

206	DEPARTMENT OF FINANCE	206
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MAIN PROGRAM: NATIONAL ECONOMIC MANAGEMENT

PROGRAM: GENERAL ADMINISTRATION

Program Objectives:

To advise and assist the Minister in the development of relevant policies in accordance with legislative requirements and national objectives.

Program Description:

The management of the department with provision of support services, finance & accounting, personnel management, training & Staff Development, organisational procedures and provision of logistics, materials and equipment. This program consists of two activities, the expenditures and other data of which are as follows:

ACTIVITY TOP MANAGEMENT AND ADMINISTRATIVE SERVICES (206-1201-1-101)

A. Expenditure (in Thousands of Kina)

Expenditure Items	Actual	Appropriation	
	2004	2005	2006
111 Salaries and Allowances	1,516.6	906.1	1,159.1
112 Wages	233.3		
113 Overtime	13.8		20.5
114 Leave Fares	64.2	49.7	27.4
121 Travel and Subsistence Expenses		42.0	100.0
123 Office Materials and Supplies	60.6	33.6	62.6
125 Transport and Fuel	92.8	69.4	66.0
128 Routine Maintenance Expenses	761.0	518.3	200.0
135 Other Operational Expenses	281.4	228.0	36.0
136 Training	722.0	1,261.6	1,500.0
141 Retirement Benefits, Pensions, Gratuities and Retrenchment	70.8	32.0	48.6
221 Office Furniture and Equipment		79.0	125.0
222 Purchase of Vehicles	177.0		100.0
226 Substantial and Specific Maintenance	681.7	662.0	980.0
TOTAL	4,675.1	3,881.7	4,425.2

B. Other Data in 2006

- 1 Staffing: -- 65 - FAS: 1 Assistant Secretaries: 2 Legal Officer: 1 Office Allocation Officers: 3 Building Manager: 1 Admin Clerk: 1 Librarian: 1 Clerks: 3 KBO: 3 Printer: 1 Drivers: 2 HRM Managers: 4 Personnel Manageress: 1 Personnel Officers: 4 Gardener: 1 Unattach: 7 Administrative: 6 - Vacancies: 23.
- 2 Vehicles: 7
- 3 Performance Indicators/targets: Provide financial management and control expenditure for the Department.

206	DEPARTMENT OF FINANCE	206
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ACTIVITY EXECUTIVE BRANCH (FINANCE) (206-1201-1-105)

A. Expenditure (in Thousands of Kina)

Expenditure Items	Actual	Appropriation	
	2004	2005	2006
111 Salaries and Allowances	151.4	500.9	565.4
113 Overtime	39.7		18.0
114 Leave Fares	17.0	21.4	30.0
121 Travel and Subsistence Expenses	23.9	35.7	200.0
123 Office Materials and Supplies	3.9		20.0
125 Transport and Fuel		30.5	30.8
126 Administrative Consultancy Fees	53.3		300.0
128 Routine Maintenance Expenses	0.2	55.0	60.0
135 Other Operational Expenses	48.0	55.0	50.0
136 Training	41.0		
141 Retirement Benefits, Pensions, Gratuities and Retrenchment	4.8	68.1	78.1
143 Grants and Transfers to Public Authorities	404.0		
221 Office Furniture and Equipment		16.0	30.0
TOTAL	787.2	782.6	1,382.3

B. Other Data in 2006

206	DEPARTMENT OF FINANCE	206
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MAIN PROGRAM: PUBLIC FINANCE MANAGEMENT

PROGRAM: TREASURY OPERATIONS

Program Objectives:

To ensure efficient cash management and achievement of Government budgetary targets on revenue and expenditure and proper implementation of Government fiscal policies ; to facilitate revenue collection and improve revenue management in revenue collecting agencies.

Program Description:

To assist in setting revenue and expenditure targets; to co-ordinate and monitor revenue collection; to examine potential revenue sources and make recommendations on such sources in accordance with government macro-economic policies, to prepare and submit timely and accurate financial statement in accordance with relevant laws and financial regulations. This program consists of four activities, the expenditures and other data of which are as follows:

ACTIVITY RECEIPTS, PAYMENTS & PREPARATION OF PUBLIC ACCOUNTS (206-1203-1-102)

A. Expenditure (in Thousands of Kina)

Expenditure Items	Actual	Appropriation	
	2004	2005	2006
111 Salaries and Allowances	2,327.8	2,249.7	2,754.9
112 Wages	55.5		
113 Overtime	70.0		8.5
114 Leave Fares	278.6	173.6	121.2
116 Contract Officers Education Benefits	118.0	40.0	90.0
121 Travel and Subsistence Expenses	71.3	40.0	290.1
123 Office Materials and Supplies	72.2	69.5	50.0
124 Operational Materials and Supplies	89.8	18.5	
125 Transport and Fuel	35.0	34.1	73.2
126 Administrative Consultancy Fees	174.2	192.5	330.0
127 Rental of Property	133.1	90.0	236.0
128 Routine Maintenance Expenses		100.0	409.9
135 Other Operational Expenses	72.0	147.8	843.4
141 Retirement Benefits, Pensions, Gratuities and Retrenchment	93.8	99.2	142.8
142 Membership Fees and Contributions	12.4	40.0	
221 Office Furniture and Equipment	14.0	50.0	50.0
TOTAL	3,617.6	3,344.9	5,400.0

B. Other Data in 2006

1 Staffing: --111 - FAS: 1 Assistant Secretaries: 6 Managers & Assist Managers: 2 Accountants & Assistant Accounts: 18 Financial Contro- llers: 12 Information Officers: 4 Warrant Officers: 6 Clerks: 20 Admin. Officers: 1 KBO: 1 Drivers: 3 Attached Officers: 10 Vacancies: 25.

2 Vehicles: 5

3 Performance Indicators/targets: Preparation of monthly consolidated statement of government's revenue expenditure and trust accounts and their movements.

206	DEPARTMENT OF FINANCE	206
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ACTIVITY TECHNICAL DEVELOPMENT & SUPPORT (206-1203-1-105)

A. Expenditure (in Thousands of Kina)

Expenditure Items	Actual	Appropriation	
	2004	2005	2006
111 Salaries and Allowances	13.2	409.8	477.2
114 Leave Fares	24.4	11.7	35.4
121 Travel and Subsistence Expenses	9.1	30.0	50.0
123 Office Materials and Supplies	11.2	11.4	50.4
125 Transport and Fuel	10.0	20.0	50.0
128 Routine Maintenance Expenses	0.5	2.1	10.1
135 Other Operational Expenses	10.7	13.1	33.6
141 Retirement Benefits, Pensions, Gratuities and Retrenchment		7.7	8.8
221 Office Furniture and Equipment		20.0	20.0
222 Purchase of Vehicles			100.0
TOTAL	79.1	525.8	835.5

B. Other Data in 2006

- 1 Staffing: --:15 - Manager: 1 Co-ordinators: 4 Senior Trainers: 5 Training Officers: 2 Steno Secretary: 1 Assistant Secretary:1 Unattached:1.
- 2 Performance Indicators/targets: Conduct training in all the provinces and districts; anticipate to train more than 5000 officers of the provinces and district level.

206	DEPARTMENT OF FINANCE	206
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ACTIVITY INTERNAL AUDITS (206-1203-1-126)

A. Expenditure (in Thousands of Kina)

Expenditure Items	Actual	Appropriation	
	2004	2005	2006
111 Salaries and Allowances	768.2	391.3	503.7
112 Wages	23.9		
113 Overtime	9.0		5.0
114 Leave Fares	21.5	17.4	24.1
121 Travel and Subsistence Expenses	75.4	30.0	216.9
123 Office Materials and Supplies	18.4	20.0	40.0
124 Operational Materials and Supplies	13.0	6.5	30.0
125 Transport and Fuel	8.8	20.0	40.0
128 Routine Maintenance Expenses	5.0	20.0	20.0
135 Other Operational Expenses	32.3	42.0	24.0
141 Retirement Benefits, Pensions, Gratuities and Retrenchment	3.6	7.0	36.1
142 Membership Fees and Contributions			1,500.0
143 Grants and Transfers to Public Authorities		250.0	300.0
221 Office Furniture and Equipment		20.0	20.0
226 Substantial and Specific Maintenance	20.0		
TOTAL	999.0	824.2	2,759.8

B. Other Data in 2006

- 1 Staffing: --26:Chief Internal Auditor: 1 Principal Auditors: 2 Senior Internal Auditors: 3 Internal Auditors: 3 Divisional Clerk: 1 KBO:1 Unattached:1 Vacancies: 12.
- 2 Vehicle: 1.
- 3 Performance Indicators/Targets: To carry out internal audits for the department.

206	DEPARTMENT OF FINANCE	206
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ACTIVITY REVENUE DIVISION (206-1203-1-127)

A. Expenditure (in Thousands of Kina)

Expenditure Items	Actual	Appropriation	
	2004	2005	2006
111 Salaries and Allowances		436.6	488.2
112 Wages	7.1		
113 Overtime	9.1		8.5
114 Leave Fares	2.9		10.5
121 Travel and Subsistence Expenses	0.5	20.0	43.0
123 Office Materials and Supplies	14.1	25.0	27.0
124 Operational Materials and Supplies	7.3	10.0	10.0
125 Transport and Fuel	9.9	10.0	40.0
135 Other Operational Expenses	1.5	10.5	13.0
141 Retirement Benefits, Pensions, Gratuities and Retrenchment		9.5	33.4
221 Office Furniture and Equipment	9.5	15.0	5.0
TOTAL	61.8	536.6	678.6

B. Other Data in 2006

- 1 Staffing: 18--FAS: 1 Revenue Officers: 5 Assistant Secretaries; 1 Senior Revenue Officers: 4 Driver: KBO: 1, Divisional Clerk: 1 Unattached: 2. Vacancies: 3.
- 2 Vehicles: 1
- 3 Performance Indicators/Targets: To effectively and efficiently maximise the collection of non tax revenue. Review rates and charges of user fee at timely intervals and look into new areas of non-tax Revenue to broaden the Revenue base.