

**பிரதம செயலாளர் செயலகம், வடக்கு மாகாண சபை**  
**ප්‍රධාන ලේකම් කාර්යාලය, වතුරු පළාත් සභාව**  
**Chief Secretary's Secretariat, Northern Provincial Council**



மாகாணசபை வளாகம், A9 வீதி, கைதடி  
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My No: - NP/09/AP/4/CIR/12/2018

01.11.2018

**PROVINCIAL FINANCE CIRCULAR NO: - PF/AP/ 03/2018**

Secretaries,  
 Deputy Chief Secretaries,  
 Heads of Departments,  
 Northern Province.

**CLOSING OF ACCOUNTS FOR THE FINANCIAL YEAR – 2018**

As per Section 15 of the National Audit Act No. 19 of 2018, Financial Statements of the Republic should be submitted to the Auditor General for auditing not later than three months after the close of each financial year of the Government. The Auditor General audits the financial statements of the Government by verifying the details of the financial statement prepared for each Expenditure Head. For this purpose, all the expenditure heads for which funds are being allocated by the Annual Appropriation Act shall require to submit their Annual Financial Statements including Annual Appropriation Account, the Revenue Accounts and the Accounts relating to Advance Account Activities to the Auditor General giving appropriate period of time for auditing. Therefore, the following procedure is implemented to closure of accounts for the financial year 2018 enabling to present the Annual Financial Statements of all Provincial Expenditure Head for the year 2018 by 28<sup>th</sup> February 2019 to the Auditor General.

Further, the required instructions and specimen formats therein will be issued by this Department in due course with respect to the set of Financial Statements to be prepared by the Government entities which incur their expenses out of the Consolidated Fund, instead of Appropriation Account which is currently being prepared in compliance with the FR 150, covering the requirements of such FR as well.

The Books of accounts for the financial year 2018 have to be closed on 31st December 2018 under Provincial Financial Regulation 254. Accordingly your summary of accounts and other relevant accounting documents pertaining to this year should be accurately prepared and forwarded to the Provincial Treasury, within the prescribed dates mentioned in this circular. It should also be noted that the instructions issued in this circular regarding closing of accounts for 2018 should be strictly followed and complied with by the Provincial Ministries and the Departments.

பிரதிப் பிரதம செயலாளர்  
 නිකුත් ප්‍රධාන ලේකම්  
 DEPUTY CHIEF SECRETARY

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## 1. Closing of the Cash Book on 31<sup>st</sup> December 2018

The cash book for the Year 2018 should be closed at the end of 31<sup>st</sup> Dec. 2018 in the following manner:-

- 1.1 The Secretaries of the Provincial Ministries and Heads of the Departments should delegate authority to a responsible staff officer by name to close the cash books in their offices and sub offices and a copy of the delegation of authority should be furnished to the Auditor General. The financial transactions for the year 2018 should be finalized as at 31<sup>st</sup> December 2018 by the authorized officer and no any financial transaction should be made thereafter. In the offices where cash books are further utilized in line with the CIGAS programme, the authorized officer should close the cash books for 2018 and place a note of his/ her name, designation, date and time having drawn a red line below the last entry of each cash books in order to prevent any entry of financial transaction after 31<sup>st</sup> December 2018 being included in the cash book relevant to the year 2018.
- 1.2 Provincial Secretaries and Heads of Departments should write a cheque in favor of the **“Chief Secretary, Northern Province”** for the entire balance in the cashbook as at 31.12.2018 should be forwarded to the Provincial Treasury, Northern Province, Provincial Council Complex, A9 Road, Kaithady on 1<sup>st</sup> Jan.2019.

## 2. Settlement of Imprest Accounts

- 2.1 The Ministries and Departments should complete the Form in the **annexure I** confirming the cash book balance as at 31<sup>st</sup> December 2018 should promptly be submitted to the Provincial Treasury on 1<sup>st</sup> of January 2019.
- 2.2 Any Ministry or Department should not withhold any part of the imprest since an initial imprest will be released to Ministries and Departments on the first working day of the year 2019. Even if there is no cash book balance at the end of the year, “NIL” report should be sent directly to the Provincial Treasury.
- 2.3 Please also note that subsequent releases other than the initial imprest for the year 2019 will be released by the Provincial Treasury to Ministries and Departments only after requirements laid down in Para 2.1, 2.2 above are fulfilled.
- 2.4 Pre-arrangements required to facilitate settlement of sub imprest issued to sub offices and officers should be made, in order to remit the balances of imprest to the Provincial Treasury on 1<sup>st</sup> January 2019. It is presumed that you would discuss with your sub offices and adopt a convenient method similar to 2.1 when you collect such cash balances from sub offices as at 30<sup>th</sup> December 2018.

### **3. General Instructions**

- 3.1 Details of monthly accounts with regard to Head Number of your Ministry/ Department checked with computer print issued by the Provincial Treasury and the debits made against the votes without adequate provisions should be corrected immediately.
- 3.2 The prior approval of the respective Ministry/ Department should be obtained in making entries in the accounts of another Ministry/ Department through supplementary summary of accounts.
- 3.3 The application for correction of any erroneous accounting must be forwarded to the Provincial Treasury in the instance where it is impracticable to make such entries in the summary of accounts using CIGAS Programme of the respective Ministry/ Department. The relevant Ministry/ Department is responsible for the accuracy of the information given in the transfer order forwarded to this office for making errors correction.
- 3.4 The certified Final Accounting Statement of the year 2018 of the respective Ministry/ Departments will be released in the form of computer print of the Provincial Treasury. It is required to send an officer to this office to collect the documents and this office to be informed the absence of such arrangements in advance, and accordingly action will be taken to send the respective accounting statement to such institutions by post. It should be noted particularly that the appropriation account 2018 should only be prepared as per the information in the certified Final Accounting Statement.
- 3.5 If any Ministry/ department procured goods or services from another state or private institution during the year 2018, action to be taken to account the relevant bills on or before 31<sup>st</sup> December 2018.
- 3.6 In terms of PFR 162 transfer of provisions remained in your heads at the end of the year to Deposit Accounts would be permitted only, where the approval of the Chief Secretary has been granted in that respect. As the Provincial Treasury allocates a new deposit account number under 6000 to the respective institutions for the year 2018 in order to transfer the remaining provisions so approved; under any circumstances, transfer of budgetary provisions in the year 2018 should not be made to the deposit accounts that are currently operated for the previous years or general deposit accounts. In making these requests, it should be ensured that the adequate provisions are available in the particular vote.
- 3.7 It is also required to ensure that there are no discrepancies in the accounts, after reconciliation of all the accounts shown in the books of the Ministry/ department with the accounting information available in the Final Accounting Statement 2018 prior to the closing of accounts.

**4. The programme inclusive of the tasks related to the closing of accounts in the financial year 2018 and the final dates.**

<b>No</b>	<b>Task</b>	<b>Explanation related to the task</b>	<b>Scheduled due date for the task</b>
4.1	Closing of Cash Book in the year 2018 respective Ministries& Departments	Should be performed according to this instructions	31 <sup>st</sup> December 2018
4.2	Settlement of cash book balance	Settlement should be made to Provincial Treasury as per this circular	1 <sup>st</sup> January 2019
4.3	Submission of the first summary of accounts including transactions in December 2018.	This summary of accounts should be submitted as per this instructions	Before 5 <sup>th</sup> January 2019
4.4	Issue of the First Accounting Statement	The First Accounting Statement including the transactions of the first Summary of Accounts in December 2018 is released through computer print.	Before 11 <sup>th</sup> January 2019
4.5	Submission of the Supplementary Summary of Accounts	The supplementary summary of Accounts, including only the transactions which could not be included in the first summary of Accounts in December 2018 should be submitted. The supplementary summary of accounts should be submitted only after running the month end process for December 2018 in the CIGAS program.	Before 18 <sup>th</sup> January 2019
4.6	Issue of Final Accounting Statement	Issue of the Final Accounting Statement after inclusion of correction of errors in supplementary summary of Accounts.	Before 25 <sup>th</sup> January 2019
4.7	Rendition of Deposit Reconciliation Statement (4 copies)	Submitted to the Provincial Treasury	Before 1 <sup>st</sup> February 2019

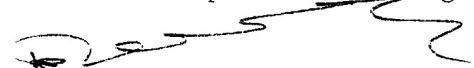


No	Task	Explanation related to the task	Scheduled due date for the task
4.8	Rendition of Annual Board of Survey Report	Submitted to the Auditor General with copy to the Provincial Treasury	Before 1 <sup>st</sup> February 2019
4.9	Submission of details on commitments and liabilities as per the form in the annexure II	Submission of details on commitments and liabilities to be settled at the end of the year 2017. Any liabilities or commitments which will not be mentioned in this <b>annexure II</b> , should not be settled in the year 2018	Before 05 <sup>th</sup> February 2019
4.10 4.10.1 4.10.2	Advance Accounts Rendition of Public Officers Account Reconciliation Statement (4 copies) Rendition of Final Accounts of Advance Account Activities (4 copies)	The originals of all the advance accounts should be forwarded to the Provincial Treasury	Before 8 <sup>th</sup> February 2019
4.11	Rendition of Appropriation Account and Revenue Account(4 copies)	Submitted to the Provincial Treasury	Before 8 <sup>th</sup> February 2019
4.12	Report of the Capital Expenditure	Details on capital expenditure for the year 2018 to be submitted in <b>annexure III</b> , to the Provincial Treasury.	Before 8 <sup>th</sup> February 2019
4.13	Fixed Assets Schedule reported through Summary of Accounts	For the purpose of preparation of accounts on Accrual Basic, a schedule including fixed assets as per Annexure IV of SA/AS/AA/Circular dated 24.01.2013 need to be submitted to the Provincial Treasury and the total value of this schedule shall be equal to the sum of Main Ledger Accounts balances of 611, 612,613,614 , In addition to the hard copy of this Schedule, a soft copy should be sent via <b>dcshnp09@gmail.com</b>	Before 08 <sup>th</sup> February 2019

For further clarification with regard to this circular, the following officer in the Provincial Treasury could be contacted.

Chief Accountant – Accounts & Payments, N.P - 021 2220852

All the Secretaries and Head of the Departments are kindly requested to cooperate in achieving the financial accountability in preparation of the Accounts in year 2018 in complying with the aforementioned procedure on closing of Accounts.



**A. Pathinathan,**  
**Chief Secretary**  
**Northern Province**

**Copies to –**

- |   |   |                             |
|---|---|-----------------------------|
| 1. Secretary to the Hon. Governor, NP         | - | Inform to the Hon. Governor |
| 2. Secretary, M/PC & LG, Colombo - 01         | } | for your information please |
| 3. Secretary, Finance Commission , Rajagiriya |   |                             |
| 4. Deputy Auditor General, N.P                |   |                             |
| 5. Chief Internal Auditor, NP                 |   |                             |

My No: - .....

Date: - .....

Deputy Chief Secretary – Finance,  
Provincial Treasury,  
Northern Province,  
Provincial Council Complex,  
A9 Road,  
Kaithady.

**Closing of Cash Book as at 31.12.2018 & Remittance of Cash Balance  
to the Provincial Treasury**

**Ministry / Department:** .....

I hereby certify that the Cash Book balance as at 31<sup>st</sup> December, 2018 of the Ministry / Department is Rs..... for which a cheque bearing No. .... dated ..... is enclosed herewith. I further certify that there is no **Cash balance to remit to the Provincial Treasury**, other than the amount settled by the above cheque. After the remittance of the above amount the imprest balance tallies / does not tally due to the following reasons :-( Reasons are given as detail)

S. No.	Reason	Amount
	<i>Total</i>	

Forwarding Cash book balance details

S. No.	Reason	Amount
	Block Grant	
	CBG	
	PSDG	
	TSEP/HSDP	
	APO	
	Deposit	
	CSR	
	<i>Total</i>	

.....  
**Chief Accountant / Accountant /  
Head of the Department**

Date:- .....

### Statement of Liabilities and Commitments

Name of Special Expenditure Unit/Ministry / Department: - .....

Expenditure Head No: - .....

Programme No & Title: - .....

Commitment No.	Month	Date	Head	Programme	Project	Sub Project	Object Code	Finance Code	Item	To Whom	Commitment	Commitment Balance	Liability Amount	Paid Liability	Liability Balance	Liability Date

Nature of payments/Liabilities should be recognized separately as follows.

1. Ministries / Government Departments
2. State Corporations / Statutory Boards
3. Private Parties

Liabilities are transactions of which payments have not been made to the relevant parties, although goods, services or assets and services pertaining to construction contracts have been received during the respective accounting year.

Commitments are contracts or written agreements which have been entered in to with the external parties in order to obtain goods and services during the respective accounting year, although the relevant assets or services have not been received.

**Report on Capital Expenditure-2018.**

Ministry / Department: - .....

Expenditure Head No: - .....

Project Name	Vote	Description	Financed by		Annual Expenditure	
			Domestic Fund	Foreign Funds	Projects completed during 2018	On-going Projects at the end of the year 2018

**Expenditure Head No :** \_\_\_\_\_ **Ministry / Department / District Secretariat :** \_\_\_\_\_

[illegible]

## Statement of Non Financial Assets - 2018

Rs.

**Expenditure Head No :**

**Ministry / Department / District Secretariat :**

Non Current Asset	Code	(1) Balance as at 01.01.....	(2) Transactions					(3) Changes			Balance as at 31.12.....									
			2(1) Acquisition			2(2) Disposal		2(3) Net Transactions	Holding Gain / Loss	Changes in Volume +/( -)		Balance								
			Purchases	Transferred		Sale	Transfers	2(3)=2(1)-2(2)	3(1)	(-)+ 3(2)	3(3)=3(1)+-3(2)	4=1+2(3)+ 3(3)								
				Other Entities	Work in Progress															
Machinery and Equipment	6112	xxx									xxx									
Transport Equipment	61121	xxx																		xxx
Passenger vehicles	6112101	xxx																		
Cargo Vehicles	6112102	xxx																		
Agricultural vehicles	6112103	xxx																		
Industrial Vehicles	6112104	xxx																		
Ambulance	6112105	xxx																		
Ships	6112106	xxx																		
Railway locomotives	6112107	xxx																		
Aircraft	6112108	xxx																		
Motor cycles	6112109	xxx																		
	Sub Total	xxx																		
Other Machinery and Equipment	61122	xxx									xxx									
Office Equipment	6112201	xxx																		
Computer Equipment	6112202	xxx																		
Electrical Equipment	6112203	xxx																		
Communication Equipment	6112204	xxx																		
Furniture	6112205	xxx																		
Musical Instruments	6112206	xxx																		
Medical Equipment	6112207	xxx																		
Sports Equipment	6112208	xxx																		
Paintings,Sculptures and other antiques	6112209	xxx																		
Books, Periodicals and Journals	6112210	xxx																		
Laboratory Instruments	6112211	xxx																		
Industrial and manufacturing Equipment	6112212	xxx																		
Construction Equipment	6112213	xxx																		
Broadcasting Equipment	6112214	xxx																		
Defence Equipment	6112215	xxx																		
Agricultural and dairy farm Equipment	6112216	xxx																		
Fire protection Equipment	6112217	xxx																		
	Sub Total	xxx																		
	6113	xxx																		xxx
Other Non Financial Assets	61131	xxx																		
Work in Progress	61132	xxx																		
Biological Assets	61133	xxx																		
Intangible Assets	6113301	xxx																		
Computer Software	6113302	xxx																		
Licenses	6113303	xxx																		
Patents & Copyrights	6113304	xxx																		
Trade Marks	6113305	xxx																		
Broadcast Rights		xxx																		

## Statement of Non Financial Assets - 2018

**Rs.**

**Expenditure Head No :**

Ministry / Department / District Secretariat :

[illegible]



## Statement of Non Financial Assets - 2018

Rs.

**Expenditure Head No :****Ministry / Department / District Secretariat :**[illegible]