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அரச கணக்குகள் திணைக்களம்
Department of State Accounts

මගේ අංකය எனது இல. My No. SA/FR/02/01/03 ඔබේ අංකය உமது இல. Your No. දිනය திகதி Date 11.11.2026

State Accounts Guideline No: 02/2026

Issuance of Guidelines in relevant to Closing of Treasury Books for the year 2026, included in Paragraph 09 of Public Finance Circular No. 02/2020 under FR 429

In accordance with the Section 47(2) of the Public Financial Management Act No.44 of 2024, the budgetary entities shall prepare and submit to the Auditor-General annual financial statement and information in the manner and with the frequency and detail as specified in relevant written laws.

Further, 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 2026 enabling to present the Annual Financial Statements of all Expenditure Heads for the year 2026 to the Auditor General by 28th February 2027.

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.

As per Paragraph No. 04 of the National Budget Circular No. 05/2023 dated 29.12.2023, the Provincial Councils have been identified as separate spending units by the Appropriation Act, and the Provincial Chief Secretaries have been appointed as Chief Accounting Officers for Budgetary Affairs.

Accordingly, the provisions of this guideline are also applicable to the funds issued by the Treasury under the imprest accounts allocated for the Provincial Councils.

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2. In compliance with F.R.429, books of accounts of the financial year 2026 should be closed on 31st December 2026 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/Provincial Council need to be checked and any debits to expenditure heads without adequate provisions should be corrected immediately.

In accordance with Section 27(1) of the Public Finance Management Act, No. 44 of 2024, where at the close of Government accounts for any financial year, it is found that the budget allocations have been expended, in excess of the amount appropriated by the Appropriation Act for the relevant year, or from the Contingencies Fund or supplementary estimate or for a purpose for which the budget allocation has not been made, such excessive amount shall be treated as unauthorized excess expenditure and in accordance with Section 27(3), an unauthorized excess expenditure shall be a ground for a disciplinary action against the responsible officers.

3.2 Prior approval of the respective Ministry/ Department/ District Secretariat/ Provincial Council should be obtained in passing entries to accounts of another Ministry/ Department/ District Secretariat/ Provincial Council 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/ Provincial Council. 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 2026 is issued to https://newcigas.treasury.gov.lk website of this Department. It is specially emphasized that Financial Statements for the year 2026 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 2026, action should be taken to settle and account the relevant bills on or before 31st December 2026.

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 2026 to respective institutions in order to transfer the remaining provisions so approved. As such, for whatever reason, the financial allocations of the year 2026 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 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/ Provincial Council and information available in Final Treasury Accounting Statements for the year 2026.

3.8. 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 of non-financial assets and the assets ledger balances in Final Treasury Accounting Statement.

3.9. Department of State Accounts will issue the Treasury Accounting Statements on due dates mentioned in Paragraph 04 below and relevant Chief Accounting Officers/ Accounting Officers 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 2026

Serial No.	Task	Explanation related to the task	Due date
4.1	**Closing of Cash Book for the year 2026**	Closing of Cash Book should be performed according to the instructions issued by the Department of Treasury Operations.	**31st December 2026**

4.2	**Submission of the Summary of Accounts for December 2026**	Accounts summary including transactions relevant to month of December 2026 should be submitted.	**On or before 08th January 2027**
4.3	**Issuance of Treasury Accounting Statements for December 2026**	The Treasury Accounting Statements including transactions of the summary of accounts for month of December 2026 will be released to the Department of State Accounts webpage of the Treasury Website **https://newcigas.treasury.gov.lk**	**On 12th January, 2027**
4.4	**Submission of the First Supplement-ary 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 2026. The First Supplementary Summary of Accounts should be submitted only after performing the month end process for December 2026 in the CIGAS programme.	**On or before 18th January, 2027**
4.5	**Issuance of First Supplement ary Treasury Accounting Statements including the first Supplement-ary Summary of Accounts**	The First Supplementary Summary of Accounts including all receipts and payments reported through December 2026 accounts summary and correction of errors reported by the first summary of accounts will be released to the Treasury Website **https://newcigas.treasury.gov.lk**	**On 20th January, 2027**

4.6	**Submission of F.R. 69 applications to the Department of National Budget before issuing the second and final Treasury Accounting Statements**	The approval of the Department of National Budget should be obtained through the ITMIS system for FR.69 applications.	**On or before 25th January, 2026**
4.7	**Reporting non-financial assets**	Asset files (csv file) generated by the CIGAS program for all non-financial assets should be forwarded to the Department of State Accounts through the email address cigassummary@sad.treasury.gov.lk (i) If there are sub-offices, all sub-office asset files generated from sub-office CIGAS shall be consolidated in Head office consolidation CIGAS and the consolidated asset file shall be created and forwarded to the Department of State Accounts. (ii) Before forwarding the asset file to the Department of State Accounts, the head office shall check whether the control ledger account balances in the CIGAS program agree with the balances in the Asset Account Report that can be generated by the CIGAS system.	**On or before 26th January, 2027**

		Steps to generate Assets Account Report Asset → Accounting → For Final Assets → Load Data → Consolidate Rpt → List **Steps to check ledger account balances** Ledger → Show Accounts → Accounts Summary → Assets (iii) It should be checked whether the control accounts balances of the CIGAS programme agree with the control account balances included in the Treasury Accounting Statements. The Asset files should be forwarded to Department of State Accounts only after verifying the accuracy as per (i), (ii) and (iii) above. It is not necessary to submit hard copies of statements of non-financial assets to the Department of State Accounts.	

4.8	**Submission of second and final Supplement-ary Summary of Accounts that includes corrections of errors in accounts to the Department of State Accounts**	All further corrections related to the year 2026 should be included in the CIGAS program and the second and final supplementary account summary should be submitted to the Department of State Accounts.	**On or before 27th January, 2027**
4.9	**Issuance of Second Supplement-ary 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 28th January, 2027**
4.10	**Submission of Journal Entries by Department s of Treasury Operations, Posts, Inland Revenue, Customs, Railway and Public Enterprises**	Necessary Journal Entries should be submitted to the Department of State Accounts as per the information given in the second Treasury Accounting Statements.	**On or before 29th January, 2027**

4.11	**Submission of Commitments and Liabilities Report**	The Commitments and Liabilities file (csv file) generated by the CIGAS program, entered in accordance with F.R 94(1) by each expenditure head, should be forwarded to the Department of State Accounts via the email address cigassummary@sad.treasury.gov.lk (i) If there are sub-offices, the Commitments and Liabilities file generated through the CIGAS program of all sub-offices should be entered into the integrated CIGAS program of the head office, and consolidated Commitments and Liabilities file should be created and forwarded to the above-mentioned email address of the Department. Of State Accounts The steps for preparing the Commitments and Liabilities file of sub-offices are as follows.	**On or before 29th January, 2027**

		Final - Acct → Liability- File Create → List → Create File The steps to enroll into the integrated CIGAS program at the head office Final-Acct → Liability File Append → Browse → Load → List → Create File to Treasury (ii) It is not necessary to submit hard copies/soft copies of statement of commitments and liabilities to the Department of State Accounts.	
4.12	**Issuance of Final Treasury Accounting Statements for the year 2026**	Final Treasury Accounting Statements will be issued incorporating journal entries pertaining to corrections to all the accounting deficiencies and transfers to accounts. Instructions in paragraph 3.4 herein should be followed in obtaining this Accounting Statements.	**On 01st February, 2027**
4.13	**Advance Accounts**	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. 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	**On or before 28th February, 2027**

5. Accordingly, it is emphasized that all the Ministries, Departments, District Secretaries and Provincial Councils should follow the instructions in this Guideline.

   In addition, it is further emphasized that any adjustment forwarded after aforementioned due dates cannot be entered in to the accounting system.

6. If further clarification is required regarding this guideline, the necessary information can be obtained by calling the following telephone numbers of the Department of State Accounts.

   - Director (Financial Reporting) Tel. 0112484733
   - Director (Accounting Policies) Tel. 0112484890
   - Director (Public Financial Statistics & Management Information) Tel. 0112484649
   - Director (CIGAS Programme) Tel. 0112484826
   - Deputy Director (CIGAS Programme) Tel. 0112034519
   - Deputy Director (ITMIS) Tel. 0112151433

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