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 திறைசேரி செயற்பாடுகள் திணைக்களம்  
 Department of Treasury Operations

කැ.පෙ.1559, මහා භාණ්ඩාගාරය, මුදල් අමාත්‍යාංශය, කොළඹ 01, ශ්‍රී ලංකාව  
 தபெ. 1559, பொது திறைசேரி, நிதி அமைச்சு, கொழும்பு 01, இலங்கை  
 P.O.Box: 1559, General Treasury, Ministry of Finance, Colombo 01, Sri Lanka

අධ්‍යක්ෂ ජනරාල්  
 பணிப்பாளர் நாயகம்  
 Director General

දුරකථන  
 தொலைபேசி  
 Telephone

+94 11 2484729

ෆැක්ස්  
 பெக்ஸ்  
 Fax

+94 11 2431498

ඊ-මේල්  
 மின்-அஞ்சல்  
 E-mail

dgto@tod.treasury.gov.lk

මගේ අංකය  
 எனது இல  
 My Number

TO/DCM/CLOCB/2014

ඔබේ අංකය  
 உமது இல  
 Your Number

දිනය  
 திகதி  
 Date

18.11.2016

**Treasury Operations Circular No: 07/2016**

To : All Secretaries of Ministries, Heads of Departments and  
 District Secretaries.

**Closing of Cash Books for 2016 and Settlement of Imprest Accounts**

You are kindly requested to strictly comply with the instructions given below when closing the Cash Books and settlement of Imprest Accounts for the year 2016.

**1. Closing of the Cash Book as at 31<sup>st</sup> December 2016**

The Cash Book for the year 2016 should be closed at the end of 31<sup>st</sup> December 2016 in the following manner.

Secretaries to the Ministries, Heads of Departments and District Secretaries should delegate authority to a responsible staff officer by name, to close the Cash Books in their offices and sub offices, and a copy of the delegation of authority should be furnished to the Auditor General. The financial transactions for the year 2016 should be finalized as at 31<sup>st</sup> December 2016 by the authorized officer and no any financial transaction should be made for the year 2016 thereafter. In the offices where Cash Books are further utilized in line with the CIGAS programe, the authorized officer should close the Cash Books for 2016 and place a note with his/her name, signature, designation, date and time having drawn a red line below the last entry of each Cash Books in order to prevent any entry of financial transaction after 31<sup>st</sup> December 2016 being included in the Cash Book relevant to the year 2016.

**2. Remittances of the Year end Cash Book Balances to the General Treasury for the Settlement of Imprest A/C No: 7002**


2.1. The Ministries and Departments not having sub offices should complete the Form No:TOD/IMP/06 confirming the Cash Book balance as at 31<sup>st</sup> December 2016 and submit the same to the respective bank branch on 2<sup>nd</sup> January 2017. A certified copy of Bank Debit Advice along with the copy of Form No:TOD/IMP/06 should promptly be forwarded to the Department of Treasury Operations.

- 2.2.** The Ministries and Departments having sub offices should complete Form No:TOD/IMP/06 confirming the Cash Book balance as at 31<sup>st</sup> December 2016 and submit the same to the respective bank branch on or before 4<sup>th</sup> January 2017. A certified copy of the Bank Debit Advice along with the copy of Form No:TOD/IMP/06 should promptly be forwarded to the Department of Treasury Operations.
- 2.3.** Pre-arrangements required to facilitate settlement of sub imprests issued to sub offices and officers should be made, in order to remit the balances of Imprest to the General Treasury on 2<sup>nd</sup> January 2017. You should discuss with your bank and adopt a convenient method similar to 2.1 when you collect such cash balances from sub offices as at 31<sup>st</sup> December 2016.
- 2.4.** Any Ministry or Department should not withhold any part of the imprest since an initial imprest will be released to Ministries and Departments on the first working day of the year 2017. Even if there is no cash book balance at the end of the year, “NIL” report should be sent directly to the Department of Treasury Operations as per the instructions in above 2.1 & 2.2.
- 2.5.** Please also note that subsequent releases other than the initial imprest for the year 2017 will be considered to release by the Department of Treasury Operations to Ministries, Departments and District Secretariats only after requirements laid down in Para 2.1,2.2 & 2.3 above are fulfilled.
- 3. Remittances of the year end cash book balances to the General Treasury for the Settlement of Reimbursable Foreign Aid Imprest A/C No:7003 for 2016**

  - 3.1.** Project offices should complete the Form No: TOD/IMP/07, confirming the Cash Book balance as at 31<sup>st</sup> December 2016 and submit the same to the respective bank branch on 2<sup>nd</sup> January 2017 in settlement of the imprest obtained under Reimbursable Foreign Aid imprest code 7003/0/0/ /16. A certified copy of the Bank Debit Advice should be sent immediately along with duly filled copies of the Form No:TOD/IMP/07 and TOD/IMP/07(i) to the Department of Treasury Operations with a copy to the Line Ministry.
  - 3.2.** Other receipts should be accounted under the imprest code 7002 and should not be included in the reconciliation statement (TOD/IMP/07(i)) except the receipts related to the Reimbursable Foreign Aid.
- 4.** Please note that the non-compliances to the above instructions such as non- settlement of balances pertaining to previous years or non submission of the relevant reports to the Department of Treasury Operations and Department of State Accounts before the prescribed dates, lead to suspension of imprest releases temporarily.

5. If any further clarification is needed, Please feel free to contact the relevant officer from the following list:

<u>Designation of the Officer</u>	<u>Sector</u>	<u>Contact No &amp; E-mail</u>
Director	Consolidated Fund Management	011-2484994 dilipl@tod.treasury.gov.lk
Director	Foreign Aid Management	011-2484743 sumedhaw@tod.treasury.gov.lk
Assistant Director	Consolidated Fund Management	011-2151487 manabaranag@tod.treasury.gov.lk
Assistant Director	Budget Execution 1	011-2484745 himalic@tod.treasury.gov.lk
Assistant Director	Budget Execution 2	011-2484739 be2@tod.treasury.gov.lk
Assistant Director	Budget Execution 3	011-2484742 be3@tod.treasury.gov.lk
Assistant Director	Budget Execution 4	011-2484744 madushau@tod.treasury.gov.lk

  
**M.S.D. Ranasiri**  
Director General,  
Department of Treasury Operations

Copies:

1. Auditor General
2. Director General of State Accounts
3. Project Directors - Please take action in terms of paragraph 3.1 of the circular
4. General Manager- Bank of Ceylon } Who is requested to extend cooperation in providing usual facilities with regard to the remittances referred in paragraph 2.1, 2.2 and 3.1
5. General Manager - People's Bank }

My No :- .....

Date :- .....

Manager,  
Bank of Ceylon/ People's Bank,  
.....Branch.

Dear Sir/Madam,

**Closing of Cash Book as at 31.12.20.....and**  
**Remittance of Cash Balance to the Treasury**  
**Current Account No:.....**

Ministry/Department/District Secretariat.....

Imprest Account No: 7002/0/0/...../....

The Cash Book debit balance as at 31<sup>st</sup> December 20..... of the \*Ministry/ Department/  
District Secretariat is Rs. .... . Please credit this balance to Deputy  
Secretary to the Treasury \*account No.2026450 at Bank of Ceylon Taprobane Branch/  
Deputy Secretary to the Treasury \*account No.014-1-001-3-0110432 at People's Bank  
Union Place Branch and issue a debit advice.

Yours faithfully,

Accountant /Dy. Director (Finance)  
for Secretary to the Ministry/Head of Department

Date: - ...../...../20.....

Chief Accountant /Director (Finance)  
for Secretary to the Ministry/Head of Department

Date: - ...../...../20.....

Copy: Director General  
Department of Treasury Operations  
Consolidated Fund Management Division  
General Treasury,  
Colombo 01.

} Please credit cash book balance to  
imprest A/c no 7002/0/0/...../....

\* Delete the inappropriate words accordingly.

My No :- .....

Date :- .....

Manager,  
Bank of Ceylon/ People's Bank,  
.....Branch.

Dear Sir/Madam,

**Closing of Cash Book as at 31.12.20.... and**  
**Remittance of Cash Balance to the Treasury for Reimbursable Foreign Aid**  
**Current Account No:.....**

Ministry/Department: .....

Project: .....

Imprest Account No: 7003/0/0/...../....

The Cash Book debit balance as at 31<sup>st</sup> December 20.... of the Project is Rs. .... . Please credit this balance to Deputy Secretary to the Treasury \*account No.2026450 at Bank of Ceylon Taprobane Branch/ Deputy Secretary to the Treasury \* account No.014-1-001-3-0110432 at People's Bank Union Place Branch and issue a debit advice.

Yours faithfully,

Finance Manager/ Project Accountant

for Project Director

Date: - ...../...../20.....

Project Director

for Secretary to the Ministry/Head of Department

Date: - ...../...../20.....

Copy: 1. Director General  
Department of Treasury Operations  
Foreign Aid Management Division  
General Treasury,  
Colombo 01.

} Please credit cash book balance to  
imprest A/c No 7003/0/0/...../...

2. Secretary to the Ministry - for information

\*Delete the inappropriate words accordingly.

**Reconciliation Statement of Imprest as at 31.12.20...**  
**Reimbursable Foreign Aid**

1. Ministry/Department :-.....

2. Imprest Account No :-.....

3. Project :-.....

Month	Imprest Received			Expenditure			Balance		
	RFA (1)	DF (2)	Total (3)=(1)+(2)	RFA (4)	DF (5)	Total (6)=(4)+(5)	RFA (1)-(4)	DF (2)-(5)	Total (3)-(6)
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total			XX			XX			XXX

Total Imprest received during the year (3) :- XX

Total Expenditure of the year (6) :- XX

Balance as at 31.12.20... :- XXXUnsettled advances (If any)

<u>Date of Advance Payment</u>	<u>Institution</u>	<u>Reason</u>	<u>Amount - Rs.</u>
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X

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XXX

Above information are certified as correct.

.....  
Finance Manager/Project Accountant

Date: - .....