

# ACTIVITY REPORTS

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# Strategic Planning

- ❖ Priorities are set for
  - financing
  - facilities
  - and human resources of administration.
  
- ❖ Middle-term corporate goals and objectives

# Performance Program

- ❖ Goals and objectives of administration's performance
- ❖ Activities at the level of entities
- ❖ Cost and budget assessment

# Monitoring and evaluation

- ❖ Effectiveness and efficiency are evaluated
- ❖ Success is measured and evaluated
- ❖ Provide basic input to activity reports

# Activity reports-1

- ❖ Are the administration's main mechanism of reporting.
- ❖ Provide main input to strategic planning and performance improvement program.
- ❖ Are such periodic documents, which are written annually and made public to ensure transparency and accountability of the top managers and competent persons for the costs incurred from allocated resources.

# Activity reports -2

## ❖ Background

- ✓ Art. 41 of Law no. 5018 and
- ✓ Guidelines for Public Entity Activity Reports.

## ❖ Ministry of Finance's responsibilities:

- ✓ Making activity reports;
- ✓ Submission of reports to the respective structures;
- ✓ Publication of reports;
- ✓ Determination of adequate reporting terms, rules and procedures.

# Activity reports-3

- ❖ Activity reports are the most important instruments ensuring such principles as
  - ✓ Reporting and
  - ✓ Financial transparency,Which are the main element of the new public /state / financial management system.
- ❖ Data reflected in the reports must be correct, reliable, unbiased and impartial.
- ❖ Activity reports must be written in a clear and comprehensible language to inform the stakeholders and the society.

# Activity reports-4

- ❖ Activity reports must contain full-fledged information, and outputs must be described comprehensively.
- ❖ Activity reports must be comparable by years.
- ❖ The same methods must be employed to describe the outputs and evaluations.



# *Activity reports – performance information*

- ❖ Activities and projects implemented according to the administration's strategic plan and performance programs
- ❖ Actual implementation of goals and performance indicators and reasons for deviations
- ❖ Other information on performance and its evaluation