

“YEAR OF STANDING UP FOR GUYANA”

Public Service Ministry,  
164 Waterloo Street,  
Georgetown.

1986-01-13

Ref. No. PS:14/1 <sup>III</sup>

Dear

**Annual Report 1985**

Please see the attached circular providing guidelines for the Preparation of Annual Reports. There have been amendments to the previous guidelines issued. These amendments are at:

- A - Purpose
- B6 - Deadline Date
- B7 - Distribution
- C.2.4 - Summary and review of Current Year's Programme

The above require your special attention. Please make an extra effort to observe the deadline set.

Best wishes.

Yours co-operatively

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J.E Sinclair  
Permanent Secretary

# GUIDELINES FOR THE PREPARATION OF ANNUAL REPORTS FOR GOVERNMENT MINISTRIES, DEPARTMENTS AND COMPETENT AUTHORITIES

## A. Purpose

The Annual report provides us with an invaluable record for assessing our work performance in the traditional public sector, and enables us both in the context of planning and the financial management of our resources, to make meaningful decisions about the directions in which our various economic and service sectors are going. The Report is required by Cabinet. All Reports are now to be tabled in the National Assembly. An Annual Report is a historical record that provides a measure of accountability and a management tool for improving the work performance of our agencies.

The present format of the Annual Report attempts to provide a measure of consistency both in the manner of reporting and the preparation of the document.

Permanent Secretaries should take the responsibility for directing the work in the preparation of the Report, and for ensuring that the Guidelines are adhered to.

## B. Document Preparation

### B1. General

No elaborate art work is required and must not be used in the cover design or the contents of the Report. Expensive binding, paper and cover stock, section dividers, photographs etc. are unnecessary and must not be used.

Unnecessarily complex tables should be avoided if they can be reduced to simple bar charts, histograms or graphs which can help in the interpretation of data presented. Binding must be inexpensive but secure. Care should be given to content and also to concise reporting and writing. Reports should be editorially proof perfect. Permanent Secretaries must ensure the elimination of typographical and/or grammatical errors.

### B2. Typing

Reports are to be reproduced on standard bond paper 8½ x 11 inches with the following margins:

Left	-	1 inch
Right	-	¾ inch
Top	-	1 inch
Bottom	-	¾ inch

- B3. Typing should be single-space except between paragraphs, sections titles and headings, and each major section of the Report should be started on a new page. Pages are to be numbered consecutively including the appendices, and page numbers are to be centered at the top of the page with the number followed by a period – example, page thirty is 30.
- B4. When producing Annual Reports, pages must be backed to eliminate the waste of paper.
- B5. The cover of the Report must identify the name of the Agency, Year of the Report, and Authority for the Report as follows, and centered on the cover page:-

Co-operative Republic of Guyana

Annual Report

Submitted Pursuant to:\*

(\*below submitted pursuant to: Cite the appropriate legislation or authority under which the report is prepared and submitted).

B6. Deadline and Distribution

The deadline for the submission of the 1985 Annual Report is 15<sup>th</sup> March, 1986.

- B7. There have been additions to the distribution list which will result in a significant increase in the number of copies to be made.

The new distribution list is as follows:-

<u>Names of Agencies</u>	<u>No. of Copies</u>
1. Secretary to the Cabinet	16
2. Clerk to the National Assembly	65
3. Office of the President	1
4. Office of the Prime Minister	1
5. Chief Planning Officer, State Planning Secretariat	1
6. National Archives	1
7. National Library	1
8. University of Guyana Library	1
9. Public Service Ministry	1
10. Auditor General	2
11. Secretary to the Treasury	1
12. Senior Departmental/Divisional Heads within agencies	1 copy each

## C. Contents of the Annual Report

The following Table of Contents is to be used in preparing Annual Reports with Sections appearing in the order shown and following the numbering system provided:-

The numbering system is as follows:-

1.0;	2.0;	3.0	-	major sections
1.1;	2.1;	3.1	-	sub section in a major sections
1.1.1;	2.1.1;	3.1.1	-	sub-sub sections

### C.1. Table of Contents

1.0 Executive summary

2.0 Mission Statement

3.0 Organisation and Management

3.1 Organisational chart

3.2 Description of Divisions and Departments

4.0 Summary and Review of Current Year's Programme

4.1 Division 1

4.2 Division 2

4.3 Division 3, etc.

5.0 Review of Special Initiatives

6.0 Appendices

6.1 Budgeted and Actual Recurrent Expenditure

6.2 Budgeted and Actual Capital Expenditure

### C.2. Explanation of Contents

### C.2.1. Executive Summary

This section should be limited to four (4) single-spaced typed pages and presented as a continuous narrative without section titles. The summary must present in as simple and concise a manner as possible, a synopsis of the Annual Report highlighting the salient points in the Report. The Executive Summary must conclude with the signature of the Permanent Secretary, date, year and agency at the bottom right hand corner of the last page of the summary as follows:

Sgd. H. Jones

Permanent Secretary  
Ministry of Public Welfare  
Georgetown

February 28, 1984

### C.2.2. Mission statement

A concise statement of the Mission of the Agency arising out of its policy mandate, and how the mission relates to our overall ideological and development thrust, and how it attempts to reflect and integrate the focus of other agencies to achieve global societal objectives.

### C.2.3. Organisation and Management

Organisational Chart should be self explanatory. There should be description of each division or department shown in the Organisational Chart. This should include the Organisation Structure of the division; staffing; specific objectives of the department or division (Not Work Programmes or Targets but Objectives), and some discussion as to how the departments or divisions' work relates to and is integrated into the overall functioning of the Agency.

### C.2.4. Summary and Review of Current Year's Programme

From an analysis of Annual Reports received in 1985 from Ministries, Departments and Regions, it has been observed that most agencies have not been adhering to all the requirements set out in the Guidelines, especially that relating to the Summary and Review of Current Year's Programme. As a consequence, the status of the work programme is often difficult, and in some cases, impossible to determine.

To avoid this general problem of reporting, it has been decided that commencing with the 1985 Annual Report, all activities undertaken and comments thereon must be shown as per the following simple format:-

Item No.	Targets set for year	Targets Achieved	Analysis of Successes or Failure

C2.4.1 In every agency, every year there is a set of important activities for which the agency could not plan ahead at the beginning of the year. These are nonetheless a vital part of each agency's Annual Report and should follow the same format as a Sub Heading of Summary and Review of current year's activities.

Unplanned but important activities

Item No.	Targets set for year	Targets Achieved	Analysis of Successes or Failures

C.2.5. Review of Special Initiatives

A summary narrative of the work done in the reporting year by the agency with particular emphasis on programmes of national concern such as Incentives; Workers' Welfare, Ideological Development; Programmes for the Improvement of Standards; Training and Welfare; Women's Programmes; and Community Development Programmes. This section can be used also to identify special projects and assignments undertaken by the Agency in the reporting year, and may highlight outstanding workers, status of industrial relations etc.

C.2.6. Appendices

Recurrent Expenditure: Table I, attached

Capital Expenditure: Table II, attached

The appendix may also include tables, graphs and charts, if reference is made to them in the body of the document, and if they help to provide an understanding of the work done in the Agency or the sector. **Do not pad** the Appendix with unnecessary material such as pictures, letters, brochures and other routine documents.

D. Please bring this Circular to the attention of the relevant officers in your Ministry/Department/Region and urge them to complete your Agency's Annual Report by the stated date.

(Sgd) J. E. Sinclair

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J. E. Sinclair  
 Permanent Secretary  
 Public Service Ministry