

## **FMM 04.6 Keeping of Registers to support Annual Financial Reporting**

### **6.1 Mandatory Policy**

#### **1. All agencies are to keep registers necessary for the completion of the GPFS and final accounts, namely:**

##### *6.1.1.1 Commitments (Contracts) Register (FMM 03.18 and FMM 03.41)*

- Tracks major purchase orders, Authority to Pre-commit, contracts, and future obligations.
- Includes contract details, amounts committed vs. paid, and remaining balances.
- The value of the commitments and their timing of commitment by fiscal year must be disclosed in the GPFS.

##### *6.1.1.2 Losses and Deficiencies Register (FMM 03.43)*

- Records all incidents of losses, theft, damage, or deficiencies of public monies and properties.
- Includes date, description, value, responsible officers, investigations, and final disposition (e.g., recovery, write-off).

##### *6.1.1.3 Contingent Liabilities Register (FMM 03.41)*

- Tracks possible obligations dependent on future events (e.g. legal claims, guarantees).
- The value of material contingencies and their possible timing by fiscal year should be recorded a disclosure for the GPFS (IPSAS Cash Basis recommends disclosing material contingencies).

##### *6.1.1.4 Unacquitted Advances (Imprest) Register (FMM 03.21 and FMM 03.38)*

- Records advances for travel, projects, or petty cash, along with their acquittal status.
- Ensures outstanding advances are regularly reconciled and cleared.

**6.1.1.5 Investment Register (FMM 03.39)**

- Documents all shares, term deposits, equity interests, and other long-term or short-term investments held by the agency. This should also include interests or running of commercial enterprises.
- Key details typically include the date of acquisition, valuation method (if applicable), dividends or interest earned, and disposal (if any).

**6.1.1.6 Asset Register (FMM 03.32)**

- Records the agency’s physical assets (buildings, vehicles, equipment) and possibly intangible assets.

**6.1.1.7 Liabilities (Borrowings) Register (FMM 03.44)**

- Tracks loans, bonds, or other debts incurred by the agency (centrally registered by the Department of Treasury).
- Records principal, interest rate, repayment schedule, and outstanding balance.

**6.1.1.8 Trust Accounts Register (if applicable) (FMM 03.36)**

- For agencies managing separate trust funds, details each trust account’s purpose, signatories, balances, and key transactions (centrally registered by the Department of Finance).

**6.1.1.9 Inventory / Stores Register (FMM 03.34)**

- Tracks stock levels, issues, and balances of consumables where material (like pharmaceuticals, spare parts, or stationery) to reduce theft or wastage.

**6.1.1.10 Bank Accounts Register (FMM 03.35)**

- Lists all operational, project, or trust bank accounts under the entity’s control (centrally registered by the Department of Finance).
- Records bank, account number, signatories, and purpose.

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