

**WRITTEN QUESTION TO THE MINISTER FOR TREASURY AND RESOURCES  
BY SENATOR S.C. FERGUSON  
ANSWER TO BE TABLED ON TUESDAY 5th NOVEMBER 2013**

**Question**

What are the services which the Department must supply as required and specified by statute (with references)?

**Answer**

The following table shows the services provided by the Treasury and Resources Department which are considered essential to meet the relevant statutory requirements listed.

## Policy and Regulation

SECTOR	STATUTE	KEY DUTIES	HIGH LEVEL SERVICES
Medium Term Financial Plan (MTFP) and Budget	PFL 2005 - Articles 7 to 13	Prepare and lodge for debate and approval by the States the MTFP and the annual budget.	<ul style="list-style-type: none"> <li>• Financial planning function</li> <li>• Preparation and lodging of draft MTFP</li> <li>• Preparation and lodging of draft budget</li> <li>• Prepare growth expenditure schedule for the budget</li> <li>• Consider amendments to draft budget and respond through presenting comments or further amendments to original proposals</li> <li>• Preparation for budget debate to include briefing of States Members, Public and Media</li> </ul>
Taxation Drafts	PFL 2005 – Articles 14 and 15	Arrange changes to the Taxation legislation due to budget proposals.	<ul style="list-style-type: none"> <li>• Preparation and lodging of taxation draft</li> <li>• Model impact of Taxation draft if immediate effect is given</li> </ul>
Expenditure	PFL 2005 – Articles 16 to 20	Ensure that authorised expenditure is used for the voted purpose.	<ul style="list-style-type: none"> <li>• Monitor authorised expenditure and report to CMB, COM, Scrutiny and States</li> <li>• Monitor contingency expenditure</li> <li>• Authorise contingency expenditure as approved by the Council of Ministers through the Ministerial Decision (MD) process.</li> <li>• Authorise variations of heads of expenditure through the MD process or Delegated Decision (DD) process</li> <li>• Report to the States details of any approvals of budget variations at intervals of 6 months</li> <li>• Monitor income and adjust for variations accordingly</li> <li>• Prepare propositions for emergency expenditure</li> </ul>
Borrowing and lending by the States	PFL 2005 – Articles 21 to 24	Oversee the borrowing and lending arrangements made by the States	<ul style="list-style-type: none"> <li>• Oversee borrowing by the States making sure that any arrangement is compliant with the PFL</li> </ul>

			<ul style="list-style-type: none"> <li>• Prepare the required documentation for any new borrowing (Minister and Treasurer may be authorised to borrow)</li> <li>• Preparation and lodging of loans schemes (i.e. Starter Home Deposit Scheme)</li> <li>• Execute and monitor loans and loan schemes</li> <li>• Review, prepare and authorise guarantees and indemnities to be given on behalf of the States.</li> </ul>
Information gathering	PFL 2005 – Articles 24A and 24B	Oversee information gathering for estimates for States funded bodies to be used in the MTFP and budget, as well as estimates requests from the States Assembly.	<ul style="list-style-type: none"> <li>• Request and collect estimates for States funded bodies to be used in the MTFP and budget.</li> <li>• Provide these estimates to the Council of Ministers to be used in the MTFP and budget.</li> <li>• Provide procedures to be followed for providing these estimates</li> <li>• Refer the estimates to the Comptroller and Auditor General (C&amp;AG) for any comment.</li> </ul>
States Trading Operations	PFL 2005 - Articles 25 to 27	Oversee States trading operations through financial control, administration and agreed returns to States. Creation of new States trading operation as approved by the States.	<ul style="list-style-type: none"> <li>• Preparation and lodging of propositions of any disparate or distinct area of operation of the States to become a States trading operation</li> <li>• Monitor States trading operations to confirm that they comply with financial controls.</li> <li>• Prescribe financial controls to be observed by States trading operations by Order</li> <li>• Issue financial directions in respect of the financial control and administration of States trading operations</li> <li>• Review estimated income and expenditure of the trading operation and agree minimum contribution that the trading operation will be required to make to the income of the States.</li> </ul>

Duties of the Treasurer	PFL 2005 - Article 28	Treasurer has responsibility to ensure the proper stewardship and administration of the Law and public finances of Jersey.	<ul style="list-style-type: none"> <li>• Operation of Finance Advisory Board and Financial Management and Reporting Group</li> <li>• Decision making processes for the Minister for Treasury and Resources</li> </ul>
	PFL 2005 - Article 32; and Public Finances (Accounting Standards) (No. 2) (Jersey) Order 2012	Treasurer to prepare annual financial statements in respect of accounts of the States	<ul style="list-style-type: none"> <li>• Preparation of annual financial statement in respect of the accounts of the States in line with accounting standards prescribed by Order</li> <li>• Preparation and processing of Orders on accounting standards.</li> </ul>
	PFL 2005 - Article 33	Treasurer to open bank accounts	<ul style="list-style-type: none"> <li>• The Treasurer is required to open, operate and maintain bank accounts approved by the Minister</li> </ul>
	PFL 2005 - Article 34	Financial directions	<ul style="list-style-type: none"> <li>• The Treasurer creates, consults and issues financial directions to allow for the proper administration of the PFL and of the public finances of Jersey</li> </ul>
Chief internal auditor	PFL 2005 - Article 35	Provide internal audit function to the States	<ul style="list-style-type: none"> <li>• Ensure that the finances of the States are regulated, controlled and supervised in accordance with the PFL</li> <li>• Carry out audits of the transactions and internal controls and systems of States funded bodies</li> </ul>
Accounting officers	PFL 2005 - Article 38	Duty of Treasurer as accounting officer of department	<ul style="list-style-type: none"> <li>• Collect all monies owed and pay all monies owed by Treasury and other departments as appropriate.</li> <li>• Maintain proper accounts of all Treasury's financial transactions and proper records of those accounts</li> <li>• Accounting officer duties required under financial directions</li> </ul>
Corporate Procurement	PFL 2005 – Articles 34 and 38 (2)(f)	Financial Directions are issued by the Treasurer of the States under PFL Article 34. Compliance with Financial Directions is mandatory and not following them may lead to an offence being committed under Part 7 of the Law	<ul style="list-style-type: none"> <li>• Corporate Procurement provides advice, guidance and support to all members of the States of Jersey with delegated authority under these Directions. The aim is to ensure that all procurement activity is</li> </ul>

		<p>There are a number of Financial Directions that relate to spending public money. Compliance with these Directions is the responsibility of Accounting Officers, budget holders, finance Directors and anyone with authority delegated to them under a Scheme of Delegation.</p> <p>Accounting Officers are also charged under article 38 (2)(f) to ensure that the resources of the body are used efficiently and effectively.</p>	in accordance with best practice within a framework that is open and transparent.
	United Nations Convention Against Corruption – Article 9	The States of Jersey (SOJ) is committed to this Convention in particular Article 9 – Public procurement and management of public finances	
Public Sector Pensions	<p>Public Employees (Retirement) (Jersey) Law 1967</p> <p>Teachers’ Superannuation Law 1979</p>	<p>Administration of the Public Employees Contributory Retirement Scheme (PECRS) Approval for money to be invested</p> <p>Administration of the Jersey Teachers Superannuation Fund (JTSF) Approval for money to be invested</p>	<ul style="list-style-type: none"> <li>• Collect PECRS contributions and pay pensions</li> <li>• Produce the Scheme accounts and have them audited</li> <li>• Hold assets of the Scheme pending investment</li>   <li>• Collect JTSF contributions and pay pensions</li> <li>• Produce the Fund accounts and have them audited</li> <li>• Hold assets of the Fund pending investment</li> </ul>
Shared Services	PFL 2005 – Articles 33(2) and 32(4) and 32(5)	<p>Bank promptly</p> <p>Produce accounts</p>	<ul style="list-style-type: none"> <li>• Provide a cashiers and debt collection service to States Departments</li>   <li>• Provide a range of shared service functions for the payment of staff and suppliers and collection of income such</li> </ul>

			<p>that annual accounts can be prepared.</p> <ul style="list-style-type: none"> <li>• Advise Departments on accounting requirements. Co-ordinate and collate Departmental financial returns to produce consolidated Annual Accounts for the States.</li> </ul>
<p>Management of Strategic Investments – Jersey Telecom, Jersey Post, JEC, JNWWC and States of Jersey Development Company</p>	<p>PFL 2005 – Articles 68 and 8(2)(d)</p>	<p>If the States Own in the name of the States, shares in a company, the Minister on behalf of the States may exercise rights and responsibilities for any liabilities attached to the Shares</p> <p>Where the company is an independently audited States body the Minister is responsible to the States for the Financial interests of the States in the Company</p> <p>Budgeting and MTFP</p>	<ul style="list-style-type: none"> <li>• Vote /Attend AGMs and meetings during the year</li> <li>• Regularly meet with Companies as Shareholder during the year (including preparation of shareholder packs)</li> <li>• Review of business and financial information received.</li> <li>• Creation and modification of Memorandums of Understanding (MOU) to ensure best practice for the Shareholder function.</li> <li>• Development and Maintenance of Shareholder Strategy</li> <li>• Development and Maintenance of Shareholder Dividend Strategies</li> <li>• Ensure compliance with MOUs which are in operation.</li> <li>• Preparation of year end accounting valuations for the States’ Statutory accounts.</li> <li>• Collection and receipt of dividends.</li> <li>• Discuss with Economic Development (ED) any issues from their perspective (incl. JCRA).</li> <li>• Discussions on Strategic Plans and Budgets including KPIs – managing shareholder value.</li> <li>• In year discussions on Strategic Plans / Business plans for Gigabit/ Restructuring.</li> <li>• Consultation on Corporate governance issues / Directors and Chairmen’s</li> </ul>

			<p>appointments.</p> <ul style="list-style-type: none"> <li>• Presentation of Utility and SOJDC Accounts annually to the States.</li> <li>• Ensure Shareholdings have correct names/proxies in place as appropriate.</li> <li>• Ensure all Legislation in up to date and in line with current advances/strategies</li> <li>• Preparation of forecasted income for use in the Budget/MTFP in accordance with the law.</li> </ul>
Strategic Investment in Jersey Telecoms (group)	<p>Telecommunications (Jersey) Law 2002</p> <p>And</p> <p>Telecommunications (Transfer) (Jersey) Regulations 2002 (this lists the shares issued on transfer)</p>	<p>Exercise the powers of the States in their capacity as holder of securities in a principal company (or in any other capacity regarding a principal company), but not the following powers (which may be exercised only by the States) –</p> <p>(a) the power to dispose of the shares or share rights in a principal company, or create or dispose of security interests over those shares or share rights or otherwise charge those shares or share rights;</p> <p>(b) the power to authorize the issue of shares or share rights in a principal company to any person other than the States;</p> <p>(c) the power to vote on a resolution to wind up a principal company;</p> <p>(d) such other powers as the States have prescribed by Regulations.</p> <p>The Minister may make loans to the Company with conditions.</p> <p>The Minister may against the income of the States Guarantee loans to the company within a ceiling.</p>	<ul style="list-style-type: none"> <li>• The same as in “Management of Strategic Investments – Jersey Telecom, Jersey Post, JEC, JNWWC and States of Jersey Development Company”, and in addition:-</li> <li>• To support the company in their Strategic Plans when seeking growth opportunities.</li> <li>• To provide financial support in various forms /guarantees/ infrastructure investments / loans as and when appropriate</li> <li>• To present propositions to the States for the redemption/issue of shares as and when appropriate.</li> <li>• Liaise with Economic Development on any JCRA principles as and when appropriate.</li> <li>• Ensure all Legislation in up to date and in line with current approaches /strategies</li> </ul>
Strategic Investment in Jersey Post (group)	Postal Service (Jersey) Law 2004	Exercise the powers of the States in their capacity as holder of securities in a	<ul style="list-style-type: none"> <li>• The same as in “Management of Strategic Investments – Jersey Telecom, Jersey</li> </ul>

	<p>And</p> <p>Postal Services (Transfer) (Jersey) Regulations 2006 (this lists the shares issued on transfer)</p>	<p>principal company (or in any other capacity regarding a principal company), but not the following powers (which may be exercised only by the States) –</p> <p>(a) the power to dispose of the shares or share rights in a principal company, or create or dispose of security interests over those shares or share rights or otherwise charge those shares or share rights;</p> <p>(b) the power to authorize the issue of shares or share rights in a principal company to any person other than the States;</p> <p>(c) the power to vote on a resolution to wind up a principal company;</p> <p>(d) such other powers as the States have prescribed by Regulations.</p> <p>The Minister may make loans to the Company with conditions.</p> <p>The Minister may against the income of the States Guarantee loans to the company within a ceiling.</p>	<p>Post, JEC, JNWWC and States of Jersey Development Company”, and in addition:-</p> <ul style="list-style-type: none"> <li>• To support the company in their Strategic Plans when seeking growth opportunities.</li> <li>• To provide financial support in various forms /guarantees/ infrastructure investments / loans as and when appropriate</li> <li>• To present propositions to the States for the redemption/issue of shares as and when appropriate.</li> <li>• Liaise with Economic Development on any JCRA principles as and when appropriate.</li> <li>• Ensure all Legislation in up to date and in line with current approaches /strategies</li> </ul>
<p>Strategic Investment in Jersey Electricity</p>	<p>Electricity (Jersey) Law 1937</p>	<p>Discussions around the impact of Electricity Tariffs as necessary – on behalf of the States</p>	<ul style="list-style-type: none"> <li>• Discussions around tariffs, in relation to changes in dividends, capital structures, majority shareholder expectation on dividends and long term growth.</li> <li>• Discussions with Economic Development around any operational issues which may impact the States shareholding.</li> <li>• Consideration and discussion of capital expenditures for the company. Provision of support and shared knowledge in this area.</li> <li>• Discussions around balance sheet management/ affordability of dividend payments /business reserves.</li> </ul>



			<ul style="list-style-type: none"> <li>• Raising of any Ministerial decisions on business/shareholder matters as deemed appropriate to seek approval from the States of Jersey</li> <li>• Ensure all Legislation in up to date.</li> </ul>
Strategic Investment in Jersey Water	Water (Jersey) Law 1972	Discussions around the impact of Water rates and charges, as necessary – on behalf of the States	<ul style="list-style-type: none"> <li>• Discussions around rates and charges, in relation to changes in dividends, capital structures, majority shareholder expectation on dividends and long term growth.</li> <li>• Discussions with the Planning and Environment Minister around any operational issues which may impact the States shareholding.</li> <li>• Consideration and discussion of capital expenditures for the company.</li> <li>• Discussions around balance sheet management/ affordability of dividend payments and reserves.</li> <li>• Raising of any Ministerial decisions on business/shareholder matters as deemed appropriate to seek approval from the States of Jersey</li> <li>• Ensure all Legislation in up to date.</li> </ul>
States of Jersey Development Company (SOJDC) (formerly WEB)	No laws – but States approved under P.73-2010 the Structure and Governance of the new Company.	<p>The Minister for Treasury and Resources is politically accountable for the operation of the States of Jersey Development Company as identified in section 12 of the Report.</p> <p>Ensure the activities of SOJDC are reviewed and reported on regularly to the Minister for T&amp;R, who is politically accountable for the operation.</p> <p>Minister to be a member of the Regeneration Steering Group (RSG) Meeting.</p>	<ul style="list-style-type: none"> <li>• Voting at AGM's (including Directors remuneration) Approval changes to levels of non-Executive Directors remuneration and material changes to Executive Directors remuneration.</li> <li>• Attendance at the RSG meetings and liaison with other departments including Property Holdings.</li> <li>• Review and approval of SOJDC's decisions in compliance with P.73-2010 and the MOU.</li> </ul>

		<p>Communication with SOJDC on relevant states Decisions</p> <p>Strategic and Business Plans</p>	<ul style="list-style-type: none"> <li>• Review and approval of SOJDC Strategic and Business Plans.</li> <li>• Ensure all Founding documents are up to date and in line with current approaches /strategies</li> </ul>
Agricultural Loan Schemes	<p>Agricultural (Loans and Guarantees) (Jersey) Law 1974</p> <p>Agricultural (Loans) (Jersey) Regulations 1974</p>	<p>Provision of the accounting function to check repayments of existing and outstanding Agricultural loans.(administration sits with ED)</p> <p>Approval of the T&amp;R Minister for issuing new loans exceeding £150,000 or where the applicant's outstanding capital debt would exceed this under the Agricultural loans.</p>	<ul style="list-style-type: none"> <li>• Ensure loans are accounted for correctly and together with ED repaid on time and that any arrears are addressed.</li> <li>• Preparation of Monthly/Quarterly and Statutory accounts at year end. Including Liaison with auditors at year end.</li> <li>• Ensure the Minister is advised of any amendments necessary to the legislation.</li> <li>• Review of ongoing security and hypothecs /re-registration for the loans with ED.</li> </ul>
Dwelling Houses Loans Fund	<p>Building Loans (Jersey) Law 1950</p> <p>Public Finances (Jersey) Law 2005</p>	<p>Provision of accounting for the loans and Fund</p> <p>Note it is the Housing Minister which has the power to approve loans (however requests are made in consultation with the T&amp;R Minister through the Public Finances Law)</p> <p>Changes to the prescribed rate of Interest in consultation</p> <p>Investment of Fund's moneys</p>	<ul style="list-style-type: none"> <li>• Ensure the loans are accounted for correctly with the Housing department, including the chasing of arrears.</li> <li>• Preparation of Monthly/Quarterly and Statutory accounts at year end. Including Liaison with auditors at year end.</li> <li>• The Housing Minister consults with the T&amp;R Minister when changing the rates of Interest.</li> <li>• Housing consult on the issuance of any new loans (however the Fund has seen little activity recently)</li> <li>• Creation/Review/Management of Investment Strategy. Including presentation of revised Strategies to the States.</li> <li>• Investment and Management of Monies</li> </ul>

			<p>through the Common Investment Fund (CIF) and directly in line with the Investment Strategy</p> <ul style="list-style-type: none"> <li>• Liaise with Investment Advisers</li> <li>• Preparation of Cash-flow forecasts for Investment Management Purposes.</li> </ul>
99 Year Leaseholders Fund	<p>The Fund was incorporated under the Building Loans (Jersey) Law 1950</p> <p>Public Finances (Jersey) Law 2005</p> <p>Public Finances (Transitional Provisions) (No. 1) (Jersey) Regulations 2005</p>	<p>Note it is the Housing Minister which has the power to approve loans (however requests are made in consultation with the T&amp;R Minister through the Public Finances Law)</p> <p>Changes to the prescribed rate of Interest in consultation</p> <p>Provision of accounting for the loans and Fund</p>	<ul style="list-style-type: none"> <li>• Ensure the loans are accounted for correctly with the Housing department, including the chasing of arrears.</li> <li>• Preparation of Monthly/Quarterly and Statutory accounts at year end. Including Liaison with auditors at year end.</li> <li>• The Housing Minister consults with the T&amp;R Minister when changing the rates of Interest.</li> <li>• Housing consult on the issuance of any new loans (however the Fund has seen little activity recently)</li> <li>• Management of cross charges across states departments</li> </ul>
Assisted House Purchase Scheme	<p>The Assisted House Purchase Scheme was established by the States of Jersey in 1977 there is no law directly establishing it</p> <p>Public Finances (Transitional Provisions) (No. 1) (Jersey) Regulations 2005</p>	<p>Provision of accounting for the loans and Fund</p>	<ul style="list-style-type: none"> <li>• Ensure the loans are accounted for correctly with the Housing department, including the chasing of arrears.</li> <li>• Preparation of Monthly/Quarterly and Statutory accounts at year end. Including Liaison with auditors at year end.</li> <li>• Management of cross charges across states departments</li> </ul>
Housing Development Fund	<p>Planning for Homes Report R/C 10/99</p> <p>Public Finances (Transitional Provisions) (No. 1) (Jersey) Regulations 2005</p>	<p>Creation, Establishment and operation of new schemes under the law and regulations</p> <p>Provision of accounting for the Fund</p>	<ul style="list-style-type: none"> <li>• Preparation of Fund accounts</li> <li>• Review of the Funds Strategy/propose amendments to the Strategy.</li> <li>• Work with Chief Ministers, Planning and Environment and Housing to design, implement and operate the scheme.</li> </ul>
Postal Pension Fund	<p>Postal Services (Jersey) Law 2004</p> <p>Postal Services (Transfer) (Jersey) Regulations 2006</p>	<p>Provision of accounting for the Fund (outside of the Group)</p> <p>Investment of Fund's moneys</p>	<ul style="list-style-type: none"> <li>• Preparation of Quarterly and Annual Fund accounts</li> <li>• Investment and Management of Monies</li> <li>• Preparation of Cash flow forecasts for</li> </ul>

	Public Finances (Transitional Provisions) (No. 1) (Jersey) Regulations 2005  Public Finances (Transitional Provisions) (No. 2) (Jersey) Regulations 2005	Seek advice of appropriately qualified persons for Investments	Investment Management Purposes • Liaise with Investment Advisers
Various Trust and Bequest Funds (approx.. 200)	PFL 2005 – Article 67  Public Finances (Transitional Provisions) (No. 1) (Jersey) Regulations 2005  Public Finances (Transitional Provisions) (No. 2) (Jersey) Regulations 2005	Management and safeguarding of the Trusts' assets (separately from the Consolidated Fund)  Provision of accounting for the Funds (outside of the Group)  Investment of Fund's moneys  Seek advice of appropriately qualified persons for Investments  Trusts bank accounts  Establishment/closure  administrative support for several large funds  Changes in Trustees	<ul style="list-style-type: none"> <li>• Preparation of Quarterly and Annual Fund accounts</li> <li>• Investment and Management of Monies through the Common Investment Fund (CIF) and directly in line with the Investment Strategy</li> <li>• Preparation of Cash flow forecasts for Investment Management Purposes</li> <li>• Appointment and retirement of Investment Managers/advisers/ custodians</li> <li>• Liaise with Investment Advisers</li> <li>• Manage, handle and account for trusts moneys bank accounts.</li> <li>• Internal Audit carrying out reviews of Trusts assets</li> <li>• Liaising with other States Departments to Establish or Close these Funds.</li> <li>• Working with departments to ensure the money is spent.</li> <li>• Provision of Administrative support for several large funds – including making fund distributions.</li> <li>• Where appropriate notifying the State of changes in Trustees / seeking their approval based on the Founding documentation.</li> </ul>
Strategic Reserve Fund	PFL 2005 – Article 4  Public Finances (Transitional Provisions) (No. 1) (Jersey) Regulations 2005  Public Finances (Transitional Provisions)	Provision of accounting for the Fund  Investment of Fund's moneys  Seek advice of appropriately qualified persons for Investments	<ul style="list-style-type: none"> <li>• Preparation of Monthly/Quarterly and Statutory accounts at year end. Including Liaison with auditors at year end.</li> <li>• Creation/Review/Management of Investment Strategy. Including presentation of revised Strategies to the</li> </ul>

	(No. 2) (Jersey) Regulations 2005	<p>Transfers of moneys</p> <p>Withdrawal of moneys</p>	<p>States.</p> <ul style="list-style-type: none"> <li>• Investment and Management of Monies through the Common Investment Fund (CIF) and directly in line with the Investment Strategy</li> <li>• Appointment and retirement of Investment Managers/advisers/ custodians</li> <li>• Liaise with Investment Advisers</li> <li>• Preparation of Cash flow forecasts for Investment Management Purposes.</li> <li>• Transfer of moneys to/from the Consolidated Fund as approved by the States.</li> <li>• Raising Propositions for withdrawals of moneys for States Approval</li> </ul>
Stabilisation Fund	<p>PFL 2005 – Article 4A</p> <p>Public Finances (Transitional Provisions) (No. 1) (Jersey) Regulations 2005</p> <p>Public Finances (Transitional Provisions) (No. 2) (Jersey) Regulations 2005</p>	<p>Provision of accounting for the Fund</p> <p>Investment of Fund’s moneys Seek advice of appropriately qualified persons for Investments</p> <p>Transfers of moneys from the Consolidated Fund</p> <p>Withdrawal of moneys</p>	<ul style="list-style-type: none"> <li>• Preparation of Monthly/Quarterly and Statutory accounts at year end. Including Liaison with auditors at year end.</li> <li>• Creation/Review/Management of Investment Strategy. Including presentation of revised Strategies to the States.</li> <li>• Investment and Management of Monies through the Common Investment Fund (CIF) and directly in line with the Investment Strategy</li> <li>• Appointment and retirement of Investment Managers/advisers/ custodians as appropriate</li> <li>• Liaise with Investment Advisers</li> <li>• Preparation of Cash flow forecasts for Investment Management Purposes.</li> <li>• Transfer of money’s from the Consolidated Fund into the Fund as approved by the States.</li> <li>• Raising Propositions for withdrawals of moneys for States Approval (moneys to be credited to the Consolidated Fund)</li> </ul>

<p>Consolidated Fund</p>	<p>PFL 2005 – Article 3</p> <p>Public Finances (Transitional Provisions) (No. 1) (Jersey) Regulations 2005</p> <p>Public Finances (Transitional Provisions) (No. 2) (Jersey) Regulations 2005</p>	<p>Provision of accounting for the Fund</p> <p>Investment of Fund’s moneys</p> <p>Seek advice of appropriately qualified persons for Investments</p> <p>Transfer of moneys in/out from other Funds.</p>	<ul style="list-style-type: none"> <li>• Preparation of Monthly/Quarterly and Statutory accounts at year end. Including Liaison with auditors at year end.</li> <li>• Creation/Review/Management of Investment Strategy. Including presentation of revised Strategies to the States.</li> <li>• Investment and Management of Monies through the Common Investment Fund (CIF) and directly in line with the Investment Strategy</li> <li>• Preparation of Cash flow forecasts for Investment Management Purposes.</li> <li>• Appointment and retirement of Investment Managers/advisers/ custodians</li> <li>• Liaise with Investment Advisers</li> <li>• Transfer of moneys in/out from other Funds (Strategic Reserve Fund, Stabilisation Fund, Currency Fund etc.) as approved under the Law.</li> </ul>
<p>Currency Fund</p>	<p>PFL 2005 – Article 5</p> <p>Public Finances (Transitional Provisions) (No. 1) (Jersey) Regulations 2005</p> <p>Public Finances (Transitional Provisions) (No. 2) (Jersey) Regulations 2005</p> <p>Currency Notes (Jersey) Law 1959</p> <p>Decimal Currency (Jersey) Law 1971</p>	<p>Provision of accounting for the Fund</p> <p>Investment of Fund’s moneys</p> <p>Seek advice of appropriately qualified persons for Investments</p> <p>Transfer of moneys</p> <p>Ensure sufficient moneys held to meet moneys in circulation</p> <p>Issuance of Currency</p>	<ul style="list-style-type: none"> <li>• Preparation of Monthly/Quarterly and Statutory accounts at year end. Including Liaison with auditors at year end</li> <li>• Creation/Review/Management of Investment Strategy. Including presentation of revised Strategies to the States.</li> <li>• Investment and Management of Monies through the Common Investment Fund (CIF) and directly in line with the Investment Strategy</li> <li>• Preparation of Cash flow forecasts for Investment Management Purposes.</li> <li>• Transfer of moneys to / from the Fund in accordance with the law as approved by the Minister.(via the Consolidated fund)</li> <li>• Monitor balances in circulation to the Fund balances – to ensure sufficient</li> </ul>

			<p>moneys are backed by the Fund and it is not deficient.</p> <ul style="list-style-type: none"> <li>• Issuance of Notes in denominations, not exceeding £100 within the limitations of the Law</li> <li>• Issuances of coins in denominations as the Minister shall determine and quantity, weight, design and composition.</li> <li>• Issuance of commemorative coins (this do not have the right to be recalled.)</li> <li>• Ability to make payments in relation to the issuances, in accordance with the laws.</li> <li>• Receipt and exchange of Currency notes at face value.</li> <li>• Power to recall currency notes and Coins (not commemorative) after publication in accordance with the Law.</li> <li>• Power to melt/break metal coins authorised by the Minister.</li> <li>• Ability to issue penalties if bank notes and currency notes are defaced.</li> </ul>
Social Security (Reserve) Fund	<p>PFL 2005 – Article 3</p> <p>Public Finances (Transitional Provisions) (No. 1) (Jersey) Regulations 2005</p> <p>Public Finances (Transitional Provisions) (No. 2) (Jersey) Regulations 2005</p> <p>Social Security (Jersey) Law 1974</p>	<p>Provision of accounting for the Fund</p> <p>Investment of Fund’s moneys</p> <p>Seek advice of appropriately qualified persons for Investments</p>	<ul style="list-style-type: none"> <li>• Preparation of Monthly/Quarterly and Statutory accounts at year end. Including Liaison with auditors at year end.</li> <li>• Creation/Review/Management of Investment Strategy in consultation with the Minister for Social Security. Including presentation of revised Strategies to the States.</li> <li>• Investment and Management of Monies through the Common Investment Fund (CIF) and directly in line with the Investment Strategy in consultation with the Minister for Social Security.</li> <li>• Appointment and retirement of Investment Managers/advisers/ custodians.</li> </ul>

			<ul style="list-style-type: none"> <li>• Liaise with Investment Advisers.</li> <li>• Preparation of Cash flow forecasts for Investment Management Purposes in consultation with the Social Security Department.</li> <li>• Discussions on the outcomes of Actuarial Reviews with the Social Security Minister.</li> </ul>
Health Insurance Fund	<p>PFL 2005 – Article 3</p> <p>Public Finances (Transitional Provisions) (No. 1) (Jersey) Regulations 2005</p> <p>Public Finances (Transitional Provisions) (No. 2) (Jersey) Regulations 2005</p> <p>Health Insurance (Jersey) Law 1967</p>	<p>Provision of accounting for the Fund</p> <p>Investment of Fund's moneys</p> <p>Seek advice of appropriately qualified persons for Investments</p>	<ul style="list-style-type: none"> <li>• Preparation of Monthly/Quarterly and Statutory accounts at year end. Including Liaison with auditors at year end.</li> <li>• Creation/Review/Management of Investment Strategy in consultation with the Minister for Social Security. Including presentation of revised Strategies to the States.</li> <li>• Investment and Management of Monies through the Common Investment Fund (CIF) and directly in line with the Investment Strategy in consultation with the Minister for Treasury and Resources</li> <li>• Preparation of Cash flow forecasts for Investment Management Purposes in consultation with the Social Security Department.</li> <li>• Discussions on the outcomes of Actuarial Reviews with the Social Security Minister.</li> </ul>
Common Investment Fund (CIF)	<p>PFL 2005 – Article 3</p> <p>Public Finances (Transitional Provisions) (No. 1) (Jersey) Regulations 2005</p> <p>Public Finances (Transitional Provisions) (No. 2) (Jersey) Regulations 2005</p>	<p>Management of the Fund</p> <p>Provision of accounting for the Fund and the individual Investment Pools in the Fund</p> <p>Quarterly Investment Meetings</p> <p>Seek advice of appropriately qualified persons for Investments</p>	<ul style="list-style-type: none"> <li>• Creation/Review/Management of Investment Strategies for each Investment Pool in consultation with the various participants and Ministers (as appropriate).</li> <li>• Appointment and retirement of Investment Managers/advisers/custodians.</li> <li>• Liaise with Investment Advisers.</li> <li>• Monthly and Annual Statutory</li> </ul>



			<p>Accounting and Investment Management Reporting.</p> <ul style="list-style-type: none"> <li>• Quarterly review of all Investments and meeting with Investment Managers.</li> </ul>
Borrowing	<p>PFL 2005 – Articles 21 and 22</p> <p>Public Finances (Transitional Provisions) (No. 2) (Jersey) Regulations 2005</p>	<p>Authority to borrow / arranging borrowing</p> <p>Repayment/return from borrowing</p> <p>Reporting on borrowing</p> <p>Enter into approved borrowing arrangements</p> <p>Management of central borrowing, accounting, administration reporting and budgeting (as and when it occurs)</p> <p>Budgeting and Forecasting</p>	<ul style="list-style-type: none"> <li>• Minister may borrow for short term, if &lt;25% of the prior year income.</li> <li>• The Minister may borrow for up to 10 years £1m in any one transaction, £3m in a year and £10 m in total without going to the States.</li> <li>• Take proposals for borrowing to the States of a larger scale/long term view.</li> <li>• Decide on security /covenants of loans.</li> <li>• Appointment of Advisers to assist in developing the best borrowing solution.</li> <li>• Appointment of rating agencies (as appropriate.)</li> <li>• Preparation and review of cash flow forecasts, for capital expenditure.</li> <li>• Evaluate that the moneys can be repaid by income from the capital project or generated savings over the period of the borrowing.</li> <li>• Reporting every 6 months on new borrowing to the States.</li> <li>• Review of legislation for borrowing and relevance of limits.</li> <li>• Accounting for borrowing, reporting and administering any borrowing in existence. (as and when it occurs.)</li> <li>• Preparation of forecasted costs for use in the Budget/MTFP in accordance with the law.</li> </ul>
Lending	<p>PFL 2005 – Article 23</p> <p>Public Finances (Transitional Provisions) (No. 2) (Jersey) Regulations 2005</p>	<p>Authority to Lend</p> <p>Deciding on Terms and conditions of lending</p>	<ul style="list-style-type: none"> <li>• The minister may lend £500k in any one transaction, £3m in a year, £10m in total for no more than 20 years.</li> <li>• Minister to determine terms and conditions of loans – security, interest</li> </ul>

		<p>Reporting on Lending</p> <p>Creation, Establishment and operation of new schemes under the law and regulations</p> <p>Management of central loans, accounting, administration reporting and budgeting. (some have been approved by the States/Previous Committee Structures/ Minister)</p> <p>Budgeting and Forecasting</p>	<p>rates, covenants, durations.</p> <ul style="list-style-type: none"> <li>• Take propositions to the States for approval where outside of the Ministers limits.</li> <li>• Work with Chief Ministers to design, implement and run new schemes (e.g. Pilot Starter Home Deposit loan Scheme.)</li> <li>• Reporting every 6 months on new borrowing to the States.</li> <li>• Review of legislation for lending and relevance of limits.</li> <li>• Preparation of forecasted income for use in the Budget/MTFP in accordance with the law.</li> <li>• Accounting for central loans, administration – chasing and collections. Quarterly and Annual reporting of these loans.</li> </ul>
Guarantees / Letters of Comfort	<p>PFL 2005 – Article 24</p> <p>Public Finances (Transitional Provisions) (No. 2) (Jersey) Regulations 2005</p>	<p>Offer Guarantees or Indemnities</p> <p>Reporting on Guarantees/Indemnities</p> <p>Offer letters of Comfort</p>	<ul style="list-style-type: none"> <li>• The Minister may offer Guarantees or Indemnities either directly or seek States Approval.</li> <li>• Raising propositions to the States for their approval of guarantees as appropriate.</li> <li>• Accounting for these at year end.</li> <li>• Reporting every 6 months on new Guarantees/indemnities to the States.</li> <li>• Review of legislation for issuing guarantees and indemnities.</li> <li>• Provision and renewal of letters of comfort (mainly for the Housing Trusts.)</li> <li>• Valuation of the potential exposure for the Housing Trusts for yearend accounting purposes.</li> </ul>
Housing Trust Relationships	<p>Individual governing documentation establishing the 4 Housing Trusts</p>	<p>Review any proposals where the Housing and Treasury and Resources Ministers consent is required</p>	<ul style="list-style-type: none"> <li>• Research and Review Housing Trust Proposals which require both the Housing and Treasury and Resources Minister’s Consent (mainly around collateral.)</li> <li>• Approvals for any new Housing Trusts</li> </ul>

			financing arrangements. <ul style="list-style-type: none"> <li>Review with housing the governing documentation as and when appropriate.</li> </ul>
Insurance	Public Finances (Jersey) Law 2005	Protection of States Assets (no direct clause relates to this)	<ul style="list-style-type: none"> <li>Provision of insurance across States Departments and other relationships.</li> </ul>
Bank Accounts	PFL 2005 – Article 33  Public Finances (Transitional Provisions) (No. 2) (Jersey) Regulations 2005	Opening and closing of bank accounts by the Treasurer  Management of Bank Accounts (various currencies)  Financial management of currency	<ul style="list-style-type: none"> <li>Bank account relationship management.</li> <li>Appointment/retirement of bankers.</li> <li>Management of authorised signatory listings.</li> <li>Opening / Closing of Bank accounts.</li> <li>Daily management of cash balances to maximise returns.</li> <li>Cash-flow forecasting sterling and currency</li> <li>Financial management of currency exposure on a quarterly basis to the Treasury Advisory Panel. (Implementing decisions – such as placing of hedges to provide protection and manage currency exposure when deemed appropriate)</li> <li>Ensure professional practices are adhered to and strategic controls in place.</li> </ul>
Public Employees Contributory Retirement Scheme (PECRS)	Public Employees (Retirement) (Jersey) Law 1967  Public Employees (Contributory Retirement Scheme) (General) (Jersey) Regulations 1989  Public Employees (Investment of Fund) (Jersey) Act 1972  Public Employees (Contributory Retirement Scheme) (New Members) (Jersey) Regulations 1989  Public Employees (contributory Retirement Scheme) (Jersey) Regulations	Assets of the scheme held by the Treasurer on behalf of the Committee  Investment of moneys (cash and stocks/shares /investments etc.)  Review of Schemes T&Cs  Attendance at committee meetings  Annual Accounts  Selection of Committee of Management	<ul style="list-style-type: none"> <li>Treasurer to collect employees’ contributions for investment.</li> <li>Meet reasonable expenses of administering the scheme and any remuneration as defined under the 1989 regulations.</li> <li>Placing moneys on deposit.</li> <li>Approval of the Investment Strategies.</li> <li>Investment of moneys in accordance with the Law and on direction of the Committee. The Minister may determine when an investment shall not be made.</li> <li>Consent for the appointment of Investment Managers/Advisers/ Custodian/ Actuary as proposed by the Committee.</li> </ul>

	1967		<ul style="list-style-type: none"> <li>• Review of schemes Terms and Conditions in light of actuarial valuations with the Committee (including admitted bodies).</li> <li>• The Minister may at any time require the Committee of management to direct the actuary to carry out a review and report to the Minister. Should happen a minimum of every 5 years.</li> <li>• Presentation of actuarial reviews to the States.</li> <li>• Pension Payments (separate department in Treasury)</li> <li>• Attendance at Committee meetings on behalf of the Minister for Treasury and Resources (Quarterly.)</li> <li>• Preparation of annual accounts, which are audited. Copies to be provided to the Committee and the Actuary.</li> <li>• Selection of one-half of the employer representatives by the Minister for Treasury and Resources (the rest by Chief Ministers and representative associations)</li> <li>• Recommend the Chairman for the Committee.</li> <li>• The States may empower the Minister to extend the application of the Scheme.</li> <li>• Administration for collating and issuing packs for meetings.</li> </ul>
Jersey Teachers' Superannuation Fund (JTSEF)	<p>Teachers' Superannuation (Jersey) Law 1979</p> <p>Teachers' Superannuation (Administration) (Jersey) Order 2007</p> <p>Teachers' Superannuation (Existing Members) (Jersey) Order 1986</p> <p>Teachers' Superannuation (New</p>	<p>Assets of the scheme held by the Treasurer on behalf of the Committee</p> <p>Investment of moneys</p> <p>Attendance at meetings</p> <p>Annual Accounts</p> <p>Selection of Management Board</p>	<ul style="list-style-type: none"> <li>• Receipt of moneys from members contributions to the scheme and re-admitted members.</li> <li>• Selection of 2 of the employer representatives for the Management Board by the Minister for Treasury and Resources (the rest by Chief Ministers and Minister for Education, Sports and Culture.)</li> <li>• Management of moneys for investment in</li> </ul>

	Members) (Jersey) Order 2007.		<p>accordance with the directions of the Management Board.</p> <ul style="list-style-type: none"> <li>• Recommend the Chairman for the Committee.</li> <li>• Agreement on the appointment of Investment Managers and terms of remuneration by the Management Board and the Minister for Treasury and Resources.</li> <li>• Consent on the appointment of Custodians.</li> <li>• Consult with the Minister for Treasury and Resources for the appointment of an Actuary for the Fund.</li> <li>• Inspection and Review of Investment Manager reports.</li> <li>• Approval of the Investment Strategy.</li> <li>• Receipt of Actuarial Review reports by the treasury and Resources Minister. The Minister lays these before the States.</li> <li>• Preparation of Fund Accounts and to have them audited. The Management Board and Actuary to receive copies.</li> <li>• Attendance at meetings on an observatory basis.</li> <li>• Administration for collating and issuing packs for meetings.</li> </ul>
Public Markets (Jersey Property Holdings)	Public Market (Administration) (Jersey) Regulations 1947	General Administration of the Markets	<ul style="list-style-type: none"> <li>• Superintend the general administration of the markets</li> <li>• Cause the gates of the Markets to be opened or closed in accordance with agreed opening hours</li> <li>• Permit a lessee to have access to his shop or stall at reasonable times</li> <li>• Permit any other person to be within the Markets</li> <li>• Ensure that the buildings and all parts of the Markets are in a fit state of repair</li> </ul>

			<ul style="list-style-type: none"> <li>• Letting of shops and stalls within the Markets</li> <li>• Keep a register of leases granted</li> </ul>
JPH support to Accounting Officers	PFL 2005 – Article 38	JPH support to Accounting Officers	<ul style="list-style-type: none"> <li>• JPH supports the requirement for Accounting Officers to provide for the resources of the body to be used efficiently and effectively</li> </ul>
JPH support to ‘Persons in Control’ to ensure compliance with Health and Safety Legislation	Health and Safety at Work (Jersey) Law: 1989	JPH also provides a support service for the ‘Persons in Control’ to ensure that public buildings comply with relevant Health and Safety legislation. JPH ensure that compliance with the following legislative and other best practice requirements are delivered by contractors through its maintenance contracts	<ul style="list-style-type: none"> <li>• Site risk profiling and annual risk assessments</li> <li>• Working examination / inspection of a pressure system (s)</li> <li>• Working/ rest examination / inspection of item(s) with pressure system(s)</li> <li>• Examination / inspection for heating water, supply boilers and connected systems</li> <li>• Electrical examination / inspection (Annual Visual)</li> <li>• Management of exposure to asbestos in workplace buildings and structures</li> <li>• Asbestos management - Type 2 surveys and subsequent re-inspections</li> <li>• Annual maintenance and certification of fall arrest system</li> <li>• Annual maintenance and certification of local extract ventilation tenants responsibility</li> <li>• Annual maintenance and certification of safety and access systems</li> <li>• Annual maintenance and certification of traveling ladders</li> <li>• Annual maintenance of pool lift</li> <li>• Annual safety check of gas services by testing it</li> <li>• Annual maintenance of disabled equipment</li> <li>• Portable Appliance Test</li> </ul>

			<ul style="list-style-type: none"> <li>Tenants Responsibility (inspection)</li> <li>Annual maintenance and certification of gym equipment</li> </ul>
	Management of Exposure to Asbestos in Workplace Buildings and Structures - Approved Code of Practice (AcoP 8)		<ul style="list-style-type: none"> <li>Management of exposure to asbestos in workplace buildings and structures</li> <li>Asbestos management - Type 2 Surveys and subsequent re-inspections</li> </ul>
	Lifts (Jersey) Regulations: 1990		<ul style="list-style-type: none"> <li>Thorough examination / inspection of lift or hoist</li> <li>Maintenance/ servicing of goods hoists</li> <li>Maintenance/ servicing of vehicle lifts maintenance</li> </ul>
	B.S./ EN 13015: 2001 Maintenance for lifts and escalators - Rules for maintenance instructions		<ul style="list-style-type: none"> <li>Thorough examination / inspection of lift or hoist</li> <li>Maintenance/ servicing of goods hoists</li> <li>Maintenance/ servicing of vehicle lifts maintenance</li> </ul>
	Chains, Ropes and Lifting Gear (Jersey) Regulations: 1980		<ul style="list-style-type: none"> <li>Thorough examination / inspection of lifting equipment</li> </ul>
	Electricity at Work (Jersey) Regulations: 1983		<ul style="list-style-type: none"> <li>Electrical fixed wire testing/ inspection</li> <li>Report of electrical examination (Annual Visual / Inspection)</li> <li>Portable appliance test tenants responsibility</li> <li>Lightning protection inspection</li> </ul>
	HSE Guidance INDG 236: 2004		<ul style="list-style-type: none"> <li>Portable appliance test tenants responsibility</li> </ul>
	B.S. 5266 - : 1999		<ul style="list-style-type: none"> <li>Monthly maintenance and battery discharge tests of emergency lighting</li> <li>Annual maintenance of emergency lighting generators</li> </ul>
	B.S./ EN 1176 -: 1997		<ul style="list-style-type: none"> <li>Annual maintenance of external play equipment</li> <li>Quarterly maintenance of external play equipment</li> </ul>
	B.S. 5839 -: 2002		<ul style="list-style-type: none"> <li>6 Monthly maintenance of fire alarms</li> </ul>
	B.S. 5306 -:2003		<ul style="list-style-type: none"> <li>Annual maintenance of fire extinguishers</li> </ul>

	Cranes and Lifting Appliances (Jersey) Regulations: 1978		<ul style="list-style-type: none"> <li>• Annual maintenance of fork lift trucks</li> <li>• Thorough Examination / inspection of Lifting Equipment</li> </ul>
	LoLER: 1998		<ul style="list-style-type: none"> <li>• Hoists SAFed Testing</li> <li>• Lifts SAFed Testing</li> <li>• Routine safety checks on lift ancillaries</li> </ul>
	PUWER: 1998		<ul style="list-style-type: none"> <li>• Hoists SAFed Testing</li> <li>• Lifts SAFed Testing</li> <li>• Routine safety checks on lift ancillaries</li> </ul>
	B.S. 4737 - 4.3: 1998		<ul style="list-style-type: none"> <li>• Annual maintenance of intruder alarm</li> </ul>
	ACoP L8: 2004		<ul style="list-style-type: none"> <li>• Monthly temperature recording and check on water services - Legionella Water Temp Record</li> <li>• Bi-annual testing of Water Services - Legionella Risk Assessments</li> </ul>
	B.S. 6651: 1999		<ul style="list-style-type: none"> <li>• Inspection of lightning protection</li> </ul>
	B.S. 5446 - : 2000		<ul style="list-style-type: none"> <li>• Routine annual maintenance and certification of the smoke detectors</li> </ul>
	B.S. 5839 - 6:1995		<ul style="list-style-type: none"> <li>• Routine annual maintenance and certification of the smoke detectors</li> </ul>
	B.S. 5306 Part 2		<ul style="list-style-type: none"> <li>• Routine annual maintenance and certification of the sprinkler installations</li> <li>• Routine annual maintenance and certification of the sprinkler back-up generator installations</li> </ul>
	LPC Technical Bulletin No. 6		<ul style="list-style-type: none"> <li>• Routine annual maintenance and certification of the sprinkler installations</li> <li>• Routine annual maintenance and certification of the sprinkler back-up generator installations</li> </ul>
	Routine maintenance/ servicing in accordance with either Manufacturer Recommendations or Industry "Best Practice" to prolong useful and economic lifespan.		<ul style="list-style-type: none"> <li>• Access control</li> <li>• Air conditioning</li> <li>• BMS control panels</li> <li>• CCTV</li> <li>• Disabled equipment</li> <li>• Drainage pumping stations</li> <li>• Drainage systems</li> </ul>



			<ul style="list-style-type: none"> <li>• Electric doors</li> <li>• External blinds</li> <li>• Flood lighting</li> <li>• Pipework in conjunction with Gas-Fired Boilers, CHP's and Heating Installations</li> <li>• Heating control panels</li> <li>• Irrigation</li> <li>• Night storage heating</li> <li>• Pest control</li> <li>• Seating</li> <li>• Shutters / doors</li> <li>• Swimming pools</li> <li>• Windows</li> </ul>
	Routine annual maintenance/ servicing to bespoke DfESC generic Specifications for differing building services		<ul style="list-style-type: none"> <li>• Mechanical Services</li> </ul>
Income Tax	Income Tax (Jersey) Law 1961	<p>Issue annual tax returns</p> <p>Calculate and issue income tax assessments</p> <p>Process appeals against assessments to income tax</p> <p>List appeals against assessments to income tax for hearing by the Commissioners of Appeal</p> <p>Levy penalties and surcharges for late submission of income tax returns and late payment of income tax</p> <p>Recover arrears of income tax through the Petty Debts and Royal Courts</p> <p>Administer the Income Tax Instalment</p>	<ul style="list-style-type: none"> <li>• Administer: <ul style="list-style-type: none"> <li>○ 36,000 Companies</li> <li>○ 72,000 Personal Tax Base</li> <li>○ 4,500 Employers ( for IT IS)</li> </ul> </li> <li>• Examine and assess tax returns and accounts to determine and calculate an annual liability to tax amounting to revenue of circa; <ul style="list-style-type: none"> <li>○ Corporate £96m</li> <li>○ Personal £361m</li> </ul> </li> <li>• Issue and administer some 50,000 ITIS effective rate notices</li> <li>• Assist some 55,000 taxpayers in person at a Help Desk and handle over 100,000 incoming calls.</li> <li>• Enter into dialogue and corresponded with</li> </ul>

	<p>System (ITIS)</p> <p>Administer the payment on account regime</p> <p>Process repayments of income tax</p> <p>Administer the income tax provisions relating to the failure to file a tax return or fraudulently or negligently making incorrect statements</p> <p>Administer the income tax provisions in relation to superannuation funds and pension schemes</p>	<p>the tax profession and general public into liabilities to tax, appeals and disputes, tax rulings and interpretation of tax law and concession and practice.</p> <ul style="list-style-type: none"> <li>• Undertake investigation into non-compliance and collect back taxes with penalties ( of circa £1.5m / £2m tax per year)</li> <li>• Tax legal action for recovery of unpaid taxes though Petty Debts Court and the Royal Court ( circa 360 summonses issued for a value of £4m)</li> <li>• Prepare and present cases for hearing by the Commissioners of Appeal</li> <li>• Review applications for approval of superannuation funds and pension schemes and action breeches of conditions of approval as provided within the provisions</li> </ul>
Income Tax (Prescribed Limit and Rate) (Jersey) Regulations 2004	Application of the income tax prescribed limit and rate provisions to 1(1)(K) resident individuals subject to income tax	<ul style="list-style-type: none"> <li>• Applied in the annual income tax assessments of 1(1)(k) resident individuals</li> </ul>
Income Tax (Superannuation Funds) (Jersey) Order 1972	Approval of superannuation funds, alteration of rules, deduction of contributions and repayment of contributions and payment of lump sums	<ul style="list-style-type: none"> <li>• Review applications for approval of superannuation funds and pension schemes and action breeches of conditions of approval as provided within the provisions</li> </ul>
Income Tax (Purchased Life Annuities) (Jersey) Order 1959	Determining whether an annuity is a purchased life annuity and, if so, what proportion of the annuity constitutes a capital element.	<ul style="list-style-type: none"> <li>• Review applications for approval of the capital element of the annuity</li> </ul>

	Income Tax (Actuarial Equivalents) (Jersey) Order 2002	Administating the provisions relating to the purchase of sufficient securities issued by the UK Government yielding an income having an actuarial equivalent which secures that an individual is entitled to a Minimum Retirement Income not less than the Jersey Old Age Pension	<ul style="list-style-type: none"> <li>• Approval of trusts which provide for a draw down contract</li> </ul>
Goods and Services Tax	Goods and Services Tax (Jersey) Law 2007	<p>Register businesses for GST</p> <p>Determine eligibility for group registration</p> <p>Cancelling Registration</p> <p>Granting exemption from registration</p> <p>Charge GST on the importation of Goods into Jersey</p> <p>Give directions to ensure a business has a GST representative</p> <p>Processing GST Returns and Statements and payments</p> <p>Give relief on GST to charities and Overseas Trading companies</p> <p>List International Service Entities</p> <p>Impose penalties and surcharges where a GST Return has not been paid or is late</p> <p>Issue Assessments and surcharges where applicable and direct taxable person to account for GST on goods or on the assessment of goods</p>	<ul style="list-style-type: none"> <li>• Ensuring that the liability to register has been met on time.</li> <li>• If a voluntary registration that the criteria for registration have been met</li> <li>• Vary group registrations</li> <li>• Exercised under the application of the Customs and Excise (Jersey) Law 1999</li> <li>• Obtaining security and also requiring a person to pay on account</li> <li>• Take action to recover the money as a debt due to the States Of Jersey</li> <li>• Review premises, goods, services records, to ensure that the rules on place, valuation, and time of supply have been met. That exemptions and rates of GST applied correctly. Ensuring that output and input tax correctly calculated</li> </ul>

		<p>Refund;</p> <p>GST DIY dwelling scheme,</p> <p>Public Sector,</p> <p>Bad Debts,</p> <p>Overpayments GST</p> <p>Appeals</p> <p>Ascertain if offences committed</p>	
	<p>Goods and Services Tax (Jersey) Regulations 2007</p>	<p>Ensure substantiation of amounts of GST</p> <p>Ascertain that treatment of second hand goods correct</p> <p>Relief for charities on expenses</p> <p>Refunds of GST to persons not established in Jersey</p>	<ul style="list-style-type: none"> <li>• Check where persons have applied the margin scheme for second hand vehicles that the correct procedure has been followed</li> <li>• Ensuring GST has been paid and that goods and services have been used in accordance with the charitable business</li> <li>• Ensuring that the requirements of the scheme have been met</li> </ul>
	<p>Goods and Services Tax (International Services Entities) (Jersey) Regulations 2008</p>	<p>Calculate the fee for Listing of ISEs</p> <p>Give ISE relief on supplies to them</p>	<ul style="list-style-type: none"> <li>• Ensure the fee has been calculated correctly based on the registered entity and entities and that it is eligible to be listed as an ISE.</li> <li>• Ensuring that the conditions relating to refunds have been met</li> </ul>
<p>Land Transaction Tax</p>	<p>Taxation (Land Transactions) (Jersey) Law 2009</p>	<p>Tax levy on share transfer transactions involving immoveable property in Jersey</p>	<ul style="list-style-type: none"> <li>• Processing Land Transaction Tax forms and payments and responding to queries</li> </ul>

	Taxation (Land Transactions) (LTT Statements and Receipts) (Jersey) Order 2009		
International Tax	Taxation (Implementation) (Jersey) Law 2004	Enabling legislation to allow the States to make Regulations implementing agreements with, and obligations owed to, the governments of other countries and territories regarding or relating to taxation, and for connected purposes	<ul style="list-style-type: none"> <li>• Received 140 TIEA requests between 2010 &amp; 2012.</li> <li>• Requests can lead to detailed and protracted litigation</li> </ul>
	Taxation (Implementation) (Disclosure Facility) (Jersey) Regulations 2013	Obligates Jersey financial intermediaries to contact clients regarding Memorandum of Understanding between Jersey & UK	
	Taxation (Agreements with European Union Member States) (Jersey) Regulations 2005	Annually receive and process information and/or retention tax from paying agents to 27 EU member states	
	Taxation (Double Taxation) (Jersey) Regulations 2010	Framework around which Competent Authority handles and responds to TIEA requests from most countries	
	Taxation (Exchange of Information with Third Countries) (Jersey) Regulations 2008	Framework around which Competent Authority handles and responds to TIEA requests from most countries	
	Taxation (United States of America) (Jersey) Regulations 2006	Framework around which Competent Authority handles and responds to TIEA requests from USA.	

**THE FOLLOWING TAX INFORMATION AGREEMENTS (TIEAS) ARE ADMINISTERED BY THE TAXES OFFICE**

<b>Countries</b>	<b>Date Signed</b>	<b>Ratified by Jersey</b>	<b>Ratified by other Party</b>	<b>Entry into Force</b>
USA	November 2002	May 2006	November 2002	23 May 2006
Netherlands	June 2007	February 2008	December 2007	1 March 2008
Germany	July 2008	January 2009	July 2009	28 August 2009
Sweden	October 2008	March 2009	November 2009	23 December 2009
Norway	October 2008	March 2009	September 2009	7 October 2009
Iceland	October 2008	March 2009	October 2009	3 December 2009
Finland	October 2008	March 2009	December 2008	3 August 2009
Denmark	October 2008	March 2009	March 2009	6 June 2009
Greenland	October 2008	March 2009	March 2009	6 June 2009
Faroes	October 2008	March 2009	June 2009	21 August 2009
United Kingdom	March 2009	July 2009	November 2009	27 November 2009
France	March 2009	July 2009	July 2010	11 October 2010
Ireland	March 2009	July 2009	April 2010	5 May 2010
Australia	June 2009	November 2009	January 2010	5 January 2010
New Zealand	July 2009	November 2009	September 2010	27 October 2010
Portugal	July 2010	September 2010	March 2011	9 November 2011
People's Republic of China	October 2010	January 2011	October 2011	10 November 2011
Turkey	November 2010	February 2011	August 2013	11 September 2013
Mexico	November 2010	February 2011	February 2012	22 March 2012
Canada	January 2011	March 2011	December 2011	19 December 2011
Indonesia	April 2011	July 2011	(2 <sup>nd</sup> Half 2013)	(2 <sup>nd</sup> Half 2013)
Czech Republic	July 2011	November 2011	March 2012	14 March 2012
South Africa	July 2011	November 2011	January 2012	29 February 2012
Argentina	July 2011	September 2011	July 2011	9 December 2011
India	November 2011	April 2012	January 2012	8 May 2012
Japan	December 2011	April 2012	June 2013	30 August 2013
Poland	December 2011	April 2012	August 2012	1 November 2012
Italy	March 2012	May 2012	(1 <sup>st</sup> Half 2014)	(1 <sup>st</sup> Half 2014)
Austria	September 2012	November 2012	March 2013	1 June 2013
Latvia	January 2013	March 2013	(2 <sup>nd</sup> Half 2013)	(2 <sup>nd</sup> Half 2013)
Brazil	January 2013	March 2013	(2 <sup>nd</sup> Half 2013)	(2 <sup>nd</sup> Half 2013)
Switzerland	September 2013	January 2014	(1 <sup>st</sup> Half 2014)	(1 <sup>st</sup> Half 2014)

**Note: dates in brackets are the expected dates based on the latest information from the country concerned.**

**KEY DUTIES AND HIGH LEVEL SERVICES PROVIDED IN RESPECT OF TAX INFORMATION AGREEMENTS**

Only a competent authority can make a request to Jersey's competent authority for information under the terms of a Tax Information Exchange Agreement (TIEA)

**Completion of a TIEA request**

The request is required to be made through the completion of a form and constitutes a confidential communication between the requesting competent authority and the competent authority of Jersey.

To ensure that any request is processed without delay:

- the form must be completed in English
- all sections must be completed
- as much detail as possible should be included
- reference should be made on the form to any additional attachments
- once completed, the form must be signed

### **Jersey Competent Authority**

The Jersey Competent Authority for Jersey's international tax agreements is the Minister for Treasury and Resources.

The administration of Jersey's international tax agreements is entrusted to the office of the Comptroller of Taxes, as the authorised representative of Jersey's Competent Authority. Persons authorised to represent the Minister are:

- Comptroller of Taxes
- Deputy Comptroller of Taxes (International)
- Deputy Comptroller of Taxes

### **THE FOLLOWING DOUBLE TAXATION AGREEMENTS (DTAs ) ARE ADMINISTERED BY THE TAXES OFFICE**

- Double Taxation Relief (Arrangement with the United Kingdom) (Jersey) Act 1952
- Double Taxation Relief (Arrangement with Guernsey) (Jersey) Act 1956
- Double Taxation Relief (Shipping & Air Transport Profits) (French Republic) (Jersey) Act 1964

Others:

<b>Countries</b>	<b>Date Signed</b>	<b>Ratified by Jersey</b>	<b>by</b>	<b>Ratified by other Party</b>	<b>Entry into Force</b>
Malta	January 2010	June 2010		February 2010	19 July 2010
Estonia	December 2010	March 2011		December 2011	30 December 2011
Hong Kong China	February 2012	May 2012		June 2013	(July 2013)
Qatar	March 2012	May 2012		November 2012	22 November 2012
Singapore	October 2012	January 2013		May 2013	2 May 2013
Guernsey	January 2013	June 2013		May 2013	9 July 2013
Isle of Man	January 2013	June 2013		May 2013	10 July 2013

### **Partial Double Taxation Agreements (DTAs)**

Australia	Faroese	Greenland
New Zealand	Poland	Denmark
Finland	Germany	Iceland
Norway	Finland	

### **KEY DUTIES AND HIGH LEVEL SERVICES PROVIDED IN RESPECT OF DOUBLE TAXATION AGREEMENTS**

These agreements are primarily administered at both corporate and personal tax levels within the Taxes Office to ensure that companies and individuals are eligible to relief from double taxation.

**EUROPEAN SAVINGS DIRECTIVE (EUSD) ; LIST OF REPORTABLE COUNTRIES**

Austria	Belgium	Bulgaria
Cyprus	Czech Republic	Denmark
Estonia	Finland	France
Germany	Greece	Hungary
Ireland	Italy	Latvia
Lithuania	Luxembourg	Malta
Netherlands	Poland	Portugal
Romania	Slovak Republic	Slovenia
Spain	Sweden	United Kingdom

**KEY DUTIES AND HIGH LEVEL SERVICES PROVIDED IN RESPECT OF THE EUROPEAN SAVINGS DIRECTIVE (EUSD)**

In accordance with the Directive, annually receive and process disclosure of information and /or retention tax from 'Paying Agents' to 27 EU Member State countries.