

Part: **Public Money and Property**
 Section: **Receipt, Deposit and Control of Public Money**
 Subsection: **Control of Public Money**
 Policy: **Minor Errors in Remittances**

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 Date: **2010-01-25**
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Minor Errors in Remittances

Objective	<i>The objective is to provide direction regarding refunds of insignificant amounts.</i>
Authority	<i>The Financial Administration Act, 1993, clauses 5(a) and 5(e), subsection 10(2) and section 22</i>
Applicability	This policy applies to the General Revenue Fund, and special purpose funds and trust money that are administered by ministries. See Appendix C Public Money .
Treasury Board Policy	.01 Remittances made by the public containing minor errors may be considered correct, subject to the approval of the Provincial Comptroller or delegate.
Provincial Comptroller Directives	.02 Remittances that contain overpayments of less than \$10.00 may be accepted as correct; however, refunds must be provided if specifically requested. .03 Subject to the approval of the Provincial Comptroller or delegate, remittances made by the public that contain minor overpayments greater or equal to \$10.00 may be accepted as correct.
References	3020 Suspense Accounts and Conditional Receipts 3500 Control of Public Money 3505 Receipt and Control of Public Money 3515 NSF Cheques 3520 Credit and Debit Card Receipts 3525 Receipt of Donations