



Department of Treasury & National Planning and Monitoring

## SPECIAL BUDGET CIRCULAR 5/2025

**TO : ALL DEPARTMENTAL HEADS OF NON TAX REVENUE AGENCIES (NTRA)**

- : National Fisheries Authority
- : Immigration & Citizenship Service Authority
- : National Gaming Control Board
- : National Information and Communications Technology Authority
- : National Maritime Safety Authority
- : Mineral Resources Authority
- : Conservation and Environment Protection Authority
- : National Agriculture & Quarantine Inspection Authority
- : Civil Aviation and Safety Authority
- : Investment Promotion Authority
- : Government Printing Office
- : National Institute of Standards and Industrial Technology
- : Office Censorship
- : National Agriculture & Quarantine Inspection Authority
- : National Fire Services
- : PNG Forest Authority
- : National Event Secretariat
- : Oil Palm Industry Corporation
- : PNG Cocoa Board
- : Coffee industry Cooperation
- : Road Traffic Authority
- : Climate Change Development Authority
- : National Energy Authority

**DATE : 18<sup>th</sup> July, 2025**

**SUBJECT : 2026 NATIONAL BUDGET SUBMISSION AND PREPARATIONS PROCESS**

### **1. PURPOSE:**

This Budget Circular is to inform all Non-Tax Revenue (NTRA) agencies that are both currently appropriated for in the National Budget and those that are yet to be appropriated (new

agencies) to submit their 2026 budget submissions to the Departments of Treasury and National Planning & Monitoring for budget allocation in 2026.

All 2026 Budget Submissions are to be submitted no later than the **20th of August, 2025**. Electronic copies of submission templates (Microsoft Word and Excel) are preferred.

## **2. BACKGROUND:**

The Government announced in a **Nationally Gazette (Budget Circular 1/2025 dated 16<sup>th</sup> April, 2025)** that the Interim Arrangement (section 9 of the NTRA Act, Section 9 – 13 ) will be terminated and all NTRA agencies will be catered for through the National Budget by 2026.

This means 100 percent of the non-tax revenue collected by the statutory and public bodies will be remitted into the Consolidated Revenue Fund (CRF) from **the 1<sup>st</sup> January, 2026** going forward. As a consequence, all expenditure by public and statutory bodies will be appropriated for in the annual budget as per **Section 29 of Public Finance Management Act, 1995**.

All non-tax revenue collecting agencies are now required to submit their budget bids for 2026 to fulfill the Government's commitment for all Government agencies to be consolidated into the Government's overall Budget Framework.

## **3. FORMULATION AND CONSISTENCY WITH GOVERNMENT PLANS:**

All NTRA agencies must submit their budget proposals for 2026 in alignment with the Government's Fiscal plan and Medium Term Development Plan 4 (MTDP IV). These proposals should focus on achieving sector priorities, overall Government policy objectives and the MTDP IV KRA targets in growing the economy to K200 billion by 2030 and achieving a balanced budget by 2027.

## **4. CEILING AND BUDGET SUBMISSIONS FOR EXISTING GOPNG FUNDED AGENCIES:**

As per Budget Circular No. 4/2025, all GoPNG funded agencies including NTRA agencies are required to submit their budget bids for the 2026 budget allocation. While some NTRA agencies have received their baseline budget ceiling which are off previous rates of government expenditure support. Due to a 100% revenue remittance from their account, these agencies must now submit their full operational costs to ensure adequate funding for 2026. This may exceed the issued ceiling if the agency previously funded some of their expenditure through their internal revenues. This ceiling is only a guide and agencies may bid higher if warranted by their operational requirements.

## **5. SPECIFIC GUIDANCE ON CEILING AND BUDGET SUBMISSIONS FOR NEW AGENCIES:**

### **5.1 Strategic Planning & Preparation**

- I. Clarify your agency's mandate and strategic objectives;
- II. Identify programs, staffing, infrastructure, and operational needs.
- III. Prepare detailed cost estimates for your activities and programs with justifications for 2026 budget estimates aligned with the MTDP IV with specific KRA targets and overall Government policy directives. Be reminded to specifically include any arrears, fixed costs, rentals and contingent liabilities supported with source documents and justifications.

- IV. Please liaise with relevant contacts at the Department of Treasury and DNPM to understand the templates and prepare your bid.
- V. Your agency will be required to present to the Strategic Budget Committee on your budget submissions to support your bid with your overall agency corporate plans, mission and policy objectives aligned with your performance indicators, Sector Priorities and MTDP IV Targets.
- VI. A budget orientative meeting (Presentation) will be conducted by Budget Coordination Division for new agencies to guide the agencies for a successful transition into the Government Budgeting Process on **Tuesday, the 12th, of August, 2025** targeting Budget and key management staff on budget preparation guidelines and templates.
- VII. Note that due to fiscal constraints and competing government priorities, agencies do not always receive their full requested allocation. Budget allocation is a competitive process. The stronger the evidence and justification for funding an agency provides, the more likely they are to receive funding.

## **6. 2026 BUDGET SUBMISSION REQUIREMENTS:**

In compiling the Budget bids, agencies are required to state clearly the amount requested with supporting details. Agencies are required to ensure their 2026 Budget bids contain the following:

**6.1 Revenue Estimates:** For all agencies that collect revenues (tax and non-tax), information on revenue estimates to be collected in 2026 are required to be provided as part of their Budget Bid. Where possible, agencies are required to state the revenue head and the amount estimated to be collected against each revenue head with supporting details.

**6.2 Ongoing programs and activities:** Agencies are required to clearly state their ongoing programs including any changes in the programs both at the funding level and activity level.

**6.3 New programs and activities:** Where new activities/programs are proposed, all relevant information must be clearly stated with sufficient justification in the agency bid. This justification must include **off-sets**, such as those programs being excluded to fund the new ones. It is highly recommended for agencies to indicate clearly the new activities and programs that will generate and grow revenue.

Agencies submitting bids **for all new capital projects above K10 million in 2026** are required to comply with the new climate risk screening requirements by completing the new attachment to Project Formulation Document (PFD) (**Attachment E.3**).

**6.4 Employment Growth:** Agencies must indicate in their budget bid how their funded programs will grow the economy, industry or business and create new employment opportunities. Where possible, agencies are requested to quantify.

## **7. 2026 NTRA AGENCIES BUDGET BID SUBMISSION & SCHEDULE:**

### **7.1 Operational Budget**

Agencies are required to submit their budget bids for:

**a). Personnel Emoluments** which covers;

- i. Staffing levels (**Attachment B.1**) and
- ii. Personnel Emoluments by Economic items (**Attachment B.2**)

**b). Goods and Services** which includes;

- i. Goods and Services by economic item (**Attachment C**)

**Note:** All bids must contain sufficient justification and detailed information for both ongoing programs and new proposals. Funding estimates for new activities must first consider **off-sets** where possible.

## **7.2 Public Investment Program (PIP)**

Agencies are required to submit their 2026 Budget bids for:

- i. Public Investment Program – New Projects template (**Attachment E.1**) (PFD); and
- ii. Public Investment Program – Ongoing projects template (**Attachment E.2**) (PFD)
- iii. Climate Disaster Risks and Adaption – for all new projects worth more than K10 million (**Attachment E.3**)

**Note:** All PIP submissions must be consistent with the Medium Term Development Plan IV and any announced policies and priorities of the government.

## **7.3 Budget bid summary**

To improve budget submissions a new budget summary template (**Attachment F**) has been developed to centralize the most relevant budget information for the Department of Treasury and the Department of National Planning & Monitoring and encourage a holistic approach guided by government priorities. All non-tax revenue agencies are to complete this template. This has the following sections:

- i) details of their overall budget allocations for 2026, the agency purpose and priorities in alignment with government priorities
- ii) details of the agency's manpower and payroll costs for 2026
- iii) details of Revenue estimates for 2026
- iv) other selected information including fixed costs (**make sure to report any arrears and the agency's rental and utilities costs**).

**Note:** All bids must contain sufficient justification and detailed information.

All NTRA Agencies will be requested to present their budget bid submission to the Strategic Budget Committee (SBC) between September 22<sup>nd</sup> and 25<sup>th</sup> (See schedule attached, **Attachment G**).

## **7.4 DATA ENTRY IN IFMS:**

Agencies requiring technical assistance regarding the input of 2026 estimates into IFMS are to contact their respective budget officers in the first instance. If IFMS user support is required, the IFMS team can be contacted through email at **service\_desk@finance.gov.pg** or by phone **7202 4150**.

There will be computers available in the Treasury building, Level 5, for agencies data entry for agencies that are unable to access IFMS at their respective offices.

## **7.5 ENTRY OF REVENUE DATA**

All government agencies that collect revenue for and on behalf of the State are required to enter revenue estimates into IFMS **no later than the 20th of August, 2025**.

Those agencies that are not on IFMS are to submit their revenue information as part of their budget bids.

For further clarity please contact Mr Charlie Ikitae, Acting First Assistant Secretary, Non-tax Revenue Division, Department of Finance on email **Charlie\_ikitae@finance.gov.pg** or on phone **303 7840**.

## 8. SUBMISSION OF BUDGET TEMPLATES

Original budget submissions are to be furnished to both the Department of Treasury and DNPM. All submissions must be clearly labeled and addressed to the Secretaries of both Departments. Where possible, agencies can submit their budget templates as electronic copies (Microsoft Word and Excel).

All agencies are to submit their budget bid and complete data entries in IFMS by the **20<sup>th</sup> of August, 2025**.

**Table 1: Attachments**

<b>Attachment</b>	<b>Description</b>	<b>Action</b>
Attachment A	Indicative 2026 Agency Ceiling	For guidance, for those agencies previously on budget only
Attachment B.1	Staffing Level Form (Manpower) –	Agencies to Complete
Attachment B.2	Personnel Emolument Bids by Economic Items	Agencies to Complete
Attachment B.3 (i)	Staffing Level Form (Manpower) – Provinces (Teachers)	For Provinces to Complete
Attachment B.3 (ii)	Staffing Level Form (Manpower) – Provinces (Teachers Details)	For Provinces to Complete
Attachment C	Goods & Services Bids by Economic Items	Agencies to Complete
Attachment D	Trust Estimates	Agencies to Complete
Attachment E.1	Public Investment Programs - Summary	Agencies to Complete
Attachment E.2	Public Investment Programs – Project Formulation Document	Agencies to Complete
Attachment E.3	Climate Disaster Risk and Adaptation – new Attachment for PFD	Agencies to Complete – for new projects above K10 million
Attachment F	2026 Agency Budget Bid Summary	Agencies to Complete
Attachment G	SBC presentation schedule for non-tax revenue agencies	For guidance

## 9. CONTACT DETAILS

All queries can be directed to the relevant Assistant Secretaries and First Assistance Secretaries from the Department of Treasury and Department of National Planning & Monitoring on the contact numbers below.

Sector	Name of Officer	Telephone	Email Address
Economic Sector (DoT)	Mr. Danny Loaint	313 3531	Danny_Loaint@treasury.gov.pg
Economic Sector (DNPM)	Mrs. Jenny Bire	328 8505	jenny_tumun@planning.gov.pg
Infrastructure & Transport Sector (DoT)	Ms. Maria Eko	313 3531	Maria_Eko@treasury.gov.pg
Infrastructure & Transport Sector (DNPM)	Dr. Oti Jigo	308 4110	Oti_jigo@planning.gov.pg
Administrative Sector (DoT)	Ms. Roselyn Irum	313 3613	Roselyn_Irum@treasury.gov.pg
Administrative Sector (DNPM)	Mr. Jonathan Kenneth	328 8520	jonathan_kenneth@planning.gov.pg
Administrative Sector (DoT)	Mr Daniel Kopel	313 3554	Daniel_Kopel@treasury.gov.pg



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