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செயலாற்றுகை அறிக்கை
Performance Report

2013

රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුව
அரசு கணக்குகள் திணைக்களம்
Department of State Accounts

කෙ භාණ්ඩාගාරය
කොළඹ 01

பொதுத் திறைச்சேரி
கொழும்பு 01

General Treasury
Colombo -01

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1. Introduction

The Department of State Accounts is mainly responsible for maintaining centralized accounts on Government revenue, expenditure and account position of advance and deposit accounts as per the provisions allocated for Ministries, Departments, Special Spending Units, District Secretariats and Provincial Councils by Annual Appropriation Act and Supplementary Estimates of the Parliament of Sri Lanka.

For this purpose, the Department takes measures to collect data on revenue and expenditure monthly from all Ministries, Departments, Special Spending Units, District Secretariats, Provincial Councils via email and maintain and report centralized accounts under the limits of revenue and expenditure provisions approved by the Parliament. Further, the Department directs the accounting system towards an efficient computerized system in order to provide information which is useful to make decisions relevant to Accounting by the top management at institutional and Treasury level. The department also maintains a centralized account data store so as to prepare accounting and statistical data by way of accounting data received from Ministries and Departments.

The Department of State Accounts publishes financial statements inclusive of state revenue and expenditure data for the benefit of other institutions including the Parliament of Sri Lanka, Ministries, Departments and Central Bank of Sri Lanka in the annual performance report of the Ministry of Finance and Planning to be used in analysis and decision making. The Department is also responsible for the disclosure of financial information contained in Treasury books and forwarding them for auditing, as prescribed in Financial Regulations 430.

2. Overview

Activities such as collecting public financial data, preparing them as per the accepted accounting standards, duly presentation of monthly and annual account reports and preparing information required for public finance management were undertaken with a proper management in this year as well for the purpose of facilitating the decision making process in the state ministries and departments, enhancing compliance and reporting and for making the presentation of the state consolidated annual financial statements more efficient.

In performing the above activities, application of electronic technology required for mobilizing relevant data through accounting units of Ministries and Departments, providing relevant information to Ministries and Departments in order to confirm the accuracy of accounts, preparation and submission of timely reports required to review the progress of implementing budget proposals have been carried out. Necessary instructions were given to prepare Annual Appropriation Account of Ministries and Departments as per the existing rules and regulations and standards by providing required guidelines for closing of accounts to all Ministries and Departments at the end of the financial year. Accordingly, the Department was able to include the Account of the Republic which was attested by the Auditor General in the Annual Report of the Ministry of Finance and Planning within the specified timeframe. Further, Appropriation Account, Revenue Account and Advance Account of respective institutions have been prepared and submitted to the Auditor General on specified dates.

Preparation of Account of the Republic 2012 including annual revenue, expenditure and public debts in compliance with the accepted accounting policies within the specified timeframe and submission of the aforesaid account to the Auditor General and publication of audited accounting information in the Annual Report of the Ministry of Finance and Planning for information of all stakeholders have been undertaken.

The contribution of each branch of the department pertaining to the above overview has been given in pages 23-32 and the performance as per the targets set out in the Action Plan 2013 is as follows.

3. Government Finance Statistics (GFS) and Management Information Division

3.1 Government Finance Statistics

One of the main responsibilities of this division is to submit information on public finance mentioned in public accounts to be included in the Manual of Government Financial Statistics as per the accepted standards. Accordingly, basic numerical charts of public revenue and expenditure according to economic classification and summary on budget activities are prepared and forwarded to the Department of Fiscal Policy. This information is utilized to access actual cost of different periods in the year 2013 according to the common criteria and the requirements identified by the Department of Fiscal Policy based on budget estimate 2013 and actual cost 2012.

Necessary guidelines have been given after supervising the asset valuation process of the Ministries and the Departments from time to time. In addition to this, being vigilant on collection of public revenue, reporting and explaining matters pertaining to revenue collection were also done with the collaboration of the Department of Inland Revenue.

Paying attention to the progress of the state investments mentioned in budget estimates of the state in the year 2013 and preparing reports on the financial progress of the said estimates in 1st and 2nd quarters, these reports have been forwarded to the Department of Project Monitoring for necessary action.

Basic information pertaining to Special Data Dissemination Standard (SDDS) of the Ministry of Finance and Planning was prepared and brought to the notice of the Department of Fiscal Policy.

This section extended a remarkable contribution to the Department of State Accounts in overcoming the problematic situation that arose when contributions to the Widows'/Widowers' and Orphan's Pension Scheme were not properly remitted to the Department of Pensions by the Provincial Councils.

4 Macro Accounts and Accrual Accounts Division

4.1 Preparation of Financial Statements

The Circular containing guidelines to keep accounts on accrual basis from 2013 and three State Accounts Circulars on the preparation of the Appropriation Account 2012, Revenue Account, Deposit Account and Advance B Account have been issued in this year. In addition to this, the Consolidated Appropriation Account 2012 containing actual cost of recurrent and capital expenditure of 202 votes and the Revenue Account 2012 have also been prepared. Specially, Statement of Financial Performance, Statement of Financial Position, Cash Flow Statement and Statement of Changes in Net Assets and Equity of the Republic of Sri Lanka for the year 2012 have been prepared as on due date and submitted to the Auditor General and an audit opinion has been obtained to the effect that the above statements are true and justifiable and publishing the Republic Account within 150 days from the end of the year of accounting as per Section 13(1) of Financial Responsibility and Budget Management Act No.3 of 2003 was also duly completed within the year.

4.2 Coordination Activities of Buying Goods through Crown Agents

This department directly intervenes in supplying essential medicines and printing papers through crown agents to the Ministry of Health and the Department of Registration of Persons respectively. Accordingly, goods of 22 indent which worth 92 million rupees were supplied to the Ministry of Health. And also, material amounting to 16 million rupees was supplied to the Department of Registration of Persons.

4.3 Supervision and Operation of General Deposit Accounts

Accounts are currently opened in Deposits Ledger under 15 deposits account categories. 20 Accounts have been opened under 6 deposits categories in 2013. These 20 accounts include 01 account under 6000/06 Fund Category, 02 accounts under 6000/09 Temporary Borrowing (Administrative Loan) Category, 09 accounts under 6000/10 Foreign Aid Main Category, 04 accounts under 6000/12 Emergency Fund Category for newly established 04 Ministries, 01 account under 6000/13

Private Sector Deposits and 03 accounts under 6000/15 Miscellaneous Category. In addition to this, 36 accounts were opened in the Main Ledger for foreign borrowings under 8300 Category in 2013. These foreign funds were utilized for 15 highways and bridges development projects, 01 electricity development project, 07 water supply and sanitary improvement projects, 03 upgrade of education projects, 07 health services projects, 01 irrigation development project and 02 Rural and urban development projects.

4.4 Strike off Inactive Main Ledger Balances from the Accounting System

About 135 inactive accounts belonging to 6000/3 and 6003 old category have been removed from the computer system of the Treasury. Measures have been taken to close 17 deposit accounts of categories 6000/1, 6000/2, 6000/6 and 6000/8 which remained inactive for more than two years. 59 inactive accounts of Foreign Aid Main Category (6000/10) and 57 inactive accounts (6000/11) have been closed and the balance of those accounts – 1,549 million rupees and 127 million rupees respectively, has been credited to the State Revenue.

4.5 Opening of Main Ledgers and Operation of related accounting activities

Operation of accounting activities of 54 State Ministries, 92 Departments, 22 Special Spending Units and 9 Provincial Councils and 25 District Secretariats and giving account services instructions in that regard were done in the year 2013 and, accounting activities have been carried out in connection with 822 licenses on supplying additional funds, and 1596 transfer papers under F.R 66 and 68 fund transfers under F.R.69.

4.6 Representing the Public Accounts Committee on behalf of the Treasury

Although 51 Public Accounts Committee meetings were scheduled to be held in 2013, only 43 of them were held as some meetings were postponed. The departmental representatives who took part in the said meetings have extended professional intervention in public accounts issues that arose in the said meetings.

4.7 Issuing General Circulars and Providing Accounting Instructions related to various Ministries and Departments

Necessary instructions were given by the Circular letter no: SA/AS/AA/Circular dated 24.01.2013 that all Ministries and Departments should begin accounting on accrual basis from 2013 in addition to the annual Appropriation Account currently prepared on financial basis by State Ministries and Departments in order to record financial information. In addition to this, the Circular letter no: SA/AS/AA/Circular dated 12.07.2013 has introduced a code system in order to record fixed assets and current assets in keeping accounts on accrual basis. Also, by issuing the Circular to capitalize the cost of debt buying, it has been instructed to capitalize the cost incurred on local and foreign debts for acquiring, construction or production of qualified assets since 2013 as a part of the asset concerned by the State Accounts Circular No: 230/2013 in accordance with the Sri Lanka Public Sector Accounting Standards No.4.

It was able to consolidate the accounting procedure of respective Ministries and Departments by way of supervision of incentive payment of the Department of Inland Revenue in the 2nd half of 2012 and making observations in that regard, resolution of issues raised in classification of capitalized expenditures in account reports, making decisions on unrecoverable advance from the Ministry of Irrigation and Water Resources Management, resolution of the accounting issue that had arisen between the Maligawatta Secretariat complex and the Coastal Resources Management Project, Accounting of unaccounted expenditure of the Ministry of Public Administration and Home Affairs during last few years, discussion with the Department of Treasury Operations and the Department of Fiscal Policy on the accounting of tax concessions offered on concessionary basis and resolution of

issues in that regard, making observations on the issues that had arisen with regard to non-recovery of debts obtained by the Paddy Marketing Board from District Secretaries to purchase paddy during 2000-2008 and the Cabinet paper issued for consolidating the balance sheet of the Airport and Aviation Services (Sri Lanka) Ltd., preparation of a programme in consultation with the Sri Lanka Customs on accounting the state revenue loss as a result of importing vehicles on tax concession basis and resolution of main issues in consultation with relevant parties about the main issues raised in the absence of a formal method for dividing assets and liabilities of former Ministries in separating or integrating Ministries and Departments in order to implement the decisions of the Advisory Committee of the Ministry of Public Management Reforms. In addition to this, a written programme was also introduced in 2013 for three forces to account expenditure incurred from sub deposits accounts opened for the purpose of accounting foreign currency received for peace-keeping duties.

Workshops were held in the Ministry of Education, the Ministry of Health, Divisional Secretariats of Kandy and Galle in addition to common training programmes pertaining to the preparation of accounts on accrual basis.

5. Financial Information and Reporting Division

5.1 Collection of Monthly Summaries of Accounts

Monthly Account Summaries of 54 Ministries, 25 District Secretariats and 123 other institutions including Departments were collected in 2013. Funds allocated by the Appropriation Act No.23 of 2012 and supplementary estimates as capital and recurrent expenditure were Rs. 2,567 billion. Ministries and Departments have been divided into two categories on the complexity of functions, set of transaction activities and size of the institution. Accordingly, specific dates for submitting account summaries have been directed. Though, it was observed at the beginning of the year that there were a considerable number of institutions which failed to submit their monthly account summaries prior to the date stipulated by the Circular issued by the Department of State Accounts referring to the dates on which account data should be transferred, it is evident as per the following computer printed dates

included into the web site that the submission of account summaries by most of the institutions prior to the due date was satisfactory at the end of the year due to constant memoranda. Accordingly, the account data of respective months could be made available in the middle of the following month.

Month	Date of publication of Treasury Computerized Prints
January	22 nd of February 2013
February	21 st of March 2013
March	18 th of April 2013
April	21 st of May 2013
May	18 th of June 2013
June	17 th of July 2013
July	17 th of August 2013
August	17 th of September 2013
September	10 th of October 2013
October	18 th of November 2013
November	13 th of December 2013
December	18 th of January 2014

In addition to this, collected information has further been analyzed and submitted to the Central Bank of Sri Lanka, Department of Census and Statics, Department of Fiscal Policy and Department of National Budget for decision making.

5.2 Association of Government Accounting Organizations of Asia

Sri Lanka was a pioneer in establishing Association of Government Accounting Organizations of Asia (AGAOA) and was one of the initial members of the Association. Sri Lanka was the treasurer of the association in 2013 as well and this Department has prepared and submitted the annual accounts of the association to the member states. The 2013 Annual General Conference and the Board of Control Meeting of the association were held in Thimphu, Bhutan and the Department of State Accounts has extended its services within the region of Asia keeping finance trust of the association in this year as well.

6. Systems Development, Training and Advance Account Division

6.1 Improvements to the Public Accounting Software and training of the relevant accounting staff.

- This Division is entrusted with the responsibility of developing and maintaining the computer software systems that all Ministries and Departments belonging to the Central Government and Provincial Councils utilize in keeping accounts and also of providing training and necessary instructions. Accordingly, the tasks accomplished within the year 2013 are as follows:
- Further changes to the accounting program modernized as a Windows Based Program were made in the year 2013 and action was taken to duly distribute the same program among all the institutions coming under the Central Government and the Provincial Councils so that those establishments could put it into practice with effect from January 2014 onwards.
- Modernization activities of the GPS Program which was initiated as a Windows Based Program in 2012 were completed in the latter part of 2013 and the said program was distributed among the institutions upon their written request, subject to parallel use with the old program for a period of 03 months.

- 21 one-day seminars were conducted island wide with regard to resolution of issues identified in the software relevant to the provincial and district level. The officers of the District Secretariats and of the Divisional Secretariats coming under those District Secretariats and the staff officers in charge of the Accounts Divisions of the ministries, departments and the relevant sub offices participated in these seminars. Further, the relevant training was provided in Tamil medium in Northern and Eastern areas and in the seminars for which both Sinhala and Tamil officers participated, the training was provided in English medium.

Date of Seminar	Institutions of the Participants
29 th of October	District Secretariats – Kandy, Matale and NuwaraEliya
31 st of October	Department of Agriculture
01 st of November	Central Provincial Council
07 th of November	District Secretariat, Gampaha
12 th of November	Eastern Provincial Council, District Secretariats – Trincomalee and Batticaloa
14 th of November	District Secretariat, Ampara
18 th of November	North Central Provincial Council, District Secretariats – Anuradhapuraya and Polonnaruwa
20 th of November	Northern Provincial Council
22 nd of November	District Secretariats – Jaffna, Kilinochchi, Mullativ, Mannar and Vavuniya
25 th of November	Postal Department
26 th of November	Southern Provincial Council, District Secretariats – Galle, Matara and Hambantota
28 th of November	Ministry of Justice
02 nd of December	Department of Police
03 rd of December	Sabaragamuwa Provincial Council, District Secretariats – Ratnapura and Kegalle
05 th of December	Uva Provincial Council, District Secretariats – Badulla and

	Monaragala
06 th of December	Department of Survey
09 th of December	North Western provincial Council, District Secretariats – Kurunegala and Puttalam
13 th of December	Ministry of Education
17 th of December	Ministry of Health
18 th of December	Ministry of Finance
23 rd of December	Western Provincial Council

The issues of using new technology, installation of new accounting programs and the benefits thereof and also the issues pertaining to district and regional account units were taken into discussion in these seminars. Moreover, a CD containing the new accounting program for the year 2014 along with the training manual was distributed among all the Account Units within the second quarter 2013.

- A training which covers majority of issues encountered by the software users in keeping accounts and preparing salaries was provided to the public officers, through the Institute of Public Finance Accountancy by means of the Training Manual prepared by the Department of State Accounts.
- Apart from this, 142 accountants in charge of the accounts divisions in ministries and departments in Colombo and its suburbs were summoned to MILODA Institute on 12.12.2013 for a one-day workshop for introducing the new accounting program and creating awareness about following smoothly the provisions set out in the Accrual Account Circular issued by the Department of State Accounts.

Since the Deputy Secretary to the Treasury and the Director General of State Accounts also participated in this event Accounting issues generally encountered by the accountants were taken into discussion in this seminar. Specially, in this seminar, the Deputy Secretary to the Treasury and the Director General, State Accounts offered explanations as to how the accountants being the public officers

in charge of public finance management should face the economic challenges with a new vision and in conformity with the new technology.

Moreover, in addition to the above seminar, 3 one-day workshops were held in Colombo on 20th, 27th of December 2013 and 10th of January 2014 at the Institute of Public Finance Accountancy with the participation of 175 officers.

This Division is entrusted with the responsibility of developing and maintaining the computer software systems that all ministries and departments belonging to the Central Government and Provincial Councils utilize in keeping accounts and also of providing training and necessary instructions. In achieving this, the following services were provided.

- Providing necessary instructions and guidelines for the maintenance of the accounting system
- Classification of accounts, maintaining accounts reports having designed account codes and supporting to submit them to the main accounts units.
- Examining within a short period the validity of the accounting information received by the main accounts units and facilitating to submit the same to the Department of State Accounts in a stipulated format.
- Collection of data to the Central Accounting Database which maintains data received from ministries and departments so that accounting and statistical information can be retrieved, providing instructions, validation of data and conversion of data to the stipulated format and making the data available.
- Conducting training courses on behalf of ministries and departments for maintaining an advanced accounting system by way of handling provisions allocated by the Annual Budget and expenditures thereto and needs for the following year.

6.2 Managing Advance Accounts

6.2.1 Advance “B” Account of Public Servants

01. Based on reports forwarded, in terms of F.R 506.D, a reconciliation report has been prepared for the Public Officers Advance “B” Account of all departments and ministries including the Administrative Account and the Treasury Balance. According to that report, inconsistencies have been reported in aforesaid accounts of 38 institutes and they were informed to settle those inconsistencies. 16 of those institutes have taken steps to settle the inconsistencies and post monitoring is going on regarding the steps that the rest of institutes take to settle the said inconsistencies.

02. Further, according to the classification of individual credit balance of all ministries and departments, from the amount due to the government, it is observed that deficit of credit balance was generated through the sum of Rs. 335 million from the transferred officers, Rs. 66.7 million from the deceased officers, Rs. 374.4 million from the retired officers and Rs. 213 million from the officers who vacated the post. It was informed to recover the said amount in terms of budget Circular 118, Section 04, Chapter xxiv and Section 4.5, Chapter xxiv of the Establishment Code. Positive responses have been received in this regard.

6.2.2 Treasury Miscellaneous Advance Account

Recovery of advances given to the District Secretariats to purchase paddy, the amount lost, stamps and tickets has been carried out by this Treasury Miscellaneous Advance Account. Accordingly, out of those advances, the balances have been settled by the District Secretariats in 2013 as follows.

Account No	District Secretariat	Amount settled (Rs.)
7000/0/0/25003/418	Pollonnaruwa	20,982.50
7000/0/0/25003/419	Anuradhapura	118,600.00
7000/0/0/25003/420	Ampara	500,000.00
7000/0/0/25003/425	Hambantota	11,319,294.95
7000/0/0/25003/428	Kandy	120,000.00
7000/0/0/25003/443	Matale	55,817.37
7000/0/0/25003/500	Ampara	1,809,310.00
7000/0/0/25003/505	Trincomalee	90,000.00
Total		14,034,0044.82

Two meeting sessions were held with the participation of the relevant officers to solve the issues related to the amount of money that needs to be settled by the Food Commissioner's Department and Department of Agrarian Development. As a result of the meeting that was held with the Food Commissioner's Department, in collaboration with the relevant District Secretariat, reconciliation has been done about the stock of rice which was handed over and received in the relevant years, the amount of money that has been settled and the amount yet to be settled. Reconciliation has been done regarding all District secretariats, other than those of Ampara and Pollonnaruwa.

Applications have been submitted to Department of Public Finance in order to write off as a loss the amount of Rs. 32,281,437.25 unsettled for District Secretariats of Anuradhapura, Kurunegala, Puttalam, Matale, Ratnapura, Vavuniya, Monaragala and Trincomalee due to the implementation of the government's pricing policy by the Food Commissioner's Department. Further application has been submitted to write off due to Rs. 445,999.99 from District Secretariat Mannar.

The loss incurred due to the implementation of the Government's pricing policy by utilizing the amount of advance given to District Secretariats of Hambantota, Kurunagala and Mullativu was Rs. 17,077,427.35, Rs. 4,999,594. 54 and Rs. 627,225.00 respectively. The approval of the Deputy Secretary to the Treasury was given for the application which was submitted to write off these losses in terms of F.R 109. Meanwhile, a sum of Rs.11,319,294.95 was deposited by Hambantota District Secretariat in December 2013.

Under Miscellaneous Advance Account, the advance of Rs. 6,640,248.59 was offered on 15.05.2002 due to a financial fraud which took place in the Urban Development and Low Income Housing Project and the said amount has been settled in this year. Accordingly, a sum of Rs. 20,674,253.41 was credited to Treasury Miscellaneous Advance Account for the year 2013.

6.2.3 Advance Account to make payments for other states

This account is maintained in order to pay the pension to the pensioners and the widows living in Sri Lanka and who receive their pension from foreign states (Singapore, Malaysia, and United Kingdom) for their service to those states.

During the year 2013, the payment of pension has been made by the Department as follows:

State	The amount of pension paid (Rs.)
United Kingdom	2,661,957.12
Malaysia	406,342.95
Singapore	95,783.64
Total	3,164,083.71

From the month of January 2013, every British pensioner and widow was offered a cost of living allowance of Rs. 500.00 and the department was able to make the payments to other states within the approved advance account limitations.

7. Institutional and Administrative Activities

7.1 Staff Information

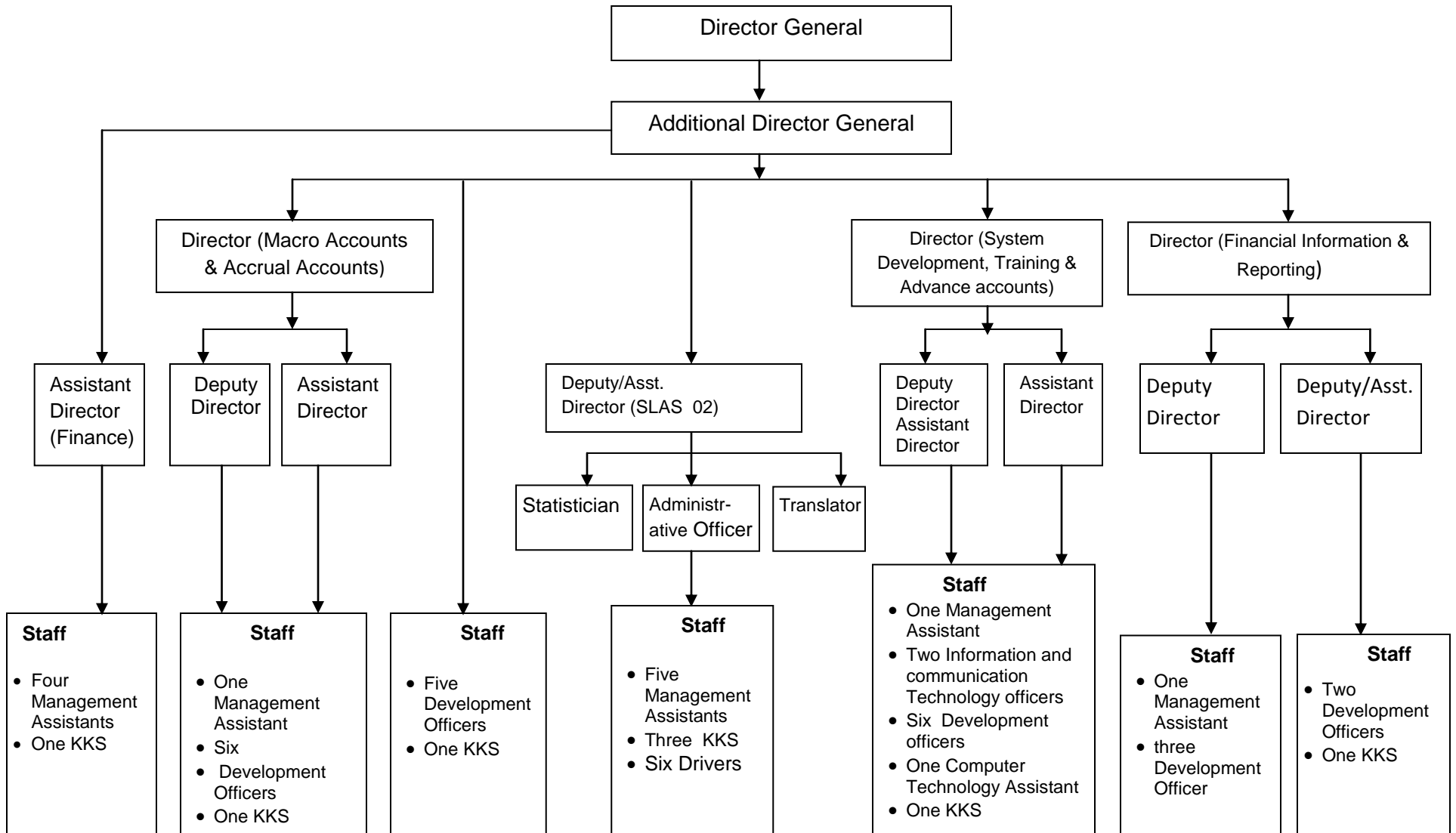
The following staff has contributed for the performance of the Department according to the organization chart at page 16 as a team in the year 2013.

	Designation	Actual Cadre	Approved Cadre
1	Director General	01	01
2	Additional Director General	01	01
3	Directors	03	03
4	Deputy/Asst. Director (Sri Lanka Accounting Service)	04	08
5	Deputy/Asst. Director (Sri Lanka Administrative Service)	–	02
6	Statistician	--	01
7	Administrative Officer	01	01
8	Translator	--	01
9	Information and communication Technology officer	01	02
10	Development Officer	17	22
11	Public Management Assistant	14	12
12	Computer Technical Assistant	--	01
13	Drivers	04	06
14	Office Employee Service	05	08
	Total Cadre	51	69

Recommendations have been offered to the Management Services Department to reduce the number of approved employees from 69 to 64.

As the steps were taken to carry out the internal communication process of the Department through e-mail, it has been able to perform the functions of the department efficiently at low cost by minimizing the use of papers. (Maintaining a paperless culture)

7.2 Organization Chart



7.3 Development of Physical Resources

At the completion of renovation of the office spaces innovation activities, the whole staff of the department was brought under “one place” at the beginning of the year 2013.

Without outsourcing the cleaning services, the department has taken steps to maintain the cleanliness of the department through office employees attached to the department on the basis of providing monthly overtime allowance, with the intention of motivating them. This has reduced the cost incurred for cleaning service and ensured a more productive service to the Department as well as financial benefits to the government. In addition, facilities have been provided for officers coming from ministries, departments and other institutes with the purpose of exchanging knowledge through Computerized Public Accounting Software which were used for recording public accounts. This ensures more efficiency in accounting activities provided by the department. Further, the Record Room was renovated in 2013, after examining old documents possessed by the department and discarding the unnecessary documents out of them.

7.4 Skill Development and Knowledge Enhancement

Actions have been taken to offer local and foreign training to the staff in order to obtain an efficient and productive service by creating attitudinal change. Accordingly, within the year 2013, measures have been taken to improve the efficiency of human resources by means of offering the following local and foreign training, thereby implementing the department’s vision with a new look and enhancing productivity with a change of the systems which previously existed in the department.

7.4.1 Local Training

Course	Employee Cadre and number	Institute
Development of skills for office assistants and drivers	K.K.S. - 01	Skills Development Institute
Advanced Computer Training Course	Public Management Assistants - 02	Public Service Training Institute
How to minimize audit queries and improve public accountability	Assistant Director - 01	Association of Public Finance Accountants of Sri Lanka
Certificate course in store keeping	Public Management Assistant - 01	Construction Equipment Training Center
Certificate Course in English for Employment Purposes	Public Management Assistant-01 Account Analyst-01	Sri Lanka Institute of Development Administration
Training in Public Auditing	Public Management Assistant-01	-Do -
Training Course Tamil Language	Public Management Assistant – 01 Account Analyst- 02 Development Officer-02	Department of Official Languages
Training in Procurement Procedure	Administrative Officer- 01	Sri Lanka Foundation
Managing Personal files	Public Management Assistant-01	Skill Development Institute
CIGAS training course	Public Management Assistant- 01	Institute of Chartered Accountants of Sri Lanka
Duty of office assistants for high labor productivity	K.K.S. -01	National Institute of Labor Studies
Payroll Management and Salary Conversion	Public Management Assistant - 02	Prag Institute
Training in Vehicle Maintenance	Administrative Officer -01	-Do -
Post Graduate Degree in Economics	Account Analyst- 01	University of Ruhuna
Training in Managing Record Room	Public Management Assistant - 01 K.K.S -01	Prag Institute
Office Management and Office System	Public Management Assistant - 02	Skill Development Institute
Career Development for Public Management Assistant and Development Officers	Public Management Assistant -01	- Do -
Preparing financial Statement according to new public accounting standards	Development Officer - 02	- Do -

7.4.2 Foreign Training

Name of the Officer	Designation	Country	Duration	Training
Mr. A.P Kurumbalapitiya	Director	Thailand	02 days	ADB Regional Forum on Public Sector Accounting and for Participation in the Developing Member Countries (DMC) Survey Questionnaire
Mr. Mahinda Saliya	Additional Director General	Thailand	05 days	Workshop on GFS
Mr. S Dharshan	Asst. Director	Thailand	05 days	Workshop on GFS
Mr.B.A.T Rodrigo	Director	Singapore	05 days	Fiscal Management Efficiency Project
Mr.M.A.S.H.Perera	Director	Singapore	05 days	Fiscal Management Efficiency Project
Mr.B.A.T Rodrigo	Director	Singapore	03 days	ADB Executive Training on Public Finance - Lee Kuan Yew School
Mr.W.A.K.S de Alwis	Deputy Director	Singapore	05 days	e Governance and Change Management
Mrs. E.D.P.D Elagalla	Account Analyst	Singapore	05 days	Executive Training Program for the Staff of Ministry of Finance & Planning
Mr. S Dharshan	Asst. Director	Singapore	05 days	e Governance and Change Management
Mr.W.G.R.I. Watagoda	ICT officer	Singapore	05 days	e Governance and Change Management
Mr. A.P Kurumbalapitiya	Director	Singapore	05 days	e Governance and Change Management
Mr. A.P Kurumbalapitiya	Director	China	05 days	International Reporting Standards (IFRS s) Regional Development in Asia

In addition to the above mentioned trainings, in the year 2013, a training programme was held on Performance Enhancement and Individual Development with the participation of the officers of this department in Passara, Uwa management premises. Meanwhile, a field trip was organized to a small medium dairy farm in between Badulla and Namunukula, a region called Palgahatanna and a medium scale farm in Namunukulla. It has enabled to have an understanding on the

relationship between the Public Service and Economic and Social sectors of the public and the manner of making those relationships more effective.

8. Financial Information

As per the summary report of expenditure given in 8.1, the utilization of recurrent provision and capital provision in the year 2013 was 92% and 97% respectively. This year, the department has shown an improved performance level through the effective use of recurrent and capital provision. Accordingly, the departmental financial evaluation is done in accordance with the Action Plan 2013. In 2013 a more convincing estimation has been done in the recurrent expenditure of this department and the expenditure incurred accordingly.

A sum of Rs. 1,911,961.00 has been granted as loans for 49 officers within the debit limit of the Public Officers Advance “B” Account and a sum of Rs. 1.7 million has been credited exceeding the minimum credit limit of Rs. 1,500,000.00. At the end of the year, the debit balance of Advance Account was Rs. 6,716,844.02 and it was within the minimum debit limit of Rs. 18 million. Accordingly, in the year of 2013, the department has acted in compliance with the limits of the Advance Account.

The annual Appropriation Account and other accounts prepared in terms of the State Accounts Circular No 227/2012 have been submitted to the Auditor General within the stipulated period. In addition, the Auditor General has submitted 09 Audit inquiries and 04 internal Audit queries during the year. All audit queries have been responded within the stipulated time.

**8.1 Financial Performance 2013
(In comparison to 2012)**

Object Code	Category	2012		2013		(Decrease) over Actual 2013	(Decrease) over Actual 2013
		Estimate	Actual	Estimate	Actual	Rs.' 000	%
		Rs.' 000	Rs.' 000	Rs.' 000	Rs.' 000	Rs.' 000	%
	Recurrent Expenditure	34,881	33,715	34,096	31,314	2,782	8.16
	Personal Emoluments	26,914	25,800	28,150	24,410	3,740	13.29
1001	Salaries & Wages	17,827	17,434	19,000	15,792	3,208	16.88
1002	Overtime	569	569	650	423	227	34.92
1003	Other Allowances	8,518	7,797	8,500	8,195	305	3.59
	Travelling Expenses	1,625	1,605	811	804	7	0.86
1101	Domestic	50	50	60	54	6	10
1102	Foreign	1,575	1,555	750	750	-	-
	Supplies	2,273	2,271	2,020	1,989	31	1.53
1201	Stationary & Other Requisites	849	849	810	806	4	0.49
1202	Fuel	1,324	1,324	1,100	1,077	23	2.09
1203	Diets & Uniforms	100	98	110	106	4	3.64
	Maintenance Expenditure	1,861	1,860	2,120	2,105	15	0.71
1301	Vehicles	815	815	630	622	8	1.27
1302	Plant. Machinery & Equipment	1,046	1,045	1,490	1,483	7	0.47
	Contractual Services	1,043	1,043	995	993	2	0.20
1402	Postal & Communication	963	963	924	923	1	0.11
1405	Other Allowances	80	80	71	70	1	1.41
	Transfers	1,165	1,136	1,225	1,013	212	17.31
1505	Subscriptions Contribution & Membership Fees	195	193	225	199	26	11.56
1506	Property Loan Interest to Public Servants	970	943	1,000	814	186	18.6
	Total Capital Assets	14,326	11,460	12,564	12,268	296	2.36
	Rehabilitation & improvement of Capital Assets	10,788	7,923	10,284	10,222	62	0.60
2001	Building & Structures	9,857	7,000	9,584	9,584	-	-
2002	Plant. Machinery & Equipments	181	180	100	99	1	1.00
2003	Vehicles	750	743	600	539	61	10.17
	Acquisition of Capital Assets	3,079	3,078	1,280	1,125	155	12.11
2102	Furniture & Office Equipment	3,079	3,078	1,280	1,125	155	12.11
	Capacity Building	459	459	1,000	921	79	7.90
2401	Training & Capacity Building	459	459	1,000	921	79	7.90
	Total	49,207	45,175	46,660	43,582	3,078	10.52

9. The Progress of Implementing the Action Plan – 2013

Public Financial Statistics and Management Information Division

1st step of implementing the Public Financial Statistics Manual 2001

Activity		Time Span												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1	Creating an awareness on Public Financial Statistics	██████████												
2	Including budgetary statistics of 2013 to public financial statistics		██████████											
3	Taking action to solve the issues when adjusting to Public Financial Statistic Manual 2001				██████████									
Collection of information about public revenue and expenditure														
Activity		Time Span												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1	Obtaining revenue targets from income generating departments	██████████												
2	Examine the information about collection of revenue monthly.		██████████											
3	Listing information about public investments included in the budgetary projects of the year 2013	██████████												
4	Examine monthly the information about public investments included in the budgetary projects during 2013			██████████			██████████		██████████			██████████		
Submission of Financial Statistics data prepared according to the accepted standards of Annual reports and other publications														
Activity		Time Span												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1	Preparing economic and functional classifications on other reports including the annual reports, Midyear public financial statistics statement and the budget		██████████											
	Target	██████████												
	Actual	██████████												

Progress on Implementation of Action Plan 2013

Core Functions - Macro Accounts and Accrual Accounts

No	Functions	Time Span												Remarks	Output	Progress	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
1	Issuing required instructions and guidelines to the Chief Accounting Officer on closing of accounts at the end of financial year and providing them with accounting data and information for the preparation of their Annual Revenue Account , Appropriation Account and providing instructions relating to Accrual Based Accounting.														On going activity	Confirmation of accuracy of financial statements and deposit accounts by forwarding correct Appropriation Account and Revenue Accounts, having reconciled the books of all Ministries and Departments with the Treasury Books..	1. Issuing three State Accounts Circulars with respect to closing of accounts , preparation of Appropriation Account and Revenue Account and 1 Circular relating to Acrual Based Accounting 2. Preparation of consolidated Appropriation Account & Revenue Account
2	a. Collection of copies of audited Appropriation Account from CAO/AO and audited annual Revenue Account form RAO b. Review of observations made by the Auditor General for taking appropriate actions to rectify the system deficienncies if any. c. Preparation of consolidated Appropriation Account and Revenue Account.														On going activity	1. Correcting and preventing actions 2. Publication of data and information	Receipt of audited appropriation accounts except 2 institutions. Receipt of all audited revenue accounts. Examination and corrective measures regarding observations.

Time Bound Activity Plan - 2013

Core Function : System Development , Training & Advanced Accounts

	Activities	Time Span												Remarks	Expected Output	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1	Evolve the CIGAS as a NEW CIGAS with new Technology capable to avoid the obsolete. It is compatible to New Hardware software and data transmitted in secure manner.														On going activity	Userbility of the software had been tested by selected some organizations in order to execute the software as trail in early part of the year. In accordance that, the most of the functions of software had completed & implemented to the all Ministries, Departments & Provincial Councils at end of the year for the accounting year 2014. As software development process as life cycle, New CIGAS will be continuously developed to increase userfriendly & adopt new features and functions in accordance with the user's feedback obtained during the execution.
2	Build Government Payroll Employee Data Bank														On going activity	The department tried to collect payroll data from ministries & departments by issuing circular no.223/2012 dated 31.05.2012 and it was not success as there were no software development to amalgamate these data.
3	Develop TEXT Converting program														On going activity	The development was started in mid December. It will be completed in 30 th January hopefully.
4	Develop TOD Cash flow information														On going activity	As it is purely depend on the data base & New CIGAS implementations are in progress. It could not be started. Expected to begin the development in 2014.

Progress on Implementing the Action Plan-2013

Administrative Division

Activities	Time Span												Remarks	Targets completed
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1 Maintenance of Personal Files													On going activity	50
2 Payment of Annual salary increments													On going activity	40
3 Payment of Staff Loan/Advances													On going activity	76
4 Matters relating to Foreign Travel													On going activity	13
5 Presentation of Performance Reports													On going activity	40
6 Coordinating, planning, editing and publishing Performance Reports 2012														Departmental Procedure
7 Preparation of Annual Action Plan 2014														Departmental Procedure
8 Human Resource Development Activities.													On going activity	
Expected														
Actual														

Progress on Implementation of Activity Plan-2013

Accounts Branch

Activities	Estimate	Expenditure	Time span												Remarks		
			Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1001 Salaries and wages	19,000,000	15,793,000															On-going activities
1002 Overtime and Holding Payments	650,000	423,000															On-going activities
1003 Other Allowances	8,500,000	8,195,000															On-going activities
1101 Travelling expenses-Domestic	60,000	54,000															On-going activities
1102 Travelling expenses-foreign	750,000	750,000															On-going activities
1201 Stationery and office Requisites	810,000	806,000															On-going activities
1202 Fuel	1,100,000	1,077,000															On-going activities
1203 Diets and uniforms	110,000	106,000															On-going activities
1301 Maintenance of vehicles	630,000	622,000															On-going activities
1302 maintenance of Plat Machinery	1,490,000	1,483,000															On-going activities
1402 Postal and Telecommunication	924,000	923,000															On-going activities
1405 Other	71,000	70,000															On-going activities
1505 Subscriptions & Contribution Fees	225,000	199,000															On-going activities
1506 Property Loan Interest	1,000,000	814,000															On-going activities

