



Both of these strategic objectives provide the framework for the more detailed annual Business Plan.

The Passport Office Business Plan identifies annual operating objectives, the activities to be undertaken and the resources required to meet those objectives. It analyzes the business environment and sets out the financial and other performance targets.

The Annual Report is an accountability document through which we account to the Canadian public for expending public funds. The Report is a means of evaluating the performance of the Passport Office in terms of the objectives enunciated in the Business Plan.

2.9 Financial Structure

The Passport Office has the authority to charge fees for service provided, pursuant to Section 19 of the Financial Administration Act. The Agency finances its operations from revenues generated by the fees received for travel documents and other services. The fee structure is recommended by the Treasury Board for approval by the Governor in Council. Fees are adjusted whenever necessary in order to recover over time the full cost of all services. They were most recently revised in January 1992.

The Agency operates under a revolving fund. The fund may accumulate surpluses or deficits up to a maximum of \$4 million in its Accumulated Net Charge Against the Fund's Authority account, and is authorized to carry over surplus revenue to offset future shortfalls.

With the designation of the Passport Office as an SOA, it was determined that the revolving fund would have to generate revenues sufficient to meet expenditures over a four-year period. Fiscal year 1995-96 is the second year of the second four-year period.