

# **The New Charter**

## **Introduction**

We are the Ministry of Finance and Economic Planning (MOFEP), one of the Central Management Agencies under the Office of the Head of the Civil Service, Ghana.

## **Vision**

To be recognized as a highly professional institution dedicated to providing quality financial management, improving accountability and ensuring good economic governance.

## **Mission**

To ensure macro-economic stability for the promotion of sustainable economic growth and development of Ghana and her people.

## **Functions**

- Formulate and implement sound fiscal, and financial policies
- Effective mobilization and efficient allocation of resources
- Improve public financial management

### **We are Responsible for:**

- Mobilization of internal and external resources
- allocation of resources to all sectors of the economy
- ensuring sustainability of the public debt
- Preparation and implementation of the annual budget and economic and financial statement of Government
- Management of public expenditure
- Development and implementation of financial sector policies.

### Our service standards

We shall issue General/Specific warrants and respond to requests on all releases **accompanied with the necessary and appropriate supporting documents** within the following timeframes:

Service	Response from MoFEP	Time frame
Item 1 Personal Emoluments	General warrant / cash ceilings issued to Controller and Accountant General's Department (CAGD)	1" week of each month
Item 2- Administrative Expenses	General warrant/cash ceilings issued to CAGD	1" week of each month
Item 3 Service expenses	Issue Specific warrant to CAGD based on cash ceiling	Seven working days
Item 4- Investments	Issue specific warrant to CAGD	Seven working days
Other Services not related to release of funds	Acknowledgement of receipt and indicate timeframe for follow-up actions	Within five working days

### We Strive For:

- Prudent use of national resources, ensuring honesty, transparency, accountability and integrity
- Effective and efficient collaboration with all stakeholders for resource mobilization
- Efficient allocation of resources to all Ministries, Departments and Agencies (MDAs)
- Continued improvement and timely release of funds and provision of other services to ensure the attainment of our VISIO.

### Information Transparency and Convenience

- We will provide transparent, useful and timely information to all MDAs and the general public;
- Keep the Ministry's website current ([www.mofep.gov.gh](http://www.mofep.gov.gh)) make it reader-friendly .• updated and available to the public

### What We Expect from the MDAs (Public)

To enable the Ministry perform its functions expeditiously, we expect the following from MDAs and the general public:

- MDAs to strictly follow guidelines in developing budgets and applying for funds and other services

~ MDAs to follow cash plans and ceilings in requesting for releases  
~ all requests for releases to be supported with all the appropriate documentation.

### **Complaints and Comments**

Complaints and comments may be:

- Formally submitted to the Chief Director, MoFEP
- Placed in the suggestion box located at the front lobby of the Ministry
- Submitted to the Public Relations Office located on the third floor-Room 350;
- Submitted to the Client Service Unit of the Ministry (Room 10).

As a final resort you may appeal to:

THE NEW CHARTER OFFICE,  
c/o OFFICE OF THE PRESIDENT, MINISTRY  
OF PUBLIC SECTOR REFORM,  
ACCRA

233-21-672333

Tel: 684086/671359 .

Fax: 671358

**Collaborating Departments and Agencies**

Our collaborating institutions are the Departments and Agencies, namely:

- Controller and Accountant General's Department (CAGD)
- Revenue Agencies Governing Board (RAGB)
- Value Added Tax Service (VATS)
- Internal Revenue Service (IRS)
- Customs, Excise and Preventive Service (CEPS)
- Securities and Exchange Commission (SEC)

**Other collaborating institutions include**

- Bank of Ghana
- The National Insurance Commission
- Finance Committee of Parliament
- The Ghana Statistical Service (GSS)
- All Development partners (DPs)
- The National Procurement Authority (NPA)
- The Internal Audit Agency (IAA)

**Address**

Our address is

Ministry of Finance and Economic Planning  
P. O. Box MB40, Accra  
Ghana

Telephone: 233-21-665310

Fax: 233-21-663854

Website: [www.mofep.gov.gh](http://www.mofep.gov.gh)