



Departments of Treasury and National Planning & Monitoring

BUDGET CIRCULAR 3/2024

TO : Departmental Heads,
: Heads of Statutory Authorities,
: Provincial Administrators,
: Heads of Constitutional Offices

DATE : 14th of March 2024

SUBJECT: 2024 FIRST QUARTER BUDGET REVIEW (QBR) REPORT

1. PURPOSE

This Budget Circular advises National Departments, Heads of Statutory Authorities, Provincial Administrations and Heads of Constitutional Offices (Agencies) to provide progressive financial performance reports for the First Quarter of 2024 (1st January to 31st March).

All agencies are required by law (Fiscal Responsibility Act & Public Financial Management Act 1995) to provide detailed reports of their overall expenditure, revenue collections, staffing levels and PIP and Trust accounts statements for the first quarter to the Department of Treasury (DoT) and Department of National Planning & Monitoring (DNPM).

Agencies are urged to adhere to the scheduled deadlines as set out in the National Budget Timetable Circular 2/2024.

Action	Due Date
Agencies to provide signed hardcopy and electronic copy of your First Quarter Review (QBR) Reports to DoT and DNPM	Friday 19th April 2024

2. ACTION REQUIRED BY AGENCIES

Agencies are to ensure that all First QBR templates in *Attachment A* (Tables 1 to 10) are completed and submitted to DoT and DNPM by 19th April 2024. Agencies are required to furnish electronic and hardcopy reports that have been signed and

marked for the attention of the 'First Assistant Secretary, Budget Operations Division' and 'Office of the Secretary, DNPM'.

To assist the Department of Treasury generate correct expenditure data, all offline agencies, especially the agencies operating with or on their own accounting systems, are required to provide their first quarter expenditure data to General Ledgers Branch, Department of Finance at the end of March for uploading into the Integrated Financial Management System (IFMS). This assists DoT and DNPM to obtain updated expenditure reports when required for reporting and decision making.

Instructions for completing all templates (Tables 1 to 10) are in *Attachment B* to this Circular. Agencies without Capital Investment (Development) Budget can disregard Capital Investment expenditure templates.

3. COMPLIANCE

A report will be provided to CACC and copied to the Prime Minister and all Portfolio Ministers regarding budget funded agencies that fail to complete the templates satisfactorily on time.

4. CONTACTS

Any queries can be directed to the relevant Assistant Secretaries (AS) and First Assistance Secretaries (FAS) from the Department of Treasury and Department of National Planning & Monitoring on the contacts provided below.

Sector	Responsible AS & FAS	Phone	Email Address
Economic (DoT)	Mr. Godfrey Ivun	313 3548	Godfrey_lvun@treasury.gov.pg
Economic (DNPM)	Mrs. Marie Pais	328 8505	jenny_tumun@planning.gov.pg
Infrastructure & Transport (DoT)	Mr. Godfrey Ivun	313 3548	Godfrey_lvun@treasury.gov.pg
Infrastructure & Transport (DNPM)	Dr. Oti Jigo	308 4110	Oti_jigo@planning.gov.pg
Health (DoT)	Mr. Gabriel Kaku	313 3549	Gabriel_Kaku@treasury.gov.pg
Health (DNPM)	Mrs. Rose Koyama	328 8572	rose_koyama@planning.gov.pg
Education (DoT)	Mr. Gabriel Kaku	313 3549	gabriel_kaku@treasury.gov.pg

Sector	Responsible AS & FAS	Phone	Email Address
Education (DNPM)	Mrs. Rose Koyama	328 8572	rose_koyama@planning.gov.pg
Community & Culture (DoT)	Mr. Gabriel Kaku	313 3549	Gabriel_Kaku@treasury.gov.pg
Community & Culture (DNPM)	Mrs. Rose Koyama	328 8572	rose_koyama@planning.gov.pg
Law & Order (DoT)	Mrs. Cathy Haro	313 3776	Cathy_Haro@treasury.gov.pg
Law & Justice (DNPM)	Mr. Willie Kumanga	328 8572	Willie_kumanga@planning.gov.pg
Administrative (DoT)	Ms. Roselyn Irum	313 3613	Roselyn_Irum@treasury.gov.pg
Administrative (DNPM)	Mr. Jonathan Kenneth	328 8520	jonathan_kenneth@planning.gov.pg
Provincial (DoT)	Mr. Hans Margis	313 3554	Hans_Margis@treasury.gov.pg
Provincial (DNPM)	Mr. Jonathan Kenneth	328 8520	jonathan_kenneth@planning.gov.pg



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