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OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION

FEDERAL MINISTRY OF FINANCE

TREASURY HOUSE

Samuel Ladoke Akintola Boulevard. P.M.B 7015, Gorki, Abuja, Nigeria

Tel: 070-98202056. E-mail: oagfnigeria@yahoo.com Website:

www.oagf.gov.ng

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3rd July, 2012

Federal Treasury Circular

To:

The Chief of Staff to the President,
The Deputy Chief of Staff, Office of the Vice President,
All Honourable Ministers,
The Secretary to the Government of the Federation, The
Head of the Civil Service of the Federation,
All Special Advisers,
All Service Chiefs/Inspector-General of Police,
The Governor, Central Bank of Nigeria,
The Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
The Secretary, National Judicial Council,
The Chief Registrar, Supreme Court of Nigeria,
The Auditor-General for the Federation,
All Directors-General/Chief Executives of
Extra-Ministerial Offices and Agencies,
All Directors of Finance and Accounts,
All Heads of Internal Audit,
The Sub-Treasurer of the Federation,
All Zonal Coordinators, (OAGF),
All Heads of Accounts Divisions,
All Federal Pay Officers

OUTSTANDING ADVANCES AND IMPRESTS

The non-retirement of Advances and Imprests collected/received by officials of Ministries, Departments and Agencies have recently assumed a very disturbing dimension. The Audited Consolidated Financial Statements of the Federal Government for the year ended 31st December 2011, showed a very high and disturbing level of unretired advances amounting to

N84,178,543,067.32 while that of Imprest-account stood at N841,364,477.81. This implies that the relevant provisions of the Financial Regulations (FR) 1405, 1416 - 1420 that guide the management of advances are not being strictly adhered to. It is also noteworthy to mention that applicable sanctions under FR.3118 are not being enforced.

2. Accordingly, all Accounting Officers are hereby requested to ensure that outstanding advances and imprests against their MDA are retired on or before 16th July, 2012. Failure to do so will lead to enforcing the applicable sanctions as provided in Section 3118 in the Financial Regulations.

3. Meanwhile, the information contained in the attached format should be completed and forwarded in both hard and soft copies to this Office on or before 16th of July, 2012.

4. All Accounting Officers are hereby enjoined to bring the contents of this circular to the prompt attention of their Accounts and Audit Staff for strict compliance.


Otunla J.O, FCA
Accountant-General of the Federation

MINISTRIES/DEPARTMENTS/AGENCIES: _____

STANDARD FORMAT FOR THE SUBMISSION OF INFORMATION ON OUTSTANDING ADVANCES

S/N.	Name of Beneficiary(s)	Amount Granted N	Date Granted	Amount Retired N	Date Retired	Outstanding Balance N	Proposed Action To Recover Outstanding Bal.

Prepared By

Checked By

Approved By

Name: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Designation: _____

Signature: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Date: _____