



**FEDERAL FINANCES
CIRCULAR NO. 2009/06**

21 May 2009

To agencies subject to the *Financial Management and Accountability Act 1997*

MONTHLY PROFILES FOR 2009-10 BUDGET ESTIMATES

SUMMARY

This circular advises agencies of the information sought by Treasury to enter monthly profiles for the 2009-10 Budget estimates in the Budget Estimates and Actuals Management (BEAM) module in respect of payments to the States which are transferred to Treasury. The update is in accordance with EM 2009-24 – *2009-10 Budget - Update of Monthly Estimates Profiles* issued by the Department of Finance and Deregulation.

Key Dates

By no later than **12 noon on Wednesday 27 May 2009**, agencies are requested to provide information to Treasury, in the custom MS-Excel template provided by Treasury, on the expected monthly profile of 2009-10 Budget estimates.

On 30 April 2009, the Department of Finance and Deregulation released EM 2009-24 for *2009-10 Budget – Update of Monthly Estimates Profiles*. BEAM will open on 18 May 2009 for Treasury to update our monthly estimates profiles and close on 9 June 2009.

2. Treasury is responsible for the monthly profiles of estimated National SPPs.
3. Treasury is seeking agency advice on updates of monthly profiles of the 2009-10 estimates of National Partnership payments and general revenue assistance consistent with the 2009-10 Budget. On receipt of the advice, Treasury will enter the updates to the estimates in BEAM.
4. This is not an opportunity to revise the 2009-10 estimates in BEAM. The monthly profile of 2009-10 estimated payments must be consistent with the 2009-10 Budget annual estimates in BEAM.
5. Agencies are asked to complete the custom MS-Excel template provided by Treasury for each payment.
 - The template is similar to those provided for the estimates process.
 - A simple 1/12th monthly profile has been pre-filled in the template and will be entered into BEAM unless a valid template is provided by Agencies.
 - The monthly profile must also be consistent with the States splits entered into BEAM for the 2009-10 Budget. It is not sufficient to only profile the total annual estimate.
 - Each monthly payment in 2009-10 will be compared with the monthly profile and any variances will need to be explained prior to the payment being made by the Treasury.

- Where payments have been consolidated into one National Partnership payment by Treasury a new template will be provided for each consolidated payment.
 - Agencies need to provide information for all payments where estimates have been transferred to Treasury.
 - Please notify Treasury if there is any payment not included in the MS-Excel template provided.
6. Agencies are asked to clearly explain the reason for any variation from the pro-rata budget profile. In many cases this will simply be to reflect the payment schedule set out in National Partnerships or their Implementation Plans.
 7. Treasury requests that CFOs or their authorised delegate certify the monthly estimates profiles for Treasury to update by 12 noon on Wednesday 27 May 2009.
 8. The completed templates will be used by Treasury to update the monthly estimates profiles in BEAM. A copy of the template must be printed and signed by the CFO or their authorised delegate.
 9. Completed templates should be returned to State.Payments@treasury.gov.au Both a PDF of the signed hard copy and the completed electronic MS Excel templates should be included in your return.
 10. Treasury will provide a summary of all monthly estimates profiles to each CFO at the end of the Monthly estimates profiles update.

Revisions to estimates

11. Treasury is separately tracking revised estimates on a continuous basis. Any revisions to estimates should be reported monthly on the standard payment advice templates.

CONTACT INFORMATION

Federal Finances Unit The Treasury

Telephone:
+61 2 6263 2111 or 1800 020 008
(Switchboard, 8.00 am to 5.30 pm AEST)
Facsimile: +61 2 6273 2614
TTY: +61 2 6263 3733

Email:
State.Payments@treasury.gov.au