

Management of Cash, Banking and Payments

**Summary** This Information Bulletin sets out compliance requirements for NSW Health Organisations relating to the Treasurer’s Direction TD23-18 Management of Cash, Banking and Payments with FAQs fact sheet and Treasurer’s Guideline TPG 24-01 Management of NSW Government Payments.

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**Applies to** Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, NSW Health Pathology, Public Health System Support Division, Cancer Institute, Community Health Centres, NSW Ambulance Service

**Distributed to** Ministry of Health, Public Health System, NSW Ambulance Service

**Audience** Administration;Corporate Services;Finance

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### PURPOSE

This Information Bulletin sets out compliance requirements for NSW Health Organisations relating to the [Treasurer's Direction TD23-18 Management of Cash, Banking and Payments](#) with associated [FAQs fact sheet](#) and [Treasurer's Guideline TPG 24-01 Management of NSW Government Payments](#).

### KEY INFORMATION

Under the [Government Sector Finance Act 2018 \(GSF Act\) Part 6](#) and Treasurer's Direction TD23-18 Health Entities must ensure that:

NSW Health entities delegation for approval of the use of financial services is contained within the [Combined Delegations Manual](#) item 7.2 which requires Ministry Finance Executive approval.

Financial service can be provided by banks, payment service providers and schemes (e.g. PayPal, Visa, Mastercard), as well as technology solution providers where technology is used to support payments such as Apple Pay, Google Pay and Samsung Pay, and hardware solutions such as card readers/merchant terminals as noted in the FAQ fact sheet.

For NSW Health entities all money and funds held must be banked and held in State Government bank accounts. This includes general funds, restricted financial asset funds and custodial trust funds.

For NSW Health entities all funds held within the Treasury Banking System are subject to the requirement to forecast cash. Determination of whether bank accounts are linked to the Treasury Banking System are negotiated between the Ministry of Health and NSW Treasury. Currently these are general fund and restricted financial asset bank accounts.

NSW health entities cannot secure bank guarantees with another GSF agency. This can be secured with a non-GSF agency for the advantage of the non-GSF agency with approval from Ministry of Health.

All payments out are to be managed centrally and in compliance with this requirement. These include the following:

- Encouraging the use of digital payment methods.
- Stopping all cheque payment arrangements by 30 June 2024.
- Promoting the use of a purchase card (PCard) and virtual card (Vcards) for supplier payments up to \$10,000.
- Requesting electronic invoicing from suppliers.

Payments in are to be managed in compliance with the Treasury requirements. This includes the following:

- Encouraging payment via digital payment methods.
- Removing published payment options to NSW Health via cheque, money order or lockbox options on invoices by 30 June 2024.
- Not disclosing physical government bank account details to customers.

Reporting and engagement with NSW Treasury on behalf of all NSW Health entities will be managed by the Ministry of Health Financial Services and Asset Management Cash team, or on authority of the Chief Financial Officer of NSW Health.

All requests for exemption for NSW Health entities must be made to the Ministry of Health Cash Team for consideration and application to NSW Treasury.

## FURTHER INFORMATION

For further information, contact the Cash Management Team, NSW Ministry of Health at [MOH-CashManagement@health.nsw.gov.au](mailto:MOH-CashManagement@health.nsw.gov.au) .