

TREASURY

TREASURY CIRCULAR NO. 10 OF 2019

FROM : ACCOUNTANT-GENERAL

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

CLOSING OF FINANCIAL YEAR 2018-2019

The purpose of this Circular is to draw the attention of Accounting Officers on arrangements that have been made in view of:

- (a) the closing of financial year 2018-2019 on **30 June 2019**; and
- (b) the closing of accounts for the financial year 2018-2019 at latest by **9 August 2019**, and procedures that have to be followed in relation thereto.

2. To enable the smooth closing of the financial year 2018-2019 and the timely preparation of the statutory financial statements of the Government by this office, Accounting Officers are kindly requested to ensure that all the procedures and deadlines set out in this Circular are strictly adhered to.

3. Deadlines for the submission of financial documents and returns are provided in the table below, with additional information in the paragraphs as indicated:

SN	ACTIVITY	LAST DATE TO BE SUBMITTED TO TREASURY	PARAGRAPH
(i)	Vouchers and Documents in respect of June 2019 Payroll (including manual paysheets)	Thursday 13 June	5
(ii)	Payment Vouchers/Instructions	Monday 24 June	6
(iii)	Retirement of Imprests 2018-2019	Wednesday 26 June	8
(iv)	Applications for Imprests 2019-2020	Friday 14 June	9
(v)	Reconciliation Certificates:		
	- May 2019	Friday 21 June	27
	- June 2019	Friday 16 August	28

SN	ACTIVITY	LAST DATE TO BE SUBMITTED TO TREASURY	PARAGRAPH
(vi)	Bank Reconciliation Certificates (Self-Accounting Ministries/Departments only)	Friday 12 July	31
(vii)	Annual Statements Returns	Friday 16 August	34
(viii)	Returns of Inventories	Friday 16 August	34
(ix)	Returns of Accruals, Prepayments and Retention Money	Friday 30 August	34
(x)	Returns of Employee Benefits	Friday 30 August	34
(xi)	Returns of Non-Financial Assets	Friday 30 August	34

4. Queries may be addressed to Ms. H. Gunesh (on TAS issues) and Mrs R. S. Gooljar (on Accounting matters) by phone (260 5000) or by email (treasury.tas@govmu.org/treasury.accounts@govmu.org).

A. CLOSING OF FINANCIAL YEAR 2018-2019

PENSIONS, COMPASSIONATE ALLOWANCES AND SALARIES

5. Payments of pensions and compassionate allowances have been scheduled for **19 June 2019**. As regards payments of salaries to Government employees, salary pay day for the month of June 2019 has been fixed for **25 June 2019** and necessary instructions have already been given to Ministries/Departments (*Treasury Circular No. 8 of 2019 refers*).

PAYMENT VOUCHERS/INSTRUCTIONS

6. All *Payment Vouchers/Instructions* should be submitted to the Treasury at latest by **24 June 2019**. **The Treasury will not assume responsibility for unexecuted payments due to late submission of Payment Vouchers/Instructions by Ministries/Departments.**

7. All entries made in the *TAS Invoice Workbench* and which are not likely to be paid in the financial year 2018-2019, including earmarkings, should be cancelled at latest by **24 June 2019**.

IMPRESTS - RETIREMENT OF CURRENT IMPRESTS AND APPLICATION FOR IMPRESTS 2019-2020

8. Current imprests should be retired at latest by **26 June 2019** and should be accompanied by:

- (a) a *proforma* at **Annex I**, in triplicate, showing the particulars of the imprest as at the date of retirement; and
- (b) a *Combined Remittance and Receipt Voucher* duly filled in, including the TAS code of the imprest warrant under which it was issued.

An example of TAS code in respect of imprest is illustrated below:

Imprest of Treasury – 0.ETRY.86001001.0.0001.0.ETRY01.0.0

Min/Cost Centre	Vote/Sub Head	Economic Classification	ID	Analysis	Activity/Project	Misc.	Type	Reporting Entity
0	E+ (Min. ID)	86001001	0	0001	0	E+Min ID+SN	0	0

9. New imprests for the **financial year 2019-2020** will be issued by the Treasury as from **01 July 2019**. Applications for new imprests should reach this office at latest by **14 June 2019**.

10. Only one main imprest will be issued to each Ministry/Department. Accounting Officers who require more than one imprest may, at their end, authorise the issue of sub-imprests out of the main imprest in accordance with the provisions of the *Financial Management Manual (Chapter 20.7)*. The Treasury will issue more than one imprest to a Ministry/Department only where there are strong justifications therefor.

RECEIPTS

11. All cash collected on or before the last business day of June 2019, should be banked or deposited at District Cash Offices before the official closing time on **28 June 2019**.

12. All receipts should be accounted for by **28 June 2019**. Collections at remote sites on **28 June 2019** should be input at latest by **02 July 2019** using **28 June 2019** as **GL date**.

B. CLOSING OF ACCOUNTS

CLOSING OF ACCOUNTS IN TAS

13. Closing of accounts will be effected by this office as follows:

<i>First Closing</i>	<i>: 12 July 2019</i>
<i>Second Closing</i>	<i>: 26 July 2019</i>
<i>Third and Final Closing</i>	<i>: 9 August 2019</i>

DEPARTMENTAL WARRANTS

14. Ministries/Departments which have issued Departmental Warrants should ensure that any unspent amount under a Departmental Warrant is transferred back to its original ID by **20 June 2019**.

DEPOSIT ACCOUNTS

15. All deposits repayable in the financial year 2018-2019 should be cleared by **26 June 2019**.

16. Ministries/Departments should constantly monitor deposits under their responsibility to ensure that any deposit held **for more than 5 years** be credited to Revenue upon approval of the Accounting Officer (*Chapter 20.7, paragraph 31 of the Financial Management Manual*).

17. Any deposit account having a debit balance should be investigated promptly and cleared before the second closing, i.e. **26 July 2019**.

ADVANCE ACCOUNTS

18. Any credit balance in an advance account should be investigated and cleared before the second closing, i.e. **26 July 2019**.

RECONCILIATION AND ADJUSTMENTS

19. Ministries/Departments having received loans/grants from foreign sources for the financing of projects under their control during the financial year 2018-2019 and which have remained unaccounted for, should make the necessary adjustments in the Treasury Accounting System (TAS).

20. Financial data in respect of **Overseas Missions Accounts** should be input in TAS by **26 July 2019**.

21. TAS Abstracts, Remittance Accounts, Advances and Deposit Ledgers and Revenue Registers should be properly checked and reconciled.

22. All adjustments in respect of wrong combinations and misallocations up to **May 2019** should be effected before the **first closing** of accounts. All adjustments relating to **June 2019** should be dealt with before the **second closing**. *Any discrepancy not cleared should be reported to the Accounts Section of the Treasury.*

23. **No access to TAS in respect of financial year 2018-2019 will be provided to Ministries/Departments after the second closing.** Any adjustment arising after the second closing should be input in TAS at the Treasury subject to the approval of the Accountant-General. Such approval should be sought in writing and should be duly signed by the Accounting Officer or the Officer-in-Charge of Finance with reasons/justifications as to why same has not been attended to prior to the second closing.

24. To ensure correctness of figures Ministries/Departments should check their respective abstracts against the Trial Balance as well as the *Funds Available Screen* of TAS.

25. The report “*TAS Trial Balance Abstract R12*” should be run after each closing and any discrepancy noted should be promptly reported to the TAS Section of the Treasury.

26. Cash Books and Abstracts in respect of Expenditure and Revenue and Below-the-line Accounts should tally with the Trial Balance.

27. *Reconciliation Certificates* in respect of Expenditure, Revenue, Below-the-Line Accounts and Cash Book for the month of **May 2019** should reach the Accounts Section of the Treasury at latest by **21 June 2019**. Any discrepancy should be sorted out immediately.

28. For the month of **June 2019**, Accounting Officers should submit to the Treasury, at latest by **16 August 2019**, one single *Reconciliation Certificate* stating that all accounts have been properly checked and reconciled, and that all adjustments in respect of wrong combinations have been duly effected.

ADDITIONAL TAS PROCEDURES FOR SELF-ACCOUNTING MINISTRIES/DEPARTMENTS

29. All payment batches should be confirmed by **27 June 2019**.
30. All Remittance Accounts should be cleared by **28 June 2019** and Cash Accounts should tally with Trial Balance.
31. *Bank Reconciliation Certificates* in respect of each bank account as at 30 June 2019 should be submitted to the Treasury by **12 July 2019**. Unpresented cheques which have become stale should be credited to the appropriate item of expenditure, or to revenue in respect of cheques issued prior to financial year 2018-2019.
32. Any balance in Cash Account No. 1 as at close of **28 June 2019** should be transferred to the Accountant-General's General Account.

C. SUBMISSION OF ACCOUNTING RETURNS BY MINISTRIES/DEPARTMENTS

33. The Accountant-General is required to prepare annual financial statements in accordance with Section 19 of the Finance and Audit Act. The following annual statements are entirely prepared on the basis of Accounting Returns (ACR) provided by Ministries/Departments:

- (i) Detailed Statement of Advances (**Statement G**);
- (ii) Detailed Statement of Deposits (**Statement I**);
- (iii) Statement of Contingent Liabilities, including details of any Loans, Bank Overdrafts or Credit Facilities Guaranteed by Government (**Statement L**);
- (iv) Statement of Arrears of Revenue (**Statement N**);
- (v) Statement of Claims Abandoned (**Statement O**);
- (vi) Statement of Losses charged to Expenditure (**Statement P**);
- (vii) Statement of Stores Losses (**Statement Q**);
- (viii) Statement of Foreign Aid Received (**Statement U**); and
- (ix) Statement of Cash Aid Received from Foreign Countries (**Statement U1**).

34. Accounting Officers are accordingly requested to ensure that complete and accurate returns are submitted to this office by the deadlines and in accordance with the formats indicated in the table below:

	RETURN	FORMAT	LATEST DATE TO BE SUBMITTED	REMARKS
Annual Statements Returns				
(i)	ACR Advances	ANNEX II	16 August	N1, N2, N3
(ii)	ACR Deposits	ANNEX II	16 August	
(iii)	ACR Contingent Liabilities	ANNEX II	16 August	
(iv)	ACR Arrears of Revenue	ANNEX II	16 August	N2
(v)	ACR Claims Abandoned	ANNEX II	16 August	N1
(vi)	ACR Losses Charged to Expenditure	ANNEX II	16 August	N1
(vii)	ACR Stores Losses	ANNEX II	16 August	N1
(viii)	ACR Non-Cash Aid Received (Foreign)	ANNEX II	16 August	
(ix)	ACR Cash Aid Received (Foreign)	ANNEX II	16 August	
Returns of Inventories				
(x)	ACR Inventory (Purchased)	ANNEX III	16 August	
(xi)	ACR Inventory (Donations)	ANNEX III	16 August	
Returns of Accruals, Prepayment And Retention Money				
(xii)	ACR Accruals	ANNEX IV	30 August	N4
(xiii)	ACR Prepayments	ANNEX IV	30 August	N4
(xiv)	ACR Retention Money	ANNEX IV	30 August	N4
Returns of Employee Benefits				
(xv)	ACR Accumulated Sick Leave	ANNEX V	30 August	N4
(xvi)	ACR Vacation Leave	ANNEX V	30 August	
(xvii)	ACR Passage Benefits	ANNEX V	30 August	N4
Returns of Non-Financial Assets				
(xviii)	ACR Purchase of Non-Financial Assets through Recurrent Expenditure	ANNEX VI	30 August	
(xix)	ACR Donated Non-Financial Assets	ANNEX VI	30 August	
(xx)	ACR Disposal of Non-Financial Assets	ANNEX VI	30 August	

The returns should be prepared in accordance with the following circulars as issued by the Ministry of Finance and Economic Development (MOFED)/ Treasury:

N1: MOFED Circular No. 6 of 2012 “**Financial Instructions – Losses, Deficiencies and Write-Off of Goods**”.

N2: MOFED Circular No. 1 of 2013 “**Losses, Arrears of Revenue, Write-off and Advances**”.

N3: MOFED Circular No 7 of 2015 “**Write-Off of Advances**”.

N4: Treasury Circular No. 14 of 2017 “**Accrual-Based Accounting System – Accrual & Prepayment Rules.**”

35. All returns should be submitted to the Treasury both in hard and soft copies. **Nil returns should also be submitted** (email to treasury.accounts@govmu.org).
36. Supervising Officers of Self-Accounting Ministries/Departments may issue their own instructions to meet their specific requirements but they should ensure that the main provisions of this Circular are strictly adhered to.
37. I rely on your personal support and co-operation to ensure the smooth processing of end of year transactions and the closing of the accounts for the financial year 2018-2019.
38. **It would be appreciated if the contents of this Circular could be brought to the attention of all officers concerned.**



(C. ROMOAH)
ACCOUNTANT-GENERAL

TREASURY,
PORT LOUIS.
03 JUNE 2019

Copy to:

- (i) Secretary to Cabinet and Head of the Civil Service
- (ii) Financial Secretary
- (iii) Director of Audit
- (iv) Officer-in-Charge, Finance Section of Ministries and Departments

Encl.:

- Annex I: Imprest Proforma
- Annex II: Annual Statement Returns
- Annex III: Returns of Inventories
- Annex IV: Returns of Accruals, Prepayments and Retention Money
- Annex V: Returns of Employee Benefits
- Annex VI: Returns of Non-Financial Assets