

[LEGAL NOTICE No. 6]

FINANCIAL MANAGEMENT ACT 2004
(NO. 17 OF 2004)

Finance (Amendment) Instructions 2013

IN exercise of the powers conferred upon me by section 30 of the Financial Management Act 2004, I hereby make the following Instructions—

TO AMEND THE FINANCE INSTRUCTIONS 2010

Short title and commencement

1. —(1) These Instructions may be cited as the Finance (Amendment) Instructions 2013, and shall come into force on a date appointed by the Minister by notice published in the *Gazette*.

(2) The Finance Instructions 2010 shall be referred to as the “Principal Instructions”.

Paragraph 11 amended

2. Paragraph 11 of the Principal Instructions is amended by deleting—

(a) sub-paragraph (1) and substituting the following—

“(1) The procurement authorities delegated to the Permanent Secretaries and the Government Tender Board when procuring goods, services and works shall be made in accordance with the appropriate provisions in the Procurement Regulations 2010.”; and

(b) in sub-paragraph (2) the words “sub-regulation (1) above” and substituting “the appropriate provisions in the Procurement Regulations 2010”.

Paragraph 23 amended

3. Paragraph 23 of the Principal Instructions is amended by deleting “Ministry of Finance” and substituting “Permanent Secretary for Finance”, wherever they appear.

Paragraph 46 amended

4. Paragraph 46 of the Principal Instructions is amended by inserting the following new sub-paragraph after sub-paragraph (3)—

“(4) Any other details pertaining to assets shall be covered in the Fixed Asset Policy.”

Paragraph 51 amended

5. Paragraph 51 of the Principal Instructions is amended in sub-paragraph (2) by inserting “for Finance” after “Secretary”.

New paragraphs inserted

6. The Principal Instructions is amended by inserting the following new paragraphs after paragraph 61—

“Review of Internal Controls

61A.—(1) The Permanent Secretary for Finance may, at any time, authorise the review of agencies’ internal controls to determine whether such controls are effective, efficient and meeting the intended objective.

(2) The Permanent Secretary for Finance may, at any time, authorise the following—

- (a) review and analyse internal control systems and processes on Government's new initiatives and new projects undertaken by an agency;
- (b) review and analyse audit reports by the Office of the Auditor-General and Internal Audit to determine the internal control weaknesses and recurring audit issues; and
- (c) follow up on recommendations in (a) and (b) above to ensure that necessary mechanisms are put in place to prevent recurrence of audit issues.

Destruction of old accounting records

61B. An agency, with the approval of the Chief Accountant, may destroy accounting records after a period of 6 years, provided that such records are not required for audit purposes or have otherwise been audited."

Paragraph 62 amended

7. Paragraph 62 of the Principal Instructions is amended by deleting "other than" and substituting "except" in sub-paragraph (1).

Schedule 1 inserted

8. The Principal Instructions is amended by inserting the following Schedule—

"SCHEDULE 1

Name of agency

Statement of Receipts and Expenditure for 200x

	Note	200x	200y
		\$	\$
RECEIPTS			
State Revenue			
<i>Each type of state revenue</i>		x	x
Total State Revenue		x	x
Agency Revenue			
<i>Each type of agency revenue</i>		x	x
Total Agency Revenue		x	x
TOTAL REVENUE			
EXPENDITURE			
Operating Costs		x	x
Established staff		x	x
Unestablished staff		x	x
Travel and communications		x	x
Maintenance and operations		x	x

Purchase of goods and services		x	x
Operating grants and transfers		x	x
Special expenditures		x	x
Total Operating Costs		x	x
Capital Expenditure			
Construction		x	x
Purchases		x	x
Grants and Transfers		x	x
Total Capital Expenditure		x	x
Value Added Tax		x	x
TOTAL EXPENDITURE		x	x

Notes on significant variations:

Name of agency

Trading and Manufacturing Activity—Name of activity

Profit and Loss Statement for 200x

	Note	200x	200y
		\$	\$
REVENUE			
Course fees		140,000	122,000
Total Revenue		140,000	122,000
EXPENDITURE			
Staff costs		63,000	53,500
Cost of training supplies		5,000	4,500
Advertising		2,000	0
Depreciation of equipment		1,000	500
Total Expenses		71,000	58,500
PROFIT (LOSS)	11	69,000	63,500

Notes:

Name of agency

Appropriation Statement for 200x

SEG	Item	Budget Estimate	Changes (see note)	Revised Estimate	Actual Expenditure	Carry-over	Lapsed Appropriation
		\$	\$	\$	\$	\$	\$
1	Established staff	x	x	x	x	x	x
2	Unestablished staff	x	x	x	x	x	x
3	Travel and communications	x	x	x	x	x	x

4	Maintenance and operations	x	x	x	x	x	x
5	Purchase of goods and services	x	x	x	x	x	x
6	Operating grants and transfers	x	x	x	x	x	x
7	Special expenditures	x	x	x	x	x	x
	Total Operating Costs	x	x	x	x	x	x
	Capital Expenditure	x	x	x	x	x	x
8	Construction	x	x	x	x	x	x
9	Purchases	x	x	x	x	x	x
10	Grants and Transfers	x	x	x	x	x	x
	Total Capital Expenditure	x	x	x	x	x	x
13	Value Added Tax	x	x	x	x	x	x
	TOTAL EXPENDITURE	x	x	x	x	x	x

Note: Details of Appropriation Changes

The Chief Executive Officer approved the following virements under delegation from the Minister for Finance—

<u>From</u>	<u>To</u>	<u>\$</u>
SEG x	SEG x	x

Funding was re-deployed from the Ministry of Finance appropriations as follows—

<u>From</u>	<u>To</u>	<u>\$</u>
Appropriation x	SEG x	x

The Minister for Finance approved supplementary appropriation pending approval of a Supplementary Appropriation Act, as follows—

<u>From</u>	<u>To</u>	<u>\$</u>
Supplementary Appropriation	SEG x	x

The following agency revenue was appropriated through a revenue retention arrangement approved by the Minister for Finance—

<u>From</u>	<u>To</u>	<u>\$</u>
x	SEG x	x

Name of agency
Trading and Manufacturing Activity—Name of activity
Statement of Assets and Liabilities at 31 December 200x

	Note	200x	200y
		\$	\$
ASSETS			
Current Assets		x	x
Cash on Hand		x	x
Cash at Bank		x	x
Accounts Receivable		x	x
Advances		x	x
Total Current Assets		x	x
Non-Current Assets			
Office Equipment and Furniture		*	
Vehicles		*	
Other Plant and Equipment		*	
Land and Buildings		*	
Infrastructure		*	
Total Non-Current Assets		*	
TOTAL ASSETS		*	
LIABILITIES			
Current Liabilities		x	
Accounts Payable		x	
Prepayments		x	
Total Current Liabilities		x	
Non-Current Liabilities		x	
Advances Received		x	
Employee Entitlements		*	
Total Non-Current Liabilities		*	
TOTAL LIABILITIES		*	
NET ASSETS		*	

Note: Items marked * are not yet accounted for.

Name of agency
Notes to Statement of Assets and Liabilities

1. Ageing of Accounts Receivable

	each type		each type	
	\$	\$	\$	\$
	200x	200y	200x	200y
Not yet overdue	x	x	x	x
Overdue less than 1 month	x	x	x	x

Overdue less than 3 months and more than 1 month	x	x	x	x
Overdue less than 1 year and more than 3 months	x	x	x	x
Overdue more than 1 year	x	x	x	x
Total Accounts Receivable	x	x	x	x

2. Ageing of Accounts Payable

	Trade Creditors	
	\$	\$
	200x	200y
Not yet overdue	x	x
Overdue less than 1 month	x	x
Overdue less than 3 months and more than 1 month	x	x
Overdue less than 1 year and more than 3 months	x	x
Overdue more than 1 year	x	x
Total Accounts Payable	x	x

Name of agency
Statement of Losses for 200x

Losses of Money*(note)***Losses of Revenue***(note)***Losses of Assets***(note)*

Name of agency
Trust Account
Statement of Receipts and Payments for 200x

	200x
	\$
OPENING BALANCE	x
Receipts	
<i>Each type of receipts</i>	x
Total Receipts	x
Payments	
<i>Each type of payments</i>	x
Total Payments	x
CLOSING BALANCE	x

The balance comprises—
 Each type of item
Total

x

x

Name of agency
Management Certificate

We certify that these financial statements—

- (a) fairly reflect the financial operations and performance of the *Name of agency* for 200x and its financial position at the end of 200x; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.

(signed)

name of CEO

Permanent Secretary

date

(signed)

name of Accounting Head

Accounting Head Finance Officer

date

Audit Opinion
 (as provided by the Auditor-General)

Dated this 10th day of January 2013.

J. V. BAINIMARAMA
 Prime Minister and Minister for
 Finance, Strategic Planning, National Development,
 Statistics, Public Service, People's Charter for Change
 and Progress, Information, iTaukei Affairs, Provincial
 Development, Sugar Industry, Lands and Mineral Resources