

## **Financial Situation Reporting: Roadmap**

## **FSR call-out sent**

Finance sends out call letter to manager and/or Admin to complete FSR

#### **REPORT**

Manager requests from admin a detailed financial report with information on budget, commitments and actual expenditures from financial system

#### **VALIDATE**

Manager validates that the information is accurate

### **UPDATE**

Manager and/or admin update commitments and actuals in the financial system

## **FORECAST**

Manager provides forecasts which informs surplus /deficit

#### **ADM PRESENTATION**

The Financial
Management Advisor
(FMA) presents to ADM
and makes adjustments
based on ADM request

## CONSOLIDATE FOR ADM

Finance consolidates all manager information for the Assistant Deputy Minister (ADM)

Manager submits to Finance

## SURPLUS / DEFICIT REASON AND RISK

Manager explains reasons for surplus/ deficit and how they will manage deficit and identify risks that could impact forecasts

## CONSOLITDATE FOR DM AND EC

Finance consolidates all ADM information for the Deputy Minister (DM) and Executive Committee (EC)

## DM AND EC PRESENTATION

Finance presents to EC and DM

# STRATEGY / DECISION

EC and DM make decisions to influence year-end results

