



OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION

FEDERAL MINISTRY OF FINANCE

TREASURY HOUSE

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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/Senior Special Assistants,
The National Security Adviser,
All Service Chiefs/Inspector-General of Police,
The Governor, Central Bank of Nigeria,
The Chairman, Federal Civil Service Commission,
The Chairman, Police Service Commission,
The Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
The Chairman, Federal Inland Revenue Services,
The Chairman, Code of Conduct Bureau,
The Chairman, Code of Conduct Tribunal,
The Chairman, Independent National Electoral Commission,
The Chairman, National Population Commission,
The Chairman, Federal Character Commission,
The Chairman, Independent, Corrupt Practices and Other Related Offences Commission,
The Chairman, Public Complaints Commission,
The Chairman, Economic and Financial Crimes Commission,
The Chairman, National Drug Law Enforcement Agency,
The Chairman, National Salaries, Incomes and Wages Commission,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
The Executive Secretary, National Judicial Council,
The Chief Registrar, Supreme Court of Nigeria,
The Auditor-General for the Federation,
The Surveyor-General of the Federation,
All Directors-General/Chief Executives of Extra-Ministerial Offices and

Agencies

The Director of Treasury, Federal Capital Territory Administration,
All Directors of Finance and Accounts and Directors of Internal Audit,
All Heads of Accounts Divisions,
All Heads of Internal Audit Units,
All Zonal Coordinators,
All Federal Pay Officers,
All Diplomatic Missions

Guidelines of Financial Activities for End of Year 2020

The financial year 2020 is coming to an end; it has therefore become imperative to provide relevant guidelines to all Ministries, Departments, and Agencies (MDA) and Other Arms of Government on financial activities for the fiscal year ending 31st December, 2020. The objective of the guidelines is to further promote probity, transparency, accountability and good governance in line with the policy thrust of the present administration.

2.0 Revenue Collection, Accounting and Reporting

To aid transparency and accountability of revenue due to government, all MDA are to adhere to the provisions of all Treasury Circulars issued in respect of revenue collections, accounting and reporting.

2.1 MDA with Retained Internally Generated Revenue (IGR)

MDA permitted by their Acts to collect and utilize 75% of their IGR must ensure due diligence in the collection and utilization of their revenue. The report of such collection and utilization must be uploaded into the GIFMIS Platform for completeness. All MDAs having outstanding unremitted revenue should ensure that such outstanding revenue that have been computed and reconciled with the Treasury be promptly paid into Government coffers on or before 31st December, 2020.

2.2 Remittance of Operating Surplus of MDA

All Corporations, Agencies and Departments listed in the Fiscal Responsibility Act, 2007 (S.22 & 23 as amended) and relevant Finance Circulars Ref. No: BOF/REV/12235/VII/201 of 11th November, 2001, BOF/REV/1235/VII/268 of 7th July, 2014 and Ref: No.FMF/HMF/2016/1 OF 21st November, 2016 should remit applicable percentage of 80% Operating Surplus into the CRF/TSA. All relevant Agencies that have their operating surpluses reconciled and agreed upon should ensure that payments are made on or before 31st December, 2020.

2.3 Establishment of Revenue Department in Government Owned Enterprise (GOEs)

In line with Federal Government decision as contained in the Circular Reference No. SGF.50/S.3/C.9/24 dated 16 October, 2018; the Treasury has posted Directors of Revenue to man the selected Departments of Federal Government Owned Enterprises (FGOEs) on pilot basis to enhance collection, remittance and accounting for all Revenues due to the Government in accordance with extant rules and regulations. The Office of the Accountant-General of the Federation shall also carry out regular monitoring and ensure monthly publication of revenue and expenditure performance of all FGOEs.

2.4 Remittance of Revenue by Nigerian Missions

Independent Revenue generated by Nigerian Foreign Missions including International Passports and Visa fees, should be paid directly into CBN Independent Revenue FGN Account Number 000000400939134 at J. P. Morgan Chase Bank, New York, Code: CHASUS 33 and the evidence of payment should be emailed to the Treasury via inspectorate@oagf.gov.ng latest 7.00pm Nigeria Time, on Friday, 1st of January 2021. For further clarification, calls can be made to Inspectorate Department via telephone number +2348130059830.

3.0 Management of Recurrent and Capital Expenditure

As provided for in Fiscal Responsibility Act (FRA) 2007 and Financial Regulations (FR) 415, all accounting Officers are required to exercise due economy and ensure adherence to value-for-money in all financial transactions of their MDA. **Money shall not be spent merely because it has been voted.** Any officer found violating these rules shall face disciplinary action(s), while appropriate sanction(s) shall be imposed on the erring MDA in accordance with existing rules and regulations.

To ensure prudent management and accounting for expenditure, the following shall apply:

3.1 Discharge of Contracts and Compliance with Public Procurement Act (PPA), 2007 and Financial Regulations (FR) 2009

On no account shall payment be made for services not performed or for goods not yet supplied. All payments must comply with the Due Process Guidelines as contained in PPA, 2007 and FR.708.

3.2 Retirement of Cash Advances and Imprest

All cash advances and standing imprest must be retired on or before Wednesday, 30th December 2020. Advances and Special Imprest are to be retired immediately the reason(s) for which they were granted cease to exist in line with FR. 1012. Unretired balances of the previous year(s) must similarly be retired on or before the 30th December, 2020 to avoid imposing necessary sanctions as provided in extant rules.

3.3 Treatment of Recurrent and Capital Accounts

In line with the Appropriation Act 2020, Recurrent and Capital expenditure shall be closed on 31st December, 2020. Therefore, Treasury Officers are to extract balances, rule off and close all Cash Books as at 31st December, 2020.

4.0 Closing of Books of Accounts of MDA by Treasury Officers

4.1 Closure of Accounts Arrangements under the Government Integrated Financial Management Information System (GIFMIS) Platform.

All GIFMIS and TSA-based MDA will automatically have their ledger periods and access to their funds closed online real-time by 12 midnight of 31st December, 2020.

4.2 Closure of Accounts Arrangements under the Remita CBN Gateway.

All MDA TSA-Sub Accounts on the CBN/Remita gateway that had normal budgetary funds with recurrent component included in the accounts will similarly have their ledger periods and access to their funds closed online, real-time by Twelve (12) midnight of 31st December, 2020.

Transfer of funds to hidden, surrogate or other accounts including TSA Sub-Accounts in a bid to avoid, reduce or minimize the return of unspent balances to the CRF/TSA will be detected and affected MDA/Officers involved shall be sanctioned.

4.3 Processing Failed Transactions on GIFMIS

MDA will be allowed to reprocess failed transactions after 31st December, 2020 provided the original transaction was finalized on or before midnight of 31st December, 2020. To effect such payments, MDA will be required to transfer the relevant financial commitments into the new financial year.

4.4 Arrangement for Closing the Year 2020 Books of Account

Sub-Accounting Officers are to ensure that all entries into the Departmental Vote Expenditure Allocation (DVEA) Books, Ledgers, Mandate summary Registers and Imprest Accounts should be concluded on Wednesday 30th December, 2020 and **all Cash Books should also be balanced before close of business on Wednesday 30th December, 2020. Treasury Officers shall be deployed to MDA and Other Arms of Government on 31st December, 2020** to rule off, close and extract all Cash Book Balances.

4.5 Annual Board of Survey and Verification of Balances

In accordance with FR 1801 the Annual Board of Survey shall be convened as at Wednesday 6th January, 2021 to examine balances, stamps and other security documents held by all MDA and other Arms of Government.

5.0 Opening of Ledger Period for 2021 Transactions and Submission of Monthly and Annual Financial Statements of MDA.

The following shall be adhered to by all MDA to enable them have their period opened for 2021 transactions:

5.1 Year End Annual Stock Taking by MDA

MDA are to adhere to the provisions of End of the year Stock-Taking Guidelines vide the National Treasury Circular Ref. No. TRY/A8 &B8/2015, OAGF/CAD/026/VOL.II/240 of 23rd October, 2015. All MDA are to undertake end of year stock taking of all store items between 21st and 28 December, 2020. The counted stock shall be valued using First-In-First-Out method and appropriate adjustments made in the books to reflect the valued stock.

MDA are advised to generate **Stock Item Balances Report** from the GIFMIS platform before embarking on physical stock-takes as per the circular under reference. The system generated report is then used for the physical count and reconciliation.

The Guidelines on End of the Year stock-taking can be downloaded from the Website: www.faacipsas.gov.ng.

5.2 Uploading of Sub-TSA Transactions of 2020 into GIFMIS.

All MDA on GIFMIS must upload their transactions of 2020 from Sub-TSA Accounts into GIFMIS, using the Journal Entry Functionality on or before 26th February 2021.

Period for 2021 transactions shall be opened for MDA only when the Treasury confirms that Sub –TSA Accounts have been posted into GIFMIS. All MDA should absolutely comply with the framework developed by Consolidated Accounts Department for their upload.

5.3 Submission of Trial Balance for Year 2020 for Non-GIFMIS MDA

All Non-GIFMIS MDA must submit their Trial Balance for the Period Ended 31st December, 2020 on or before 26th February 2021. Funds for Overhead Allocation for 2020 shall not be released to defaulting MDA.

5.4 Submission of Trial balances to Internal and Resident Federal Auditors for Verification.

With the upload of the TSA-Sub Accounts into GIFMIS, through appropriate journal, the Trial Balance downloaded from GIFMIS should be converted into Excel format for auditing by both the Internal and Resident Federal Auditors before submission to the Consolidated Accounts Department for consolidation.

5.5 Preparation of Annual Financial Statements of each MDA for the Year ended 31st December, 2020.

To ensure that the General Purpose Financial Statements (GPFS) of MDA especially Parastatals, are in agreement with that of the Federal Government, all MDA are requested to use GIFMIS in generating their GPFS. All MDA are to prepare the following Annual Statutory Financial Statements;

- a. Statement of Financial Performance
- b. Statement of Financial Position
- c. Cash Flow Statement
- d. Statement of Changes in Net Assets/Equity
- e. Statement of Comparison of Budget and Actual
- f. Notes to the Accounts

The Financial Statements are to be forwarded to the Treasury and to be in public domain (Website, Publications, etc.) after certification by the Auditor-General for the Federation, in line with the provisions of IPSAS on transparency and accountability.

5.6 Sanctions for Non-rendition of Financial Reports to the Treasury and Non-preparation of Annual Statutory Financial Statements

In line with Presidential Directives and provisions of FR. 3123, any MDA that fails to prepare or submit monthly Trial Balance and its Annual Financial Statement will have its allocation of fund(s) suspended indefinitely. Further to this, a query shall be issued to the Director or Heads of Finance and Accounts of the MDA.

6.0 Accounting Officers, Directors/Heads of Finance & Accounts and Internal Audits of MDA and Other Arms of Government are enjoined to give this Treasury Circular widest circulation and ensure strict compliance. Note that, it is most desirable that all Officers involved in the End of Financial Year Activities will need to work beyond normal official hours to achieve the goals of the entire exercise.



Ahmed Idris, FCNA
Accountant-General of the Federation