

FINANCE CIRCULAR

MINISTRY OF FINANCE
P.O. BOX 2212, GOVERNMENT BUILDINGS, SUVA
PHONE : 307 011, FAX : 300 834 / 308 654

Registry

Circular No: 4/2004

10th February 2004

CIRCULAR MEMORANDUM

FILE : FIN 11/46

FROM : Chief Executive Officer, Finance and National Planning

TO : As Per Distribution

SUBJECT : REGULARISATION OF 2003 ACCOUNTS

I refer to Finance Circular 19 of 2003, dated November 11, 2003 regarding the Closure of 2003 Accounts.

This Circular aims to reinforce the aforementioned Circular, in relation to the posting of 2003 Budget information into the General Ledger System. This is to re-emphasize the responsibilities assigned to Chief Accounting Officers and Accounting Officers under Sections 3(2)(b) and 6 of the Finance Regulations 1982¹.

In this regard, all ministries and departments are required to post their inputs (budgeted and actual item expenditures) into the GL according to your respective 2003 Budget Estimates, including authorized revisions². This is in line with the provisions highlighted above, as a standard operational requirement for charging and posting expenditures.

To help your ministries and departments meet this requirement, the Ministry of Finance and National Planning (MFNP) will be conducting briefings from February 12. It will therefore be critical that Senior Accounting Officers and subordinates directly involved with the postings are present in these briefings.

To expedite the process, your officials – with the assistance of our staff – can directly input the required information in our terminals here in MFNP. Annex A contains a schedule of briefings for ministries and departments.

¹ Section 3(2)(b) states that "Chief Accounting Officer shall be personally responsible for... promptly charging in his accounts under the proper heads, divisions and subdivisions of the estimates and other accounts all payments from the votes or funds under his control."

Section 6 states that "An accounting officer shall be personally responsible... for any inaccuracies in the accounts rendered by him or on his behalf."

² Virements, Redeployments, Additional Appropriations

The deadline for completing this requirement is February 20 and we will, therefore, be very grateful for your usual cooperation.



Tevita Banuve

CHIEF EXECUTIVE OFFICER, FINANCE & NATIONAL PLANNING

SCHEDULE OF BRIEFINGS ON GL POSTINGS

Thursday 12/02/04 – Level 9 Conference Room	
10 - 11 AM	Works and Energy, Transport and Civil Aviation, Met Services, Government Shipping Services
11 - 12 PM	Tourism, Energy, Communications, FIMSA, Information and Media Relations
12 - 1 PM	Commerce, Cooperatives, Fisheries and Forests, Foreign Affairs, Lands and Mineral Resources
2:30 - 3:30 PM	Agriculture Sugar and Land Resettlement, Agricultural Tribunal, Public Enterprise, Multi Ethnic Affairs, Elections, Office of the Ombudsman
3:30 - 4:30 PM	Regional Development, Fijian Affairs, Culture and Heritage, PM's Office, Office of the President, Office of the DPP, Legislature
Friday 13/02/04 Level 9 Conference Room	
10 - 11 AM	Local Government, Women, Social Welfare, Youth, Employment Opportunities & Sports, Labour & Industrial Relations
11 - 12 PM	Home Affairs, Immigration, Police, RFMF, Office of the Attorney General, Prisons, Justice, Judiciary
12 - 1 PM	Finance, Printing, Supplies, ITC, Office of the Auditor General, National Planning, Bureau of Statistics