



ACTION PLAN

2021 (REVISED)

DEPARTMENT OF STATE ACCOUNTS

Ministry of Finance

General Treasury

Colombo 01

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01. About the Department

1.1 Our vision

To be the “Center for Excellence in Government Financial Information”.

1.2 Our Mission

Maintaining the centralized computer base financial information system as the apex body of preparing the consolidated financial statements of the Government to its all stakeholders and facilitate the Government Ministries and Departments with financial information for decision making.

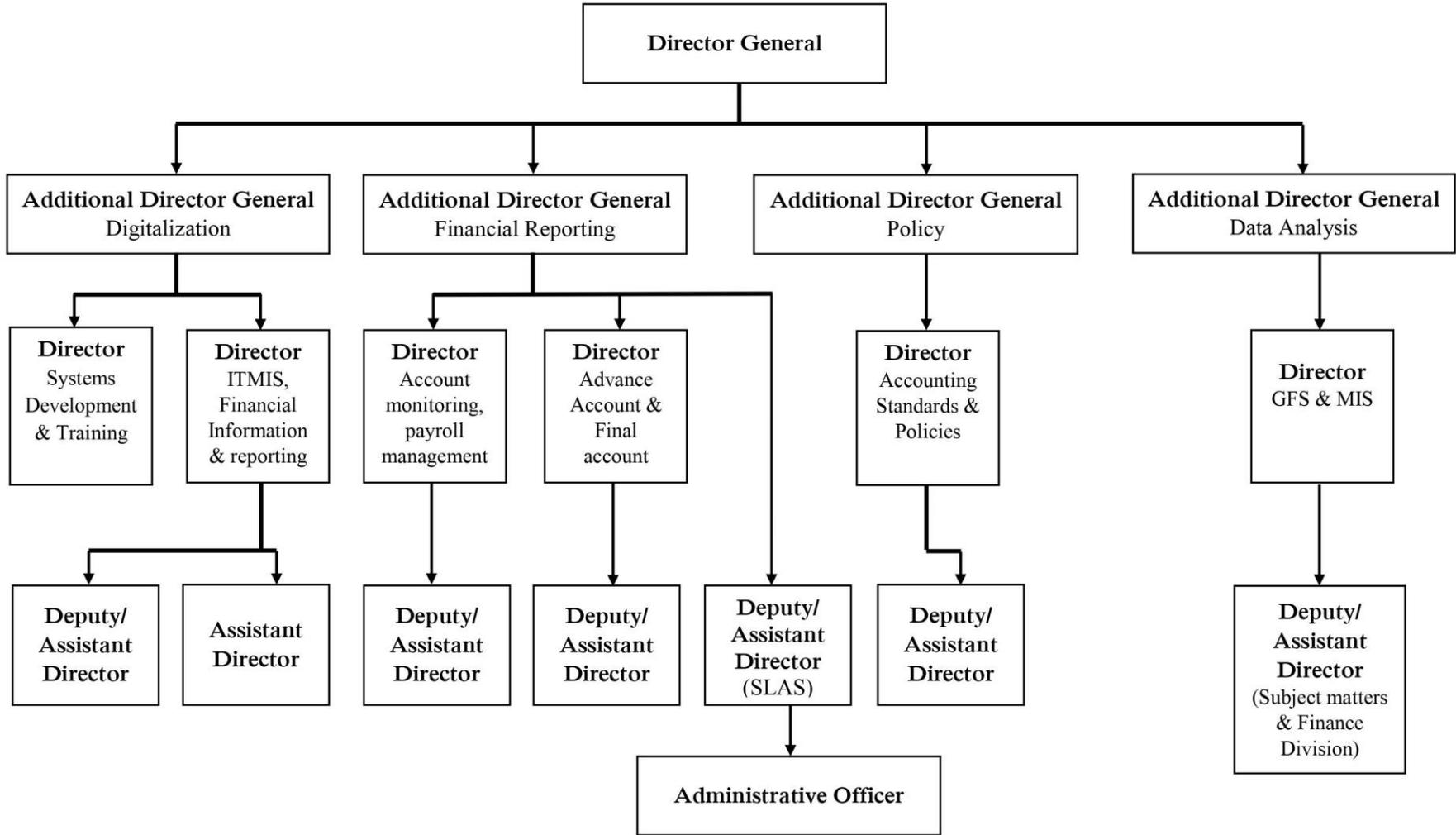
1.3 Policy

Provide comparable, comprehensive, integrated government financial information in a timely manner based on national & international standards & best practices.

1.4 Strategies

1. Developing and maintain an integrated financial information system for government ministries/departments and adopt new public sector accounting standards.
2. Update existing reporting system gradually by simplifying, integrating and modifying the system.
3. Develop knowledge building and knowledge sharing through awareness and participatory approach.
4. Develop linkages with national and international accounting bodies as a stakeholder to develop accounting best practices
5. Execute a human resource development plan to attract and retain right caliber human resources in the department
6. Formulate policies, guidelines, circulars to improve financial reporting of the government
7. Introduction and implementation of transparent financial information reporting system in order to perform Government Financial control formally and efficiently
8. Provide comparable, comprehensive, integrated government financial information in a timely manner based on national & international standards & best practices.

2.1 Department of State Account Organization Chart



2.2 Cadre details

	<u>Position</u>	<u>Service</u>	<u>Salary Scale</u>	<u>Approved cadre</u>	<u>Existing Cadre</u>	<u>Vacant</u>
1	Director General	SLAcS	SL-3	01	01	-
2	Additional Director General	SLAcS	SL-3	03	03	-
3	Additional Director General	SLPS	SL-3	01	01	-
4	Director	SLAcS	SL-1	06	04	02
5	Dy. / Asst. Directors	SLAcS	SL-1	06	03	03
6	Dy. / Asst. Directors	SLAS	SL-1	01	-	01
7	Administrative Officer	MSO(Sp)	MN-7	01	01	-
8	Information & Comm.Tech. Officer	ICTO	MN-6	01	01	-
9	Development Officer	DO	MN-4	16	14	02
10	Management Service Officer	MSO	MN-2	15	14	01
11	Information & Comm.Tech. Assistant	ICTA	MT-1	02	02	-
12	Office Employee Assistant	OEA	PL-1	06	06	-
13	Driver	Driver	PL-3	04	02	02
	Total Cadre			63	52	11

03. Activity Plan for the Year 2021

Strategy No.	Proposed Activity	* Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1	1. Record financial transactions of all ministries and departments through Centralized Accounting System	2,492			623	1,246	1,869	2,492						Financial Reporting	ADG/ D/ DD/ AD
	1.1 Monthly updating annual budgetary allocation based on FR 66 transfer and additional allocation		01.01.2021	31.12.2021					25	50	75	100	No. of FR 66 transfers and Additional allocation received.		
	1.2 Reconciliation and monitoring of expenditure and revenue information of ministries/ departments / special spending agencies		01.01.2021	31.12.2021					25	50	75	100	No. of reconciliations completed.		
	1.3 Open & Maintain Main Ledger Accounts		01.01.2021	31.12.2021					25	50	75	100	No. of Main Ledger Accounts opened.		
	1.4 Rectify accounting deficiencies / discrepancies in financial reporting data & provide necessary guidance to correct them		01.01.2021	31.12.2021					25	50	75	100	No. of rectified accounting deficiencies, No. of guidance to correct deficiencies.		
1	2. Upload accounting information for preparation of annual financial statements	2,492			623	1,246	1,869	2,492							
	2.1 Upload revenue, expenditure and main ledger account details of spending agencies to New CIGAS system.		01.01.2021	31.12.2021					100	-	-	-	Upload information according to State Accounts Circulars.		

Strategy No.	Proposed Activity	Allocation * (Rs.'000)	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
1,3,6 &7	3. Prepare annual financial statements	2,493			623	1,246	1,869	2,493						Financial Reporting	ADG/ D/ DD/ AD	
	3.1 Compilation & submission of Government Financial Statements to the Auditor General		01.01.2021	31.12.2021					100	-	-	-	Submission of Financial Statements according to Audit Act, No. 19 of 2018.			
	3.2 Submission of answers for the Audit Queries raised by Auditor General regarding Government Annual Financial Statements.		01.01.2021	31.12.2021						-	100	-	-			No. of Audit queries answered on time.
	3.3 Provision of Audited Financial Statements and Auditor General's opinion to be included in Annual Report of the Ministry of Finance.		01.01.2021	31.12.2021						-	100	-	-			Provide information on time.
	3.4 Analysis of Audited Annual Financial Statements of spending agencies		01.01.2021	31.12.2021						25	100	-	-			No. of corrective measures taken.
	3.5 Formulate & issue policies, guidelines circulars in order to improve financial reporting standards of the country.		01.01.2021	31.12.2021						25	50	75	100			No. of policies, guidelines & circulars issue.
	3.6 Provide required instructions and clarifications for accounting issues raised by Ministries/Department		01.01.2021	31.12.2021						On demand						No. of issues resolved.

Strategy No.	Proposed Activity	Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1,3, 6 &7	3.7 Prepare accumulated commitment and liability reports for Ministry/Department wise		01.01.2021	31.12.2021					100	-	-	-	No. of commitments & liability reports.	Financial Reporting	ADG/ D/ DD/ AD
	3.8 Periodically reconcile and make necessary adjustments to ensure that non-financial assets are properly accounted.		01.01.2021	31.12.2021					15	65	90	100	No. of reconciliations. No. of adjustments.		
2, 6	4. Presentation of Financial Statements														
	4.1 Preparation of Government Financial Statements		01.01.2021	31.12.2021					-	-	50	100	Preparation Financial Statement		
2,7	5. Implementation of the New Payroll software. Provide recommendations for training & continuous development.	1,661			415	830	1,245	1,661							
	5.1 Continuous development of new Payroll software in accordance with new initiatives and user feedback		01.01.2021	31.12.2021					25	50	75	100	No. of favorable feedbacks		
	5.2 Rectification of all errors and shortcomings identified in the new Payroll software & parallel -run (within the MOF)		01.01.2021	31.12.2021					25	50	75	100	Error free Payroll System/ minimize errors		
	5.3 Parallel running with GPS		01.01.2021	31.12.2021					25	50	75	100	No. of differences		
	5.4 Maintain a Helpdesk to assist e -Payroll users		01.01.2021	31.12.2021					25	50	75	100	No. of assistants/helps		
2,7	6. Implement GPS Payroll software	1,661			415	830	1,245	1,661							

Strategy No.	Proposed Activity	Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
	6.1 Issue a soft copy of GPS software at the request of Ministries / Departments & other Institutions		01.01.2021	31.12.2021					25	50	75	100	No. of soft copies of CDs' issued	Financial Reporting	ADG/ D/ DD/ AD
	6.2 Provide technical advice on issues related to the use of GPS payroll software		01.01.2021	31.12.2021					25	50	75	100	No. of issues solved		
6,7	7. Reconciliation of Deposit Accounts	1,662			415	831	1,246	1,662							
	7.1 Monitoring of deposit Account Reconciliation Statements and Age Analysis Reports as at 31 st December from Ministries/ Departments & other Institutions		01.01.2021	31.12.2021					-	50	80	100	No. of correct deposit account balances in departmental books and treasury books		
	7.2 Opening of new deposit accounts		01.01.2021	31.12.2021					25	50	75	100	No. of new deposit accounts		
	7.3 Closure of old deposit accounts at the request of relevant Ministries /Departments & other Institutions		01.01.2021	31.12.2021					25	50	75	100	No. of closed dormant accounts		
2, 6 & 7	8. Provide guidance and technical support to monitor Central Government Advance Account Activities	3,324			831	1,662	2,493	3,324							
	8.1 Operate Treasury Miscellaneous Advance account & advances for payments on behalf of other governments.		01.01.2021	31.12.2021					25	50	75	100	Efficient payment & recovery system in Treasury Miscellaneous Advance account		

Strategy No.	Proposed Activity	Allocation * (Rs.'000)	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
	8.2 Monitoring Public Officers Advance "B" Accounts activities & Commercial advance accounts maintained by other central government Institutions.		01.01.2021	31.12.2021					25	50	75	100	Efficient payment & recovery system in advance "B" account & ensure smooth functioning of commercial advance accounts. Percentage of recovery.	Financial Reporting	ADG/ D/ DD/ AD
4	9. Process of transforming Government Accounting System from Modified Cash basis to modified Accrual basis	15,000			3,750	7,500	11,250	15,000						Policy	ADG/ D/ DD/ AD
	9.1 Introduction and maintenance of interim accounting methodology by making necessary revisions to Sri Lanka Public Sector Accounting Standards under the programme of transition from modified cash basis to full accrual basis accounting.		01.01.2021	31.12.2021					25	50	75	100	No. of Sri Lanka Public Sector Accounting Standards (SLPSAS) revised.		
	9.1.1. Recognition, measurement & disclosure of movable non-financial assets.														
	9.1.1.1 Verify the accuracy and completeness of identification of movable non-financial assets.		10.01.2021	31.12.2021					10	25	40	75	No. of completed spending agencies. Value of completed assets.		
	9.1.2. Recognition, measurement & disclosure of Liabilities														

Strategy No.	Proposed Activity	Allocation * (Rs.'000)	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by				
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4							
4	9.1.2.1 Recognition of liabilities and commitments		01.01.2021	31.12.2021					25	50	75	100	Value of commitments & liabilities.	Policy	ADG/ D/ DD/ AD				
	9.1.2.2 Rectify any issues arising from recognition and measurement of commitments and liabilities		01.01.2021	31.12.2021					25	50	75	100	No. of issues rectified.						
4	9.1.3. System Development & Training																		
9.1.3.1 Propose necessary Development for (CIGAS) systems enabling interim framework	01.01.2021		31.12.2021	Throughout the year					No. of proposals										
9.1.3.2 Prepare training strategies to train project team and end users about interim framework and computer literacy	01.01.2021		31.12.2021	25					50	75	100	No. of training programmes							
6	10. Assist to value and account Land & Buildings possessed by the Central Government	997			249	498	747	997						Data Analysis	ADG/ D/ DD/ AD				
	10.1 Co-ordination of the valuation process and the accounting process of lands and buildings		01.01.2021	31.12.2021					25	50	75	100	No. of valuation reports						
1	11. Assist to implement Government Finance Statistics Manual 2014	997			249	498	747	997											
1	11.1 Classification of financial data in line with GFSM 2014 and compilation of Government Finance Statistics		01.01.2021	31.12.2021					25	50	75	100	Compilation of Budgetary central government GFS for the year 2016, 2017 and 2018 in line with 2014 manual						

Strategy No.	Proposed Activity	Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
1	12. Maintain & Co-ordinate the Crown Agent Account	997			249	498	747	997						Data Analysis	ADG/ D/ DD/ AD	
	12.1 Operate Crown Agent account in order to procure goods on behalf of the government agencies.		01.01.2021	31.12.2021						25	50	75	100			No. of Indents opened
1	13. Assisting Committee on Public Accounts (COPA)	997			249	498	747	997								
	13.1 Represent and assist committee on Public Accounts (COPA) and coordinate COPA matters		01.01.2021	31.12.2021						25	50	75	100			No. of COPA meetings attended
7	14. Collecting and Reporting monthly data of provincial councils	996	01.01.2021	31.01.2021	249	498	747	996	25	50	75	100	Presenting Financial information of nine provincial councils for Financial statements of Central government			
1	15. Training, Continuous Development & Implementation of New CIGAS Programme	3,322			830	1,661	2,491	3,322						Digitalization	ADG/ D/ DD/ AD	
	15.1 Continuous development of new CIGAS system to facilitate new initiatives and user feedback obtained from the users.		01.01.2021	31.12.2021						25	50	75	100			No. of new functionalities developed.
	15.2 Rectify all issues and shortcomings identified in the CIGAS system.		01.01.2021	31.12.2021						25	50	75	100			No. of issues rectified.

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1	15.3 Organize and Conduct awareness/training programmes on new CIGAS		01.01.2021	31.12.2021					25	50	75	100	No. of training programme conducted.	Digitalization	ADG/ D/ DD/ AD
	15.4 Maintain Helpdesk to assist CIGAS use		01.01.2021	31.12.2021					25	50	70	100	No. of assistance made.		
1	16 System Development	3,322			830	1,661	2,491	3,322							
	16.1 Further development of the server base CIGAS interface for amalgamating the CIGAS summary and reporting to the stakeholders (Ministries/Departments/CBS L)		01.01.2021	31.12.2021					25	50	75	100	No. of new reports functionalities developed. No. of improvements for non-financial asset management and reporting at the Ministries and Departments.		
	16.2 Enhance the consolidated accounting system in order to bring the reporting system of Provincial Councils to a common platform.		01.01.2021	31.12.2021					25	50	75	100	No. of Provincial Councils adapted to New CIGAS system.		
1	17. financial information is to be provided to prepare the financial statement in the Central Government	1,661			415	830	1,245	1,661							
	17.1 Year 2020 Decemeber monthly summaries of accounts are to be collected and uploaded into the New Cigas and ITMIS		01.01.2021	31.03.2021					15	-	-	-	No. of summaries collected and uploaded		

Strategy No.	Proposed Activity	Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
	17.2 Monthly Summaries in the Year 2021 will have to be collected and uploaded into the New Cigas and ITMIS.								10	35	60	85	No. of summaries collected and uploaded	Digitalization	ADG/ D/ DD/ AD
7	18. Financial Statistic are to be provided monthly to prepare the National Accounts	1,661			415	830	1,245	1,661							
	18.1 Central Government financial information are to be provided to the Central Bank, Department of Census and other stake holder.		01.01.2021	31.12.2021					25	50	75	100	Information provided on time		
	18.2 Previous years financial information is to be provided to the stakeholder as per the their requirement.		01.01.2021	31.12.2021					25	50	75	100	Information provided on time		
1, 7	19 Human resource management for financial ministry staff who attached to roll out the ITMIS into the ministries, Departments and district secretariats.	1,162			290	581	871	1,162							
	19.1 sparate units for ITMIS accounting package will be established in the Department of State Accounts		01.01.2021	28.02.2021					100	-	-	-	Implement and fuctioning as schedule		
	19.2 Human resources requirement for ITMIS is to be identified and approved the relevant post as per F.R. 71		01.01.2021	28.02.2021					100	-	-	-	Appoved carder for ITMIS		
	19.3 recruiting and appointing suitable officers for the ITMIS activities		15.02.2021	31.03.2021					100	-	-	-	Zero Number of Vacancies		

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
	19.4 On the job training for the offices who attached to the ITMIS is to be provided.		01.04.2021	31.12.2021					-	20	80	100	Zero variation between the stranded time and actual time for response	Digitalization	ADG/ D/ DD/ AD
1, 7	19.5 responsibilities are to be assign to officers in the ITMIS unit base on performance reported at the on the job training.		01.04.2021	30.05.2021					-	100	-	-	No. of vacancies and Zero variation between the stranded time and actual time for response		
	19.6 staff mortivation		01.01.2021	31.12.2021					25	50	75	100	Employee turnover.		
5, 7	20. Financial Management	12,460			3,115	6,230	9,345	12,460						Finance Division	ADG/ AD
	20.1 Prepare annual procurement plan 2022		01.11.2021	15.12.2021					-	-	-	100	Preparation of Annual procurement plan -2022 according to PFD circulars 08/2019,01/2014		
	20.2 Prepare Financial Statements 2020, Annual reconciliation statement of advance to public officers 2020.		01.01.2021	28.02.2021					100	-	-	-	Preparation Of annual Financial Statement 2020 and annual reconciliation statement of advance to public officer's according to SAD guide line 06 and 04		
	20.3 Prepare annual expenditure estimate for the year 2022.		01.06.2021	31.08.2021					-	-	100	-	Submitting 2022 Annual expenditure Estimate according to NBD circular		

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
5, 7	20.4 Prepare Monthly Salary		Monthly						25	50	75	100	Preparation of monthly salary according to dates mentioned in TOD guide line 02/2020	Finance Division	ADG/AD
	20.5 Prepare and submit of monthly accounts		Throughout the year						25	50	75	100	Preparation of monthly summaries according to SAD guide line 01		
	20.6 Prepare monthly bank reconciliation		Monthly						25	50	75	100	Preparation of Monthly bank reconciliation according to FR 395		
	20.7 Reply of Audit queries		Throughout the year						25	50	75	100	Reply for Audit queries on or before due date		
	20.8 Close of Accounts - 2021		31.12.2021						-	-	-	100	Close of accounts according to SAD guide line 05		
	20.9 Activities relation to Public Mutual Guarantee Association		Throughout the year						25	50	75	100	No. of guarantees issued		
	20.10 Daily transaction reporting through ITMIS		Throughout the year						25	50	75	100	Zero differences in CIGAS and ITMIS monthly reports		
	20.11 Annual board of survey		01.01.2021	31.12.2021					80	-	-	20	Completed annual board of survey according to PFD circular 01/2020		

Strategy No.	Proposed Activity	Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
5	21. Maintain efficient and skilled work force in the Department	21,183			5,295	10,591	15,886	21,183						Administration Division	ADG/AO
	21.1 Develop a Simple, Resource sharing, Efficient, Accurate and Disciplined Culture (SPREAD) in the Department		Throughout the year						25	50	75	100	E - working environment		
	21.2 Maintain a smooth working environment in the premises		Throughout the year						25	50	75	100	Quality Public Service		
	21.3 Development of processes, general administration and training, knowledge building and sharing		Throughout the year						25	50	75	100	No. of training programme		
	21.4 Prepare Performance Report 2020		01.02.2021	01.03.2021					100	-	-	-	Completed Performance Report 2020 on 30/05/2021		
	21.5 Prepare Annual Action Plan 2022		15.11.2021	15.12.2021					-	-	-	100	Completed Annual Action Plan 2022 before 1/1/2022		
	21.6 salary increment, loan and leave		Throughout the year						25	50	75	100	No. of Approved salary increments and loan		
	21.7 Update personal Files of the staff		Throughout the year						25	50	75	100	No. of Updated personal Files		
	21.8 Manage vehicle fleet		Throughout the year						25	50	75	100	No. of vehicle fleet		

* Rs 15Mn out of Total Budget Rs. 81.04Mn allocated for activity no. 9 as per the special budget line. Balance amount was allocated among other activities based on the No. of employees assigned in each division

Statements of Monthly/Quarterly Cash Flow as per approved expenditure Plans for the year 2021

Name of the Ministry/ Departments/ District Secretariat : Department of State Accounts

Head No : 250

Expenditure items (with Expenditure Codes)	Cash requirement for the approved expenditure plans																Rs '000	
	Jan	Feb	March	1st Qtr Total	April	May	June	2nd Qtr Total	July	Aug.	Sep	3rd Qtr Total	Oct	Nov.	Dec	4th Qtr Total	Grand Total	
I Salaries and allowances (1001 and 1003)	3,600	3,600	3,600	10,800	3,600	3,600	3,600	10,800	3,600	3,600	3,600	10,800	3,600	3,600	3,567	10,767	43,167	
Other Allowances paid with salary (except object code 1003)	638	638	638	1,913	638	638	638	1,913	638	638	638	1,913	638	638	638	1,913	7,650	
II Overtime and Holiday pay (1002)	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	
III All other Recurrent Expenditure	636	636	636	1,908	636	637	637	1,910	637	637	637	1,911	637	637	637	1,911	7,640	
Total Recurrent	4,924	4,924	4,924	14,771	4,924	4,925	4,925	14,773	4,925	4,925	4,925	14,774	4,925	4,925	4,892	14,741	59,057	
IV Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
V Other all Capital Expenses	50	200	5,000	5,250	50	500	5,000	5,550	200	500	5,000	5,700	50	100	1,000	1,150	17,650	
VI Public Officers Advance Account	250	250	750	1,250	250	250	250	750	250	250	250	750	750	750	750	2,250	5,000	
VII Deposit Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
VIII Other Advances Accounts	333	333	333	999	333	333	333	999	333	333	334	1,000	334	334	334	1,002	4,000	
IX Crown Agent	26,100	36,540	32,625	95,265	29,150	26,500	33,125	88,775	17,290	26,600	22,610	66,500	27,000	33,750	22,950	83,700	334,240	
Grand Total	31,657	42,247	43,632	117,535	34,707	32,508	43,633	110,847	22,998	32,608	33,119	88,724	33,059	39,859	29,926	102,843	419,947	

All the information given in the above table is certified as correct.

Prepared By :-

Checked By :-

Chief Financial Officer/ Chief Accountant/Director(Finance) - Signature

Name

Official Stamp

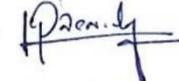
Date :- 01.01.2021

* This amount should be tallied with grand total in column no.11 of the Form No:TOD IMP.01

procurement Plan For Year 2021

Department / Line Agency / Ministry	Type of Procurement (Goods, Works, Equipment & Services etc.)	Estimated Cost (Rs. Mn.)	Source of Financing / Name of the Donor	Department of state Accounts			Appendix			Remarks
				Procurement method ICB, NCB and National Shopping etc.)	Level of Authority (CAPC, MPC, DPC, PPC ect.)	Priority Status U = Urgent P= Priority N = Normal	Current Status of Procurement Preparedness activities	Scheduled date of Commencement	Scheduled date of Completion	
Department of State Accounts	Goods									
	Stationery and Office Requisites	1.2	Domestic Funds	Shopping	HD	N	-	01.01.2021	31.12 .2021	
	Furniture & Office Equipments		Do	Do	HD	N	-	01 .01.2021	31.12.2021	
	(1) Laser Printer - 03	0.09								
	(2) Laptop - 01	0.2								
	(3) Spiral binding machine - 01	0.06								
	(4) Water Dispenser - 01	0.04								
(5) QR code scanner - 01	0.01									

Prepared By : 

Checked By : 

L. P. Wewalage
Assistant Director
Department of State Accounts
General Treasury
Colombo 01.

Approved By 
Director General
01.01.2021

W.A. Samantha Upananda
Director General
Department of State Accounts
General Treasury
Colombo 01

Department of State Accounts
Internal Audit Plan - 2021

Se. No.	Functions of Department	Activities of Department of State Accounts		Internal Audit Plan					
		Activities under the Division	Internal Audit Activities	Time frame				Resources Allocated	Type of Audit
				Q 1	Q 2	Q 3	Q 4		
01.	Internal Audit	1. Annual Audit Plan	1.1 Prepare Annual Audit Plan	✓				CIA	
		2. Reports	2.1 Prepare Preliminary Report	✓				IA	
			2.2 Prepare Quarterly Report for Department of Management Audit					MA -07 days	
		3. Agenda and minute of the Audit and Management Committee Meetings (AMC)	3.1 Inform special audit findings to management.	✓	✓	✓	✓	CIA	
3.2 Prepare agenda for AMC meetings 3.3 Conduct AMC meetings 3.4 Record and inform Minutes of the meetings. 3.5 Monitoring follow up procedure.						IA MA -10 days			
	4.Special Audits and Investigations	4.1 Any other assignments assign by the Secretary to the Treasury.					CIA IA MA -10 days		

Department of State Accounts
Internal Audit Plan - 2021

Activities of Department of State Accounts			Internal Audit Plan						
Se. No.	Functions of Department	Activities Under the Each Function	Internal Audit Activities	Time frame				Resources Allocated	Type of Audit
				Q 1	Q 2	Q 3	Q 4		
02.	General Administration	<ul style="list-style-type: none"> - Update personal files - Staff attendance recording system - Leave of the Staff - Over time & Holiday payment - Training & Development - Railway warrants - Maintenance of vehicles. - Maintenance of building, office equipments and services - Distribution of letters. - Settlement of bills. - (Electricity, Telephone, Water)etc. - Prepare performance report for the year 2020 	<ul style="list-style-type: none"> - Evaluating the adequacy and effectiveness of internal controls. - Reviewing the accuracy, reliability and integrity of record keeping in manual and computerized system. - Evaluating compliance with laws, regulations and guidelines. - Investigating of irregularities. - Carrying out spot check when necessary. - Check whether performance report is submitted on due date 		√			CIA IA MA -20 days	Administration Audit System Audit (SA)

Department of State Accounts
Internal Audit Plan - 2021

Activities of Department of State Accounts			Internal Audit Plan						
Se. No.	Functions of Department	Activities Under the Each Function	Internal Audit Activities	Time frame				Resources Allocated	Type of Audit
				Q 1	Q 2	Q 3	Q 4		
03.	Financial Management.	<ul style="list-style-type: none"> - Preparation of Financial Statements, Deposit account, Advance B account - Recording of physical assets and board of survey reports. - Prepare of monthly accounts and bank reconciliation. - Reply of audit quarries. - Budgetary controls on expenditure and commitments - Procurement Activities. - Payment of Vouchers 	<ul style="list-style-type: none"> - Reviewing financial statements, Deposit Account and Advance B Account. - Check whether the assets are appropriately recorded and are kept under safe custody. - Carrying out spot check when necessary. - Reviewing budgetary controls. - Evaluating compliance with procurement guideline and quality of the goods & services. - Vouching and Verification 			√		CIA IA MA -20 days	Financial Audit (FA)

Department of State Accounts
Internal Audit Plan - 2021

Activities of Department of State Accounts			Internal Audit Plan						
Se. No.	Functions of Department	Activities Under Each Function	Internal Audit Activities	Time frame				Resources Allocated	Type of Audit
				Q 1	Q 2	Q 3	Q 4		
04.	Performance of the Department	– In accordance with activities which are mentioned in the action plan – 2021 of Department of State Accounts.	Reviewing the performance / progress of the department.				✓	CIA IA MA -20 days	Performance Audit (PA)