

Special Payments Policy

Approving authority	Finance, Resources and Risk Committee
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Document URL	http://policies.griffith.edu.au/pdf/Special Payments Policy.pdf
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Description	The Policy sets out the requirements associated with the recording of special payments consistent with section 20 of the Financial and Performance Management Standard 2009.
Related documents	
Queensland Treasury 2016-17 Financial Reporting Requirements (FRRs) for Queensland Government Agencies 3D.6	
[Definition] [Policy]	

1. DEFINITION

Special Payments are defined in the Financial Accountability Act 2009 as including 'ex gratia expenditure and other expenditure that is not under a contract'. They include ex-gratia payments, extra-contractual expenditure, out of court settlements and court ordered damages.

A payment is considered 'ex-gratia' when it is not legally due either under a contract or otherwise.

An 'extra-contractual' payment occurs when there is no clear legal obligation to make a payment under the contract terms, however, a court might hold that an obligation exists.

2. POLICY

All special payments must be authorised by the Vice President (Corporate Services) and those exceeding \$5,000 (prescribed special payments) are to be reported to the Manager, Financial Accounting, for recording in a Special Payments Register.

The Manager, Financial Accounting is responsible for maintaining the Special Payments Register and appropriate disclosure in the University financial statements. The register must be submitted to the Vice President (Corporate Services) for review and confirmation on an annual basis.

Details of each payment are to be recorded in the Register, including date, recipient, reason, and approval given.

To meet the disclosure requirements specified in Queensland Treasury Financial Reporting Requirements the classes of prescribed special payments made by the University and the total amount of the payments for each class in relation to special payments must be disclosed in the University financial statements under 'Other Expenses'.