

MAY 2026

# Expenditure Policy

# Table of Contents

Version 2.1 – 12/05/2026

- 1 Purpose ..... 3
- 2 Policy Statement..... 3
- 3 Related policies ..... 4
- 4 Related procedures..... 4
- 5 Supporting information/tools ..... 4
- 6 Definitions ..... 5
- 7 Legislation ..... 5

# 1 Purpose

This Policy applies to all Department for Education, Children and Young People (DECYP) staff and supports DECYP's obligation to recognise, manage and report expenditure in accordance with legislation, Australian Accounting Standards and Tasmanian Government policy.

## 2 Policy Statement

DECYP is committed to consistent and best practice decision making, approval, classification, review, record keeping and reporting of expenditure. A suite of procedural and guidance documents have been developed to support staff to comply with the following key expenditure management elements:

- All expenditure incurred is within budgetary constraints and contributes to the achievement of DECYP outcomes.
- All expenses are approved in accordance with the [Financial Delegations and Authorities Framework](#).
- All expenses are promptly and accurately identified and recorded.
- Adequate supporting documentation is maintained for all expenditure incurred.
- Tax obligations are met for all forms of expenditure.
- Strong internal controls are in place and operating effectively to facilitate the prevention of fraud and misappropriation.
- Expenditure is appropriately managed to reduce waste and improve efficiency.
- Invoices are paid within payment terms and in accordance with [Treasurer's Instructions](#).
- Expenditure is accurately reported in accordance with [Australian Accounting Standards](#).

### 3 Related policies

- [Corporate Card Policy](#)
- [Financial Delegations and Authorities Policy](#)
- [Fraud and Corruption Control Policy](#)
- [Grant Administration Policy](#)
- [Pay on Time or Pay Interest Policy](#)
- [Procurement Policy](#)
- [Taxation Policy](#)
- [Travel Policy](#)

### 4 Related procedures

- [Corporate Card Procedure](#)
- [Employee Expense Reimbursement Procedure](#)
- [Entertainment Expenditure Procedure](#)
- [Expenditure Procedure](#)
- [Financial Delegations and Authorities Procedure](#)
- [Fraud and Corruption Control Procedure](#)
- [Grant Administration Procedure](#)
- [Managing Payments to Suppliers Procedure](#)
- [Procurement Procedure](#)
- [Taxation Procedure](#)
- [Travel Procedure](#)

### 5 Supporting information/tools

- [Accounts Payable Training – AP Data Entry and Workflow Guide](#)
- [Changing Creditor Details Guideline](#)
- [Chart of Accounts Concepts](#)
- Department of Treasury and Finance's [Financial Management – Better Practice Guidelines](#)
- [GST Transactions Register - Expenditure](#)
- [Financial Delegations and Authorities Guideline](#)
- [Schedule of Financial Delegations and Authorities](#)

## 6 Definitions

### **Australian Accounting Standards**

Financial reporting standards applicable to most Australian entities.

### **Expenditure**

Costs incurred by DECYP in carrying out its functions through the consumption of goods and services.

## 7 Legislation

[Australian Accounting Standards](#)

[A New Tax System \(Goods and Services Tax\) Act 1999 \(Cth\)](#)

[Financial Management Act 2016 \(Tas\)](#)

[Fringe Benefits Tax Assessment Act 1986 \(Cth\)](#)

[Taxation Administration Act 1953 \(Cth\)](#)

[Treasurer's Instruction B-2 Authority for Expenditure from the Public Account](#)

[Treasurer's Instruction FC-6 Delegations](#)

[Treasurer's Instruction FC-7 Managing Receipts, Payments and Bank Accounts](#)

[Treasurer's Instruction FC-9 Tasmanian Government Card](#)

[Treasurer's Instruction FC-10 Prepaid Expenditure](#)

[Treasurer's Instruction FC-11 Taxation](#)

[Treasurer's Instruction FC-12 Grant Management](#)

[Treasurer's Instruction FC-13 Ex-Gratia Payments](#)

[Treasurer's Instruction FR-2 Administered and Controlled Items](#)

**Authorised by:** Glenn Lucas, Director Finance and Budget Services

**Contact:** Financial Services; [finserv@decyp.tas.gov.au](mailto:finserv@decyp.tas.gov.au)

**Last significant review:** 5 June 2025

**Review due:** 11 May 2027

**This document replaces:** Expenditure Policy – Version 2.0

**Key search words:** expense; expenditure; spend; pay; payment