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FROM: Permanent Secretary for Finance, National Planning and Sugar Industry

TO: All Permanent Secretaries and Heads of Departments

SUBJECT: GUIDE TO PREPARING AGENCY QUARTERLY REPORTS TO MINISTER

1.0 Objective

- 1.1 The objective of this circular is to inform Permanent Secretaries and Heads of Departments of the *Guide to Preparing Agency Quarterly Reports to Minister* that has been prepared to assist agencies in compiling their individual quarterly reports.
- 1.2 The submission of these quarterly reports is not only a means of monitoring the ability of various ministries to meet their performance targets for the year but it also keeps the Ministers well informed on their progress toward achieving the objectives of Government policies.
- 1.3 The content of this Guide focuses on the layout of the quarterly report and the information that should be captured in the report. A report template has been developed to ensure uniformity in how the report is presented. As well the template ensures that the information reported to the Minister is meaningful and relevant.

2.0 Requirements under the Financial Management Act 2004

- 2.1 To strengthen accountability, the FMR seeks to clarify roles and responsibilities through increased reporting requirements. The Financial Management Act 2004 allows for the provision and preparation of financial statements for the agency, which have resulted in the issuance of the FMR Guides on Preparation of Agency Annual Report together with a Guide to Preparing Agency Financial Statements.
- 2.2 This Guide is issued under provision 79 of the Finance Instructions, which requires a Permanent Secretary to provide quarterly reports to his or her line Minister within 2 weeks after the end of each quarter. The report provides information on the financial operations of the agency as compared to the budget; and the progress on the implementation of the outputs specified in their annual corporate plans.

3.0 FMIS Download Procedure for Financial Data

- 3.1 For the purpose of downloading financial data from the Financial Management Information System, a separate guide is attached as Appendix 2 to this Guide.
- 3.2 The *Agency Quarterly Report Download Procedure for Financial Data* is a user guide that will assist agencies extract financial data from the FMIS and prepare the financial reports required as part of the quarterly report to Minister.

4.0 Conclusion

- 4.1 The template provided is merely a guide for agencies. Agencies will have different reporting needs depending on the nature of their work. Therefore, agencies are required to exercise their own judgement in determining the level of information to report on. However, it must include the basic information set out in the template provided.
- 3.2 For any clarifications on the contents of this circular or the *Guide to Preparing Agency Quarterly Report to Minister*, please contact Emily Yalimaiwai on phone 322 2185 send email to: eyalimaiwai@govnet.gov.fj

3.3 We look forward to your continued support in ensuring the successful implementation of the Financial Management Reform.

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Permanent Secretary, Finance, National Planning & Sugar Industry

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