

TREASURY

TREASURY CIRCULAR NO. 10 OF 2019

FROM : ACCOUNTANT-GENERAL

TO : SUPERVISING OFFICERS-IN-CHARGE OF MINISTRIES/DEPARTMENTS

CLOSING OF FINANCIAL YEAR 2018-2019

The purpose of this Circular is to draw the attention of Accounting Officers on arrangements that have been made in view of:

- (a) the closing of financial year 2018-2019 on **30 June 2019**; and
- (b) the closing of accounts for the financial year 2018-2019 at latest by **9 August 2019**, and procedures that have to be followed in relation thereto.

2. To enable the smooth closing of the financial year 2018-2019 and the timely preparation of the statutory financial statements of the Government by this office, Accounting Officers are kindly requested to ensure that all the procedures and deadlines set out in this Circular are strictly adhered to.

3. Deadlines for the submission of financial documents and returns are provided in the table below, with additional information in the paragraphs as indicated:

SN	ACTIVITY	LAST DATE TO BE SUBMITTED TO TREASURY	PARAGRAPH
(i)	Vouchers and Documents in respect of June 2019 Payroll (including manual paysheets)	Thursday 13 June	5
(ii)	Payment Vouchers/Instructions	Monday 24 June	6
(iii)	Retirement of Imprests 2018-2019	Wednesday 26 June	8
(iv)	Applications for Imprests 2019-2020	Friday 14 June	9
(v)	Reconciliation Certificates: <ul style="list-style-type: none">- May 2019- June 2019	Friday 21 June Friday 16 August	27 28