

2018 ANNUAL WORK PLAN – FINANCE DIVISION

Divisional Objectives	Activity description and total costs	Expected Output	Expected Outcome	Responsibility/COA	Timeline
Goal 1: Provision of timely and adequate funding to the provincial governments to meet their annual recurrent expenditures					
Objective 1: To process four quarterly fixed service grant transfers to PGs to meet their annual recurrent costs (January/April/July/October)	Compute transfer amount for each province. Process PVs and submit to MOF by the beginning of each quarter No cost implication	Quarterly payments to provinces made on timely basis. Quarterly feedbacks compiled and sent to province on quarterly basis	Provincial services are delivered as a result of effective use of their recurrent revenues.	FC and Finance Team	January April July and October 2018
Goal 2: Audit disclaimer and qualified audit reports are extensively reduced through targeting efficient public financial management system					
Objective 1: To reduce MPGIS audit queries by 80% by end of 2018.	Analyze audit reports of the previous years for MPGIS.	Audit queries are reduced by 80% by end of 2017.	Improved audit opinion on MPGIS as a result of continuous efforts in addressing audit issues.	Financial Controller and Finance Team	End of 2018
Objective 2: To conduct an internal accounts division meeting to identify areas where controls should be strengthened in 2018.	Draw action plans and support its implementation. No cost implication.	Minutes of meetings in strengthening internal controls produced.			
Objective 3: To strengthen financial accountability in the PGs by conducting training for trainers of Public Accounts Committee (PAC) to all provinces by end of 2018.	Formulate concept note for training of trainers. Cost of 1 week training (\$400,000) PGSP	Training provided for trainers of PAC in all PGs.	Improved financial accountability in the PGs as a result of the trainings conducted.		End of 2018
Goal 3: Planning process in the PGs and MPGIS is streamlined and linked to the budgetary processes and IPSAS financial reporting framework.					
Objective 1: To conduct one week planning and budgeting work shop to review AWP and budgets of provincial governments and MPGIS for 35 officers from PGs and MPGIS in 2018.	Airfares for provincial officers (\$80,000), Hotel catering (\$60,000), Hotel accommodation (\$327,000) DSA (\$60,000), Training materials etc.(\$15,000) Total : \$542,000 MPGIS	The work plans of the MPGIS and PGs reviewed. Training on planning and budgeting guidelines delivered to 18 provincial planners and treasurers.	Provincial & MPGIS planning processes streamlined and linked to budgetary process and IPSAS Cash as a result of continuous annual reviews.	Financial Controller/PME and the Finance Team.	February 2018

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Objective 2: To carry out costing of standard basket of services of provincial governments in each province by end of 2018.	Hire International costing expert for 60 working days (\$560,000); local consultant for 90 days (\$4,000 x 90 days) @ \$360,000 Tickets and logistics for travel to each province (\$100,000) Total estimate: \$1, 020, 000 PGSP	Cost estimate of standard services delivered by provinces is completed and report produced.	Resources allocation to provinces are done according to expenditure needs as a result of the completion of costing of common services delivered by provinces.	FC/PME and the Finance Team	By May 2018
Objective 3: To provide efficient and effective MYOB backup technical support for 9 Provincial Governments 2018.	Hire one consultant for PGs that need MYOB backup and technical support. Consultancy fees 20 days x \$4,000=\$80,000, MYOB software : \$100,000 Travel cost:\$20,000 Accommodation: \$20,000 Total = \$220,000 PGSP	Back up and technical support for all 9 provincial governments provided.	Improved quality of financial reports to the executive and the OAG as a result of improved efficiency of provincial treasuries in computerized accounting.	FC/PME/MYOB Con.	End of 2018
Goal 4: Improving the understanding of MPAs and provincial officers in Public Expenditure Management and PCDF processes and procedures					
Objective 1: To conduct training in three provinces in PEM and PCDF processes by end of 2018 as follows: Temotu, Guadalcanal and Choiseul provinces.	Preparation of training materials; Travel, accommodation, catering, MPAs travel & Accommodation: Choiseul (\$330,000); Temotu (\$250,000) Total cost \$580,000 PGSP	32 MPAs and head of division are trained in PEM and PCDF processes and report produced.	Better management of PCDF as a result of MPAs and officers' understanding of PEM and performance based grants procedures and processes.	FC/PME and Finance Team	April and August 2018
Objective 2: To conduct follow up trainings four provinces in PEM and PCDF processes by end of 2018 for the following provinces; Isabel, Makira, Western, and Renbel provinces.	Preparation of training materials, travel, accommodation, catering, MPAs travel & accommodation;			FC/PME and Finance Team	April to November 2018

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	Isabel (250,000), Makira (350,000), Western (380,000), Renbel (150,000) Total cost \$1,130,000 PGSP				
Goal 5: Improving the technical skills of provincial treasury staff in Cash Basis IPSAS by conducting trainings at provincial level to cover all treasury officers.					
Objective 1: To conduct Cash Basis IPSAS training in three provinces in 2018 as follows: Temotu; Western and Choiseul provinces.	Preparation of training materials; travel costs, accommodation costs: Temotu (\$80,000), Choiseul \$80,000 and Western \$95,000 Total cost: \$255,000 PGSP	Treasury officers of three provinces are trained in Cash Basis IPSAS and training report produced.	Improved quality of annual financial statements as a result of treasury officers' enhanced understanding of cash basis IPSAS.	FC/PME and Finance Team	April to December 2018
Goal 6: Improving financial management systems of provincial governments so as to promote better public expenditure management systems by formulating financial management strategies for provincial governments					
Objective 1: To design financial management strategy for Makira Ulawa and Rennel and Bellona Provincial Governments in 2018.	Consultation process with the provincial government treasury officers and the PG executives. Travel cost: \$35, 000 Accommodation \$52,000 Caterings \$60,000 Total cost = \$147,000 PGSP	Financial management strategies for the provincial governments of Makira Ulawa and Rennell & Bellona completed.	Improved understanding of revenue and expenditure trends of the PGs of Rennell & Bellona; Makira Ulawa as a result of the completion of their Financial Management Strategies.	FC/PME and Finance Team	April/May 2018 for MUP and Renbel
Goal 7: Establishing a proper revenue sharing scheme between the Provincial Governments and the National Government for financing sub-national governments' expenditure needs.					
Objective 1: To carry out a comprehensive studies on tax revenue sharing scheme between SIG and the Provincial Governments and come up with a draft legislation by June 2018.	Recruit one international taxation expert for 30 days x \$11,480 (\$344, 000); Fares (\$45, 000); Total cost = \$389 000 PGSP	Cabinet Paper for revenue sharing scheme legislation prepared and submitted to the Cabinet.	Appropriate legislation prepared and tabled in the National Parliament for endorsement.	FC/PME and Finance Team	May/June 2018
Goal 8: Providing database for PCDF and SIG infrastructure projects in order to keep track of development projects implemented by the National Government.					

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Objective 1: To build a real time database for all development projects that are being implemented by the provincial governments by end of July 2018.	Draft terms of reference for database construction expert; Recruitment cost: \$320, 000. PGSP	A database (linked to MPGIS website) for Provincial Government projects is constructed and installed.	Improved database management and monitoring of development projects as a result of the construction of an integrated database for the provinces and MPGIS.	FC/PME and Finance Team	July 2018
Objective 2: Procure asset management software and Payroll software for all nine provincial governments by April 2018.	Procurement of asset management and payroll software @55,000 x 8 provincial governments Total cost: \$440,000 PGSP	Asset ,management and payroll software procured and installed for the nine PGs	Improved and reliable asset management and payroll systems for the PGs as a result of the installation of the new software.	FC/PME and Finance Team	March/July 2018
Goal 10: PCDF funds for 2019/20 are allocated and disbursed to provincial governments					
Objective 1: To carry out 1 PCDF assessment in nine provinces in the months of August, 2018.	Hire three local consultants Conduct induction trainings for the consultants Edit and finalize reports Costs: August Assessment: \$600, 000 PGSP	PCDF assessments conducted and results presented to the project board for endorsement.	Infrastructure services are delivered to qualifying provinces as a result of the timely allocation of PCDF.	FC/PME and Finance Team	August, 2018
Total cost for Finance Division Work Plan 2018: \$6,043,000 MPGIS: SBD PGSP:					