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அரசு கணக்குகள் திணைக்களம்
Department of State Accounts

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Date }

01.11.2023

State Accounts Guideline No: 04/2023

Issuance of Guidelines in relevant to Closing of Treasury Books for the year 2023, included in Paragraph 09, Part II of Public Finance Circular No. 02/2020 under FR 429

As per the Section 15 of the National Audit Act No. 19 of 2018, the Secretary to the Treasury should submit the Financial Statements of the Government to the Auditor General not later than three (03) months after closing of each financial year. The Auditor General audits the Financial Statements of the Government by verifying the details of the Financial Statements prepared for each Expenditure Head. For this purpose, as specified by Section 16(2) of the National Audit Act, 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, Revenue Account and the accounts relating to Advance Account activities) to the Auditor General. It is compulsory to submit the relevant Financial Statements to the Auditor General, providing sufficient period for performing the audit. Therefore, the following procedure will be implemented for the closing of accounts for the financial year 2023 enabling to present the Annual Financial Statements of all Expenditure Heads for the year 2023 to the Auditor General by 28th February 2024.

Further, the entities which incur their expenses out of Consolidated Fund in compliance with FR 150, should prepare a set of Financial Statements covering the requirements of FR 150. The required instructions and specimen formats for preparation of Financial Statements will be issued by this Department in due course.

2. In compliance with F.R.429, books of accounts of the financial year 2023 should be closed on 31st December 2023 and it is emphasized that summary of accounts, transfer orders and other accounting reports for the relevant year, prepared accurately and properly should be forwarded to the Director General of State Accounts on or before the dates mentioned in the paragraph 04 of this Guideline.

3. General Instructions

3.1 Details of monthly accounts uploaded to the <https://newcigas.treasury.gov.lk> website of the Department of State Accounts for the expenditure Head of your Ministry / Department/ District Secretariat need to be checked and any debits to expenditure heads without adequate provisions should be corrected immediately.

- 3.2 Prior approval of the respective Ministry/Department/District Secretariat should be obtained in passing entries to accounts of another Ministry/Department/District Secretariat through supplementary summary of accounts.
- 3.3 Journal entries for correction of any erroneous accounting entries to be forwarded to the Treasury only when it is impractical to make entries to the summary of accounts using CIGAS programme of the respective Ministry/Department/District Secretariat. The Chief Accounting Officers/Accounting Officers are responsible for the accuracy of information in journal entries forwarded to this Department for such corrections.
- 3.4 Final Treasury Accounting Statements for each institution for the year 2023 is issued to <https://newcigas.treasury.gov.lk> website of this Department. It is specially emphasized that Financial Statements for the year 2023 should only be prepared as per the information given in the certified Final Treasury Accounting Statements.
- 3.5 If any Ministry/Department or District Secretariat has procured goods or services from another state or private institution during the year 2023, action should be taken to settle and account the relevant bills on or before 31st December 2023.
- 3.6 In terms of F.R. 215 (3) (C), transfer of balance provisions in an Expenditure Head to the Deposit Account, would be permitted only with the approval of the Department of Treasury Operations. The Department of State Accounts will allocate new Deposit Account number as sub account for the year 2023 to respective institutions in order to transfer the remaining provisions so approved. As such, for whatever reason, the financial allocations of the year 2023 should not be transferred to the deposit accounts where the budgetary allocations related to the previous years are currently maintained or to any other deposit accounts. In submission of the above requests to the Department of Treasury Operations, it should be ensured that the adequate provisions are available in the particular vote.
- 3.7 After taking action in accordance with State Accounts Circular No. 243/2015, if further balances are remaining in Deposit Account 6003, such balances should be transferred to relevant Deposit Accounts before the end of the year 2023. Balances which are not necessary to transfer as above should be transferred to Government Revenue and Deposit Account 6003 should be closed.

- 3.8. Before initiating the process of Closing Accounts it should be ensured that there are no discrepancies between the books of accounts of Ministry/Department/District Secretariat and information available in Final Treasury Accounting Statements for the year 2023.
- 3.9. It is the responsibility of the relevant Ministry / Department / District Secretariat to maintain the accounting accuracy of non-financial assets. The balances in the books of the institution should be equal to the individual balances uploaded in the CIGAS Web Interface and the assets ledger balances in Final Treasury Accounting Statement.
- 3.10. Department of State Accounts will issue the Treasury Accounting Statements on due dates mentioned in Paragraph 04 below and relevant Ministries, Departments and District Secretariats are responsible for presenting Final Monthly Summary and Supplementary Summaries within the prescribed time frames. Expenses of the institutions that the summary of accounts and other relevant accounting reports are not submitted on due dates will not be revealed in Treasury Accounting Statements. In order to avoid the queries to be raised by the Auditor General with regard to non- revealing the accurate financial status through the Final Treasury Accounting Statements, a systematic programme should be formulated by all the Chief Accounting Officers/Accounting Officers to report all expenditure of the respective Expenditure Heads on due dates.
4. Programme for closing of accounts for the financial year 2023

Serial No.	Task	Explanation related to the task	Due date
4.1	Closing of Cash Book for the year 2023	Closing of Cash Book should be performed according to the instructions issued by the Department of Treasury Operations.	31st December 2023



4.2	Submission of the Summary of Accounts for December 2023	Accounts summary including transactions relevant to month of December 2023 should be submitted.	Guideline 01 In accordance with State Accounts Circular 232/2013 (i) Institutions listed in Schedule I - before 09th January 2024 (ii) Institutions listed in Schedule II - before 11th January 2024
4.3	Issuance of Treasury Accounting Statements for December 2023	The Treasury Accounting Statements including transactions of the summary of accounts for month of December 2023 will be released to the Department of State Accounts webpage of the Treasury Website https://newcigas.treasury.gov.lk	On 16th January, 2024
4.4	Submission of the First Supplementary Summary of Accounts	The “ First Supplementary Summary of Accounts ” should be submitted including only the transactions which were not included in the summary of accounts for month of December 2023. The First Supplementary Summary of Accounts should be submitted only after performing the month end process for December 2023 in the CIGAS programme.	On or before 22nd January, 2024



4.5	Uploading Commitments and Liabilities to the New CIGAS Web Application	<p>A statement on commitments and liabilities which are uploaded to the New CIGAS Web Application in accordance with FR 94(1) by each Expenditure Head will be released with the first Treasury Accounting Statements. Any adjustments to commitments and liabilities should be done and reported to the Treasury.</p> <p>The obligations and liabilities of the sub-offices should be entered into the Integrated CIGAS programme and re-checked and reported to the Treasury by the head office. Relevant updated CIGAS guidance for this purpose will be issued in due course.</p> <p>It is not necessary to submit hard copies/soft copies of statement of commitments and liabilities to the Department of State Accounts.</p>	On or before 31st January, 2024
4.6	Issuance of First Supplementary Treasury Accounting Statements including the first Supplementary Summary of Accounts	<p>The First Supplementary Summary of Accounts including all receipts and payments reported through December 2023 accounts summary and correction of errors reported by the first summary of accounts in December 2023 will be released to the Treasury Website https://newcigas.treasury.gov.lk</p>	On 26th January, 2024

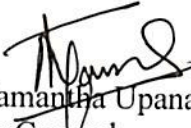
4.7	Submission of F.R. 69 applications to the Department of National Budget before issuing the second and final Treasury Accounting Statements	F.R. 69 applications approved by the Department of National Budget should be submitted to the Department of State Accounts.	On or before 29th January, 2024
4.8	Submission of second and final Supplementary Summary of Accounts that includes corrections of errors in accounts to the Department of State Accounts	All corrections related to the year 2023 should be included in the CIGAS program and the second and final supplementary account summary should be submitted to the State Accounts Department.	On or before 30th January, 2024
4.9	Issuance of Second Supplementary Treasury Accounting Statements	The second Supplementary Treasury Accounting Statements will be issued including correction of errors in the second and final supplementary summary of accounts and F.R. 69 transfers.	On 02nd February, 2024



4.10	Uploading non-financial assets to CIGAS Web Interface	<p>All the non-financial assets relevant to the year 2023 should be uploaded to the CIGAS Web Interface.</p> <p>The assets of the sub-offices should be entered into the integrated CIGAS programme and checked for accuracy by the head office and uploaded to the CIGAS programme.</p> <p>It is not necessary to submit hard copies/soft copies of statements of non-financial assets to the Department of State Accounts.</p>	On or before 05th February, 2024
4.11	Submission of Journal Entries by Departments of Treasury Operations, Posts, Inland Revenue, Customs, Railway and Public Enterprises	<p>Necessary Journal Entries should be submitted to the Department of State Accounts as per the information given in the second Treasury Accounting Statements.</p>	On or before 08th February, 2024
4.12	Issuance of Final Treasury Accounting Statements for the year 2023	<p>Final Treasury Accounting Statements will be issued incorporating journal entries pertaining to corrections to all the accounting deficiencies and transfers to accounts.</p> <p>Instructions in paragraph 3.4 herein should be followed in obtaining this Accounting Statements.</p>	On 12th February, 2024

4.13	Advance Accounts	<p>The originals of all Advance Accounts should be forwarded to the Auditor General with copies to the Department of State Accounts and Department of National Budget.</p> <p>When submitting the annual reconciliation statements of Public Officers' Advance "B" accounts prepared as per State Accounts Guideline 03/2023 issued in the year 2023 in compliance with F.R. 506 (d), a soft copy should be submitted to the following e-mail address in addition to the hard copy. loaninfor@sad.treasury.gov.lk</p>	On or before 28th February, 2024
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5. Accordingly, it is emphasized that all the Ministries, Departments and District Secretaries should follow the instructions in this Guideline.
6. For any clarification on this Guideline, please contact Director (Financial Reporting) Tel. 0112484733, Director (Public Financial Statistics & Management Information) Tel. 0112484649, Director (ITMIS) Tel. 0112484765, Director (System Development, Training) Tel. 0112484826, and Director (Payroll Management) Tel. 0112440857 of the Department of State Accounts.


 W.A. Samantha Upananda
 Director General

Copies:

1. Auditor General
2. Director General - Department of Treasury Operations
3. Director General - Department of National Budget
4. Director - Economic Research Department - Central Bank of Sri Lanka