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 திறைசேரி செயற்பாடுகள் திணைக்களம்
 Department of Treasury Operations

දිලිල් කා නුවමනම්පාදන අමාත්‍යාංශය, මහලේකම් කාර්යාලය,
 කැ.පො.1559, කොළඹ 01, ශ්‍රී ලංකාව.

நிதி திட்டமிடல் அமைச்சு, செயலகம்,
 தபெ. 1559, கொழும்பு 01, இலங்கை

Ministry of Finance & Planning, The Secretariat,
 P.O.Box: 1559, Colombo 01. Sri Lanka.

අධ්‍යක්ෂ ජනරාල්
 பணிப்பாளர் நாயகம்;
 Director General

0094112484729
 dgto@tod.treasury.gov.lk

ෆැක්ස්
 பெக்ஸ்
 Fax

0094 112 484970

මාදු
 பொது
 General

0094 112 484500
 0094 112 484600

මගේ අංකය
 எனது இல
 My No.

TO/DCM/CLOCB/2013

ඔබේ අංකය
 உமது இல
 Your No.

දිනය
 திகதி
 Date

18-11-2013

Treasury Operations Circular No: 04/2013

To : All Secretaries of Ministries, Heads of Departments and
 District Secretaries.

Closing of Cash Books for 2013 and Settlement of Imprest Accounts

You are kindly requested to comply with the instructions given below when closing the Cash Books and settlement of Imprest Accounts for the year 2013.

1. Closing of the Cash Book as at 31st December 2013

The Cash Book for the year 2013 should be closed at the end of 31st December 2013 in the following manner.

Secretaries to the Ministries, Heads of Departments and District Secretaries should delegate authority to a responsible staff officer by name, to close the Cash Books in their offices and sub offices, and a copy of the delegation of authority should be furnished to the Auditor General. The financial transactions for the year 2013 should be finalized as at 31st December 2013 by the authorized officer and no any financial transaction should be made for the year 2013 thereafter. In the offices where Cash Books are further utilized in line with the CIGAS programe, the authorized officer should close the Cash Books for 2013 and place a note of his/her name, designation, date and time having drawn a red line below the last entry of each Cash Books in order to prevent any entry of financial transaction after 31st December 2013 being included in the Cash Book relevant to the year 2013.

2. Remittances of the Year end Cash Book Balances to the General Treasury for the Settlement of Imprest A/C No: 7002

2.1. The Ministries and Departments not having sub offices should complete the Form No:TOD/IMP/06 confirming the Cash Book balance as at 31st December 2013 and submit the same to the respective bank branch on 1st January 2014. A certified copy of Bank Debit Advice along with the copy of Form No:TOD/IMP/06 should promptly be forwarded to the Department of Treasury Operations.

*Additional Director General
 (Foreign Aid , Public Debt,
 Admin & Finance)*
 Tel : 0094 112 484738
 Fax : 0094 112 320042
 herath200@gmail.com

*Additional Director General
 (Consolidated Fund Mgt,
 Revenue & Reforms.)*
 Tel : 0094 112 484748
 Tel : 0094 112 484970
 anandar@tod.treasury.gov.lk

*Director
 (Cash Management)*
 Tel: 0094 112484901
 Tel : 0094 112 484970
 namalb@tod.treasury.gov.lk

*Director
 (Consolidated Fund Mgt)*
 Tel: 0094 112 484994
 Tel : 0094 112 484970
 dilipi@tod.treasury.gov.lk

*Director
 (Revenue)*
 Tel: 0094 112484638
 Tel : 0094 112 484970
 anandak@tod.treasury.gov.lk

*Director
 (Foreign Aid Mgt)*
 Tel: 0094 112484751
 Tel : 0094 112320042
 sarathk@tod.treasury.gov.lk

*Director
 (Debt Mgt)*
 Tel: 0094 112484749
 Tel : 0094 112320042
 damithak@tod.treasury.gov.lk

- 2.2. The Ministries and Departments having sub offices should complete Form No:TOD/IMP/06 confirming the Cash Book balance as at 31st December 2013 and submit the same to the respective bank branch on or before 2nd January 2014. A certified copy of the Bank Debit Advice along with the copy of Form No:TOD/IMP/06 should promptly be forwarded to the Department of Treasury Operations.
- 2.3. Any Ministry or Department should not withhold any part of the imprest since an initial imprest will be released to Ministries and Departments on the first working day of the year 2014. Even if there is no cash book balance at the end of the year, "NIL" report should be sent directly to the Department of Treasury Operations.
- 2.4. Please also note that subsequent releases other than the initial imprest for the year 2014 will be released by the Department of Treasury Operations to Ministries, Departments and District Secretariats only after requirements laid down in Para 2.1,2.2 & 2.3 above are fulfilled.
- 2.5. Pre-arrangements required to facilitate settlement of sub imprests issued to sub offices and officers should be made, in order to remit the balances of Imprest to the General Treasury on 1st January 2014. It is presumed that you would discuss with your bank and adopt a convenient method similar to 2.1 when you collect such cash balances from sub offices as at 31st December 2013.
3. Settlement of imprest released under Reimbursable Foreign Aid Imprest Account No:7003
- 3.1. Project offices should complete the Form No: TOD/IMP/07, confirming the Cash Book balance as at 31st December 2013 and submit the same to the respective bank branch on 1st January 2014 in settlement of the imprest obtained under Reimbursable Foreign Aid imprest code 7003/0/0/ /13. A certified copy of the Bank Debit Advice should be sent along with duly filled copies of the Form No:TOD/IMP/07 and TOD/IMP/07(i) to the Department of Treasury Operations with a copy to the Line Ministry.
- 3.2. Other receipts should be accounted under the imprest code 7002 and should not be included in the reconciliation statement (TOD/IMP/07(i)) except the receipts related to the Reimbursable Foreign Aid.
4. Please note that the non-compliances to the above instructions such as non- settlement of balances pertaining to previous years or non submission of the relevant reports to the Department of Treasury Operations and Department of State Accounts before the prescribed dates, lead to suspension of imprest releases temporarily.
5. If any further clarification is needed, Please feel free to contact the following officers:

<u>Name & Designation of the Officer</u>	<u>Sector</u>	<u>Contact No & E-mail</u>
Mr.H.C. Dilip Silva Director	Consolidated Fund Management	011-2484994 dilipl@tod.treasury.gov.lk
Mr. G. Sarath Kumara Director	Foreign Aid Management	011-2484751 sarathk@tod. treasury.gov.lk

Mrs. N.P. Anuja Jayawardhane Deputy Director	Public Services	011-2484744 anujaj@tod.treasury.gov.lk
Mr. S.W.Madanayake Deputy Director	Defense & Law Enforcement	011-2484739 sumedhaw@tod.treasury.gov.lk
Mrs. I. Thamara Illangamudali Deputy Director	Human Resources, Research & Technology	011-2484740 thamarai@tod.treasury.gov.lk
Miss. M.D.N.Samadara Jayarathne Assistant Director	Real Economy & Finance	011-2484742 smadaraj@tod.treasury.gov.lk
Mrs. H.D. Himalee Wijethunga Assistant Director	Infrastructure, Social Security and Environment	011-2484743 himalic@tod.treasury.gov.lk



M.S.D. Rahasiri
Director General,
Department of Treasury Operations

Cc:

1. Auditor General
 2. Director General of State Accounts
 3. Project Directors - Please take action in terms of paragraph 3.1 of the circular
 4. General Manager, Bank of Ceylon
 5. General Manager, - People's Bank
- } Who is requested to extend cooperation in providing facility with regard to the remittances referred to in paragraph 2.1, 2.2 and 3.1

My No :-

Date :-

Manager,
Bank of Ceylon/ People's Bank,
.....Branch.

Dear Sir/Madam,

Closing of Cash Book as at 31.12.20.....and
Remittance of Cash Balance to the Treasury
Current Account No:.....

Ministry/Department/District Secretariat.....

Imprest Account No: 7002/0/0/...../....

The Cash Book debit balance as at 31st December 20..... of the *Ministry / Department/ District Secretariat is Rs. Please credit this balance to Deputy Secretary to the Treasury *account No.2026450 at Bank of Ceylon Taprobane Branch / Deputy Secretary to the Treasury *account No.014-1-001-3-0110432 at People's Bank Union Place Branch and issue a debit advice.

Yours faithfully,

Accountant /Dy. Director (Finance)
for Secretary to the Ministry/Head of Department

Date: -/...../20.....

Chief Accountant /Director (Finance)
for Secretary to the Ministry/Head of Department

Date: -/...../20.....

Copy: Director General
Department of Treasury Operations
Consolidated Fund Management Division
General Treasury,
Colombo 01.

} Please credit cash book balance to
imprest A/c no 7002/0/0/...../....

*Delete the inappropriate words accordingly.

My No :-

Date :-

Manager,
Bank of Ceylon/ People's Bank,
.....Branch.

Dear Sir/Madam,

Closing of Cash Book as at 31.12.20.... and
Remittance of Cash Balance to the Treasury
Current Account No:.....

Ministry/Department:

Project:

Imprest Account No: 7003/0/0/...../....

The Cash Book debit balance as at 31st December 20.... of the Project is Rs. Please credit this balance to Deputy Secretary to the Treasury *account No.2026450 at Bank of Ceylon Taprobane Branch / Deputy Secretary to the Treasury * account No.014-1-001-3-0110432 at People's Bank Union Place Branch and issue a debit advice.

Yours faithfully,

Finance Manager/ Project Accountant

for Secretary to the Ministry/Head of Department

Date: -/...../20.....

Project Director

for Secretary to the Ministry/Head of Department

Date: -/...../20.....

Copy: 1. Director General

Department of Treasury Operations
Foreign Aid Management Division
General Treasury,
Colombo 01.

} Please credit cash book balance to
imprest A/c No 7003/0/0/...../....

2. Secretary to the Ministry

- for information

*Delete the inappropriate words accordingly.

Form No: TOD/IMP/07(i)

Reconciliation Statement of Imprest as at 31.12.20...
Reimbursable Foreign Aid

1. Ministry/Department :-.....
2. Imprest Account No :-.....
3. Project :-.....

Month	Imprest Received			Expenditure			Balance		
	RFA (1)	DF (2)	Total (1)+(2)=(3)	RFA (4)	DF (5)	Total (4)+(5)=(6)	RFA (1-4)	DF (2-5)	Total (3-6)
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total			XX			XX			XXX

Total Imprest received during the year (3) :- XX

Total Expenditure of the year (6) :- XX

Balance as at 31.12.20... :- XXX

Unsettled advances (If any)

<u>Date of Advance Payment</u>	<u>Institution</u>	<u>Reason</u>	<u>Amount - Rs.</u>
.....	X
.....	<u>X</u>
			<u>XX</u>

Above information are certified as correct.

.....
Finance Manager/Project Accountant

Date: -