

THE TREASURY

TREASURY CIRCULAR NO. 10 OF 2016

FROM : ACCOUNTANT-GENERAL

TO : SUPERVISING OFFICERS-IN-CHARGE OF MINISTRIES/DEPARTMENTS

CLOSING OF FINANCIAL YEAR 2015-2016

The attention of Supervising Officers of Ministries/Departments is drawn to the following arrangements that have been made in view of the closing of the **Financial Year 2015-2016 on 30 June 2016**.

To enable this office to cope with the increased workload during the month of **June 2016**, all officers concerned in Ministries/Departments should be requested to submit vouchers/ documents to the Treasury at latest by the dates set out in the table hereunder. Additional information is provided in paragraphs 4 to 10 below.

SN	ACTIVITY	LAST DATE TO BE SUBMITTED TO TREASURY	PARAGRAPH
(i)	Vouchers and documents in respect of June 2016 payroll	Tuesday 14 June	4
(ii)	Payment Vouchers, including Goods Form 1 (GF 1)	Wednesday 22 June	5
(iii)	GF 1 for urgent purchases	Friday 24 June	6
(iv)	Instructions in respect of payments abroad	Wednesday 22 June	9
(v)	Applications for fresh Imprests	Wednesday 15 June	10
(vi)	Retirement of Imprests	Tuesday 28 June	10

3. Your attention is also drawn to paragraphs 11-12 and paragraph 13 regarding clearing of cheques/ payable orders and collections respectively.

PENSIONS, COMPASSIONATE ALLOWANCES AND SALARIES

4. Payments of pensions and compassionate allowances have been scheduled for **Friday 17 June 2016**, and payments of salaries for Government employees will be effected on **Tuesday 28 June 2016**. The necessary instructions regarding the submission of payrolls to this office have already been given to Ministries/Departments (**Treasury Circular No.7 of 2016 refers**).

PAYMENT VOUCHERS (PVs)

5. With a view to ensuring the smooth and timely processing of payments at the Treasury, Ministries/Departments are requested to submit all PVs (including Goods Forms 1) so as to reach the **Payment Section (Examination) of the Treasury on Wednesday 22 June 2016, at latest.**

6. **The only exception to the above deadline will be in respect of Goods Form for urgent purchases.** These vouchers should reach the Treasury not later than **Friday 24 June 2016**, to enable payments (both by cheques and bank transfers) by **Wednesday 29 June 2016.**

You are kindly requested to ensure strict compliance to the above schedule. It should be noted that the Treasury will, under no circumstance, assume responsibility for unexecuted payments due to late submission of PVs.

APPLICATION FOR VIREMENT

8. Ministries/Departments should liaise with the Ministry of Finance and Economic Development to ensure that any application for Virement has been approved before sending PVs to the Treasury. The Treasury will put on hold all PVs for which funds are not available. Same will have to be cancelled by the Ministry/Department concerned.

PAYMENTS ABROAD

9. Instructions for payments to be effected abroad in respect of subscriptions to international organisations, amounts due to foreign contractors etc., should reach this office by **Wednesday 22 June 2016 at latest** so as to enable transfers to be effected in time. **No such requests for payments will be accepted at the Treasury after 22 June 2016 (except for those under urgent/special circumstances).**

IMPRESTS

10. Imprests should be retired by **Tuesday 28 June 2016 at latest** and should be accompanied by a form (as per proforma), in triplicate, showing the particulars of the imprest as at the date of retirement. The TAS code to be used for crediting cash refunds is that shown on the Imprest Warrant, i.e. 86-XXX-XXX. The original of the form, duly acquitted, will be handed back to the Imprest Holder and the duplicate and triplicate will be retained by the Treasury.

The accounts code combination to be used is as follows:-

Min/Cost Centre	Vote/Sub Head	Economic Classification	ID	Analysis	Project	Misc.	Type	Reporting Entity
0	E+ (Min. ID)	86-Min. Code-SN	0	0001	0	0	0	0

Eg. Imprest of Treasury – 0.ETRY.86-001-001.0.0001.0.0.0.0

New Imprests for **Financial Year 2016-2017** will be issued **as from 01 July 2016**. Applications for fresh imprests signed personally by Accounting Officers should be submitted to the Accountant-General by **Wednesday 15 June 2016 at latest**. In order to reduce the number of small imprests being issued by this Office, it is suggested that all Ministries and Departments requiring more than one imprest should apply for main imprests from which sub-imprests would be issued to other officers in accordance with paragraph 1 of Chapter 20.7 of the Financial Management Manual.

CLEARING OF CHEQUES AND PAYABLE ORDERS

11. Every endeavour should be made to ensure that all persons or firms holding Government cheques or payable orders are notified that they should, as far as possible, arrange for clearance thereof before the close of business on **30 June 2016**.

12. To avoid having unpaid cheques/payable orders at the end of the financial year, Ministries/Departments are requested to obtain the relevant bank details of suppliers/payees and to quote same on the payment vouchers, so that payment can be effected by the Treasury through bank transfer.

RECEIPTS

13. All cash collected on or before the last business day of June 2016, should be banked or paid in at District Cash Offices before the official closing time on **30 June 2016** and all revenues/receipts brought to account within the Financial Year 2015-2016.

SELF-ACCOUNTING MINISTRIES/DEPARTMENTS

14. Supervising Officers of Self-Accounting Ministries/Departments may issue their own instructions to meet their specific requirements but they should, however, ensure that the main provisions of this circular are strictly adhered to.

15. Your personal attention and co-operation is sought to enable the smooth closing of the Financial Year 2015-2016.

16. It would be appreciated if the contents of this circular could be brought to the attention of all officers concerned.



(C. ROMOOAH)
ACCOUNTANT-GENERAL

**THE TREASURY,
PORT-LOUIS.
02 June 2016**

**Copy to: Financial Secretary
 Director of Audit
 Manager, Central Information Systems Division
 Director, Financial Operations
 Director, Procurement & Supply
 Director, Internal Control**

PROFORMA

To : ACCOUNTANT-GENERAL

Please note that Imprest Account No. of 2015-2016 is being retired as follows:-

Cash refunded as per C. B. or

Receipt No. of - Rs

(duplicate receipt attached)

Accts. F. 245 with supporting vouchers attached - Rs

Total

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Name of Imprest Holder :

Signature :

Title :

Ministry/Department :

Received as above

.....
Imprest Clerk, Treasury

..... June 2016.