

FMM 04.10 Reporting to Treasury

The Department of Treasury have obligations to deliver a National Budget and to do this effectively it needs to understand the context of agency National Budget submissions and service costs. The Treasury has specified very specific types of information that are required as part of the budget execution and budget formulation processes and these are at minimum outlined below.

10.1 Mandatory Policy

- 1. Agencies are required to submit to the Treasurer within 30 days of their completion the following (refer to the following FMM Volume 3 3.11 on these obligations):**
 - Annual Performance Management Plan (APMP) or the Annual Workplan that captures outputs, KPIs and budget link for the year. This will form the benchmark for quarterly reviews.
 - Corporate Plan when this is approved by the department head or Board of an agency (usually each three years) and should be forwarded to Treasury to enable them to understand the priorities for the agency when developing the National Budget.
 - Investment and Procurement Plan that lists all PIP and internally-funded capital projects and major procurements and should align to the PIP budget and updated whenever NEC approves changes including the cessation or commencement of a new project.
 - Cash-Flow Forecast which is specifically called for following the certification of the National Budget and is the 12 month projection of monthly cash needs by Vote and Funding Source. This is updated when forecasts deviates by > 10 % in a subsequent QBR.
 - Quarterly Budget Review (QBR) consolidates financial execution (budget vs actual), performance dashboard (KPIs vs target) and procurement status information as the templates for these are provided on the issuance of a Department of Treasury Budget Circular (refer to Volume 7 for more information). This is auto-populated from IFMS and agencies add narrative on variances and remedial action.

- Annual Performance Report (APR) compares year-end KPI results to initial APMP targets.
- Audited Financial Statements within the IFMS or approved finance system and following the Auditor-General external audit opinion and management letter.

Further Information	enquiries@treasury.gov.pg
Version	Version 1.0
Date Issued	30 June 2025