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அரசு கணக்குகள் திணைக்களம்  
Department of State Accounts

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SA/MA/MA-02/Assets-2 இல. }  
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திகதி } 28.06.2024  
Date }

All Secretaries of Ministries

All Heads of Departments

All District Secretaries

**Accounting for Non- Financial Assets**

Despite of the fact that the Department of State Accounts has time to time issued several guidelines and instructions on accounting for non-financial assets, it was observed that most of the reporting entities have not followed proper procedures for reporting non-financial assets to the Treasury as per such guidelines and the guidelines circulated with the CIGAS updates. Further, it has been observed that some reporting entities do not reconcile the individual assets with controlling ledger balances before reporting the non-financial assets to the Treasury.

In addition, it was observed that the Auditor General has raised queries on discrepancies in reporting non - financial assets and differences in opening balances of non-financial assets of several reporting entities, when analyzing the Audit Reports on the Financial Statements for the year 2023.

As such, in order to maintain the accuracy of non-financial asset values for the purpose of disclosing the control ledger balances along with the item level assets in the financial statements, all the reporting entities should adhere to the below mentioned procedure for accounting and reporting non- financial assets for the year 2024.

1. Every reporting entity should send the assets file to the mail address [cigassummary@sad.treasury.gov.lk](mailto:cigassummary@sad.treasury.gov.lk) on or before 15<sup>th</sup> July 2024 for the month of June 2024.
2. All the sub offices should be consolidated with the consolidated CIGAS programme and check whether the control ledger balances are agree with the balances in "Final Account Asset Report" which can be created by CIGAS system by the head office before sending the file to the Treasury.

3. Opening balances of the non-financial assets for the year 2024 will be updated in the CIGAS web application based on the above asset files to be sent to the Treasury and these balances will not be changed under any circumstances and will be updated as opening balances in Treasury Accounting Statements (Treasury Print) for the year 2024.
4. In addition, the reporting entities where there are differences in opening balances between Final Account Asset Report in CIGAS and non- financial control ledger balances in Treasury Accounting Statements, should send a journal entry to the Department of State Accounts in order to rectify the corresponding ledger balances. Scanned copy of the journal entries should be sent to the mail address [bandara.gmiu@sad.treasury.gov.lk](mailto:bandara.gmiu@sad.treasury.gov.lk)
5. From the month of July 2024 onwards, monthly summaries should be sent after checking the accuracy of non-financial asset values including all the sub offices once after amalgamating all the sub office asset files. Only during the year transactions (purchase, disposal, transfer in & opening balance additions) will be captured from these summaries for Treasury Accounting Statements.

It is emphasized that all the reporting entities should strictly follow the aforementioned procedure in order to maintain the accuracy of non-financial asset values reported in the Financial Statements.

  
W.A. Samantha Upananda  
Director General

C.C. Auditor General