance or supply.
- (3) The invitation must—
  - (a) be made by advertisement published in a newspaper circulating in the council's council area; and
  - (b) allow at least 21 days after the publication of the advertisement for the submission of tenders.
- (4) Subsection (5) applies if the invitation states the council may invite persons who submit tenders to amend the tenders to take account of a change in the tender specifications advised by the council.
- (5) The council may invite the persons to amend their tenders to take account of the change.
- (6) However, an Island council may enter into a contract for the purchase of a motor vehicle or self-propelled machinery having a cost of \$30000 or more, without complying with subsection (2), if before entering into the contract—
  - (a) the council invited at least 3 appropriate persons to give quotations for the supply of the motor vehicle or machinery; or

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- (b) if the council is reasonably satisfied there are only 2 appropriate persons who can give quotations for the supply of the motor vehicle or machinery—the council invited the 2 persons to give the quotations.
- (7) This section is subject to sections 16 and 18.
- (8) In this section—
  - appropriate persons* means persons who the council reasonably considers will be able to meet its requirements for the supply of the motor vehicle or machinery at a competitive price.

**16 Exceptions to requirement to seek quotations or tenders**

- (1) An Island council may enter into a contract, for the performance of work or supply of goods or services, mentioned in section 14 or 15 without complying with the section if—
  - (a) it is satisfied there is only 1 supplier reasonably available to it for the performance or supply; or
  - (b) it is satisfied an emergency exists for entering into the contract; or
  - (c) the contract is entered into under a purchasing arrangement, for the council, established under section 17; or
  - (d) the contract is entered into with—
    - (i) the State or an entity of the State; or
    - (ii) another local government or an entity of another local government; or
    - (iii) the Commonwealth or an entity of the Commonwealth; or
    - (iv) a local government, or an entity of a local government, in another State; or
  - (e) the contract is entered into under an LGA arrangement within the meaning of the *Local Government Finance Standard 1994*, section 2.

- (2) Also, an Island council may enter into a contract mentioned in section 14 or 15 for the supply of goods, without complying with the section, if it successfully bids for the goods at an auction.

## **17 Establishing purchasing arrangement for an Island council**

- (1) If an Island council proposes to establish a purchasing arrangement for the council, it must invite persons to tender for the arrangement.
- (2) The invitation must—
  - (a) be made by advertisement published in a newspaper circulating in the council's council area; and
  - (b) allow at least 21 days after the publication of the advertisement for the submission of tenders.
- (3) In considering a tender, the council must have regard to the contract principles.
- (4) An Island council must ensure a purchasing arrangement for the council enables the council to—
  - (a) regularly review the arrangement; and
  - (b) cancel the arrangement because of the poor performance of the provider or supplier under the arrangement.
- (5) An Island council must not establish a purchasing arrangement for the council for a period of more than 2 years, unless it is reasonably satisfied it is more economical to establish the arrangement for the period.

## **18 Calling for expressions of interest**

- (1) Subsection (2) applies if an Island council resolves, at a council meeting, that it would be in the public interest to invite expressions of interest for the performance of work, or supply of goods or services, having a cost of \$30000 or more.
- (2) The council may invite expressions of interest for the performance or supply.

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- (3) The resolution must state the reasons for making the resolution.
- (4) The invitation for expressions of interest must—
  - (a) be made by advertisement published in a newspaper circulating in the council's council area; and
  - (b) allow at least 21 days after the publication of the advertisement for the submission of expressions of interest.
- (5) The council may short list the persons who respond to the invitation and invite the persons on the short list to tender for the performance or supply.

**19 Acceptance of quotation or tender**

- (1) In deciding which quotation or tender for the performance of work, or supply of goods or services, to accept, an Island council must accept the quotation or tender most advantageous to it.
- (2) In deciding the quotation or tender most advantageous to it, the council must have regard to the contract principles.
- (3) However, an Island council may decide not to accept any quotation or tender available to it.

**20 Safekeeping, and register, of contracts**

- (1) An Island council must—
  - (a) keep the council's contracts in its possession in a secure place; and
  - (b) keep a register of the council's contracts in its possession or control.
- (2) In this section—

*contracts*, of an Island council, means contracts entered into by the council.

## **Division 4                    Assets**

### **21            Asset identification and control system**

- (1) An Island council must develop and implement a system for the identification and control of its assets.
- (2) The system must provide for the following—
  - (a) promptly identifying and recording assets;
  - (b) using assets appropriately and efficiently;
  - (c) using assets for authorised purposes only;
  - (d) protecting assets from loss;
  - (e) acquiring and disposing of assets;
  - (f) writing off assets.
- (3) Also, the system must include adequate internal controls.

### **22            Non-current physical assets**

- (1) An Island council must, by resolution made at a meeting of the council, set an amount (the *threshold amount*) below which the value of a non-current physical asset owned by it must be treated as an expense in the council's records.
- (2) The threshold amount must not be more than \$1000.
- (3) The threshold amount may be a different amount for different classes of non-current physical assets.
- (4) The threshold amount for a class of non-current physical assets must be—
  - (a) recorded in the council's administration and financial procedures manual prepared under the *Community Services (Torres Strait) Regulation 1998*, section 47; and
  - (b) stated in the council's annual financial statements.
- (5) The council must keep a register containing details of each of its non-current physical assets whose value is equal to or more than the threshold amount for the class of non-current physical assets to which the asset belongs.

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- (6) If a non-current physical asset has, on acquisition by the council, a value that is equal to or more than the threshold amount for the class of non-current physical assets to which the asset belongs, the acquisition must be treated as a capital acquisition in the council's records.
- (7) If a non-current physical asset has, on acquisition by the council, a value that is less than the threshold amount for the class of non-current physical assets to which the asset belongs, the acquisition must be treated as an expense in the council's records.
- (8) For each asset whose details are recorded in the register, the council must keep the documents, that were the basis for the recording, in a secure place.
- (9) At least once a financial year, the council must conduct a stocktake to verify the existence of the assets whose details are recorded in the register.
- (10) The stocktake's outcome must be reconciled with the details in the register and any discrepancy must be investigated by the council.
- (11) If, because of the stocktake, a loss of an asset is identified, the loss must be dealt with by the council under section 26.

## **23 Maintenance of assets**

- (1) An Island council's accountable officer must develop and implement a system for the maintenance of the council's assets.
- (2) The system must provide for the assets remaining appropriate, and productive, at the lowest possible long-term cost.

## **24 Protection of assets**

- (1) An Island council's accountable officer must develop and implement a system for the protection of its assets.
- (2) The system must provide for the following—

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- (a) cash, not required for the council's day-to-day requirements, being deposited with a financial institution;
  - (b) access to the assets being restricted to authorised persons;
  - (c) the assets not being used for private purposes, or being kept with private property, without the council's written approval;
  - (d) receipt forms, cheque forms, purchase order forms and other accounting forms being securely stored and access to the forms being restricted to authorised persons;
  - (e) a register of accounting forms being kept up-to-date.
- (3) An Island council must ensure any property held in trust by the council is recorded separately to its recording of other assets.

## **25 Asset insurance**

An Island council must—

- (a) maintain insurance cover for its assets; and
- (b) ensure the adequacy of the cover is reviewed annually; and
- (c) keep a register of the details of the cover.

## **26 Action to be taken when loss of asset identified**

- (1) If an Island council's accountable officer becomes aware of a loss of a council asset, the officer must as soon as practicable—
- (a) investigate the circumstances of the loss; and
  - (b) prepare a written report about the loss, including a recommendation about what action needs to be taken to prevent the loss recurring.
- (2) The accountable officer must table the report at the first meeting of the council after the report is prepared.

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- (3) If the accountable officer reasonably suspects the loss is a result of an offence under the Criminal Code or another Act, the accountable officer must also give written notice about the loss to—
  - (a) a police officer; and
  - (b) the auditor-general.

## **27 Register of losses of assets**

- (1) An Island council's accountable officer must keep a register of losses of its assets, including money.
- (2) The register must include the following details about each loss—
  - (a) a description of the asset, including its value;
  - (b) the reason for the loss;
  - (c) action taken about the loss, including, for example, action taken to obtain reimbursement;
  - (d) details about any approval, under section 28, for writing off the loss.

## **28 Writing off loss of asset**

A loss of an Island council's asset may only be written off with the approval of the council, given by resolution made at a council meeting.

## **29 Revaluation of non-current physical assets**

- (1) The following non-current physical assets of an Island council must be revalued by a registered valuer at least once every 5 years—
  - (a) buildings;
  - (b) freehold land.
- (2) The revaluation of an asset, under this section, must at least establish—

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- (a) the asset's fair value; and
  - (b) the asset's estimated residual value; and
  - (c) the asset's insurable value.
- (3) In this section—

***fair value***, of an asset, means the amount that may reasonably be expected to be exchanged for the asset between knowledgeable and willing parties in an arm's-length transaction.

***registered valuer*** means a valuer registered under the *Valuers Registration Act 1992*.

### **30 Disposal of assets**

- (1) An Island council may only dispose of an asset having a market value of more than \$5000 by auction or tender.
- (2) If an Island council intends to dispose of an asset by tender, the invitation to tender must—
  - (a) be made by advertisement published in a newspaper circulating in the council's council area; and
  - (b) allow at least 21 days after the publication of the advertisement for the submission of tenders.
- (3) The council must accept the tender, received in response to the invitation, most advantageous to it.
- (4) However, subsection (1) does not apply if—
  - (a) the disposal is to—
    - (i) the State or an entity of the State; or
    - (ii) another local government or an entity of another local government; or
    - (iii) the Commonwealth or an entity of the Commonwealth; or
    - (iv) a local government, or an entity of a local government, in another State; or

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- (b) the asset had been offered for sale under subsection (1), but was not sold; or
  - (c) the asset is being traded-in, for a fair price, on an item of plant and equipment.
- (5) If subsection (4)(b) applies, the council must ensure the price obtained on the disposal must not be less than the highest bid or tender made for the asset when it was offered for sale under subsection (1).
- (6) In this section—  
*disposal*, of an asset, includes its sale.

## **Division 5                      Liabilities**

### **31            Liability identification and control**

- (1) An Island council must develop and implement a system for the identification and control of its liabilities.
- (2) The system must provide for the following—
  - (a) only incurring liabilities with appropriate authority;
  - (b) promptly identifying, calculating and recording liabilities;
  - (c) establishing and maintaining adequate internal controls over liabilities;
  - (d) satisfying liabilities.

### **32            Public liability insurance**

An Island council must—

- (a) maintain public liability insurance cover for the council and its members and officers; and
- (b) ensure the adequacy of the cover is reviewed annually; and
- (c) keep a register of the details of the cover.

## **Division 6                      Enterprise management**

### **33            Island council's enterprise**

- (1) This section applies to a function, or an operation, of an Island council that the council has resolved, at a council meeting, to perform with the intention of making a profit (an *enterprise*).
- (2) The council's accountable officer must—
  - (a) prepare a trading statement for the enterprise each month; and
  - (b) table the statement at the first meeting of the council after the statement is prepared.
- (3) A trading statement for the enterprise must include a report on details of inventory movements of the enterprise as provided in AAS 2—Inventories.
- (4) The council's accountable officer must ensure that—
  - (a) subject to subsections (5) and (6), at least 1 stocktake of the enterprise's inventory is carried out each month; and
  - (b) details of discrepancies identified by the stocktake are included in a report on details of the enterprise's inventory movements for the month in which the discrepancy was identified; and
  - (c) discrepancies identified by the stocktake are investigated by the officer.
- (5) If the council resolves at a council meeting that, because of the nature of the enterprise's inventory, it is impracticable to carry out at least 1 stocktake of the inventory each month, the stocktake may be carried out less frequently.
- (6) However, if subsection (5) applies, at least 1 stocktake of the inventory must be carried out each financial year.

## **Part 4                      Internal control and internal audit**

### **34            Review of internal controls**

An Island council's accountable officer must—

- (a) at least once a financial year, conduct a review of, and prepare a written report about, the internal controls for the council's accounting, information and administrative systems; and
- (b) table the report at the first meeting of the council after the report is prepared.

### **35            Internal audit**

- (1) An Island council must have an internal audit policy consistent with the auditing standards of CPA Australia, the Institute of Internal Auditors and The Institute of Chartered Accountants in Australia.
- (2) Without limiting subsection (1), the policy must deal with the following—
  - (a) the scope of the council's audit function;
  - (b) the independence of the function;
  - (c) competence and standards;
  - (d) the conduct of audit work;
  - (e) audit planning;
  - (f) confidentiality.
- (3) The person who is responsible for conducting internal audits for an Island council must—
  - (a) conduct at least 1 internal audit each financial year and prepare a written report on the audit; and
  - (b) table the report at the first meeting of the council after the report is prepared.

## Part 5 Other matters

### 36 Keeping financial information

- (1) An Island council must keep its financial information, in its original form, for—
  - (a) if the information relates to 1 financial year—1 year after the day the auditor-general has certified the council's annual financial statements for the financial year; or
  - (b) if the information relates to more than 1 financial year—1 year after the day the auditor-general has certified the council's annual financial statements for the last of the financial years to which the information relates.
- (2) After the period for which financial information must be kept under subsection (1) has ended, the information may be kept in another form.
- (3) Despite subsection (1), an Island council must keep the financial information mentioned in schedule 1 for not less than the period mentioned in the schedule for the information.
- (4) An Island council must ensure financial information that may be required in evidence in a proceeding, or for auditing, is kept until no longer required even if—
  - (a) for financial information mentioned in schedule 1—the period mentioned in the schedule for the information has ended; or
  - (b) for other financial information—the period mentioned in subsection (1) for the information has ended.
- (5) This section applies even if the State archivist has authorised the disposal of the financial information.
- (6) In this section—

**another form**, for keeping financial information, means keeping the information in a form that—

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- (a) ensures the integrity and reliability of data; and
- (b) enables it to be reproduced with or without the aid of another article or device.

*State archivist* means the person appointed as State archivist under the *Libraries and Archives Act 1988*, section 57.<sup>2</sup>

**37 Legal documents**

- (1) An Island council must—
  - (a) keep legal documents in its possession in a secure place; and
  - (b) keep a register of legal documents in its possession or control.
- (2) In this section—

*legal documents* includes certificates of title, contractors' security bond documents, insurance policies, investment certificates and leases, but does not include contracts entered into by the council.

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<sup>2</sup> Now see the *Public Records Act 2002*, sections 21 and 59.

## **Schedule 1      Minimum periods for keeping financial information**

### section 36

- 1    20 years after the financial year to which the following financial information relates—
  - the central accounting record, including, for example, the general ledger or, if cash accounting only is used, the summary cash book or similar document.
  
- 2    10 years after the financial year to which the following financial information relates—
  - main transaction summary records, including, for example, general journals and transaction summaries
  - internal audit reports
  - system appraisals.
  
- 3    5 years after the financial year to which the following financial information relates—
  - primary evidentiary records, including, for example, copies of forms issued for value, vouchers to support payments made including pay sheets and acquittances for cash payments and cheques (if returned), cheque journals, invoice (sales) journals, abstracts and similar records associated with the receipt or payment of money
  - subsidiary ledgers, including, for example, inventory cards, accounts payable, accounts receivable and records relating to assets no longer held or liabilities that have been discharged
  - supplementary or partial type accounting records, including, for example, cash register strips, bank statements and time sheets.

Schedule 1 (continued)

- 4 2 years after the financial year to which the following financial information relates—
- general and incidental source documents not included in items 1 to 3, including, for example, stock issue and receivable notes, copies of official orders, other than copies used to substantiate payments or for unperformed contracts, bank deposit books, bank statements and cash by post books.

## Schedule 2      Dictionary

### section 2

**AAS** means the Australian Accounting Standards issued jointly by or for the National Councils of CPA Australia and The Institute of Chartered Accountants in Australia.<sup>3</sup>

**accountable officer**, of an Island council, means the council's clerk.

**annual financial statements**, of an Island council, means the financial statements mentioned in section 30A of the Act.

**clerk**, of an Island council, means—

- (a) the person appointed as the council's clerk under the *Community Services (Torres Strait) Regulation 1998*, section 51; or
- (b) the person appointed to act as the council's clerk under the *Community Services (Torres Strait) Regulation 1998*, section 53.

**contract principles** see section 12(1).

**CPA Australia** means CPA Australia ACN 008 392 452.

**financial information**, of an Island council, means a document that is part of, or used for, the council's financial records.

**goods** includes products and items.

**information system**, of an Island council, means the methods, mechanisms and records established within the council to identify, assemble, analyse, classify, record and report transactions and other events affecting the council.

**internal control**, of an Island council, means the methods adopted within the council—

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<sup>3</sup> AAS may appear with a number and a title, for example, AAS 2—Inventories.

### Schedule 2 (continued)

- (a) to safeguard its assets; and
- (b) to check the accuracy and reliability of its accounting information.

**loss**, of an Island council's asset, means a decrease in economic benefit to the council because of an unauthorised act or omission in relation to the asset.

**non-current physical assets**, of an Island council, means the assets the council may reasonably expect will provide it with economic benefits for more than 1 year, including, for example, buildings, land and plant and equipment.

**purchasing arrangement**, for an Island council, means an arrangement for the performance of work for, or supply of goods or services to, the council under agreed pricing conditions or at an agreed price for a stated period.

**services** includes professional services.

**system**, of an Island council, means a set of associated policies, procedures, controls and information systems that combine to record and manage certain financial tasks and transactions of the council.

## Endnotes

### 1 Index to endnotes

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### 2 Date to which amendments incorporated

This is the reprint date mentioned in the Reprints Act 1992, section 5(c). However, no amendments have commenced operation on or before that day. Future amendments of the Community Services (Island Council) Accounting Standard 2002 may be made in accordance with this reprint under the Reprints Act 1992, section 49.

### 3 Key

#### Key to abbreviations in list of legislation and annotations

Key	Explanation	Key	Explanation
AIA	= Acts Interpretation Act 1954	(prev)	= previously
amd	= amended	proc	= proclamation
amdt	= amendment	prov	= provision
ch	= chapter	pt	= part
def	= definition	pubd	= published
div	= division	R[X]	= Reprint No.[X]
exp	= expires/expired	RA	= Reprints Act 1992
gaz	= gazette	reloc	= relocated
hdg	= heading	renum	= renumbered
ins	= inserted	rep	= repealed
lap	= lapsed	(retro)	= retrospectively
notfd	= notified	rv	= revised edition
o in c	= order in council	s	= section
om	= omitted	sch	= schedule
orig	= original	sdiv	= subdivision
p	= page	SIA	= Statutory Instruments Act 1992
para	= paragraph	SIR	= Statutory Instruments Regulation 2002
prec	= preceding	SL	= subordinate legislation
pres	= present	sub	= substituted
prev	= previous	unnum	= unnumbered

## 4 Table of reprints

Reprints are issued for both future and past effective dates. For the most up-to-date table of reprints, see the reprint with the latest effective date.

If a reprint number includes a letter of the alphabet, the reprint was released in unauthorised, electronic form only.

Reprint No.	Amendments to	Effective	Reprint date
1	none	7 June 2002	7 June 2002

## 5 List of legislation

### **Community Services (Island Council) Accounting Standard 2002 SL No. 137**

made by the Minister on 16 May 2002

notfd gaz 7 June 2002 pp 575–8

commenced on date of notification

exp 1 September 2012 (see SIA s 54)

Note—The expiry date may have changed since this reprint was published. See the latest reprint of the SIR for any change.