

ACTION PLAN 2007

DEPARTMENT OF STATE ACCOUNTS

MINISTRY OF FINANCE AND PLANNING

Vision

“Be the Centre for Excellence in Government Financial Information”.

Mission

Presentation of Government financial information for decision making, empower compliance and reporting, for Govt. Ministries and Departments, and perform as the provider of integrated Annual Financial Statements of the Govt. to its all the stakeholders.

Major Functions

- 1) Perform as the Central Agency of the Govt. to provide necessary instructions, guidelines and other accounting support services like providing required software system and regular training to Govt. Ministries and Departments to maintain a sound accounting system to capture accounting data generated with the implementation of the annual budget and their work programmes, record and compile them in conformity with prevailing rules, regulations and classification coding systems.
- 2) Take action to get the accounting data compiled in Accounting Units of Govt. Ministries and Departments transmitted to this Department at regular time intervals with least possible delay and at least cost via E-mail.
- 3) Maintenance of a Central Accounting data-base by making use of the accounting data received from Ministries and Departments for the generation of required accounting and statistical information.
- 4) Process the accounting data collected to make periodical reports as required for the review of the progress on the implementation of the Budget and the other monitoring and decision making purposes.
- 5) Provide required instructions and guidelines to all Ministries and Departments as to the closure of the accounts at the end of the financial year and provide them with accounting information for the preparation of their Annual Appropriation Account in conformity with prevailing rules and regulations to fulfill their public accountability as to the utilization of the public funds for the implementation of their work programmes as stipulated in the Annual Budget. Similarly, take action to get Revenue Departments to prepare the Annual Revenue Accounts.

- 6) Collect the copies of Audited Appropriation Accounts of all Ministries and Departments and Audited Revenue Accounts of Revenue Departments for taking action to publish them and also to review the comments made by the Auditor General for taking appropriate action to rectify the system deficiencies, if any.
- 7) Compile the accounting data on revenue, expenditure and public debt already collected from Ministries and Departments, process them further to have required information for drafting Annual Financial Statements of the Govt. in conformity with Generally Accepted Accounting Principles and Practices and publish them for the information of all stake holders and also take measures to improve the quality of presentation of such financial statements in conformity with International Public Sector Accounting Standard.(IPSAS)

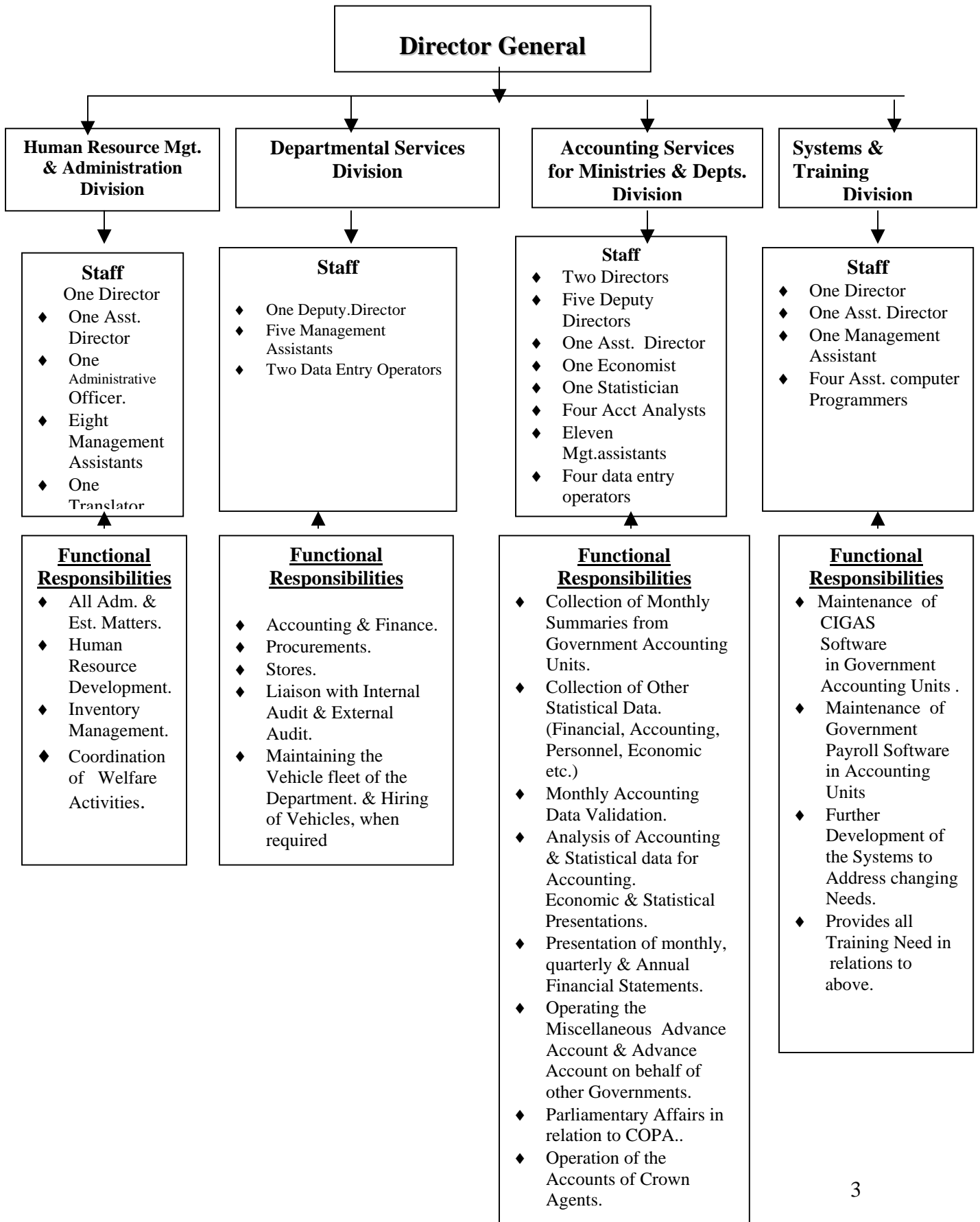
Stake Holders

All Government Ministries
All Government Departments including District secretaries /Kachcheries
Central Bank of Sri Lanka
General Public

Problems and Issues

- I. Non-existence of a well designed, Integrated Accounting Information System to have required information for the preparation of Govt. Consolidated Financial Statements covering Statutory and Non-Statutory Funds, Public Corporations and Govt. owned Companies, together with Provincial Councils and Govt. Ministries and Departments.
- II. Existence of Human resource constraints for the introduction and implementation of Modern Accounting System in all Govt. Ministries and Departments.
- III. Human resource constraints of the Department.

DEPARTMENT OF STATE ACCOUNTS
Organization Structure



Staff Strength

<u>Position</u>	<u>Existing Cadre</u>	<u>Approved cadre</u>
(a) Director General	01	01
(b) Directors	02	04
(c) Dy./ Asst. Directors	09	09
(d) Economist	-	01
(e) Statistician	01	01
(f) Administrative Officer	01	01
(g) Translator	-	01
(h) Assistant Computer Programmers (Non- Transferable)	04	04
(i) Accounts Analysts (New Graduates)	05	05
(j) Management Assistants	25	25
(k) Data Entry Operators	06	06
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Total Cadre	54	58
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Departmental Revised Budget 2007 and Implementation Plan

<u>Category</u>	<u>Rs. '000</u>
Recurrent Expenditure	29,038
Capital Expenditure	4,445

Total	33,483
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- Details as per Budget Estimates 2007 are shown in Annexure II.

Framework for Implementation of the Action Plan - 2007

Major Functions of the Department	Responsibilities		Time Frame/ Scale	Resources Allocated			Output/Outcome
	Senior Level	Operational Level		Financial Rs.	Physical In Nos.	Human	
<p>1. Provide accounting support services such as Development and supply of required application software, issue of operational and maintenance instructions and manual thereon.</p> <p>2. provide regular training to Accounting Staff of Govt. Ministries and Departments to maintain a sound accounting system to capture accounting data generated with transactions pertaining to implementation of the annual budget and its work programmes, record and compile them in conformity with prevailing rules, regulations and classification coding systems.</p>	<p>Director – (Systems & Training)</p> <p align="center">-do-</p>	<p>Assistant Director (S & T)</p> <p align="center">-do-</p>	<p>On going</p>	<p align="center">—</p> <p>(R) 3.8m (C) 1.2m</p>	<p>10 Computers 01 Multi Media Mc. 01 Multi Functional Mc.</p>	<p>01 Director 01 AD 04 Assit. Programmers. 01 Management Assistant 01 K.K.S.</p>	<p>Existence of a sound Accounting system in Ministries & Departments in an uniform manner</p> <p>*Maintain the quality of data reporting</p>
<p>3. Devise a sound reporting system for collection of processed accounting data Quarterly from Provincial Councils for consolidation.</p>	<p align="center">D/S&T</p>	<p align="center">AD/S&T</p>	<p>Before 30th June 2007</p>			<p>01 AD 01 Asst. Programmer</p>	

4. Provide accounting support services for development and supply of application software for the use of the department to consolidate Financial Statements of Provincial Councils with that of Central Govt.	D/S&T	AD/S&T	Before end of Dec.2007.			01 Asst. Programmer	
5. Take action to get the accounting data transmitted by Accounting Units of Govt. Ministries and Departments and to this Department at regular time intervals with least possible delay and at least cost via E-mail.	Director/ Accounting Services (2)	Deputy Director/Data Collection and AD/S&T.	Before 10 th of following month	(R) 15.2m } (C) 2.2m }	03 Computers	02 Directors 01 DD 01 Mgt. Asst. 01 KKS	Have a regular data reporting system in a timely manner.
6. Process the accounting data collected to prepare periodical reports as required for the review of the progress on the implementation of the Budget and the other monitoring and decision making purposes.	Director Accounting Services(1)	Deputy Director (IP/DBM)	On going		As 400 *Mainframe Computer	01 Director 01 DD 03 Data Entry Operators 01 KKS.	Accounting Statements in time in respect of all accounting units and their availability to CAO/AO for reconciliation purposes.
7. Maintenance of a Central Accounting data-base by making use of the accounting data received from Ministries and Departments for the generation of required accounting and statistical information.	Director Accounting Services(1)	Deputy Director (IP/DBM)	On-going		AS 400 Mainframe Computer	01 Director 01 DD 03 Data Entry Operators 01 KKS	Guarantee of reports of Central Accounting Data Base with required back-up in relation to past and present.

<p>8. Provide required instructions and guidelines to all Ministries and Departments as to the closure of the accounts at the end of the financial year and provide them with accounting information for the preparation of their Annual Appropriation Account in conformity with prevailing rules and regulations to fulfill their public accountability as to the utilization of the public funds for the implementation of their work programmes as stipulated in the Annual Budget. Similarly, take action to get Revenue Departments to prepare the Annual Revenue Accounts.</p>	<p>Director /Accounting Services(2)</p>	<p>Deputy Director (Final Accounts.)</p>	<p>On going</p>		<p>10 Computers</p>	<p>01 Director 01 DD 06 Mgt. Asst. 01 Data Entry Operators 02 Account Analysts 02 KKS</p>	<p>Annual Circulars for the purpose of introducing simplified procedures and to provide clear instructions to all Ministries and Department to have an uniform year end accounting procedures and closure of Books of Accounts Annual Appropriation Accounts prepared by all Govt. Ministries & Depts. and Annual Revenue Accounts prepared by all Revenue Depts. Copies of the Audited Accounts for publication.</p>
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<p>9. Collect the copies of Audited Appropriation Accounts of all Ministries and Departments and Audited Revenue Accounts of Revenue Departments for taking action to publish them and also to review the comments made by the Auditor General for taking appropriate action to rectify the system deficiencies, if any.</p>	<p>Director Accounting Services(2)</p>	<p>Deputy Director/FA</p>	<p>Within 04 months from April of the following year</p>		<p>05 Computers</p>	<p>01 Director 01 DD 02 Mgt. Asst. 02 Account Analysts 01 KKS.</p>	<p>* Publication of Annual Appropriation Accounts on Revenue Accounts in terms of FRR to fulfill the Public Accountability.</p> <p>* Recognize System Deficiencies by reviewing Audit Reports for taking remedial action.</p>
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<p>10. Compile the accounting data on revenue, expenditure and public debt already collected from Ministries and Departments, process them further to have required information for drafting Annual Financial Statements of the Govt. for the year 2006 in conformity with Generally Accepted Accounting Principles and Practices and publish them for the information of all stake holders and also take measures to improve the quality of presentation of such financial statements in conformity with International Public Sector Accounting Standard.(IPSAS).</p>	<p>Director/ Accounting Services(1)</p>	<p>Deputy Director/FA</p>	<p>Before 31st March 2007.</p>		<p>- Mini Computer system - 14 Computers - 01 multi functional Mc.</p>	<p>01 Director 02 DD 04 Mgt. Asst. 01 Account Analysts 01 KKS</p>	<p>* Annual Financial Statements of Central Government for the year 2006. i. Statement of Financial Performance. ii. Annual Cash- Flow Statement. iii. Statement of Financial position as at the end of the year. iv. Statement of accounting policies and Notes. v. Statement of Contingent Liabilities. * Make available the above financial Statements to it's Stakeholders and assist to fulfill the responsibility of Public Accountability.</p>
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11. Collect Processed accounting information Quarterly from all Provincial Councils for the year 2007.	Director/ Accounting Services (2)	Dy. Director/ AS					Quarterly Consolidated Statements.
12. Collect data from necessary Annexures to the Appropriation Accounts - 2006, pertaining to liabilities and moveable assets and present information documents as disclosures in Financial Statements.	Director/ Accounting Services(2)	Dy. Director/ AS	Before 31/08/07.				Schedule of movable assets as at 31.12.2006. Schedule of liabilities as at 31.12.2006.

