

## **TREASURY AND RESOURCES DEPARTMENT - MANDATE**

Constituted with effect from 1<sup>st</sup> May 2004 by Resolutions of the States of 31 October 2003, 26 April 2006 and 12 March 2008.

### **CONSTITUTION**

- A Minister, who shall be a sitting member of the States.
- Four members, who shall be sitting members of the States.
- Up to 2 non-voting members appointed by the Department who shall not be sitting members of the States.

### **MANDATE**

a) To advise 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 and control of financial resources.
- The systems for the assessment and collection of income tax, dwellings profits tax and tax on real property.

And to be responsible for: -

- Examining and submitting annually to the States the budget estimates of income and expenditure on capital and revenue account, to submit recommendations on how such expenditure should be financed and, after audit, to submit the annual accounts to the States.
- Receiving and commenting as appropriate on the resource implications associated with all proposals and reports which are to be placed before the States by departments and committees.
- Financial and related functions including the States payroll and the provision of advice and corporate services to departments and committees.
- The management of financial assets including cash and other investments and associated financial activities.
- Authorising departments and committees to borrow temporarily by way of overdraft from the banks or from the States Treasury or in any other manner approved by the Treasury and Resources Department, for such purposes, for such periods, up to such amounts, at such rates of interest and on such terms that the Department may approve.
- Authorising departments and committees to make such loans or grants to registered charitable bodies and similar organisations and upon such terms that the Treasury and Resources Department may approve.

- Maintaining a register of property ownership for the purpose of assessing and collecting taxes based on real property unit values.
  - Providing corporate property services and advice to departments and committees, and administering certain land and properties owned or leased by the States including those on Herm, Jethou and Lihou Islands.
  - Providing corporate procurement services and advice to departments and committees.
  - Internal audit, risk management and insurance of States activities and resources.
  - The development of corporate policies concerning the States use of information and communication technology and the provision, administration and security of the States ICT network.
  - The administration of the Staff Number Limitation Policy.
  - The shareholders' functions and duties in respect of the States Trading Companies and other States owned entities.
  - The provision of resources for the offices of Crown appointees and for the function of the Royal Court.
- b) To develop, present to the States for approval as appropriate, and implement policies on the above matters for the provision of services, introduction of legislation and other measures which contribute to the achievement of strategic and corporate objectives.
- c) To exercise the powers and duties conferred on it by extant legislation.
- d) To exercise the powers and duties conferred on it by extant States resolutions, including all those resolutions, or parts of resolutions, which relate to matters for the time being within the mandate of the Treasury and Resources Department and which conferred functions upon the former: -
- Advisory and Finance Committee
  - Board of Administration
  - Cadastre Committee
  - Civil Service Board
  - Income Tax Authority.
- e) To be accountable to the States for the management and safeguarding of public funds and other resources entrusted to the Department.