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**FROM: Chief Executive Officer, Finance & National Planning**

**TO: All Chief Executive Officers and Heads of Departments**

**SUBJECT: GUIDE TO SREAMLINING INTERDEPARTMENTAL  
TRANSACTIONS**

## **1.0 Objective**

- 1.1 The objective of this circular is to inform Chief Executive Officers of the adoption of the Guide to Streamlining Interdepartmental Transactions (IDC) brought about by the financial management reform (FMR).
- 1.2 With the implementation of the new financial management information system (FMIS), it became necessary to review the operations of the IDC accounts and minimize the complications arising out of clearing excessive balances sitting in IDC accounts at the end of financial year.
- 1.3 The IDC records expense transfers of reimbursement charges incurred by an Issuing Agency on behalf of the Receiving Agency or revenue collected by one agency on behalf of another.

## **2.0 Contents of the Guidelines**

- 2.1 The procedures outlined in the guide are designed to streamline the various types of transactions passing through the IDC to allow for faster clearance of the IDC accounts, ensure charges are posted against expenditure allocations and the IDC accounts are zerorised on time to allow for the preparation of the annual reports for the various agencies and whole of government.

2.2 Transactions cleared through the IDC arise from:

- (i) Issue of Departmental Warrants as an expenditure authority;
- (ii) Issue of Controller of Government Supplies Requisition;
- (iii) Payroll transactions;
- (iv) Revenue collection;
- (v) Issue of Indents to Government Supplies Department; and
- (vi) Bank Charges.

2.3 With the exception of (v) and (vi) above, procedural changes have been made to streamline the usage of IDC accounts.

### **3.0 Timeline**

3.1 This circular becomes effective from 1<sup>st</sup> January 2007 and agencies should strictly adhere to the changes in procedures outlined in the guide.

### **4.0 Conclusion**

4.1 Chief Executive Officers must ensure that his or her staffs are fully made aware of the contents of the guide and they are aware of the changes in the procurement, expenditure and revenue posting procedures.

4.2 For any clarifications on the contents of this circular or the *Guide to Streamline Interdepartmental Transactions*, please contact Zakir Hussain on phone 330 7011 Ext. 2186 or email zhussain@govnet.gov.fj.

4.3 We look forward to your continued support in ensuring the successful implementation of the financial management reforms.

Paula Uluinaceva

**Chief Executive Officer, Finance and National Planning**

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