

BUSINESS PLAN

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Name of Ministry / Department

Vision

Mission

Top Structure

Part 1

Overview

Focus – Major activities/priorities for the year

Review and Evaluation – Department's activities for the past year

: Should the Department be involved in this activity?

: Should the activity be devolved to another Department, privatized or discontinued?

: How well did the strategy work and is it still relevant to the current environment

Testing Cost and Effectiveness

: What is the most efficient way for the Department to be involved in the activity – competitive tendering and contracting, benchmarking, partnering re-engineering, contracting with another agency etc?

Implement Improvements

: How will improvements be implemented most efficiently

Achievements/Constraints

Scope and Coverage (description of business)

Our role

Our staff

Our stakeholders

Summary of Government Outcomes, Departmental Objectives and Outcome Performance Indicators

Government Outcomes	Departmental Objectives	Outcome Performance Indicators
<p>We are committed to being a Government, accountable to the people and absolutely rigorous in the management of public funds.”</p>	<p>Champion an integrated governmental approach through effective business systems to ensure optimal service delivery.</p> <p>Guide Government’s action to continuously improve the living standards for all Trinidad and Tobago citizens through innovative financial management policy advice.</p> <p>Provide sound management of Trinidad and Tobago fiscal resources with an emphasis on the achievement of effective stewardship and good governance</p>	

Summary of Output Groups and Outputs

Output Groups	Outputs
Financial Management Services	<ul style="list-style-type: none">➤ Government Financial Accounting, Reporting and Control➤ Debt Servicing➤ Surveys and Investigation➤ Financial Management Reform➤ Financial Management Policy Advice
Pension Management Services	<ul style="list-style-type: none">➤ Payment of benefits➤ Pension Management Policy Advice➤ Advice on formulation of pension Laws and Regulations

Summary of Department's Priorities and Key Initiatives

Key Initiatives: This is a list of key initiatives for the current year, indicating the major thrust of the Department and showing how they link to the priorities and output groups.

Department's Priorities	Output Groups	Divisional Initiatives	Responsible Officer/Division
Initiatives to extract in full the promised benefits of reform	Financial Management Services Pension Management Services	Implement an IFMIS	Financial Management Branch

Financial Plan

Output Group Summary

Output Group \$000	2004 Budgeted	2004 Revised	2005 Budgeted	Variation
Financial Management Services				
Pension Management Services				
Total				

Output Details

Outputs	Personnel Expenditure \$000	Goods and Services \$000	Minor Equipment Purchases \$000	Total Recurrent \$000	Development Programme \$000	Total Cost \$000
Government Financial Accounting, Reporting and Control						
Debt Servicing						
Surveys and Investigation						
Financial Management Reform						
Financial Management Policy Advice						

Administered Items

Expenditure in Chart of Accounts

\$000

01 Personnel Expenditure

- /01 Salaries and Cost of Living Allowance
- /02 Wages and C.O.L.A.
- /03 Overtime
- /04 Allowances
- /05 Government's Contribution to N.I.S
- /06 Remuneration to Board Members
- /07 Vacant Posts - Salaries and C.O.L.A (with bodies)
- /08 Vacant Posts - Salaries and C.O.L.A (without bodies)
- /09 Remuneration to Chairman and Members of
Commission of Inquiry
- /10 Remuneration to Auxiliary Fire Unit
- /11 Wages and C.O.L.A.- Relief of Unemployment
- /12 Settlement of Arrears to Public Officers
- /13 Remuneration to Council Members
- /14 Remuneration to Members of
Cabinet - Appointed Committees
- /15 Restoration of 10 percent Salary Cut
- /16 Payment of Increment - Salaries
- /17 Special Tribunal Nos. 1-5 of 1985
- /18 Interim Agreement - Wages and C.O.L.A.
- /19 Payment of Increment - Wages
- /20 Government's Contribution to Group Health Insurance
Daily - Rated Workers
- /21 Government's Contribution to Group Pension
Daily - Rated Workers
- /22 Increased Salaries to Public Officers 1999 - 2001
- /23 Salaries Direct Charges
- /24 Allowances Direct Charges
- /25 Remuneration to Members - Direct Charges
- /26 Vacant Posts - Salaries and C.O.L.A (without bodies)
Direct Charges

02 Goods and Services

- /01 Traveling
- /02 Overseas Travel Facilities
- /03 Uniforms
- /04 Electricity
- /05 Telephones
- /06 Water and Sewerage Rates
- /07 House Rates
- /08 Rent/Lease - Office Accommodation and Storage
- /09 Rent/Lease - Vehicles and Equipment
- /10 Office Stationery and Supplies
- /11 Books and Periodicals

03 Minor Equipment Purchases

- /01 Vehicle (Replacement)
- /02 Office Equipment
- /03 Furniture and Furnishings
- /04 Other Minor Equipment

04 Current Transfers

Total

REVENUE

This section is only applicable to Receivers of Revenue.

List the expected revenue for which you are responsible. Also, the **assumptions** on which these figures are based must be clearly stated and supported by statistical data to facilitate analysis. Where necessary, additional supporting documents must be provided. Full explanations must be given for the inclusion of new items and variations to previous estimate submissions.

Estimates of Revenue 2005**Head:**

Sub-Head/Receiver/Item/ Sub-Item	2004 Budgeted	2004 Actual	2005 Budgeted	Variation
Total				

ASSUMPTION / SUPPORTING DOCUMENTS

Head of Revenue

Sub-Head/Item of Revenue	2005 Budgeted	Assumption for Estimate	Supporting Document Reference

Part 2

Output details

Output Group: Financial Management Services Outputs, Outcomes and Performance Measures

Government Outcome	Outputs	Major Activities	Responsible Division/ Officer	Performance Measures	Target
“We are committed to being a Government, accountable to the people and absolutely rigorous in the management of public funds.”	Government Financial Accounting, Reporting and Control			Whole of Government Financial Reports (Public Accounts) produced	January 31

Output: Financial Management Services
Key Initiatives

Key Initiatives	Milestones	Target Date	Performance Measures	Responsible Officer/Division
Implement an IFMIS	RFP/Tender	2005 August	Meeting target date	Financial Management Branch
	Implementation	2006 August	% of Departments achieving readiness requirement - implementation date	

Signed

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Permanent Secretary