

Article 35 of the PFA stipulates that each budgetary body shall provide the portfolio Minister and the Ministry of Finance with a half-yearly financial report in the following format.

*Annexure – II (Part- I)*

Summary of Half-Yearly Financial Performance Report

Name of organization:

Fiscal Year and reporting period:

Name of Project/Program:

**STATEMENT OF BUDGET AND EXPENDITURE FOR THE HALF-YEAR ENDING**

Nu in millions						
I ACTIVITIES & SUB ACTIVITIES	II Approved Budget	III Expenditure for the period	IV Cumulative expenditure to date	V Balance (surplus/deficit) (II-IV)	VI % Variance =V/II*100	VII Funding forecast for the next half year
<b>Sub-Total</b>						

Signature of Designated In-charge  
Date:

Signature of Designated Finance Officer  
Date:

Signature of Head of Department/Division  
Date:

*The following accounting statements among others shall be attached to this statement:*

- 1) *Receipt & Payment Account for the period.*
- 2) *Schedule of Receipts*
- 3) *Schedule of Payments*
- 4) *Bank Reconciliations statements*



Article 73 of the PFA requires that within three months of the end of each financial year, each portfolio Minister shall present an Annual Portfolio Report on the actual performance against that specified in the Budget to the Lhengye Zhungtshog

*Annexure-II (Part – III)*

Name of the Agency:

Fiscal Year and Reporting Period:

									<b>Nu in millions</b>
<b>Activity</b>	<b>(1) Indicator description</b>	<b>(2) Baseline data</b>	<b>(3) FY Targets</b>	<b>(4) Actual progress</b>	<b>(5) % achieved</b>	<b>(6) Approved Budget</b>	<b>(7) Exp</b>	<b>(8) Variance (surplus/deficit)</b>	<b>(9) Remarks</b>
<b>Sub-Total</b>									

The Report shall include:

- (a) Description of the progress achieved against the strategic objectives for the portfolio and the level of achievement;
- (b) Summary of non-financial and financial performance outcome against the forecast performance in the budget for the portfolio;
- (c) Description and budget used for the programmes delivered and an explanation of any variance with the programmes specified in the portfolio budget;
- (d) Total revenue generated in the portfolio and an explanation of any variance with the revenue specified in the Budget.