

Public Enterprises Circular No. PED/19

My No : PED/SBDD/GEN
Department of Public Enterprises
General Treasury
Colombo 01.
19.12.2003

To: All Secretaries to the Ministries and
Chairmen of Statutory Boards.

Presentation of Financial Statements by Statutory Boards.

Your attention is drawn to the Public Enterprises Guidelines for Good Governance.

Sri Lanka Accounting Standards on Presentation of Financial Statement (SLAS 3) which became operative for Financial Statements covering periods beginning on or after 1st April 2002 is mandatory for all commercial public enterprises as stipulated in the Sri Lanka Accounting and Auditing Standards Act, No. 15 of 1995. It is obvious that the formats needs modifications in view of the non commercial nature of the statutory boards. The modified formats based on the International Public Sector Accounting Standards(IPSAS) are annexed herewith(Annex 1A – 1D) for easy reference. The same format could be used for presentation of Financial Statements and Annual Budgets with suitable modifications, where necessary, to facilitate comparison.

Compliance with the Standards has the concurrence of the Minister of Finance in terms of Section 8(3) and 12 of the Finance Act, No. 38 of 1971, pertaining to the format and contents of Budget and Financial Statements of Public Corporations.

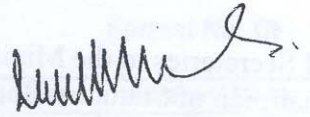
You are hereby requested to ensure strict compliance with the requirements of the Accounting Standards and render the accounts for audit with necessary documents and schedules within this time frame with copies to me.

To facilitate uniformity and consistency in reporting quarterly financial information, the following simplified formats are introduced (Annex 2A – 2B).

	Title	Format No.
1.	Operating Statement	CFRS/Q1
2.	Cash Flow Statement	CFRS/Q2
3.	Liquidity Position	CFRS/Q3
4.	Procurement Reporting	CFRS/Q4
5.	Human Resources Reporting	CFRS/Q5

Financial information on the above formats should be forwarded to Director General of Public Enterprises within two weeks after the end of each quarter for purpose of generating information for monitoring purposes. Action has already been initiated to develop a database for this purpose in the Department of Public Enterprises.

These information along with any other details required should be submitted on a monthly basis to the Board of Management.



J. Charitha Ratwatte
Secretary to the Treasury

Copy to : Auditor General

PE-CIRCULAR

Illustrative formats for Statutory Boards

Annex - 1A

STATEMENT OF FINANCIAL POSITION AS AT 31st DECEMBER 20-2 (in thousand of currency units)

	20-2	20-2	20-1	20-1
ASSETS				
Non-current assets				
Property, plant and equipment	X		X	
Investments (LT)	X		X	
Other financial assets	X		X	
	<hr/>	X	<hr/>	
Current Assets				
Inventories/Stocks	X		X	
Trade and other receivables	X		X	
Prepayments	X		X	
Cash and cash equivalents	X		X	
	<hr/>	X	<hr/>	
Total assets		<hr/> <hr/>	<hr/> <hr/>	
LIABILITIES				
Current liabilities				
Payables	X		X	
Accrued expenses	X		X	
Short-term borrowings (OD)	X		X	
	<hr/>	X	<hr/>	
Non-current liabilities				
Liability	X		X	
Borrowings	X		X	
Deferred Income	X		X	
Provision for Gratuity	X		X	
	<hr/>	X	<hr/>	
Total liabilities		<hr/> <hr/>	<hr/> <hr/>	
Total Net Assets		<hr/> <hr/>	<hr/> <hr/>	
NET ASSETS/ EQUITY				
Accumulated Fund				
Reserves	X		X	
	<hr/>	X	<hr/>	
Total Net Assets/ Equity		<hr/> <hr/>	<hr/> <hr/>	

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED
31st DECEMBER 20-2
 ILLUSTRATING THE CLASSIFICATION OF EXPENSES BY NATURE

	20-2
Operating Revenue	
Recurrent Grant	X
Other income (give details)	X
	<u>X</u>
Operating Expenses	
Personal Emoluments (give details)	X
Travelling	X
Supplies and consumable used	X
Maintainance	X
Contractual services	X
Research and Development	X
Depreciation and amortisation expenses	X
Other operating expenses	X
Total operating expenses	<u>X</u>
Surplus/(Deficit) from operating activities	X
Finance Cost	X
Gain on sales of property plant and equipment	X
Total non operating revenue (expenses)	<u>X</u>
Net surplus/(deficit) before extra ordinary items	X
Extra ordinary items	X
Net surplus/ (deficit) for the period	<u><u>X</u></u>

**STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED
31st DECEMBER 20-2**

	Accumulated Fund	Revaluation reserve	Translation reserve	Total
Balance at 31 December 20-0	X	X	X	X
Changes in accounting policy	X			X
Restated balance	X	X	X	X
Surplus on revaluation of properties		X		X
Deficit on revaluation of investments		(X)		(X)
Currency translation differences			(X)	(X)
Net gains and losses not recognised in the statement of financial performance		X	(X)	X
Surplus/ (defecit) for the period			X	X
Balance as at 31st December 20 - 1	X	X	X	X
Deficit on revaluation of properties		(X)		(X)
Surplus on revaluation of investments		X	(X)	X
Currency translation differences			(X)	(X)
Net gains and losses not recognised in the statement of financial performance		(X)	(X)	(X)
Surplus/ (defecit) for the period	X			X
Balance at 31 December 20-2	X	X	(X)	X

INDIRECT METHOD CASH FLOW STATEMENT

CONSOLIDATED CASH FLOW STATEMENT FOR YEAR ENDED 31ST
DECEMBER 20 X 2
(in thousands of currency units)

	20 X 2	20 X 1
Cash Flows from Operating Activities		
Surplus/(deficit) from ordinary activities	X	X
Non - cash movements		
Depreciation	X	X
Amortization	X	X
Increase in provision for doubtful debts	X	X
Increase in payables	X	X
Increase in borrowings	X	X
Increase in provisions relating to employee costs	X	X
(Gains)/losses on sale of property, plant and equipment	(X)	(X)
(Gains)/ losses on sale of investments	(X)	(X)
Increase in other current assets	(X)	(X)
Increase in investments due to revaluation	(X)	(X)
Increase in receivables	(X)	(X)
Extraordinary Item	(X)	
Net cash flows from operating activities	X	X
CASH FLOW FROM INVESTING ACTIVITIES		
Purchase of plant and equipment	(X)	(X)
Proceeds from sale of plant and equipment	X	X
Proceeds from sale of investments	X	X
Purchase of foreign currency securities	(X)	(X)
Net cash flows from investing activities	(X)	(X)
CASH FLOWS FROM FINANCING ACTIVITIES		
Capital Grant	X	X
Proceeds from borrowings	X	X
Repayment of borrowings	(X)	(X)
Special Levy to government	(X)	(X)
Net Cash flows from financing activities	X	X
Net increase/(decrease) in cash and cash equivalents	X	X
Cash and cash equivalents at beginning of period	X	X
Cash and cash equivalents at end of period	X	X

Quarterly Performance Report

Name of Organization :

Ministry :

Quarter and Year :
(Reporting Quarter)

	Target for the Year	Reporting quarter			Cumulative as at end of reporting quarter			Fore next t
		Budget	Actual	%Change	Budget	Actual	%Change	Qtr 1
		(Rs.'000)	(Rs.'000)		(Rs.'000)	(Rs.'000)		(Rs.'00
1	Recurrent Grant							
2	Own Revenue							
3	TOTAL OPERATING REVENUE (1+2)							
4	Less : VAT							
5	NET OPERATING REVENUE (3 - 4)							
6	Less : Total operating expenses							
7	SURPLUS/ (DEFICIT) FROM OPERATIONS							
8	Finance cost							
9	Other non operating revenue (expenses)							
10	1 ordinary items							
11	NET SURPLUS/ (DEFICIT) FOR THE PERIOD							

2: Cash Flow Statement

Format No.:CFRS/Q2

	Last Quarter	Reporting Quarter	Forecast for the next two quarter	
	Actual	Actual	Actual	Actual
	(Rs.'000)	(Rs.'000)	(Rs.'000)	(Rs.'000)
Inflows				
1 Operating Activities				
2 Investing Activities				
3 Financing Activities				
Outflows				
4 Operating Activities				
5 Investing Activities				
6 Financing Activities				
7 Net Cash Flow				
8 Cash & Cash Equivalents at beginning				
9 Cash & Cash Equivalents at end				

3: Liquidity Position and Borrowings

Format No.: CFRS/Q3

A. Liquidity Position

1	Fixed Deposits				
2	Government Bonds				
3	Treasury Bills				
4	Short-term Deposits				
5	Cash and Bank Balances				
6	Net Liquid Funds (1+2+3+4+5)				
7	Stocks				
8	Debtors				
9	Creditors				
10	Working Capital (6+7+8-9)				

B. Borrowings

1	From Banks		
2	From Other Institutions		
3	Total Interest Bearing Borrowings (1+2)		

QUARTERLY PERFORMANCE REPORTS

Name of Organization:
Ministry:

Quarter and Year:
(Reporting Quarter)

4: Procurement Reporting

Format No: CFRS/Q4

	Target for the Year as per plan	Last Quarter		Reporting Quarter		Forecast for the next two quarters		
		Actual		Actual		Qtr 1		Qtr 2
		No. of Tenders	Value Rs.'000	No. of Tenders	Value Rs.'000	No. of Tenders	Value Rs.'000	No. of Tenders
Capital Items								
1	Departmental Tender Board							
2	Ministry Tender Board							
3	Cabinet Appointed Tender Board							
4	Sub Total (1+2+3)							
Recurrent Items								
5	Departmental Tender Board							
6	Ministry Tender Board							
7	Cabinet Appointed Tender Board							
8	Sub Total (5+6+7)							
9	Total Procurements (4+8)							

5: Human Resources Reporting

Format No: CFRS/Q5

A. No. of Employees (as at end of quarter)		Last Quarter	Reporting Quarter	Forecast for the next two quarters	
		Actual	Actual	Qtr 1	Qtr 2
		Nos.	Nos.	Nos.	Nos.
1	Executives				
2	Supervisors/Technical Officers/Salesmen				
3	Clerical and Allied				
4	Skilled and Semi Skilled Workers				
5	Minor Employees and Unskilled				
6	Casual and Trainees				
7	Total No of Employees				
B. Cost of Employment (for the quarter)					
		Rs.'000	Rs.'000	Rs.'000	Rs.'000
1	Total Salaries, Wages, EPF and ETF				
2	Total of other Cost of Employment				
3	Total Cost of Employment				

