

FMM 03.2 Retained Finance Forms from FMM Version 2006

2.1 Authority and Prescribed Requirements

- Public Finances Management Act Section 117 allows for the Finance department head to issues finance instructions and manuals for the better control and management of public monies.

2.2 Standards and Supporting Documentation

- Nil

2.3 Mandated Policy

- For those agencies that are not using IFMS and to support continued business continuity, the following forms are retained from the former FMM Version printed in May 2005.

Number	Title	FMM Status
1	Collector's Statement	Retained
2	Receiver's Statement	Retained
3	Requisition for Expenditure	Retained – for agencies not using IFMS
3A	Approval for Project Expenditure	Retained
4	General Expenses	Retained
4A	Integrated Local Purchase Order and Claim Form	Retained
5	Order to Pay Agent	Cancelled
SA	Authority to Pre-Commit (APC)	Cancelled
8	Journal Entry	Retained
9B	Examination of Accounts	Retained – Business Continuity only
10	Wages Sheet	Retained – Business Continuity only
11	Payments Schedule	Retained – Business Continuity only
12	Receipts Schedule	Retained – Business Continuity only
13	Statement of Receipts and Payments	Retained – Business Continuity only
14	Advances Schedule	Retained
16	Duty Travel Advance Acquittal Form	Retained
17	Cash Fund Certificate	Cancelled
19	Funds Distribution Control	Cancelled
20	Commitment Control Ledger	Cancelled
21	Summary Cash Book	Cancelled

Number	Title	FMM Status
22	Outstation Reimbursement Dissection Sheet	Cancelled
23	Warrant Authority	Cancelled
23B	Warrant Authority (Amended)	Cancelled
24	Query Sheet -Outstation Examiner	Cancelled
28A	Paying Officer's Cash Book	Cancelled
30A	Trust Fund -Other Authorities Ledger	Cancelled
31	Cash in Transit	Cancelled
33	National Moneys Trust Account -Payment only	Cancelled
34	Application for Reallocation of Funds (Section 24)	Cancelled
34A	Transfer of Funds (Expenditure Votes) SAT 1	Cancelled
34B	Revenue Variation (Schedule Z/4)	Cancelled
35	Statement Showing Reallocations Between Items (Section 24) Register of Receipt Forms	Cancelled
50	Register of Received Register	Retained – Business Continuity only
51	Values Received Register	Cancelled
72	Currency Packing Note	Retained – Business Continuity only
82J1	Employee Salary /Permanent Variation Advice (Concept) SALPVA Special Payment Advice	Retained – Business Continuity only
82M1	Special Offline Payment & Recovery Form (Concept) SPEC1	Retained – Business Continuity only
82N	Overtime and Shift Allowance Statement	Retained – Business Continuity only
82O	Overtime and Part time Earning Record Card	Retained – Business Continuity only
83	Salaries and Allowance	Retained – Business Continuity only
87	Board of Survey Report	Retained – Business Continuity only
88	Stores Discrepancy Report	Retained
93	Voucher Registration Card (General and Personal)	Cancelled
95	Accountable Forms Register	Retained
96	Advances Ledger	Retained
98	Suspense Ledger	Cancelled
99A	Debtor's Card	Retained – Business Continuity only
103	Stock-Taking Sheet	Retained
108	Acquittal of Temporary Advance Voucher	Retained
111	Repaid Salaries	Retained – Business Continuity only
113	Advances Register	Retained
114	Lands and Mines Trust Account	Cancelled
120	Deposit Slip	Cancelled
131	National Moneys Trust Account	Cancelled

Number	Title	FMM Status
132	Cash / Cheque Receipt	Retained
133	Debit Note	Retained – Business Continuity only
133	Credit Note	Retained – Business Continuity only
134	Inter - Departmental Charge Note	Cancelled

Further Information	frcd@finance.gov.pg
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