

## Write-Off Procedures

### 1. COMPLIANCE OBLIGATION SUPPORTED

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

### 2. PROCEDURAL DETAILS

#### 2.1 General

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 prior to recommending a write-off to the relevant authority.

#### 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 lost or stolen assets to the Director Financial Operations & Strategic Procurement.

#### 2.3 General debtors

The Senior Finance Officer, Financial Services will assess the need for any general debtor write-offs at the end of each six months (June and December) as appropriate. Requests for write-off of general debts (together with justifications) will be submitted to the Director, Financial Operations & Strategic Procurement.

#### 2.4 Student debtors

2.4.1 Requests for write-off of student debts (together with justifications) will be submitted to the Director, Financial Operations & Strategic Procurement.

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

#### 2.5 Approval of all write-offs

2.5.1 The Director, Financial Operations & Strategic Procurement will submit all write-offs to the Chief Financial Officer.

2.5.2 The Chief Financial Officer will recommend all amounts to be written off to the Vice-Chancellor.

2.5.3 Endorsement will then be sought from the Audit, Risk and Compliance Committee before approval is requested from Council.

2.5.4 The following details will be provided:

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

## 2.6 Approval of write-offs over \$100,000

2.6.1 Where an individual debt or asset to be written-off is more than \$100,000, the University Council's approval is required to refer the write-off to the Minister for Education with relevant justification for approval. The Chief Financial Officer will ensure that the appropriate procedures in the [Financial Management Act 2006 \(WA\)](#) and [Treasurer's Instruction 803](#) are followed.

2.6.2 Written evidence of the Minister's 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 Manager, Transaction Processing, will provide the write-off lists to the Senior Taxation Advisor, Financial Reporting, to 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](#)

<b>Policy Compliance Officer</b>	<a href="#">Ryan Marshall</a> , Director, Financial Operations & Strategic Procurement   Financial and Commercial Services
<b>Policy Manager</b>	Chief Financial Officer
<b>Approval Authority</b>	Chief Financial Officer
<b>Review Date</b>	1 <sup>st</sup> April 2028

## 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

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	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
	Approved	07/10/2020	Chief Financial Officer	EM2047	
	Approved	24/04/2024	Chief Financial Officer	EM2411	