

## **MANAGEMENT ACCOUNTS**

4.6 THE PASSPORT OFFICE OPERATES FINANCIAL CONTROL AND MANAGEMENT ACCOUNTING SYSTEMS THAT ENABLE MANAGEMENT TO REVIEW PERFORMANCE (INCLUDING RETAINED EARNINGS, PROFITABILITY, COSTS, CASHFLOW AND HUMAN RESOURCES CONSUMPTION) AGAINST AGREED BUDGETS.

## **FINANCIAL REPORTS**

4.7 THE PASSPORT OFFICE'S ACCOUNTING YEAR WILL BE THE GOVERNMENT FISCAL YEAR. IN ACCORDANCE WITH THE POLICY AND PROCEDURES OF THE TREASURY BOARD FOR REVOLVING FUNDS AND THE REPORTING REQUIREMENTS AND STANDARDS OF THE RECEIVER GENERAL FOR CANADA, THE PASSPORT OFFICE WILL PREPARE AND THE DEPARTMENT OF EXTERNAL AFFAIRS WILL PUBLISH, AS PART OF THE PUBLIC ACCOUNTS OF CANADA, FINANCIAL STATEMENTS INCLUDING AN OPERATING STATEMENT, BALANCE SHEET AND A STATEMENT OF CHANGE IN FINANCIAL POSITION.

## **ANNUAL REPORT**

4.8 AN ANNUAL REPORT WILL BE PUBLISHED IN SEPTEMBER FOLLOWING THE CLOSING OF THE FISCAL YEAR. IT WILL INCLUDE FINANCIAL STATEMENTS AND RELEVANT EXPECTED BUSINESS PLAN, PERFORMANCE MEASUREMENTS AND ACHIEVEMENTS AND ASSESSMENT OF OPERATIONS.

## **FEE POLICY**

4.9 THE DEPARTMENT OF EXTERNAL AFFAIRS WILL MAINTAIN A FEE POLICY DESIGNED TO STABILIZE SERVICE FEES OVER FOUR YEAR PERIODS USING THE SURPLUSES GENERATED IN PREVIOUS YEARS OF OPERATION TO