

## **Department of State Accounts**

### **Action Plan for the year 2016**

#### **Policy**

Provide Comparable, Comprehensive, Integrated government financial information in timely manner based on National & International standards & Best Practices.

#### **Strategies**

- 1 Develop Integrate financial information system for Government Ministries/Departments and adopting new public sector accounting standards
- 2 Update existing reporting systems gradually by simplifying, Integrating and modifying.
- 3 Develop knowledge building and sharing through awareness and participatory approach
- 4 Develop linkage with National and International Accounting Bodies as a stake holder to develop Accounting Best Practices.
- 5 Execute Human Resource Development Plan to attract and retain right caliber person to Department

Strategy No.	Proposed Activity	Allocation (Rs.'000)	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by	Contact no	Remarks
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
					1	<b>1. Reporting of receipts and payments of Departments and Ministries under Centralized Accounting System.</b>  1.1. Monthly reconciliation of budgetary allocation, FR 66 transfers and supplementary allocation  1.2. Reconciliation and monitoring expenditure and revenue data of Ministries/Departments  1.3. Rectify accounting deficiencies / discrepancies of financial reporting data & provide guidance to line Ministries/ Departments in order to correct them.  1.4. Issue Instructions and Guidelines to the Provincial Councils on preparation & submission of financial accounts & collect provincial government financial information monthly	2,271	01.01.16	31.12.16	568	1,135	1,703					

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
1	<p><b>2. Consolidated and produced Annual Appropriation Accounts and issue monthly statics of financial transaction for compilation of National Accounts</b></p> <p>2.1 Compilation &amp; submission of Financial Statements to the Auditor General</p> <p>2.2 Collection of Audited Revenue &amp; Appropriation Accounts from RO, CAO &amp; AO and Preparation of Consolidated Revenue Accounts and Appropriation Accounts.</p> <p>2.3 Formulate policies, guidelines in order to improve financial reporting standard of the country</p>	2,271	01.02.16	31.10.16	757	1,816	2,119	2,271	33	80	93	100	<p>Credible accounting information for stakeholders in conformity with statutory requirements</p> <ul style="list-style-type: none"> <li>• Accuracy of the consolidated financial statements,</li> <li>• Provide summarized information</li> </ul> <p>Improved financial reporting system in place</p>	Macro Accounts Division	Director	0112 484753	
4	<p><b>3. Process of converting government Accounting system from modified Cash Basis to modified Accrual Basis</b></p> <p>3.1. Collect accrual based accounts which are received from Ministries/ Departments for 2015</p>	2,271	01.04.16	30.08.16	-	1,362	2,271	-	-	60	100		<p>Ensure implementation of Accrual base accounting and reporting</p>	Macro Accounts Division	Director	0112 484753	

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
1	<p>4.1 Compile public investment data</p> <p>4.2 Monitor and tabulate of Asset data in line with the Asset Valuation program carried out by the Valuation Dept.</p> <p>4.3 Assisting the ongoing ITMIS implementation programme.</p>	1,009	01.01.16	31.12.16									<p>Availability assets data for decision making</p> <p>Availability of fixed assets value for the purpose of reporting in final accounts &amp; GFS</p> <p>Real time reporting system</p>	GFS & Mgt. Information Division	Director	0112 484649	
4	<p><b>5. Implementation of GFS Manual 2001/2014</b></p> <p>5.1 Implementing of migration path of GFS in line with GFSM 2001/14</p>	1,009	01.01.16	31.12.16	252	505	757	1,009	25	50	75	100	Reporting GFS in line with 2001/ 2014 manual	GFS & Mgt. Information Division	Director	0112 484649	
1	<p><b>6. Automation &amp; Monitoring Deposit Accounts and Crown Agent Account</b></p> <p>6.1 Cancellation of General deposit accounts and allocate new deposit numbers in terms of Circular No. 243/2015</p> <p>6.2 Operate crown agent account in order to procure goods on behalf of Ministry of Health and Department of Registration of Persons.</p>	1,009	01.01.16	31.12.16	252	505	757	1,009	25	50	75	100	<p>Provide more specific and transparent deposit information</p> <p>Facilitate continuous and timely supply of urgent pharmaceuticals and other materials.</p>	GFS & Mgt. Information Division	Director	0112 484649	

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
					1	<p><b>7. Accounting for receipts and payments of Departments and Ministries under Centralized Accounting System.</b></p> <p>7.1. Preparation of Treasury main accounting database including National Budget data &amp; all main ledger/sub ledger accounts.</p> <p>7.2.Reconcile AS400 system data with the appropriation act and National Budget Estimate for 2016 and report deviations, if any</p> <p>7.3. Validation of monthly summaries in line with National Budget codes.</p> <p>7.4.Operation of AS400 system along with an alternate system to ensure smooth processing of financial information</p>	2,649	01.01.16	31.12.16	1,656	1,987	2,318					

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
					1	<p>6. Co-ordination of preparation and publishing of accounting data of the Government</p> <p>8.1. Obtain monthly summaries of accounts from around 200 accounting Heads via e-mails</p> <p>8.2. Checking accounting Entries in the summaries with pre-determined check list and inform deficiencies to the relevant spending agencies</p> <p>8.3. Insert monthly accounting information in to AS400 Treasury Accounting System and take corrective actions for further detected errors</p> <p>8.4. Maintain and update Accounting data base as required</p> <p>8.5. Process collected data and publish via Department Website with the assistance of ITD</p> <p>8.6. Providing National Accounting Data to CBSL, Department of Census and Statistics and other Treasury Departments</p> <p>8.7. Providing historical accounting data as required</p>	2,649	01.01.16	31.12.16	662	1,325	1,987					

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
2 & 3	<p><b>9. Provide Accounting guidance &amp; Technical Support to the Central Government and Provincial Councils and Monitor Advance Accounts activities.</b></p> <p>9.1. Continuous development of new CIGAS system to facilitate new initiatives and user feedback</p> <p>9.2. Develop more functionalities to the Asset Management Module</p> <p>9.3. Conduct awareness/Training Programmes on New CIGAS software</p> <p>9.4. Develop a FAQ with the collaboration of ITMD to maintain Helpdesk in more helpful manner</p> <p>9.5. Operate Treasury Miscellaneous Advance account &amp; Advances for payments on behalf of other Government</p> <p>9.6. Monitoring Advance Accounts activities</p>	8,325	01.01.16	31.12.16	2,081	4,163	6,244	8,325	25	50	75	100	<p>Have improved financial reporting system in place</p> <p>Improve the non financial asset management and reporting at the spending unit levels</p> <p>Improved financial reporting system</p> <p>Smooth operation of CIGAS</p> <p>Efficient payment &amp; recovery system under advance account</p> <p>Efficient payment &amp; recovery system under advance account</p>	SD Division	Director	0112 484735	

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
5	<p><b>10. Maintain the efficiency and skilled team in the Department</b></p> <p>10.1. Develop our own culture- Simple, Paperless Resource sharing, Efficient, Accurate and Disciplined Culture (SPREAD) in the Department</p> <p>10.2. Maintain a sound working environment in the premises</p> <p>10.3. Training staff Process entitlement, General Administration Knowledge sharing</p>	15,137	01.01.16	31.12.16	3,784	7,569	11,353	15,137	25	50	75	100	<p>Improved working environment</p> <p>Quality Public Service</p> <p>Skilled human resource &amp; provide quality service</p>	Admin and Finance Division	ADG	0112 484898	