



Republic of Mauritius

# TREASURY

## TREASURY CIRCULAR NO. 6 OF 2021

FROM: ACCOUNTANT-GENERAL

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

### CLOSING OF FINANCIAL YEAR 2020-2021

The purpose of this Circular is to draw the attention of Accounting Officers on arrangements to be made and procedures to be followed in view of: -

- A. the closing of Financial Year (FY) 2020-2021 on **30 June 2021** (paragraphs 5-8);
  - B. the closing of accounts in TAS for the FY 2020-2021 at latest by **10 August 2021** (paragraphs 9-14); and
  - C. submission of accounting returns by Ministries/Departments (paragraphs 15-17).
2. To enable the smooth closing of the FY 2020-2021 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 2021 Payroll (including manual paysheets)	Friday 18 June	5
(ii)	Payment Vouchers/Instructions	Wednesday 23 June	6(i)
(iii)	Retirement of Imprests 2020-2021	Friday 25 June	7(i)

SN	ACTIVITY	LAST DATE TO BE SUBMITTED TO TREASURY	PARAGRAPH
(iv)	Applications for Imprests 2021-2022	Monday 14 June	7(ii)
(v)	Reconciliation Certificates relating to: - May 2021 - June 2021	Friday 18 June Monday 16 August	13(v) 13(vi)
(vi)	Bank Reconciliation Certificates for June 2021 ( <i>Self-Accounting Ministries/Departments only</i> )	Monday 12 July	14(iii)
(vii)	Annual Statements Returns	Tuesday 17 August	16
(viii)	Returns of Inventories	Tuesday 17 August	
(ix)	Returns of Accruals, Prepayments and Retention Money	Friday 27 August	
(x)	Returns of Employee Benefits	Friday 27 August	
(xi)	Returns of Non-Financial Assets	Friday 27 August	
(xii)	Returns of Receivable and Loss Allowance	Friday 27 August	
(xiii)	Returns of Leases	Friday 27 August	

4. Queries may be addressed as follows:-

Areas	Contact Person(s)	Email address and Phone Number
TAS	Ms. H. Gunesh/Mr. R. Bhunjee	treasury.tas@govmu.org 260 5000
Accounts	Mrs R. Gooljar/Ms N. Dhunputh	treasury.accounts@govmu.org 260 5000
Payments	Mr. R. Luchman/Mr V. Dusoye	paymentcentre-try@govmu.org 260 5000

## **A. CLOSING OF FINANCIAL YEAR 2020-2021**

### 5. SALARIES

*Treasury Circular No. 7 of 2021* refers to the submission of all vouchers and documents in respect of June 2021 Payroll.

### 6. PAYMENT VOUCHERS/INSTRUCTIONS

(i) All *Payment Vouchers/Instructions* should be submitted to the Treasury at latest by **23 June 2021**. **The Treasury will not assume responsibility for unexecuted payments due to late submission of Payment Vouchers/Instructions by Ministries/Departments.**

(ii) All entries made in the *TAS Invoice Workbench* and which are not likely to be paid, including earmarkings, should be cancelled at latest by **23 June 2021**.

### 7. IMPRESTS - RETIREMENT OF CURRENT IMPRESTS AND APPLICATION FOR IMPRESTS 2021-2022

(i) Current imprests should be retired at latest by **25 June 2021** 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

(ii) Applications for imprests in respect of **FY 2021-2022** should reach this office at latest by **14 June 2021**. Issue of same will be done by the Treasury as from **01 July 2021**.

(iii) 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-impressts 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.

8. **RECEIPTS**

All cash collected on the last business day of June 2021, should be banked and accounted for on the same day. In no case should cash collected by **30 June 2021** be accounted for in the **FY 2021-2022**. Hence all inputs in Treasury Accounting System (TAS) should be made using **30 June 2021** as **GL date**.

**B. CLOSING OF ACCOUNTS**

9. **CLOSING OF ACCOUNTS IN TAS**

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

<i>First Closing</i>	<i>: 12 July 2021</i>
<i>Second Closing</i>	<i>: 26 July 2021</i>
<i>Third and Final Closing</i>	<i>: 10 August 2021</i>

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.

**No access to TAS in respect of FY 2020-2021 will be provided to Ministries/Departments after the second closing i.e, 26 July 2021.** 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.

10. **DEPARTMENTAL WARRANTS**

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 **18 June 2021**.



11. **DEPOSIT ACCOUNTS**

- (i) All deposits repayable in the FY 2020-2021 should be cleared by **25 June 2021**.
- (ii) 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*).
- (iii) Any deposit account having a debit balance should be investigated promptly and cleared before the second closing, i.e. **26 July 2021**.

12. **ADVANCE ACCOUNTS**

Any credit balance in an advance account should be investigated and cleared before the second closing, i.e. **26 July 2021**.

13. **RECONCILIATION AND ADJUSTMENTS**

- (i) TAS Abstracts, Remittance Accounts, Cash Books, Advances and Deposit Ledgers, Revenue Registers and other Below-the-Line Accounts should be properly checked and reconciled with Trial Balance. The *Funds Available Screen* on TAS should also be checked to ensure correctness of figures.
- (ii) All adjustments in respect of wrong combinations and misallocations up to **May 2021** should be effected before **18 June 2021**. All adjustments relating to **June 2021** should be dealt with before the **second closing**. ***Any discrepancy not cleared should be reported to the Accounts Section of the Treasury.***
- (iii) Any unaccounted **loans/grants from foreign sources**, received during the FY 2020-2021 should be accounted for in TAS before the second closing, i.e. **26 July 2021**.
- (iv) Financial data in respect of **Overseas Missions Accounts** should be input in TAS by **26 July 2021**.
- (v) *The Reconciliation Certificates* is in relation to Expenditure, Revenue, Below-the-Line Accounts and Cash Books. Any discrepancy should be sorted out immediately.
- (vi) For the month of **June 2021**, only one single *Reconciliation Certificate* should be submitted to the Treasury after the third closing, stating that all accounts have been

properly checked and reconciled, and that all adjustments in respect of wrong combinations have been duly effected.

- (vii) *TAS Report on Accrual Transactions* and *TAS Report on Prepayment Transactions* (available in TAS) should be run and reconciled with the Returns of Accruals and Prepayments as per Annex IV. All necessary adjustments pertaining to accrual and prepayment transactions should be made before submitting the returns to the Treasury.

14. ***ADDITIONAL TAS PROCEDURES FOR SELF-ACCOUNTING MINISTRIES/DEPARTMENTS***

- (i) All payment batches should be confirmed by **25 June 2021**.
- (ii) All Remittance Accounts should be cleared by **30 June 2021** and Cash Accounts should tally with Trial Balance.
- (iii) *Bank Reconciliation Certificates* in respect of each bank account as at 30 June 2021 should be submitted to the Treasury by **12 July 2021**. Unpresented cheques which have become stale should be credited to **Item 38900901 – Accounts Payable: Stale Payable Orders**. Where same has been wrongly credited to revenue item during the FY 2020-2021, it should be adjusted to **Item 38900901 – Accounts Payable: Stale Payable Orders**
- (iv) Any balance in Account No 1 on **30 June 2021** should be transferred to the Accountant-General's General Account on the same day.

**C. SUBMISSION OF ACCOUNTING RETURNS BY MINISTRIES/DEPARTMENTS**

15. As already stated at paragraph 2, the Accountant-General is required to prepare annual financial statements in accordance with Section 19 of the Finance and Audit Act.

16. Accordingly, Accounting Officers are requested to ensure that complete and accurate accounting returns (ACR) are submitted to this office by the deadlines and in accordance with the formats, indicated in the table below: -

SN	RETURN	FORMAT	LATEST DATE TO BE SUBMITTED	CIRCULAR REFERENCE - as below (where applicable)
<b>Annual Statements Returns</b>				
(i)	ACR Advances	ANNEX II	17-Aug	C1, C2, C3
(ii)	ACR Deposits	ANNEX II		
(iii)	ACR Contingent Liabilities	ANNEX II		
(iv)	ACR Arrears of Revenue	ANNEX II		C2
(v)	ACR Claims Abandoned	ANNEX II		C1
(vi)	ACR Losses Charged to Expenditure	ANNEX II		C1
(vii)	ACR Stores Losses	ANNEX II		C1
(viii)	ACR Non-Cash Aid Received (Foreign)	ANNEX II		
(ix)	ACR Cash Aid Received (Foreign)	ANNEX II		
<b>Returns of Inventories</b>				
(x)	ACR Inventory (Purchased during the year but not consumed)	ANNEX III	17-Aug	
(xi)	ACR Inventory (Donations Received)	ANNEX III		
(xii)	ACR Inventory (Write - Off)*	ANNEX III		
<b>Returns of Accruals, Prepayments and Retention Money</b>				
(xiii)	ACR Accruals	ANNEX IV	27-Aug	C4
(xiv)	ACR Prepayments	ANNEX IV		
(xv)	ACR Retention Money	ANNEX IV		

<b>Returns of Employee Benefits</b>				
(xvi)	ACR Accumulated Sick Leave	ANNEX V	27-Aug	C4
(xvii)	ACR Vacation Leave	ANNEX V		
(xviii)	ACR Passage Benefits	ANNEX V		C4
<b>Returns of Non-Financial Assets</b>				
(xix)	ACR Purchase of Non-Financial Assets through Recurrent Expenditure	ANNEX VI	27-Aug	
(xx)	ACR Donated Non-Financial Assets	ANNEX VI		
(xxi)	ACR Disposal of Non-Financial Assets	ANNEX VI		
(xxii)	ACR Contractual Commitments	ANNEX VI		
<b>Returns of Receivable and Loss Allowance</b>				
(xxiii)	ACR Receivable*	ANNEX VII	27-Aug	C2
(xxiv)	ACR Loss Allowance*	ANNEX VII		
<b>Return of Leases</b>				
(xxv)	ACR Leases*	ANNEX VIII	27-Aug	

\*These are new returns applicable for FY2020-2021. However, for comparative purposes same are required for FY 2019-2020. A brief explanation of the returns is provided below:-

**(i) ACR Inventory (Write - Off)**

This return relates to amount written-off in respect of inventories.

**(ii) ACR Receivable and ACR Loss Allowance**

The ACR Receivable concerns revenue for the financial year 2020-2021 but not received as at 30 June 2021. ACR Loss Allowance represents the amount of receivable not expected to be recovered. Information on write-off of arrears of revenue during the FY 2020-2021 will also have to be provided. It is to be highlighted that Ministries/Departments will have to make a distinction between the point of recognition of revenue as per the *IPSAS and Chapter 20.5, Paragraph 23 of Financial Management Manual*. In addition, the amount expected not to be recovered will have to be determined based on management judgement.

**(iii) ACR Leases**

This return requires information on lease arrangements (as per the lease contract) for rental of office building and rental line for network services.



The returns should be prepared in accordance with the following Circulars issued by the Ministry of Finance, Economic Planning and Development (MOFEPD) / Treasury: -

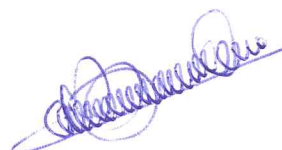
- C1: MOFEPD Circular No. 6 of 2012 “**Financial Instructions – Losses, Deficiencies and Write-Off of Goods**”.
- C2: MOFEPD Circular No. 1 of 2013 “**Losses, Arrears of Revenue, Write-off and Advances**”.
- C3: MOFEPD Circular No 7 of 2015 “**Write-Off of Advances**”.
- C4: Treasury Circular No. 14 of 2017 “**Accrual-Based Accounting System – Accrual & Prepayment Rules**”.

17. All returns (**including Nil returns**) should be submitted to the Treasury (Accounts Section) both in hard and soft copies. (email to [treasury.accounts@govmu.org](mailto:treasury.accounts@govmu.org)).

18. 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**.

19. 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 FY 2020-2021.

20. **It would be appreciated if the contents of this Circular could be brought to the attention of all officers concerned.**



(S.D. RAMDEEN)  
ACCOUNTANT-GENERAL

TREASURY,  
PORT LOUIS.  
07 JUNE 2021

**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 Statements 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
- Annex VII: Returns of Receivable and Loss Allowance
- Annex VIII: Return of Leases