

# **Annual Action Plan**

# **2015**

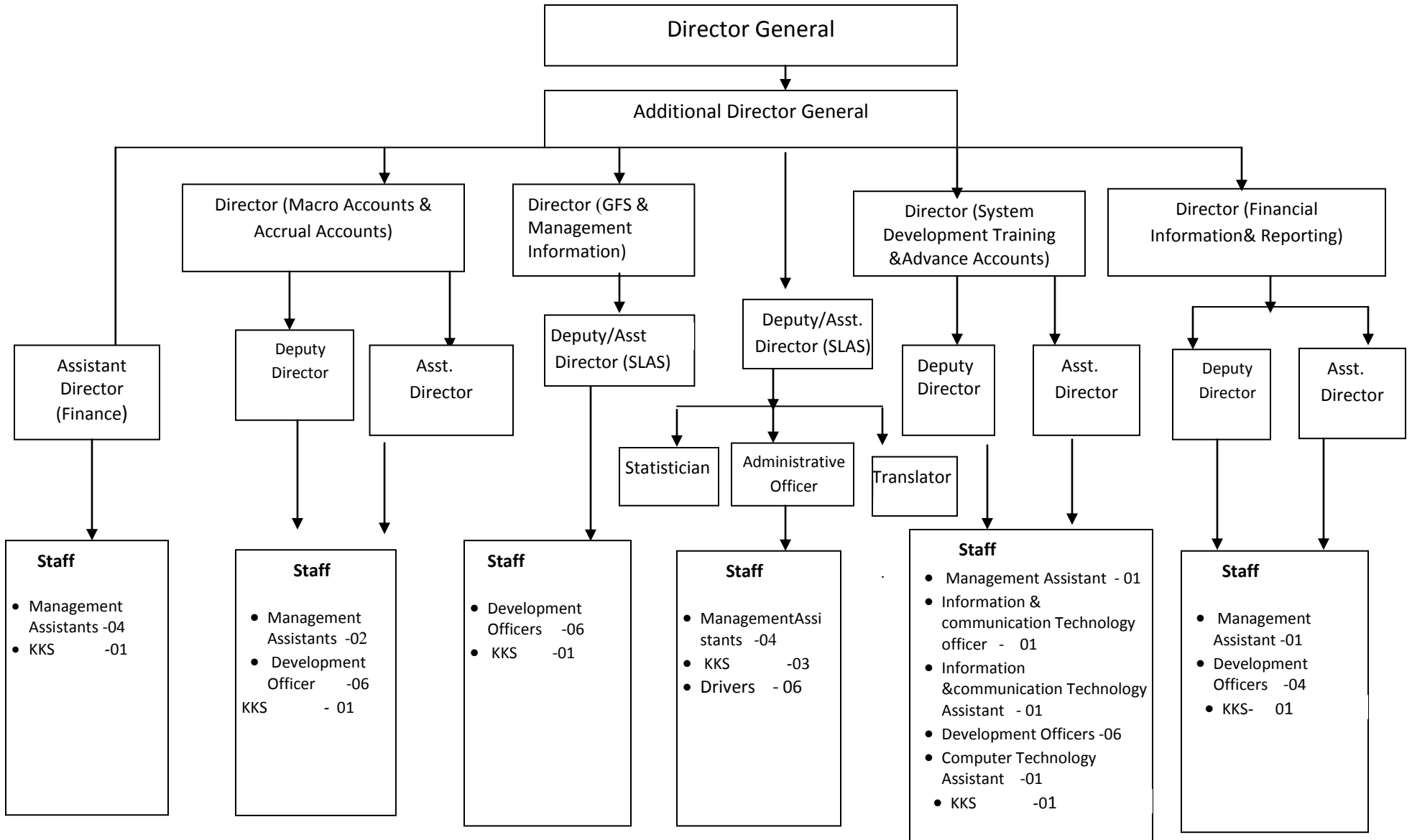
**Department of State Accounts**

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# Organization Chart - Department of State Accounts



## Human Resources

	<u>Position</u>	<u>Salary Scale</u>	<u>Approved cadre</u>	<u>Existing Cadre</u>
(a)	Director General	SL-1	01	01
(b)	Additional Director General		01	01
(c)	Directors	SL-1	04	04
(d)	Dy. / Asst. Directors (SLAcS)	SL-1	07	02
(e)	Asst. Director(SLAS)	SL-1	02	-
(f)	Statistician	SL-1	01	-
(g)	Administrative Officer	MN-7	01	01
(h)	Translator	MN-6	01	-
(i)	Information &Comm.Tech. Officer	MN-6	01	01
(j)	Development Officers	MN-4	22	14
(k)	Management Assistants	MN-2	12	13
(l)	Information &Comm.Tech. Assistant	MT-1	01	01
(m)	Computer Technology Assistant	PL-3	01	-
(n)	Minor Grade	PL-3	08	04
(o)	Driver	PL-1	06	04
	<b>Total Cadre</b>		<b>69</b>	<b>46</b>

## 2. Activity Plan for the year 2015 based on the 2015 - 2017 Medium Term Budgetary Framework

2015 budget has been provided following Recurrent and Capital Expenditure for the Department of State Accounts and it will be financed by the Domestic Funds

	Rs.000'		
	2015 Estimate	2016 Projection	2017 Projection
Recurrent Expenditure	32,150	33,600	34,650
Capital Expenditure	<u>3,200</u>	<u>4,050</u>	<u>4,900</u>
Total Expenditure	35,35037,650 =====	39,550 =====	 =====

This department is responsible for accounting, tabulating and reporting of the Government Fiscal data by providing necessary accounting instructions to all Government Ministries & Departments in maintaining centralized accounting system for the entire government operations. For this purpose, the department is equipped with the necessary technology such as an IBM configuration AS400 system and skilled human resources with the knowledge of Accounting & Information Communication Technology. In order to maintain uninterrupted information mobilizing system with the assistance of all Ministries, Departments and other Special Spending Units along with District Secretaries/Divisional Secretaries, the Department of State Accounts utilizes updated Computerized Integrated Government Accounting System (CIGAS) software until the Integrated Treasury Management Information System (ITMIS) is fully operationalized which is being processed at present.

Following activities have been planned by the Department in 2015 and described those in latter pages.

1. Reporting of receipts and payments of Departments and Ministries under Centralized Accounting System.
2. Co-ordination and publication of Annual Appropriation Accounts and Issue monthly statistics of financial transaction of government for compilation of National Accounts.
3. Monitoring Progress of converting Government Accounting System from modified Cash Basis to modified Accrual Basis.
4. Authorization & Monitoring Deposit Account and Crown Agent Account.
5. Accounting for receipts and payments of Departments and Ministries under Centralized Accounting System.
6. Co-ordination of preparation and publication of consolidated quarterly and Annual Accounts of the Government.
7. Preparation of Economic Classifications & Implementation of Government Finance Statistics Manual (GFSM) 2001/2014
8. Vigilance in mobilizing government revenue and spending in public investments.
9. Provide Accounting guidance & Technical support to the Central Government, Provincial Councils & Local Authorities.
10. Maintain the efficiency and skilled team in the Department.

## 2.1 Reporting of receipts and payments of Departments and Ministries under Centralized Accounting System.

Activities	Responsibilities		Division	Time Span												Output / Out come
	Mgt.	Operational		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1.1 Monthly reconciliation of budgetary allocation.	1D	1.DD 1.MA 3.DO	MA													Make sure accuracy of data
1.2 Maintain separate files to records for changes in budgetary provisions.	do	do	MA													do

**2.2 Co-ordination and publication of Annual Appropriation Accounts and Issue monthly statistics of financial transaction of government for compilation of National Accounts.**

Activities	Responsibilities		Division	Time Span												Output / Out come
	Mgt.	Operational		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2.1 Submission of Financial Statements to the Auditor General	1D	1.DD 1.DO	MA													Credible accounting information for stakeholders & conformity with statutory requirements
2.2 Collect Audited Revenue and Appropriation Accounts from CAO, AO & RO	do	1.DD 1.MA	MA													Take correcting and preventing actions on Audit Observations
2.3 Preparation of Consolidated Appropriation Accounts and Revenue Accounts.	do	1.DD 2.DO	MA													Summarized information
2.4 Issue Instructions and Guidelines to the Provincial Councils and Local Authorities via Finance Commission and Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance for preparation and submission of final accounts	do	do	MA													Consolidation of Provincial and Local Government Financial Statements
2.5 Prepare consolidated Financial Statements	do	1.DD 1.DO	MA													Improve efficiency and transparency of Financial Management

### 2.3 Monitoring Progress of converting Government Accounting system from modified Cash Basis to modified Accrual Basis.

Activities	Responsibilities		Division	Time Span												Output / Out come
	Mgt.	Operational		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
3.1 Collect accrual based accounts which are received from Ministries/ Departments for 2014	1D	1.DD 1.DO	MA													Ensure Accrual Accounting and reporting

### 2.4 Authorization & Monitoring Deposit Account and Crown Agent Account.

Activities	Responsibilities		Division	Time Span												Output / Out come
	Mgt.	Operational		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
4.1 Allocate new deposit Numbers	1D	1. MA	MA													Facilitate to record extra budgetary transactions.
4.2 Cancellation of non-operating deposit accounts.	do	do	MA													Updated and clean data for deposit Accounts.
4.3 Checking up annual reconciliation reports submit by Ministries/ Departments	do	do	MA													Ensure accuracy of Accounts balances.
4.4 Operate crown agent account in order to procure goods on behalf of Ministry of Health Indigenous Medicine and Department of registration of Persons.	do	1. DD	MA													Facilitate continuous and timely supply of urgent medical and other materials.



## 2.5 Accounting for receipts and payments of Departments and Ministries under Centralized Accounting System

Activities	Responsibilities			Time Span												Output / Out come
	Mgt.	Operational	Division	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
5.1 Preparation of Treasury main accounting Database including National Budget data and all Main Ledger/Sub Ledger Accounts	1D	1.DD 1.MA 2.DO	FIR													Accurate financial Information
5.2 Reconcile AS400 data with National Budget Estimates 2015 and Appropriation Act & report deviations if any.	-do	-do	FIR													Accurate financial Information
5.3 Validation of monthly summaries according to the National Budget	-do	-do	FIR													Reconciled reliable financial data
5.4 Necessary replacement to the AS 400 to enable to run the programme for 2-3 years until the ITMIS is fully operationalized.																Maintain uninterrupted service

## 2.6 Co-ordination of preparation and publication of consolidated quarterly and Annual Accounts of the Government

Activities	Responsibilities			Time Span												Output / Out come
	Mgt.	Operational	Division	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
6.1 Obtain monthly summaries of accounts from 205 accounting Heads via e-mails.	-do	-do	FIR													Timely information
6.2 Receiving Supplementary Summary of the previous year.	-do	-do	FIR													Accurate data
6.3 Convert Summery DBF formats into TEXT formats compatible to AS 400 Treasury Accounting System	-do	-do	FIR													Qualified reports
6.4 Checking Accounting Entries according to the pre-determined check list	-do	-do	FIR													Error freedata
6.5 Inform related spending agencies regarding errors in accounting information	-do	-do	FIR													Acknowledgem ents
6.6 Enter monthly accounting information to AS400 Treasury Accounting System	-do	-do	FIR													
6.7 Take corrective actions for further detected errors by AS 400 and inform related spending agencies accordingly and take corrective actions.	-do	-do	FIR													Error free reports
6.8 Maintain the Database by opening,closing and assigning of accounts in the system as required.	do	-do	FIR													Accurate database
6.9 Process collected data and publish via Department Web with the assistance of ITMD.	do	do	FIR													Transparency in financial reporting.
6.10Providing National Accounting Data to CBSL, Department of Census & Statistics and other Treasury Departments.	do	do	FIR													Financial Statistics for Decision making
6.11 Providing Accounting data relevant to previous years to implementing agencies.	do	do	FIR													Accessibility to Financial Data.

## 2.7 Preparation of Economic Classifications & Implementation of Government Finance Statistics Manual (GFSM)2001/2014

Activities	Responsibilities			Time Span												Output / Out come
	Mgt.	Operational	Division	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
7.1 Efforts to spearhead the migration path of GFS in line with GFSM 2001/14	ADG	1. D 3.DO	GFS													Migration to the new GFS Manual for improved quality & timeliness of reporting
7.2 Preparation of Outturn along with the economic classifications of revenue and expenditure as and when required to FPD	-do	-do	GFS													Provision of fiscal information for decision making
7.3 Support to mission of IMF to be visited to provide technical assistance under new GFS Manual.	-do	-do	GFS													Migration to the new GFS Manual

## 2.8 Vigilance in mobilizing government revenue and spending in public investments

Activities	Responsibilities			Time Span												Output / Out come
	Mgt.	Operational	Division	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
8.1 Collection and tabulation of revenue flow charts from the revenue departments against the 2015 budget.	ADG	1. D 3.DO	GFS													Examining the progress of revenue collection.
8.2 Activities relating to the Asset Register with the assistance of relevant Treasury Departments.	-do	-do	GFS													Evaluation of investments made in physical assets during the year.
8.3 Observe the Public Investment flow & report details of sluggish projects / programmes to PMD	-do	-do	GFS													Reporting- - sluggish development public investment projects to PMD
8.4 Monitor and tabulation of Asset Valuation program carried out by Valuation Department.	-do	-do	GFS													Identification of assets value for GFS.
8.5 Assist to ongoing ITMIS introduction programme.	-do	-do	GFS													Transmitting to a sophisticated computerized system to improve work effectiveness and reporting.

## 2.9 Provide Accounting guidance & Technical support to the Central Government, Provincial Councils & Local Authorities

Activities	Responsibilities		Division	Time Span												Outcome
	Mgt.	Operational		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
9.1. Continuous development of New CIGAS in accordance with the user's feedback & necessary modification.	1D	1AD 4DO 1ITO 2MA	SD													Improve the overall financial reporting practices.
9.2 Develop TEXT Converting program to AS 400 for the year 2015.	-do	-do	SD													Secure data transfer from CIGAS to AS 400.
9.3 Develop TOD cash flow information system.	do	-do	SD													Effective cash management.
9.4 Development of Asset Management Module in new CIGAS.	do	-do	SD													Better Assets management in the Ministries / Departments
9.5. Maintaining helpdesk for supporting CIGAS and Payroll software.	-do	-do	SD													Enhance the errorless accounting & payroll process & avoid delays in sending summary. Payment of salaries on due dates.
9.6 Awareness/Training Programs on new CIGAS / Payroll softwares.	-do	-do	SD													Improve financial reporting.
9.7 Plan to build FAQ with the collaboration of ITMD to maintain Helpdesk in more helpful manner.	-do	-do	SD													Reduce number of telephone calls on CIGAS & GPS.
9.8 Operate Treasury Miscellaneous Advanced Account & Advances for payments on behalf of other Governments.	-do	-do	SD													Final Accounts.
9.9 Monitoring Public Officers Advanced Accounts activities.	-do	-do	SD													Final Accounts

## 2.10 Maintain the efficiency and skilled team in the Department

Activities	Responsibilities			Time Span												Output / Out come	
	Mgt.	Operational	Division	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
10.1 Develop our own culture - Simple, Paperless, Resource Sharing, Efficient, Accurate and Disciplined Culture (SPREAD) in the Department	All	All	AD														Improve working environment
10.2 Maintain a sound working environment in the premises.	-do-	-do-	AD														Quality Public Service
10.3 Effective control mechanism for procurement, payment, inventory, vehicle maintenance etc.	-do-	1AD 1AO	AD														Value for money

### 3. Imprest Requirement Plan

Rs.'000

	Expenditure Items (with Expenditure Codes)	Cash Requirement for the Approved Expenditure Plans												Total	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Rs.'000	£
i	Salaries and Allowance (1001 and 1003)	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,730	20,815	
ii	Overtime and Holiday Pay (1002)	54	54	54	54	54	54	54	54	54	54	54	56	650	
iii	Other Recurrent	594	557	1,102	472	662	1,618	342	537	462	752	637	765	8,500	
	<b>Total Recurrent (CF)</b>	<b>2,383</b>	<b>2,346</b>	<b>2,891</b>	<b>2,261</b>	<b>2,451</b>	<b>3,407</b>	<b>2,131</b>	<b>2,326</b>	<b>2,251</b>	<b>2,541</b>	<b>2,426</b>	<b>2,551</b>	<b>29,965</b>	
iv	Reimbursable Foreign Aid														
v	Other Capital Expenses	200	950	-	50	655	973	90	-	60	50	-	172	3,200	
vi	Public Officer's Advance Account	700		400	1,000			600		400		400		3,500	
vii	Deposit Accounts	127												127	
viii	Others														
ix	Advance for Payments on Behalf of Other Government - 25002	83	83	83	83	83	83	83	83	83	83	83	87	1,000	
	<b>Grand Total - Rs.</b>	<b>3,493</b>	<b>3,379</b>	<b>3,374</b>	<b>3,394</b>	<b>3,189</b>	<b>4,463</b>	<b>2,904</b>	<b>2,409</b>	<b>2,794</b>	<b>2,674</b>	<b>2,909</b>	<b>2,810</b>	<b>37,792</b>	
	Crown Agents	£200,000			£175,000			£225,000			£125,000				£725,000

#### 4 Internal Audit Plan for the year - 2015

Serial No	Area & Objective to be Achieved	Annual Allocation	Planned Activities Under each Area.	Identified Auditable Area	Planned Internal Audit Activity & Objectives of the Audit.	Risk Rating	Q1	Q2	Q3	Q4	IA Resource to be Used
01	2.1 Reporting of receipts and payments of Departments and Ministries under Centralized Accounting System.		1.1 Monthly reconciliation of budgetary allocation.	Treasury main accounting data base.	Review the procedure of preparation of treasury main accounting data base.	4	√	√	√	√	One Director One management Assistant & allocated recourses
				Need assessment & identification of system requirements.	Review the need identification & defined requirement.	4	√	√	√	√	
				Monthly summaries	Review the procedure of reconciliation & actions to be taken for deviations						
				Monthly reconciliation	Review the procedure adopted to validation of monthly summaries	3		√		√	
				Interim Budget Provisions 2015	Review the procedure adapted to reconciliation of budgetary allocations	3	√				
			1.2 Maintain separate files to		Review the procedure of taking changed to	3	√		√	√	Do



			records for changes in budgetary provisions.		interim budgetary provision in to the system. Review the procedure adapted to changed FR 66 & supplementary provisions	3	√	√	√	√	
02	2.2 Co-ordination and publication of Annual Appropriation Accounts and Issue monthly statistics of financial transaction of government for compilation of National Accounts.		<p>2.1 Submission of Financial Statements to the Auditor General</p> <p>2.2 Collect Audited Revenue and Appropriation Accounts from CAO, AO &amp; RO</p> <p>2.3 Preparation of Consolidated Appropriation Accounts and Revenue Accounts.</p> <p>2.4 Issue Instructions and Guidelines to the Provincial Councils and Local Authorities via</p>	<p>Periodical reports generated and records for the year 2014 Account</p> <p>Records</p> <p>Records</p> <p>Guide lines circulars &amp; procedures.</p>	<p>Review the procedure of making periodical reports.</p> <p>Review the progress of completion of works.</p> <p>Review the progress of completion of work as planed</p> <p>Review the instructions</p>	<p>3</p> <p>2</p> <p>2</p> <p>3</p>	<p>√</p> <p></p> <p></p> <p></p>	<p></p> <p>√</p> <p></p> <p>√</p>	<p></p> <p>√</p> <p></p> <p>√</p>	<p></p> <p></p> <p>√</p> <p></p>	Do

			Finance Commission and Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance for preparation and submission of final accounts 2.5 Prepare consolidated Financial Statements		Review the performance.				√		
03	2.3 Monitoring Progress of converting Government Accounting system from modified Cash Basis to modified Accrual Basis		3.1 Collect accrual based accounts which are received from Ministries/ Departments for 2014	Circular issued  Identified facts  Conducted awareness program.  Feedback from trainees	Review the Accounts to ensure all information has been included.  Review the Result  Review the content covered in training program.  Evaluation of feedback and response taken.	5  4  2  2	√	√			Do

04	2.4 Authorizatio n & Monitoring Deposit Account and Crown Agent Account.		4.1 Allocate new deposit Numbers	SAD data Base Review the Procedure	Review the request & Data Base.				√	√	Do
			4.2 Cancellation of non-operating deposit accounts.	Data Base	Review the data base to evaluate procedure	5	√	√	√	√	
			4.3 Checking up annual reconciliation reports submit by Ministries/ Departments	Records	Review the records & reports.	4			√	√	
			4.4 Operate crown agent account in order to procure goods on behalf of Ministry of Health Indigenous Medicine and Department of Registration of Persons.	Data Base & Records	Review the data base & records.	3	√	√	√	√	

.05	2.5 Accounting for receipts and payments of Departments and Ministries under Centralized Accounting System	5.1 Preparation of Treasury main accounting Database including National Budget data and all Main Ledger/Sub Ledger Accounts	Data Base	Review the objective achievement	4	√				Do
		5.2 Reconcile AS 400 data with National Budget Estimates 2016 and Appropriation Act & report deviations if any.	Files & Records	Review the performance	3	√				
		5.3 Validation of monthly summaries according to the National Budget	Data Base & Records	Review the need identification and defined requirements.	4	√	√	√	√	
		5.4 Necessary replacement to the AS 400 to enable to run the programmer for 2-3 years until the ITMIS is fully operationalized.	Training Programme and New guidelines	Review the performance of ITMIS	3	√	√	√		

06	2.6 Co-ordination of preparation and publication of consolidated quarterly and Annual Accounts of the Government	6.1 Obtain monthly summaries of accounts from 205 accounting Heads via e-mails..	Data & Records	Review the System	3		√		√	Do
		6.2 Receiving Supplementary Summary of the previous year.	Data & Records	Review the System	3	√				
		6.9 Process collected data and publish via Department Web with the assistance of ITMD.	Web Site	Review the information & Data	3			√	√	
07	2.7 Preparation of Economic Classifications & Implementation of Government Finance Statistics Manual(GFSM) 2001/2014	7.3 Support to mission of IMF to be visited to provide technical assistance under new GFS Manual.	Records	Review the Performance	2		√			Do

08	2.8 Vigilance in mobilizing government revenue and spending in public investments	8.4 Monitor and tabulation of Asset Valuation program carried out by Valuation Department.	Records & Files	Review the Performance	4		√	√		Do
		8.5 Assist to ongoing ITMIS introduction programme.	The System & Data Base	Review the Performance	3		√			
09	2.9 Provide Accounting guidance & Technical support to the Central Government, Provincial Councils & Local Authorities.	9.3 Develop TOD cash flow information system.	The System	Review the Performance of System	3		√	√		Do
		9.4 Development of Asset Management Module in new CIGAS.	The System	Review the Performance of System	2			√	√	
		9.5. Maintaining helpdesk for supporting CIGAS and Payroll software.	The System	Review the Performance of System	3	√		√		

		9.6 Awareness/Training Programs on new CIGAS software	Feed Back from trainees	Review the Feed Back	2		√	√	√	Do
10	2.10 Maintain the efficiency and skilled team in the Department	10.3 Effective control mechanism for procurement, payment, inventory, vehicle maintenance etc.	Procurement Procedure	Review the System	3		√	√	√	Do