

Office of the Official Secretary to the Governor-General

Agency resources and planned performance

OFFICE OF THE OFFICIAL SECRETARY TO THE GOVERNOR-GENERAL

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OFFICE OF THE OFFICIAL SECRETARY TO THE GOVERNOR-GENERAL

Section 1: Agency overview and resources

1.1 STRATEGIC DIRECTION STATEMENT

The planned outcome for the Office of the Official Secretary to the Governor-General (OOSGG) is the facilitation of the performance of the Governor-General's role through the organisation and management of official duties, management and maintenance of the official household and property, and administration of the Australian Honours and Awards system.

The OOSGG delivers its planned outcome through one program, being 'Support for the Governor-General and Official Functions'.

The OOSGG's role is to support the Governor-General to enable them to perform official duties, including support in connection with official functions, the management and maintenance of Government House in Canberra and Admiralty House in Sydney, and the effective administration of the Australian Honours and Awards system. The continuation of the ten-year Vice-Regal Heritage Property Master Plan remains a priority during the forward estimates.

1.2 AGENCY RESOURCE STATEMENT

Table 1.1 shows the total resources from all sources. The table summarises how resources will be applied by outcome and by administered and departmental classification.

Table 1.1: OOSGG Resource Statement — Budget Estimates for 2013-14 as at Budget May 2013

	Estimate of prior + year amounts available in 2013-14 \$'000	Proposed at Budget = 2013-14 \$'000	Total estimate 2013-14 \$'000	Actual available appropriation 2012-13 \$'000
Ordinary annual services¹				
Departmental appropriation				
Prior year departmental appropriation ²	4,420	-	4,420	6,205
Departmental appropriation ³	-	11,545	11,545	11,525
s31 Relevant agency receipts ⁴	-	14	14	14
Total	4,420	11,559	15,979	17,744
Administered expenses				
Outcome 1	-	2,071	2,071	1,976
Total	-	2,071	2,071	1,976
Total ordinary annual services	A 4,420	13,630	18,050	19,720
Other services				
Departmental non-operating				
Equity injections	4,343	-	4,343	800
Total	4,343	-	4,343	800
Total other services	B 4,343	-	4,343	800
Total available annual appropriations	8,763	13,630	22,393	20,520
Special appropriations				
Special appropriations limited by amount				
Governor-General Act 1974	-	394	394	394
Total special appropriations	C -	394	394	394
Total appropriations excluding Special Accounts	8,763	14,024	22,787	20,914
Special Accounts				
Total Special Accounts	D -	-	-	-
Total resourcing				
A+B+C+D	8,763	14,024	22,787	20,914
Total net resourcing for agency	8,763	14,024	22,787	20,914

1 Appropriation Bill (No.1) 2013-14.

2 Estimated adjusted balance carried forward from previous year.

3 Includes an amount of \$0.4m in 2013-14 for the Departmental Capital Budget (refer to table 3.2.5 for further details). For accounting purposes this amount has been designated as 'contributions by owners'.

4 s31 Relevant Agency receipts – estimate.

Reader note: All figures are GST exclusive.

1.3 BUDGET MEASURES

Budget measures in Part 1 relating to the OOSGG are detailed in Budget Paper No. 2 and are summarised below.

Table 1.2 OOSGG 2013-14 Budget Measures

Part 1: Measures announced since the 2012-13 MYEFO

There are no budget measures relating to the OOSGG announced since the 2012-13 MYEFO.

Part 2: MYEFO measures not previously reported in a portfolio statement

	Program	2012-13 \$'000	2013-14 \$'000	2014-15 \$'000	2015-16 \$'000	2016-17 \$'000
Measures						
Targeted savings - public service efficiencies	1.1					
Departmental expenses		(55)	(71)	(91)	(120)	(116)
Total		(55)	(71)	(91)	(120)	(116)
Total measures						
Departmental		(55)	(71)	(91)	(120)	(116)
Total		(55)	(71)	(91)	(120)	(116)

Prepared on a Government Finance Statistics (fiscal) basis.

Section 2: Outcomes and planned performance

2.1 OUTCOMES AND PERFORMANCE INFORMATION

Government outcomes are the intended results, impacts or consequences of actions by the Government on the Australian community. Commonwealth programs are the primary vehicle by which Government agencies achieve the intended results of their outcome statements. Agencies are required to identify the programs which contribute to Government outcomes over the Budget and forward years.

Each outcome is described below together with its related programs, specifying the performance indicators and targets used to assess and monitor the performance of the OOSGG in achieving Government outcomes.

Outcome 1: The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

Outcome 1 Strategy

The OOSGG will seek to achieve its Outcome by:

- providing a high standard of advice and service delivery to the Governor-General and stakeholders
- delivering effective governance and management arrangements in support of the official duties of the Governor-General
- ensuring efficient and effective stewardship of the properties in accordance with heritage requirements and approved capital works and maintenance programs
- educating and informing Australians about the role of the Governor-General
- delivering efficient and effective administration of the Australian Honours and Awards system.

Outcome Expense Statement

Table 2.1 provides an overview of the total expenses for Outcome 1, by its program.

Table 2.1: Budgeted Expenses for Outcome 1

Outcome 1: The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system	2012-13 Estimated actual expenses \$'000	2013-14 Estimated expenses \$'000
Program 1.1: Support for the Governor-General and Official Functions		
Administered expenses		
Ordinary annual services (Appropriation Bill No. 1)	1,976	2,071
Special appropriations	394	394
Departmental expenses		
Departmental appropriation ¹	11,174	11,192
Expenses not requiring appropriation in the Budget year ²	443	416
Total for Program 1.1	13,987	14,073
Outcome 1 Totals by appropriation type		
Administered expenses		
Ordinary annual services (Appropriation Bill No. 1)	1,976	2,071
Special appropriations	394	394
Departmental expenses		
Departmental appropriation ¹	11,174	11,192
Expenses not requiring appropriation in the Budget year ²	443	416
Total expenses for Outcome 1	13,987	14,073
	2012-13	2013-14
Average Staffing Level (number)	86	86

¹ Departmental appropriation combines "Ordinary annual services (Appropriation Bill No. 1)" and "Revenue from independent sources (s31)".

² Expenses not requiring appropriation in the Budget year is made up of depreciation expense, amortisation expense, makegood expense and audit fees.

Contributions to Outcome 1

Program 1.1: Support for the Governor-General and Official Functions

Program Objectives

The program comprises two components:

- support of the Governor-General
- administration of the Australian Honours and Awards system.

The objectives of this program are:

- to provide a high level of advice and administrative support to the Governor-General in support of official duties
- to effectively and efficiently manage and maintain the Governor-General's official residences in Canberra and Sydney, including capital improvements, building and grounds maintenance, and caretaker responsibilities
- to administer, on behalf of the Governor-General, the Australian Honours and Awards system, including all civilian honours, and awards for members of the Australian Defence Force
- to undertake research and prepare nominations for consideration by the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee
- to provide efficient and effective secretariat support to the Australian honours advisory bodies
- to undertake the efficient procurement of Australian honours medals/insignia, warrants and investiture items.

Program Expenses					
	2012-13 Revised budget \$'000	2013-14 Budget \$'000	2014-15 Forw ard year 1 \$'000	2015-16 Forw ard year 2 \$'000	2016-17 Forw ard year 3 \$'000
Annual administered expenses:					
Administered item	1,976	2,071	2,173	2,256	2,250
Special appropriations:					
<i>Governor-General Act 1974</i>	394	394	394	394	394
Annual departmental expenses:					
Program Support	11,174	11,192	11,257	11,339	11,490
Expenses not requiring appropriation in the Budget year ¹	443	416	465	472	445
Total program expenses	13,987	14,073	14,289	14,461	14,579

¹ Expenses not requiring appropriation in the Budget year is made up of depreciation expense, amortisation expense, makegood expense and audit fees.

Program Components					
	2012-13 Revised budget \$'000	2013-14 Budget \$'000	2014-15 Forw ard year 1 \$'000	2015-16 Forw ard year 2 \$'000	2016-17 Forw ard year 3 \$'000
<u>1.1.1 - Component 1: Support of the Governor-General</u>					
Annual administered expenses:					
Depreciation & amortisation	1,084	1,224	1,284	1,337	1,320
Special appropriations:					
<i>Governor-General Act 1974</i>	394	394	394	394	394
Annual departmental expenses:					
Program support	6,146	6,156	6,191	6,236	6,319
Total component expenses	7,624	7,774	7,869	7,967	8,033
<u>1.1.2 - Component 2: Administration of the Australian Honours and Awards</u>					
Annual administered expenses:					
Supplier expenses	892	847	889	919	930
Annual departmental expenses:					
Program support	5,028	5,036	5,066	5,103	5,171
Total component expenses	5,920	5,883	5,955	6,022	6,101
Expenses not requiring appropriation in the Budget year	443	416	465	472	445
Total program expenses	13,987	14,073	14,289	14,461	14,579

Program Deliverables

The deliverables for the primary components of this program are listed below.

Component 1: Support of the Governor-General

- Executive support—includes providing advice to the Governor-General, planning, implementing and managing Their Excellencies' forward program of engagements, and liaising with representatives of governments, related authorities, and community groups.
- Personal support—includes providing support for Their Excellencies and hospitality services for official functions.
- Administrative services—includes providing governance advice and administrative services to OOSGG and managing the Governor-General's official residences, including maintenance of property, equipment and grounds.

Component 2: Administration of the Australian Honours and Awards system

- Management of the honours and awards system.
- Providing secretariat support for the Council for the Order of Australia, the Australian Bravery Decorations Council and the new National Emergency Medal Committee.
- Undertaking research and preparation of nominations for consideration by the Australian honours advisory bodies.
- Contributing to the Australian Government's promotional activities to increase awareness of the Australian honours system.

Program Key Performance Indicators

Component 1: Support of the Governor-General

- The Governor-General is satisfied with the level of advice and administrative support provided that enables her to successfully perform official duties.
- The Governor-General is satisfied with the management of the households.
- The properties are managed in accordance with the requirements of the *Environment Protection and Biodiversity Conservation Act 1999* and government policies relating to heritage properties, and with due consideration of advice provided by the Official Establishments Trust, and the National Capital Authority.

Component 2: Administration of the Australian Honours and Awards system

- The Order of Australia, the Australian Bravery Decorations and the National Emergency Medal advisory bodies are satisfied with the quality of research and administrative support provided.
- The medals and insignia meet design specifications.
- 90 per cent of nominations for awards within the Order of Australia are researched and presented to the Council for the Order of Australia within 18 months of being received.
- 95 per cent of nominations for bravery awards are presented to the Australian Bravery Decorations Council within 6 months of being researched.
- 95 per cent of recommendations for long service and occupational awards are processed within 2 months of being received.
- 95 per cent of recommendations for distinguished, conspicuous, gallantry and meritorious awards are processed and gazetted within 6 months of being received.
- 95 per cent of valid and researched nominations for the National Emergency Medal - Significant Service, are presented to the next scheduled National Emergency Medal Committee meeting.
- 90 per cent of valid applications received for the National Emergency Medal – Sustained Service, are processed within 6 months of being received.

Section 3: Explanatory tables and budgeted financial statements

Section 3 presents explanatory tables and budgeted financial statements which provide a comprehensive snapshot of agency finances for the 2013-14 Budget year. It explains how budget plans are incorporated into the financial statements and provides further details of the reconciliation between appropriations and program expenses, movements in administered funds, special accounts and Government Indigenous expenditure.

3.1 EXPLANATORY TABLES

3.1.1 Movement of Administered funds between years

The OOSGG does not have any movement of administered funds between years.

3.1.2 Special Accounts

The OOSGG does not have any Special Accounts.

3.1.3 Australian Government Indigenous Expenditure

The OOSGG does not have any Indigenous specific expenditure.

3.2 BUDGETED FINANCIAL STATEMENTS

3.2.1 Differences in agency resourcing and financial statements

The agency resourcing statement (Table 1.1) provides a consolidated view of all the resources available to the agency in 2013-14. This includes equity injections and appropriation receivable that is yet to be drawn down to cover payables and provisions on the balance sheet. The income statement (Table 3.1.1) shows only the operating appropriation provided in 2013-14.

3.2.2 Analysis of budgeted financial statements

Departmental

Income statement

The OOSGG is budgeting for a break-even operating result, adjusted for depreciation and amortisation expense, in 2013-14 and the forward years.

In line with net cash appropriation arrangements that became effective from 2010-11, revenue from government has been reduced by an amount equal to depreciation and amortisation expense. Future asset replacements are funded through the departmental capital budget detailed in Table 3.2.5.

The comprehensive income statement sets out the expected operating results for the ordinary annual services provided by the OOSGG, which are funded by departmental appropriations and other revenue.

Balance sheet

The movement in the OOSGG's net asset position is principally as a result of the procurement of replacement infrastructure, plant and equipment assets owned by the OOSGG. The value of buildings in the balance sheet represents the value of work in progress of assets being developed under the Vice-Regal Heritage Property Master Plan.

The OOSGG's primary liability is accrued employee entitlements.

Administered

Income and expenses administered on behalf of government

The OOSGG will receive administered appropriations of \$2.5m in 2013-14 for the Governor-General's salary, for support of the Australian Honours and Awards system and for administered depreciation.

OOSGG Budget Statements

Assets and liabilities administered on behalf of the government

The value of land and buildings are expected to increase in 2013-14 and the forward years due to the completion of projects developed under the Vice-Regal Heritage Property Master Plan.

3.2.3 Budgeted financial statements tables

Table 3.2.1 Comprehensive Income Statement (Showing Net Cost of Services)
(for the period ended 30 June)

	Estimated actual 2012-13 \$'000	Budget estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000	Forw ard estimate 2016-17 \$'000
EXPENSES					
Employee benefits	8,048	8,096	8,147	8,233	8,296
Suppliers	3,168	3,146	3,178	3,144	3,292
Depreciation and amortisation	401	366	397	434	407
Total expenses	11,617	11,608	11,722	11,811	11,995
LESS:					
OWN-SOURCE INCOME					
Own-source revenue					
Rental income	14	14	14	-	-
Total own-source revenue	14	14	14	-	-
Gains					
Sale of assets	4	12	30	-	-
Other	38	38	38	38	38
Total gains	42	50	68	38	38
Total own-source income	56	64	82	38	38
Net cost of (contribution by) services	11,561	11,544	11,640	11,773	11,957
Revenue from Government	11,160	11,178	11,243	11,339	11,550
Surplus (deficit) attributable to the Australian Government	(401)	(366)	(397)	(434)	(407)
Total comprehensive income / (loss) attributable to the Australian Government	(401)	(366)	(397)	(434)	(407)
Note: Impact of Net Cash Appropriation Arrangements					
	2012-13 \$'000	2013-14 \$'000	2014-15 \$'000	2015-16 \$'000	2016-17 \$'000
Total Comprehensive Income / (loss) less depreciation/amortisation expenses previously funded through revenue appropriations	-	-	-	-	-
plus depreciation/amortisation expenses previously funded through revenue appropriations ¹	401	366	397	434	407
Total Comprehensive Income / (loss) - as per the Comprehensive Income Statement	(401)	(366)	(397)	(434)	(407)

¹ From 2010-11, the Government introduced net cash appropriation arrangements where Bill 1 revenue appropriations for the depreciation/amortisation expenses of FMA Act agencies were replaced with a separate capital budget (the Departmental Capital Budget, or DCB) provided through Bill 1 equity appropriations. For information regarding DCBs, please refer to Table 3.2.5 Departmental Capital Budget Statement.

Prepared on Australian Accounting Standards basis.

**Table 3.2.2: Budgeted Departmental Balance Sheet
(as at 30 June)**

	Estimated actual 2012-13 \$'000	Budget estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000	Forw ard estimate 2016-17 \$'000
ASSETS					
Financial assets					
Cash and cash equivalents	146	146	146	146	146
Trade and other receivables	9,167	8,510	8,311	8,311	8,311
Total financial assets	9,313	8,656	8,457	8,457	8,457
Non-financial assets					
Land and buildings	1,040	1,680	2,779	495	495
Property, plant and equipment	875	822	835	853	902
Intangibles	195	174	148	108	63
Other non-financial assets	34	34	34	34	34
Total non-financial assets	2,144	2,710	3,796	1,490	1,494
Total assets	11,457	11,366	12,253	9,947	9,951
LIABILITIES					
Payables					
Suppliers	285	310	325	325	325
Total payables	285	310	325	325	325
Provisions					
Employee provisions	2,581	2,822	3,084	3,084	3,084
Total provisions	2,581	2,822	3,084	3,084	3,084
Total liabilities	2,866	3,132	3,409	3,409	3,409
Net assets	8,591	8,234	8,844	6,538	6,542
EQUITY*					
Contributed equity	7,318	7,327	8,334	6,462	6,873
Reserves	107	107	107	107	107
Retained surplus (accumulated deficit)	1,166	800	403	(31)	(438)
Total equity	8,591	8,234	8,844	6,538	6,542

* 'Equity' is the residual interest in assets after deduction of liabilities.

Prepared on Australian Accounting Standards basis.

Table 3.2.3: Departmental Statement of Changes in Equity — Summary of Movement (Budget year 2013-14)

	Retained earnings \$'000	Asset revaluation reserve \$'000	Contributed equity/ capital \$'000	Total equity \$'000
Opening balance as at 1 July 2013				
Balance carried forward from previous period	1,166	107	7,318	8,591
Adjusted opening balance	1,166	107	7,318	8,591
Comprehensive income				
Surplus (deficit) for the period	(366)	-	-	(366)
Total comprehensive income	(366)	-	-	(366)
Transactions with owners				
Distributions to owners				
Restructuring	-	-	(2,927)	(2,927)
Contributions by owners				
Equity Injection - Appropriation	-	-	2,568	2,568
Departmental Capital Budget (DCBs)	-	-	368	368
Sub-total transactions with owners	-	-	9	9
Estimated closing balance as at 30 June 2014	800	107	7,327	8,234
Closing balance attributable to the Australian Government	800	107	7,327	8,234

Prepared on Australian Accounting Standards basis.

**Table 3.2.4: Budgeted Departmental Statement of Cash Flows
(for the period ended 30 June)**

	Estimated actual 2012-13 \$'000	Budget estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000	Forw ard estimate 2016-17 \$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations	11,551	11,834	11,448	11,350	11,556
Sale of goods and rendering of services	14	14	14	-	-
Net GST received	328	306	263	314	329
Total cash received	11,893	12,154	11,725	11,664	11,885
Cash used					
Employees	7,817	7,855	7,885	8,233	8,296
Suppliers	3,094	3,083	3,135	3,117	3,260
Net GST paid	316	306	261	317	323
Total cash used	11,227	11,244	11,281	11,667	11,879
Net cash from (used by) operating activities	666	910	444	(3)	6
INVESTING ACTIVITIES					
Cash received					
Proceeds from sales of property, plant and equipment	27	89	54	-	-
Total cash received	27	89	54	-	-
Cash used					
Purchase of property, plant and equipment	2,085	3,915	1,885	409	417
Purchase of computer software and intangibles	80	20	20	-	-
Total cash used	2,165	3,935	1,905	409	417
Net cash from (used by) investing activities	(2,138)	(3,846)	(1,851)	(409)	(417)
FINANCING ACTIVITIES					
Cash received					
Contributed equity	1,165	2,936	1,407	412	411
Total cash received	1,165	2,936	1,407	412	411
Net cash from (used by) financing activities	1,165	2,936	1,407	412	411
Net increase (decrease) in cash held	(307)	-	-	-	-
Cash and cash equivalents at the beginning of the reporting period	453	146	146	146	146
Cash and cash equivalents at the end of the reporting period	146	146	146	146	146

Prepared on Australian Accounting Standards basis.

Table 3.2.5: Departmental Capital Budget Statement

	Estimated actual 2012-13 \$'000	Budget estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000	Forw ard estimate 2016-17 \$'000
NEW CAPITAL APPROPRIATIONS					
Capital budget - Bill 1 (DCB)	365	367	405	409	417
Total capital appropriations	365	367	405	409	417
Total new capital appropriations					
Provided for:					
Purchase of non-financial assets	365	367	405	409	417
Total Items	365	367	405	409	417
PURCHASE OF NON-FINANCIAL ASSETS					
Funded by capital appropriations ¹	800	2,568	1,000	-	-
Funded by capital appropriation - DCB ²	365	367	405	409	417
Funded internally from departmental resources ³	1,000	1,000	500	-	-
TOTAL	2,165	3,935	1,905	409	417
RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE					
Total purchases	2,165	3,935	1,905	409	417
Total cash used to acquire assets	2,165	3,935	1,905	409	417

¹ Includes both current and prior Bill 2 appropriations and special capital appropriations.

² Does not include annual finance lease costs. Include purchase from current and previous years Departmental Capital Budgets.

³ Includes the following sources of funding: current and prior year Bill 1/3/5 appropriations (excluding amounts from the DCB), donations and contributions, gifts, internally developed assets, s31 relevant agency receipts (for FMA agencies only), proceeds from the sale of assets.

DCB = Departmental Capital Budget

Prepared on Australian Accounting Standards basis.

Table 3.2.6: Statement of Asset Movements (2013-14)

	Asset Category			Total
	Buildings	Other property, plant and equipment	Computer software and intangibles	
	\$'000	\$'000	\$'000	\$'000
As at 1 July 2013				
Gross book value	1,040	1,606	742	3,388
Accumulated depreciation/amortisation and impairment	-	731	547	1,278
Opening net book balance	1,040	875	195	2,110
CAPITAL ASSET ADDITIONS				
Estimated expenditure on new or replacement assets				
By purchase - appropriation equity ¹	3,567	-	-	3,567
By purchase - appropriation ordinary annual services ²	-	349	20	369
Total additions	3,567	349	20	3,936
Other movements				
Depreciation/amortisation expense	-	325	41	366
Disposals ³				
From disposal of entities or operations (including restructuring)	2,927	187	-	3,114
Other	-	(110)	-	(110)
Total other movements	2,927	402	41	3,370
As at 30 June 2014				
Gross book value	1,680	1,768	762	4,210
Accumulated depreciation/amortisation and impairment	-	946	588	1,534
Closing net book balance	1,680	822	174	2,676

¹ "Appropriation equity" refers to equity injections or administered assets and liabilities appropriations provided through Appropriation Bill (No.2) 2013-14, including CDABs.

² "Appropriation ordinary annual services" refers to funding provided through Appropriation Bill (No.1) 2013-14 for depreciation / amortisation expenses, DCBs or other operational expenses.

³ Net proceeds may be returned to the OPA.

Prepared on Australian Accounting Standards basis.

Table 3.2.7: Schedule of Budgeted Income and Expenses Administered on Behalf of Government (for the period ended 30 June)

	Estimated actual 2012-13 \$'000	Budget estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000	Forw ard estimate 2016-17 \$'000
EXPENSES ADMINISTERED ON BEHALF OF GOVERNMENT					
Suppliers	892	847	889	919	930
Personal benefits	394	394	394	394	394
Depreciation and amortisation	1,084	1,224	1,284	1,337	1,320
Total expenses administered on behalf of Government	2,370	2,465	2,567	2,650	2,644
LESS:					
OWN-SOURCE INCOME					
Own-source revenue					
Non-taxation revenue					
Sale of goods and rendering of services	20	20	20	20	20
Total non-taxation revenue	20	20	20	20	20
Total own-source revenues administered on behalf of Government	20	20	20	20	20
Net Cost of (contribution by) services	(2,350)	(2,445)	(2,547)	(2,630)	(2,624)
Surplus (deficit)	(2,350)	(2,445)	(2,547)	(2,630)	(2,624)
Total comprehensive income (loss)	(2,350)	(2,445)	(2,547)	(2,630)	(2,624)

Prepared on Australian Accounting Standards basis.

Table 3.2.8: Schedule of Budgeted Assets and Liabilities Administered on Behalf of Government (as at 30 June)

	Estimated actual 2012-13 \$'000	Budget estimate 2013-14 \$'000	Forw ard estimate 2015-16 \$'000	Forw ard estimate 2015-16 \$'000	Forw ard estimate 2016-17 \$'000
ASSETS ADMINISTERED ON BEHALF OF GOVERNMENT					
Financial assets					
Cash and cash equivalents	1	1	1	1	1
Trade and other receivables	74	74	74	74	74
Total financial assets	75	75	75	75	75
Non-financial assets					
Land and buildings	85,321	87,122	86,345	87,402	86,182
Property, plant and equipment	1,633	1,615	1,588	1,478	1,378
Inventories	1,498	1,498	1,498	1,498	1,498
Total non-financial assets	88,452	90,235	89,431	90,378	89,058
Total assets administered on behalf of Government	88,527	90,310	89,506	90,453	89,133
LIABILITIES ADMINISTERED ON BEHALF OF GOVERNMENT					
Payables					
Suppliers	4	4	4	4	4
Total payables	4	4	4	4	4
Total liabilities administered on behalf of Government	4	4	4	4	4
Net assets/(liabilities)	88,523	90,306	89,502	90,449	89,129

Prepared on Australian Accounting Standards basis.

**Table 3.2.9: Schedule of Budgeted Administered Cash Flows
(for the period ended 30 June)**

	Estimated actual 2012-13 \$'000	Budget estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000	Forw ard estimate 2016-17 \$'000
OPERATING ACTIVITIES					
Cash received					
Sales of goods and rendering of services	20	20	20	20	20
Total cash received	20	20	20	20	20
Cash used					
Personal benefits	394	394	394	394	394
Suppliers	892	847	889	919	930
Total cash used	1,286	1,241	1,283	1,313	1,324
Net cash from (used by) operating activities	(1,266)	(1,221)	(1,263)	(1,293)	(1,304)
Net increase (decrease) in cash held	(1,266)	(1,221)	(1,263)	(1,293)	(1,304)
Cash and cash equivalents at beginning of reporting period	1	1	1	1	1
Cash from Official Public Account for:					
- Appropriations	1,286	1,241	1,283	1,313	1,324
	1,287	1,242	1,284	1,314	1,325
Cash to Official Public Account for:					
- Appropriations	(20)	(20)	(20)	(20)	(20)
	(20)	(20)	(20)	(20)	(20)
Cash and cash equivalents at end of reporting period	1	1	1	1	1

Prepared on Australian Accounting Standards basis.

Table 3.2.10: Schedule of Administered Capital Budget Statement

	Estimated actual 2012-13 \$'000	Budget estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000	Forw ard estimate 2016-17 \$'000
PURCHASE OF NON-FINANCIAL ASSETS					
Funded internally from departmental resources ¹	1,880	3,007	480	2,284	-
TOTAL	1,880	3,007	480	2,284	-
RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE					
Total accrual purchases	1,880	3,007	480	2,284	-
less s32 / restructuring	1,880	3,007	480	2,284	-
Total cash used to acquire assets	-	-	-	-	-

¹ Includes the following sources of funding: current and prior year Bill 1/3/5 appropriations (excluding amounts from the DCB), donations and contributions, gifts, internally developed assets, s31 relevant agency receipts (for FMA agencies only), proceeds from the sale of assets.
Prepared on Australian Accounting Standards basis.

Table 3.2.11: Statement of Administered Asset Movements (2013-14)

	Asset Category			Total
	Land	Buildings	Other property, plant and equipment	
	\$'000	\$'000	\$'000	\$'000
As at 1 July 2013				
Gross book value	62,000	26,240	1,855	90,095
Accumulated depreciation/amortisation and impairment	-	2,919	222	3,141
Opening net book balance	62,000	23,321	1,633	86,954
CAPITAL ASSET ADDITIONS				
Estimated expenditure on new or replacement assets				
From acquisition of entities or (including restructuring)	-	2,927	80	3,007
Total additions	-	2,927	80	3,007
Other movements				
Depreciation/amortisation expense	-	1,126	98	1,224
As at 30 June 2014				
Gross book value	62,000	29,167	1,935	93,102
Accumulated depreciation/amortisation and impairment	-	4,045	320	4,365
Closing net book balance	62,000	25,122	1,615	88,737

Prepared on Australian Accounting Standards basis.

