

FOI Request Received on 25 October 2020

Policies and procedures for recording and reporting mintage figures for circulating coins

Response provided on 12 November 2020:

- Question: policy and procedures on how they keep record of the mintage numbers for the coins minted each day.

Answer: The Mint uses EPICOR – a material requirements planning software system – to record daily production of circulating coins.

- Question: policy and procedures on how the Annual Reports are to be written.

Answer: Guidelines for what is included in the Mint's Annual Report are set out by the Department of Finance – <https://www.finance.gov.au/government/managing-commonwealth-resources/annual-report-non-corporate-commonwealth-entities-rmg-135>. A list of reporting requirements is also included in the 2019-20 Annual Report on pages 102-109.

- Question: Where are the Mint Sachet from pop up shops recorded in the Annual Report.

Answer: Production of circulating coins are published in the Annual Report under Appendix B: Circulating Coin Production. These figures include bank orders and sachets combined.

- Question: If the mint bags are not recorded in the Annual Report, then why are they not in the report?

Answer: Sachets produced are included in the figures published in the annual report under Appendix B: Circulating Coin Production