

## Treasury and Resources Department – Overview of Responsibilities

The Department has a broad range of responsibilities and at the highest level these can be categorised as advising the States on matters relating to: -

- The allocation and administration of all States resources.
- The regulation and control of States financial affairs.
- The raising of States income.
- The systems for the assessment and collection of income tax, dwellings profits tax (currently suspended) and tax on real property.

There are six Sections that comprise the Treasury & Resources Department which are responsible for the delivery of the policy priorities established by the Department's political Board\* and for carrying out all of the necessary day-to-day work of the Department. Those Sections are: -

- Client Services
- Corporate Procurement Services
- Income Tax
- Information and Communications Technology (ICT)
- States Property Services
- Treasury

### Client Services

- Developing and supporting corporate initiatives, including the management of the States corporate finance, purchasing and asset management system, the central Payroll and Pensions Payment System, the Corporate Loans Systems and the Corporate Accounts Receivable System.
- Managing the States bank accounts and payroll (including pensions payments), the issuing of Guernsey currency notes and coins and commemorative notes and coins, the collection of States income and the payment of accounts.
- Providing project, accounting, administrative, change management and training services to client Departments.
- Maintaining and developing the States insurance requirements and assisting with the development of the Department's approach to Risk management.
- Leading on the development, maintenance and implementation of the Department's Business Continuity requirements and leading the Business Recovery Support Team for SCFH.

#### Client Services - Cadastre

- Assessment of property in the Bailiwick of Guernsey for TRP (Tax on Real Property) purposes.
- Maintenance of the Cadastre register of property ownership

(Please refer queries relating to TRP collection to the Recoveries Manager, Treasury & Resources Cashiers, tel: 717003, email [recoveries@gov.gg](mailto:recoveries@gov.gg).)

For queries relating to the States of Guernsey Digital Map, please contact Guernsey Digitalmap Services, tel :729240 )

#### Client Services – Guernsey Digital Map

- Maintenance of the States of Guernsey Digital Map

#### Corporate Procurement Services

- Ensuring that States purchasing is conducted equitably, provides value for money and complies with all best procurement practice.
- Providing corporate procurement services and advice to Departments and Committees.
- Providing support and making training available to all staff involved in purchasing.
- Establishing framework agreements available on a corporate basis for use by Departments.

#### Corporate ICT Services

- Maintaining and promoting a corporate ICT Strategy and developing and implementing corporate policies and standards in support of the States Strategic Plan
- Providing and maintaining a corporate ICT infrastructure that is flexible and resilient enough to cope with the States of Guernsey business requirements both now and in the future.
- Providing and maintaining the States ICT network in line with good practice.
- Maintaining the security of data held on the States ICT network and IT systems in line with good practice and legal and regulatory guidelines.
- Providing expert ICT advice and support to Departments and Committees on a strategic, operational and project basis.

#### Income Tax Office

- Developing and implementing policies on the assessment and collection of income tax.
- Administering the requirements of the Income Tax and Dwellings Profits Tax Laws (the latter of which is currently suspended) and maintaining systems for the assessment and collection of those taxes.
- Administering the requirements of the Retention Tax System arising under the agreements associated with the EU Savings Tax Directive.
- Acting as the Competent Authority for the purposes of international tax agreements and the ongoing negotiation of those agreements for subsequent approval by the Policy Council.
- Registration of Charities and other NPOs.

## States Property Services

- Providing specialist professional property and construction advice, assistance, support, training and facilities to Departments and Committees.
- Providing a strategic overview on property matters and corporate policies, Directives and guidelines for property and construction within the States.
- Initiating, developing and promoting good practice to achieve value for money and improved project delivery in construction matters.
- Achieving 'best fit' for the land and property assets within the States objectives.
- Improving the condition, maintenance and efficiency of States land and property assets and their management and utilisation.
- Rationalising and managing the States property portfolio to provide the best returns for the States.

## Treasury

- Ensuring the effective management of all States financial assets under the Department's control, aligning performance with an acceptable level of risk.
- Providing corporate Treasury services to Departments and Committees.
- Providing financial and accounting advice to Departments and Committees.
- Preparing the States annual Accounts and Budget.
- Overseeing the professional management of States investments.
- Leading on the Department's approach to Risk Management.
- Managing Internal Audit services.
- Administering the Staff Number Limitation Policy.
- Undertaking the shareholders' functions and duties in respect of the States Trading Companies (Guernsey Electricity and Guernsey Post and Aurigny) and other States owned Companies (Jamesco750\* and DCSI LLB\*).

\* JamesCo750 is the States owned company with responsibility for the fuel tankers that the States purchased in 2009; the DCSI LLB is the States owned Captive Insurance Company which provides the insurance arrangements associated with the Depositor Compensation Scheme.