

MINISTRY OF ECONOMY CIRCULAR

MINISTRY OF ECONOMY
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CIRCULAR NO: 03/2019-2020

01 May 2020

From: Permanent Secretary for Economy

To: All Permanent Secretaries
Heads of Departments
High Commissioners
Ambassadors in Fiji Foreign Missions

FIN 60/36

Subject: 2019-2020 CLOSING OF ACCOUNTS, PROCESSES & PROCEDURES

1.0 Objective

1.1 This Closing of Accounts Circular outlines the mandatory procedures for **Ministries/Departments** to follow in order to ensure that agency accounts are properly regularised and closed off for the financial year ending 31 July 2020.

2.0 Legislative Requirements

2.1 Section 28 of the Financial Management Act 2004 (**'FMA'**) states that Heads of Agencies are responsible for the preparation of agency financial statements and its subsequent reporting in accordance with section 50 of the FMA and Division 2, sections 69 and 70 of the Finance Instructions 2010 (**'FI'**).

2.2 As per clause 2.1 above, the Whole of Government Financial Statements are compiled and reported in accordance with section 45 and 46 of the FMA.

3.0 Status of the Accounts & Finance as at 30 April 2020

3.1 A number of accounting matters relating to the accounts and finances and its processes for completion remain open. These include; open payables, outstanding Local Purchase Orders (**'Purchase Orders'**), un-presented cheques (**'UP'**), un-cleared stale cheques and either delay or non-submission of reconciliations. A significant number of issues/matters related to this have been raised with the respective Ministries/Departments.

4.0 Purchase Orders

4.1 The cut-off date for issuing of Purchase Orders is **01 June 2020**. Cancellation of **all** unprocessed Purchase Orders (**'commitments and those purchase orders that have not been issued to supplier or goods that have not been delivered or service that has not been rendered'**) are to be completed by **10 July 2020**.

4.2 Thereafter, from **02 June to 17 July 2020**, new Purchase Orders shall only be raised for the purchase of **essential goods & services**. This will strictly include the following: **fuel & oil, rations, purchases related to emergency health services and for flights and hiring of boats and vessels in exceptional circumstances duly authorised by the respective Head of Budget Sector Agency ('HoBSA')**.

- 4.3 Prior approval needs to be obtained from Ministry of Economy ('**MoE**') for Purchase Orders in excess of \$10,000 per day till the end of this financial year 2019-2020. Entering into any new contracts shall cease for this financial year except for any extreme circumstances which would require prior approval from the Permanent Secretary for Economy.
- 4.4 Ministries/Departments are to plan ahead for all procurement to ensure Purchase Orders are prepared and approved prior to **01 June 2020** and that all payments through Purchase Orders are made by **17 July 2020**.
- 4.5 Any procurement from **22 July to 29 July** shall be paid either through direct payment or through pro-forma invoice and the **delegation for this period is given to the Permanent Secretaries or the Heads of Department for essential and emergency procurements** for the operation of the Ministry/Department or country as a whole. This procurement is limited to the **daily cash flow ceiling** and MoE will review this on a case by case basis, should there be a need for any procurement above the limit.
- 4.6 All outstanding Purchase Orders and Payment Vouchers are to be actioned accordingly by **17 July 2020**. Pending Purchase Order Report [**PO556**] can be extracted to view all outstanding Purchase Orders on a daily/weekly basis.
- 4.7 All open purchase orders will be cancelled by the Ministry of Economy by **20 July 2020**.

Date	Process To be Completed
12 June 2020	August 2019 to May 2020 LPOs to be cleared
01 June 2020	Last day to generate Purchase Orders (Normal Operations)
02 June to 17 July 2020	Purchase Order for essential items only, authorised by respective HoBSA (Ministry/Department) and the Permanent Secretary for Economy (procurements in excess of the daily limit)
20 July 2020	MoE to cancel all open outstanding Purchase Orders
22 July to 29 July 2020	Direct payment or payment through Proforma Invoice authorised by the respective HoBSA (Ministry/Department) for essential items as per the daily limit.

5.0 Payments

- 5.1 HoBSA must ensure that expenditures are correctly recorded and is within the budget for the financial year 2019-2020.
- 5.2 All payments for expenditure incurred in the financial year 2019-2020 should be made by **4.00pm on 29 July 2020**. Backdating of cheques to make payments for the current financial year 2019-2020 in new financial year 2020-2021 is strictly **not** allowed and is a breach of the Public Service code of conduct.
- 5.3 HoBSA and Accounting Heads need to ensure that only goods and services that are categorised as essential including contractual payments are considered for payments from **01 June to 29 July 2020** with all payments to be **paid by 29 July 2020**.

- 5.4 It has been noted in the past that some Ministries/Departments tend to engage in non-essential purchases especially where there are savings and failure to comply may result in surcharge.
- 5.5 All major payments including **contractual** and **indent payments** in excess of the authorised daily limit for Ministry/Department shall be submitted to MoE (**Financial Operations**) by **14 July 2020**. Ministries/Departments are requested to plan their expenditures well, particularly for contractual payments as **Ministry of Economy will strictly not accept any 'excess approval request' after 14 July 2020 for any payment**. Ministries/Departments are advised to liaise with the contractors to ascertain the completion time and the timing of the progressive payment accordingly.
- 5.6 Any request for manual payment of salaries and wages shall be as per **Finance Circular 10/2017** and this must accompany duly completed FS02 form which should reach MoE (Salaries) by **20 July 2020**.
- 5.7 Open Payables & Undisbursed vouchers for **August 2019 to May 2020** should be cleared by **05 June, 2020**.
- Open Payables Report [**AP711**] – all vouchers raised in the system and has not been paid.
 - Undisbursed Vouchers Report [**AP741**] – vouchers paid but have not been recorded in the general ledger.

Date	Process To be Completed
05 June 2020	Open Payables and Undisbursed vouchers for August 2019 to May 2020 to be cleared.
14 July 2020	Payments for approval above as per the daily ceiling limit per day closes leaving payments for essential items/services only.
20 July 2020	Request for manual payment of salary/wages
29 July 2020	All payments to be made by this date

6.0 Revenue Lodgements

- 6.1 All revenue collected for **31 July 2020** must be deposited to the **Consolidated Fund Account ('CFA')** by **4.00pm** on **31 July 2020 (the last working day of this financial year)**. In remote areas where banking facilities are not available, lodgements are to be made at the nearest Post Office.
- 6.2 All dishonoured cheques returned through CFA will be executed in accordance with **Finance Instructions 33(5)**.
- 6.3 At the end of this financial year (2019/2020), Ministries/Departments are to prepare the list of all dishonoured cheques with its monetary value. Ministries/Departments should carefully assess all dishonoured cheques to determine the likely recoverability of these cheques. A separate list must be prepared to show all those dishonoured cheques that has minimal chance of recovery and subsequent processes to be undertaken accordingly.
- 6.4 All Ministry/Department Bank Lodgement Clearance (**'BLC'**) accounts must be reconciled and posted to correct revenue allocations by **06 August 2020**. BLC

transactions cleared by placing the balances in trust or revolving fund account will not be acceptable.

Due Date	Process To be Completed
31 July 2020	All revenues to be deposited in the banks
06 August 2020	BLC Accounts are reconciled and correctly posted to respective Heads revenue allocations.

7.0 Monitoring of Unpresented Cheques/Stale Cheques/Board of Survey

7.1 Monitoring of Unpresented Cheques

7.1.1 All unpresented cheques must be reconciled and any discrepancies should be adjusted before **13 August 2020**. Ministries/Departments must ensure that General Ledger and Drawings Account balance correlate.

7.1.2 Ministries/Departments are advised to strictly do online payment and avoid cheque payment. In cases where issuing of cheques is necessary, it is advisable that Ministry/Department to do a direct deposit rather than dispatching the cheque to vendors. It is encouraged that all cheque deposits or online payments be processed by **4pm on 29 July 2020** as this is the last day for payments for this financial year (2019-2020).

7.2 Stale Cheques

7.2.1 As per **Section 33 (3)** of the **Finance Instructions 2010**, Ministries/Departments are encouraged to make necessary adjustments for stale cheques on a regular basis to avoid any future audit queries.

7.2.2 All stale cheques must be cleared by **06 August 2020**.

7.2.3 Ministries/Departments must do regular follow ups to avoid cheques becoming stale after six months however as mentioned above, it is not encouraged for Ministries/Departments to do vendor payment via cheques.

7.2.4 Ministries/Departments have the responsibility of clearing stale cheques and not Ministry of Economy, therefore due process must be followed to clear stale cheques after six months to avoid appearing in unpresented cheque list.

7.3 Board of Survey

7.3.1 Accounting Heads must ensure that an Annual Board of Survey (**'BoS'**) has been carried out for assets and cheques by **28 August 2020**.

7.3.2 In accordance with **Clause 49 of the Financial Instructions**, Annual BoS must be conducted by three independent officers not in any way associated with the custody of the assets.

7.3.3 A BoS verification must satisfy the following:

- a. the physical existence and condition of assets; and
- b. the value of unpresented cheques in the Drawings Account.

7.3.4 A copy of the BoS report on assets must be submitted to MoE (Head of Administration) requesting for the write-off in accordance with **Section 57** of the **FI** and as for BoS on drawings account on cheques it must be submitted to :

- i. **Ministry of Economy** (Financial Reporting); and
- ii. **The Office of the Auditor General**

Due Date	Process To be Completed
29 July 2020	All cheque deposits or online payments to be processed by 4pm on 29 July 2020
06 August 2020	Clear Stale Cheques
13 August 2020	Reconcile discrepancies in unrepresented cheque listing
28 August 2020	Board of Survey Report submitted to MoE and Auditor General (Assets and Unrepresented Cheques)

8.0 Month End Journal Adjustments for July 2020

8.1 Journal Inputs

- 8.1.1 All journals for July 2020 should be processed by **06 August 2020**.
- 8.1.2 A first General Ledger report for July 2020 will be released by MoE on the **11 August 2020**.
- 8.1.3 Posting of supplementary journals and regularisation of expenditure will be processed daily until the **18 August 2020**.
- 8.1.4 A final General Ledger report will be issued by FMIS on the **24 August 2020**.

8.2 Clearance of SLG 84

- 8.2.1 All request for release of donor funding shall reach MoE no later than **10 June, 2020**.
- 8.2.2 All unutilised funds in SLG 84 are to be returned to the originating Ministry/Department through journal vouchers facilitated by the MoE by **10 July, 2020** and a justification on the same to be provided.

8.3 Inter-Department Clearances

- 8.3.1 All Inter-Department Clearance (**'IDC'**) account transactions are to be cleared and all misallocations are to be adjusted by **07 August 2020**. It is advisable that all Form 'S', copies of Journals, and other forms of advice necessary for clearance of interdepartmental transactions between Ministries/Departments are to be completed by **31 July 2020**.
- 8.3.2 All IDC are to be zerorised by **07 August 2020** and reconciliations to be submitted to MoE (Financial Reporting) by **28 August 2020**.

Due Date	Process To be Completed
10 June 2020	All request for release of donor funding shall reach Ministry of Economy

10 July 2020	Unspent balance in SLG84 returned to originating Ministry and justification provided of unspent funds.
31 July 2020	All Form 'S' for IDC to be submitted
07 August 2020	IDC reconcile to zero balances
06 August 2020	All journals to be processed
11 August 2020	GL report to be issued by MoE (FMIS)
18 August 2020	Posting of supplementary journals and regularisation of expenditure
24 August 2020	Final GL report to be issued by MoE (FMIS)
28 August 2020	IDC reconciliation to be endorsed and dispatched to FMIS

9.0 Imprests

- 9.1 The provisions of **Section 34** of the **Finance Instructions 2010** must be followed while retiring imprests. **All imprests must be retired by 17 July 2020.**
- 9.2 Under no circumstances imprest amount are to be transferred to any revolving fund account for the purpose of clearing the account. Imprest Warrants for new financial year (2020-2021) will be processed upon the receipt of the reconciliation for the current financial year (2019-2020) and warrants will be issued for the same by **21 August, 2020.**

Due Date	Process To be Completed
17 July 2020	Imprest cash balances must be retired and banked
21 August 2020	Issuance of Imprest Warrants for new financial (2020-2021)

10.0 Virements

- 10.1 Ministries/Departments must ensure that virement warrants are duly completed as per the checklist, authorised/endorsed and submitted to MoE (Budget and Planning) no later than **14 August 2020** and to FMIS by **21 August 2020 for loading and regularising of expenditure.**
- 10.2 Virement warrants that will be processed as per 10.1 shall only be for obligatory payment and contractual payment, all other virements shall be made and approved before **31 of July 2020.**
- 10.3 Ministries/Departments should monitor all expenditures under each appropriation to ensure that there is no over-expenditure.
- 10.4 Accounting Heads must ensure that ledger reconciliations are carried out regularly and virements raised in a timely manner.
- 10.5 Ministries/Departments should regularly check the budget loading and advice FMIS on any discrepancies as soon as possible. The cut-off date for acceptance of virements for updating by FMIS will be **21 August 2020.**

Due Date	Process To be Completed
31 July 2020	All virements for non-obligatory payment shall be made and approved
14 August 2020	Virements submitted to Budget & Planning Division
21 August 2020	Closing date for FMIS to load virements

11.0 Requisition To Incur Expenditure & Government Tender Board Approval

11.1 All Government Tender Board approvals to be obtained by **29 May 2020** if funding is to be sourced from the current financial year budget 2019-2020. Ministries/Departments are advised to consult with their desk officers in the Fiji Procurement Office to ascertain the last Government Tender Board meeting in May for this financial year.

Due Date	Process To be Completed
29 May 2020	Closing date for Government Tender Board approvals for current financial year 2019-2020

11.2 The last day for Request to Incur Expenditure ('RIE') submission for this financial year (2019-2020) is **17 June 2020**.

Due Date	Process To be Completed
17 June 2020	Last day for RIE submissions

12.0 Reconciliations/Clearance of Accountable Advances

12.1 All reconciliations such as **Revolving Fund Accounts, Consolidated Fund Account, Trust Fund Accounts, Lending Fund Accounts, Overseas Bank Accounts, Drawings Reconciliations, and Payroll Reconciliations etc.** must be certified by the Accounting Head and authorised by the HoBSA and submitted to MoE by **28 August 2020**.

12.2 Accounting Heads needs to ensure that all necessary adjustments for **Drawings Account** such as bank fees and bank errors is regularised and correctly recorded in the General Ledger through Supplementary Journal Vouchers by **18 August 2020** if not done by **10 August 2020**. FMIS will issue a second and final GL report inclusive of all adjustments on **24 August 2020**.

12.3 Ministries/Departments are advised to regularise any misallocation/over-expenditure by **18 August 2020** and reflect the actual unrepresented cheque balance in the drawings account as at 31 July 2020.

12.4 Ministries/Departments must ensure that accountable advances issued from August 2019 - June 2020 are retired/cleared by **17 July 2020**. Advances issued in July 2020 to be retired/cleared by **29 July 2020**.

Due Date	Process To be Completed
17 July 2020	Clearance/ Retirement of Accountable advance (August 2019 - June 2020)
29 July 2020	Advances issued in July 2020 to be retired/cleared
18 August 2020	Misallocation/over-expenditure to be regularised
28 August 2020	Reconciliations to be submitted to MoE

13.0 Arrears of Revenue

13.1 The return of revenue arrears (debts owed) for the final quarter ('May-July') of 2020 must be submitted to MoE (Debt and Cashflow Management Unit) by **28 August 2020** and same to be incorporated in the Accounts and Finance Report.

- 13.2 HoBSAs are to ensure that proper analysis is done for revenue in arrears and also an action plan is prepared to improve the revenue in arrears recovery for the new financial year (2020-2021) and a report to be submitted to MoE by **28 August 2020**.

Due Date	Process To be Completed
28 August 2020	Report on improving revenue in arrears collection

14.0 Trading & Manufacturing Activity

- 14.1 Trading & Manufacturing Activity ('TMA') Business Plan for new financial year (2020-2021) to be submitted in accordance with section 29 of the Finance Instructions by **28 June, 2020**.
- 14.2 The TMA bank reconciliation statement for transactions recorded in July 2020 is to be submitted to MoE (Asset Management and Monitoring Unit) by **28 August 2020** together with:
- A copy of bank statement/bank confirmation of cash at bank balance as at 31 July 2020; and
 - An Unpresented cheque list as at 31 July 2020.
- 14.3 The annual stock take certificates for all TMAs as at 31 July 2020 are to be submitted to the MoE by **25 August 2020**.
- 14.4 TMA Managers shall ensure that the stock take process is undertaken independently in consultation with the Office of the Auditor General.

Due Date	Process To be Completed
28 June 2020	Submission of TMA Final Business Plan 2020 -2021
28 August 2020	TMA reconciliation and Trust Fund Account reconciliation
25 August 2020	Submit TMA stock take certificate as at 31 July 2020

15.0 Trust Accounts

- 15.1 Ministries/Departments need to ensure that Part 9 Section 58 of the **Finance Instructions 2010** are strictly applied when dealing with trust monies.
- 15.2 Ministries/Departments should also ensure that all payroll deductions which include Pay As You Earn, Insurance, Union dues and other deductions for the month of July 2020 are paid out to the various vendors by **29 July 2020**. The Fiji National Provident Fund ('FNPF') payments can be processed within the timeframe given by FNPF as stated in the **FNPF Act 2016**.
- 15.3 Ministries/Departments should clear all payroll deduction payments (with the exception of FNPF) as all payroll reports for salaries and wages will be out by 24 July 2020 and this will give sufficient time to Ministries/Departments to clear all payments relating to payroll deductions by **29 July 2020**.
- 15.4 Ministries/Departments operating Fund 9 (Main True Trust) accounts should submit their reconciliation together with a copy of the bank statement to FMIS by **28 August 2020**.

Due Date	Process To be Completed
29 July 2020	Payroll deductions to be paid out to the various companies
28 August 2020	Fund 9 True Trust accounts reconciliations to be submitted

16.0 Foreign Mission Accounts

- 16.1 All Foreign Missions controlled by Ministry of Foreign Affairs ('MoFA') need to submit their acquittals to MoFA HQ by **07 August 2020**.
- 16.2 All foreign currencies held by the missions as at 31 July 2020 are to be converted into Fijian currency using the Reserve Bank of Fiji rates. This is in compliance with **Cash basis IPSAS 2017 (Section 1.6)**
- 16.3 MoFA are to submit all virements for regularisation to MoE by **14 August 2020**.

Due Date	Process To be Completed
07 August 2020	Overseas Mission accounts to be with MoFA HQ
14 August 2020	MoFA to submit all virements for regularisations to MoE

17.0 Tax Deductions

- 17.1 All compulsory Tax deductions are to be paid directly to any Fiji Revenue and Customs Service ('FRCS') office by the due dates to avoid penalties and possible legal action by FRCS.

18.0 Preparatory Procedures and Processes for FY 2020 – 2021

18.1 Budget Loading FY 2020-2021

- 18.1.1 Ministries/Departments are to submit their cash flow forecast for FY 2020 - 2021 **Budget Loading** to MoE (FMIS) by **10 July 2020**.

Due Date	Process To be Completed
10 July 2020	Cashflow forecast for FY 2020-2021 Budget Loading to be submitted to MoE

19.0 Preparation of Agency Financial Statement

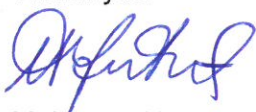
- 19.1 All agencies are required to prepare their respective agency accounts and submit to the Office of the Auditor General by **30 October 2020** and a copy to MoE by **27 October 2020**. The Agency financial statement will form an integral part of the Agency Annual Report.
- 19.2 **Permanent Secretaries of Ministries/Departments need to ensure that Accounting Heads comply with the above requirements to complete the Agency Financial Accounts for the financial year ending 31 July 2020.**

Due Date	Process To be Completed
27 October 2020	Agency Financial Statement to be sent to MoE
30 October 2020	Agency Financial Statement to be sent to Auditor General

20.0 Non-Compliance with the instructions outlined in this Circular

- 20.1 A number of Ministries/Departments failed to comply with the processes and timeliness of the closing of accounts circular in the last financial year (2018-2019). As a result, a number of Ministries/Departments were not able to prepare their Agency Financial Statements in a timely manner and had a number of audit adjustments. This further delayed the preparation of the Whole of Government accounts.
- 20.2 MoE will strictly monitor the compliance of processes and timelines stipulated in this Circular.
- 20.3 In addition, MoE will hold approvals of RIEs, virements and excess approvals of the daily cash flow ceiling if Ministries/Departments do not comply to this Circular.
- 20.4 We look forward to the cooperation and support in complying with the timelines and instructions set out in this Circular.
- 20.5 For any further clarifications, please contact Officer In Charge Treasury, Mr Shiri Gounder, on 3221133 or email: shiri.gounder@economy.gov.fj or Manager Financial Operations, Mr Atin Chand, on 3221305 or email: atin.chand@economy.gov.fj or Manager FMIS, Mr Apenisa Korodrau on 3221129 or email apenisa.korodrau@economy.gov.fj.

Thank you



Makereta Konrote
Permanent Secretary for Economy
Encl.

APPENDIX 1: TIMELINES FOR 2019 - 2020 CLOSING OF ACCOUNTS

Dates	Activity	Officer Responsible	Ref in Circular
01-Jun-20	Cut-off date for issue of LPO's	Accounting Heads	4.1
20-Jul-20	Cancelled outstanding PO's to be completed	Accounting Heads	4.7
29-Jul-20	Payments for essential items only	PS's	5.3
29-Jul-20	Complete all payments for all outstanding invoices and commitments for 2019-2020.	Accounting Heads	5.3
14-Jul-20	Cut-Off date for Excess Approval submission for 2019-2020 financial year.	Accounting Heads	5.5
20-Jul-20	Request for manual payment of salary/wages	Accounting Heads	5.6
05-Jun-20	Open Payables and Undisbursed vouchers for August 2019 to May 2020 to be cleared	Accounting Heads	5.7
31-Jul-20	Lodgment of all Revenues	Accounting Heads	6.1
06-Aug-20	BLC account zerorised	Accounting Heads	6.4
29-Jul-20	All cheque deposits or online payments to be processed by 4pm	Accounting Heads	7.1.2
06-Aug-20	Clearance of all stale cheques	Accounting Heads	7.2.2
06-Aug-20	July 2020 Journals to be processed	Accounting Heads	8.1.1
11-Aug-20	First GL report	Accounting Heads	8.1.2
18-Aug-20	Supplementary Journals	Accounting Heads	8.1.3
24-Aug-20	Final GL Report	Accounting Heads	8.1.4
10-Jun-20	All request for release of donor funding shall reach MoE	Accounting Heads	8.2.1
10-Jul-20	Unutilized SLG 84 funds returned	Accounting Heads	8.2.2
07-Aug-20	IDC Clearance	Accounting Heads	8.3.1
28-Aug-20	IDC reconciliation submission	Accounting Heads	8.3.2
17-Jul-20	Retirement of Imprest	Accounting Heads	9.1
14-Aug-20	Virement submission to Budget & Planning	Accounting Heads	10.1
21-Aug-20	Virement submission to FMIS	Accounting Heads	10.1
31-Jul-20	All virements for non-obligatory payment shall be made and approved	Accounting Heads	10.2
29-May-20	Government Tender Board approval obtained from FPO for RIE release	Accounting Heads	11.1
17-Jun-20	Final submission for approval of applications for RIE	Accounting Heads	11.2
28-Aug-20	Submission of all Reconciliations to MoE	Accounting Heads	12.1
18-Aug-20	Misallocation/over-expenditure to be regularised	Accounting Heads	12.3
17-July 20	Clearance/ Retirement of Accountable advance (August 2019 - June 2020)	Accounting Heads	12.4
29-July 20	Advances issued in July 2020 to be retired/cleared	Accounting Heads	12.4

Dates	Activity	Officer Responsible	Ref in Circular
28-Aug-20	Report on improving revenue in arrears collection	Accounting Heads	13.2
28-Jun-20	TMA Business Plan for FY 2020-2021	Accounting Heads	14.1
28-Aug-20	Submission of TMA reconciliation	Accounting Heads	14.2
29-Jul-20	Last day for payment of deductions	Accounting Heads	15.2
29-Jul-20	Payroll deductions to be paid out to the various companies	Accounting Heads	15.3
28-Aug-20	Fund 9 True Trust accounts reconciliations to be submitted	Accounting Heads	15.4
07-Aug-20	Overseas Mission accounts to be with MoFA HQ	Foreign Affairs	16.1
14-Aug-20	MoFA to submit all virements for regularisations to MoE	Foreign Affairs	16.3
10-Jul-20	Submission of 2020 - 2021 Budget loadings and cash flow forecast to FMIS	Accounting Heads	18.1.1
27-Oct-20	Submission of Agency Financial Statement to MoE	Accounting Heads	19.1
30-Oct-20	Submission of Agency Financial Statement to Auditor General	Accounting Heads	19.1

APPENDIX 2 – Standard Report for Annual Board of Survey for Cheques

From: _____

ANNUAL BOARD OF SURVEY REPORT ON DRAWINGS ACCOUNT CHEQUES

Department/Division: _____ Station: _____

1. In accordance with the instructions contained in memo date We have examined the Drawings Account cheques issued on the last day of the financial year ended (insert date) and report as follows:

2. DRAWINGS ACCOUNT NO. _____ BANK: _____

No.	Particulars	Amount (\$)
i)	Amount of unrepresented cheques at the end of the previous month (30 June (_____))	
ii)	Amount of cheques issued during the month as at 31 July (_____)	
iii)	Total (Add (i) and (ii))	
iv)	Less: Amount of cheques presented during the month of July as per Bank statement	
v)	Less: Voided cheques during the month	
vi)	Amount of Unrepresented cheques as at end of FY 31 July xx	
vii)	Number of the last cheque issued on last day of FY ending 31 July xx	
	Cheque No: _____ Date: _____ Amount: _____	
viii)	The total number of unrepresented cheques at the end of the financial year has been verified with the closing balance of xx	
	Attach certified copy of unrepresented cheque listings from the Accounting Head of the Ministry/ Department	

(A certified Copy of the Unrepresented Cheque listings from the Accounting Head of the Ministry/ Department is to be attached)

3. **GENERAL COMMENTS OF THE BOARD**

The accounts for this year have been checked and verified. Amounts are true and correct to the best of our knowledge with the information provided.

4. **MEMBER OF THE BOARD OF SURVEY**

President

Name: Designation:

Signature: Date:
.....

Member

Name: Designation:

Signature: Date:
.....

Copy to:
Head of Treasury;
Auditor General;
File