



# රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුව

அரசு கணக்குகள் திணைக்களம்

## Department of State Accounts

මගේ අංකය  
எனது இல.  
My No.

SA/AS/CMA/Circular

ඔබේ අංකය  
உமது இல.  
Your No.

දිනය  
திகதி  
Date

20.12.2012

### State Accounts Circular No. 228/2012

To.

All Revenue Accounting Officers,

### Revenue Account of the year 2012.

In terms of provisions of F.R.151, all Revenue Accounting Officers are required to prepare accounts for the year 2012 on behalf of their Revenue Code and having checked and signed they should be forwarded to the Auditor General for certification.

02. In this connection, your kind attention is drawn to the Circulars No, 1/2002(x) dated 3<sup>rd</sup> July 2009, No. 1/2002(xi) dated 31<sup>st</sup> May 2011, No. 1/2002 (xii) dated 28<sup>th</sup> June 2011, No. 1/2002 (xiii) dated 15<sup>th</sup> July, 2011 and No.01/2010 dated 29<sup>th</sup> December, 2010 dealing with Public Fiscal Policy and Economic Affairs which were amended relating to "Schedule 1 Revenue Classification" to be effective from 1<sup>st</sup> January, 2010. Accordingly, you are kindly requested to prepare the Revenue Account for the year 2012 separately for each Revenue Code using the attached D.G.S.A. Revenue 1 and D.G.S.A. Revenue 2 specimen forms based on statistics given in statements of accounts pertaining to code numbers assigned to your institute.

03. Under the item numbers given in "D.G.S.A. Revenue 2" form, you are expected to provide corresponding figures for the immediate past 3 years. As such, you are requested to determine correct and corresponding revenue codes to ensure that correct revenue figures for the respective years are submitted and also to ensure that the figures in the Revenue Account for the year 2012 tally with the figures in the statement of Final Accounts of the Treasury issued for the year 2012. In this connection, your attention is invited to the State Accounts Circular No. 187/2006 dated 27<sup>th</sup> September, 2006 issued to all Revenue Accounting Officers.

04. Regarding the Revenue Accounts audited during the last few years, the Auditor General had submitted his audit observations under 5 main factors. They are,

4.1 In forecasting revenue estimates, more actual data have not been used and failed to take necessary steps to revise estimates whenever necessary by informing the Department of Fiscal Policy.

4.2 Although reports of arrears of revenue should be sent to the Director General of Fiscal Policy on a half yearly basis it has not been done. Absence of adequate evidence to ensure that arrears of revenue could be recovered and inability to ensure the accuracy of the figures. Failures in reconciliation of realized revenue records, (non submission of reports on arrears of revenue for audit) action to recover arrears of revenue was not satisfactory and failure to maintain reports in such a manner that they could be identified separately as revenue recovered from arrears of revenue for each year.

4.3 Failure to reconcile credit/debit notes with credited/debited entries through summary of accounts by other Ministries/Departments to the Revenue Account before the 15<sup>th</sup> of the following month.

4.4 Department Accounts not reconciling with the Treasury printouts.

While requesting you not to repeat the above shortcomings when preparing the Revenue Accounts for the year 2012, Please ensure that the information in the Statement of Income and Expenditure prepared on the basis of Accrual System of Accounting in relation to the Appropriation Account for the year 2012 and the Statement of Financial Position prepared as at the last date of the year should tally with each other.

05. The Revenue Account should be prepared in all the 3 languages as a single document using “D.G.S.A. Revenue specimen form 1 and D.G.S.A. Revenue specimen form 2” in A4 size paper and the Head of the Accounts Division having personally vouched/for its accuracy and the Revenue Accounting officer, having signed the document, should be forwarded in triplicate to the Auditor General on or before 31<sup>st</sup> March, 2013. When signing the account, care should be taken to ensure that all information asked for are included in the forms.

06. D.G.S.A. Revenue specimen form 1 and D.G.S.A. Revenue form 2 could be obtained from the website <http://www.treasury.gov.lk> of the Department of State Accounts and if necessary, the required information could be obtained from the Deputy Director (Account Services) by supplying a pen drive. Any further clarifications could be obtained from the Director,

Accounts Services (Phone No. 0112-2484753) and Deputy Director, Accounts Services  
(Phone No. 0112-484737)

07. Copies of Revenue Accounts audited by the Auditor General will be distributed as follows.

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|----|----------------------|---|
| 1. | Original             | Department of State Accounts            |
| 2. | 2 <sup>nd</sup> copy | Relevant Ministry/Department            |
| 3. | 3 <sup>rd</sup> copy | will be retained by the Auditor General |

Sgd/ N.G.Dayaratne

Director General of State Accounts  
For Deputy Secretary to the Treasury

Copies to:

1. Auditor General
2. Director General, Dept. of Fiscal Policy