

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

CONSOLIDATE 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

