



Bursar 045-2280229 (1030)	AB – Accounts 045-2280397 (1034)
SAB – Payments 045-2280006(1032)	AB – Salary 045-2280396(1035)
AB – Supplies 045-2280311 (1055)	AB – External Unit 045-2280179

Ref.No. FA/02/2017

25<sup>th</sup> November 2017

Deans of the Faculties/Librarian/Directors

Heads of Divisions/Departments/Units.

**CLOSING OF ACCOUNTS- YEAR ENDED 31<sup>ST</sup> DECEMBER 2017**

The current financial year ends on 31<sup>st</sup> December,2017. To ensure satisfactory accounting acceptable in audit all expenditure incurred during the year 2017 and income received/receivable for the year have to be accounted as per the Sri Lanka Public Sector Accounting Standards (SLPAS) in Final Accounts for 2017.

All the assets and liabilities as at 31<sup>st</sup> December 2017 have to be presented in same set of accounts with correct values. Therefore you are kindly requested to follow the instruction set out below in respect of expenditure & income incurred during the year 2017 and assets and liabilities of university as at 31<sup>st</sup> December 2017.

**1. Recurrent expenditure (Period 01.01.2017 - 31.12.2017)**

**All the Deans/Librarian /Directors/Head of Departments**

All payment vouchers in respect of services obtained by the Sabaragamuwa University or items procured or work done within the financial year 2017 should be duly certified and forwarded to the Bursar on or before 15.01.2018. If vouchers cannot be submitted by this date, then a schedule of liabilities should be forwarded to the Bursar on or before 15<sup>th</sup> January 2018 by the Head of Department in **attached format No 01** with his/her name & signature through below mentioned channels.

(a) All Heads” of the Faculties through Dean.

- (b) All Heads” of Administrative Divisions including Director,(Physical Education) , Engineer, Curator through Registrar.
- (c) All Heads” of the Library through Librarian.
- (d) All Financial Officers through Bursar
- (e) All other Heads can be directly reported to Bursar

You are requested to treat this condition very seriously as this has to be followed to keep the accounts accurate and in line with the accepted accounting standards(Auditor General has raised quarries on payment made under General Reserve without providing provision liabilities).

**Failing to provide this information may result not to pay the vouchers submitted later as funds may not reserved in 2017.**

#### **1.1 Settlement of Petty cash Imprests**

##### **All the Deans/Librarian /Directors/Head of Departments**

Each Head of Division/ Unit who has obtained or has authorized another Officer to obtain on behalf, a petty cash imprest, should settle such cash imprests on or before, **28<sup>th</sup> December,2017**. Any imprest remaining unsettled as at 28<sup>th</sup> December, 2017 will become the personal liability of the Head of the Division /Unit Concerned.

#### **1.2 Settlement of Advance taken (All advances including Research)**

##### **All the Deans/Librarian /Directors/Head of Departments /Researchers**

Each Head of Division/ Unit who has obtained or has authorized another Officer to obtain on behalf He/She, any advance payment should ensure that such advances are settled on or before **28<sup>th</sup> December,2017**. Any advance not settled as at 28<sup>th</sup> December, 2017 will become the personal liability of the Head of the Division /Unit Concerned. When settling advances all receipts and bills should be authorized by the recommending officer.

**2. Revenue (period 01.01.2017 - 31.12.2017)**

**All the Deans/Librarian /Directors/Head of Departments**

(Course fee, Students Registration fee, Reregistration fee, Examination fee, Convocation fee, Library Charges , Laboratory charges, Fines, Hostel Charges, Cabana Income , Farm Income, Telephone Charges, Rent income, Bus ticket income, Bus hiring charges etc.).

**2.1 Collected Income (period 01.01.2017 - 31.12.2017).**

**All the Deans/Librarian /Directors/Head of Departments**

Statement of all kind of collected income separately with monthly break-up should be sent to Bursar before 15<sup>th</sup> January 2018 by the Head of Department in attached **format No 02** with his/her name & signature.

**2.1 Receivable Revenue (Income) as at 31<sup>st</sup> December 2017**

**All the Deans/Librarian /Directors/Head of Departments**

It is mandatory to collect all kinds of revenue (Income) on or before 31<sup>st</sup> December, 2017. If it is impossible to collect any revenue due to unavoidable circumstances before this date, a statement on such revenue should be sent to the Bursar on or before 15.01.2018, by the Head of Department with his/her name & signature, in **attached format No 03** .

**3. Capital Expenditure (period 01.01.2017-31.12.2017)**

**3.1 Projects already completed**

**Senior Assistant Registrar Capital Works & Planning**

If there are capital projects that have been completed during the year 2017 and vouchers are not submitted for payment, a schedule of such Capital projects should be submitted to the Bursar before **15<sup>th</sup> January 2018** by the Senior Assistant Registrar Capital Works & Planning in **attached format 04**

**3.2 Work – in-progress of capital projects as at 31.12.2017**

### **Senior Assistant Registrar Capital Works & Planning.**

If there are capital projects that have commenced, but not completed as at 31.12.2017 a schedule of such Capital projects indicating following information should be submitted to the Bursar, on or before **15<sup>th</sup> January 2018** by the Senior Assistant Registrar Capital Works & Planning in **attached format No 05**.

### **3.3 Any completed or on-going Capital projects done by the university own staff (Works Engineer's staff , Farm Workers, or Curator's Staff)**

#### **Works Engineer, Farm Manager, Curator)**

If there are capital projects completed in 2017 or that have commenced, but not completed as at 31.12.2017 a schedule of such Capital projects should be submitted to the Bursar, on or before **15<sup>th</sup> January 2018** by the Senior Assistant Registrar Capital Works & Planning/Works Engineer/Curator/Farm Manager in **attached format No 06**

### **3.4 Equipment / Library Books etc. received as Donations**

#### **All the Deans/Librarian /Directors/Head of Departments**

Details of items received as Donations within the year 2017 should be submitted to the Bursar before **15<sup>th</sup> January 2018** in **attached format No 07** through below mentioned channels.

- a. All Heads" of the Faculties through Dean.
- b. All Heads" of Administrative Divisions including Director,(Physical Education) , Engineer, Curator through Registrar.
- c. All Heads" of the Library through Librarian.
- d. All Financial Officers through Bursar
- e. All other Heads can be directly reported to Bursar.

## **4. Verification of Stocks** **Materials**

**Dean Faculty of Agricultural Sciences/Assistant Bursar Supplies/Director, Assistant Registrar CODL/Doctor Medical Centre.**

Following Material Stocks should be verified physically as at 31<sup>st</sup> December 2017 by the independent committee appointed by the Vice Chancellors on recommendation of Bursar according to the Financial Regulation 1992. Hence all the stock records should be updated and necessary arrangements should be organized by the responsible officer for the stock verification 2017.

Verified stock report (soft copy & Hard copy in given format) should be sent to the Finance Division on or before 15.01.2018 in order to submit to Auditor General Department.

**Stock**

- a. Main stores stock
- b. Sub stores stock
- c. Stock at printing press
- d. Fertilizer, Chemical, Animal Food at Agricultural Farm
- e. Drugs at Medical Centre
- f. Stationeries at CODL

**Livestock**

**Dean Faculty of Agricultural Sciences**

Livestock at Agricultural farm should be verified physically and valuation reports should be presented separately.

**5. Boards of Survey (On Inventory items including Library Books)**

**All the Deans/Librarian /Directors/Head of Departments**

Boards of survey reports of 2017 should be submitted to the Auditor General along with the final accounts in respect of each financial year. In order to comply with this requirement, all Heads of Department/Division/Unit is required to update the Inventory Register maintain in the Department and get inventory articles in his Division/Unit verified and certified by a Board of Survey, appointed by the Vice Chancellor recommendation of Registrar.

**6. Motor Vehicles**

**Registrar/Assistant Registrar Administration**

In terms of Section : 1647 of Financial Regulations 1992, annual verification of vehicles should be carried out by independent committee appointed by Vice Chancellor and verification report should be send to the Bursar's Office on or before 15.01.2018 in order to submit to Auditor General Department.

#### **7. Pending Legal Cases as at 31<sup>st</sup> December 2017**

##### **Assistant Registrar Legal & Documentation**

Separate schedule of pending legal cases against the university or with the university should be sent to the Bursar on before 15.01.2018 by Assistant Registrar Legal & Documentation in attached **Format No 08**.

#### **8. Employees Retirement Details**

##### **Deputy Registrar and Assistant Registrar Non Academic Establishment**

Details of Academic, Administrative and Non-academic staff members who are retire in year 2018 (01/01/2018 to 31/12/2018) should be sent to the Bursar on or before 15.01.2018 by the Deputy Registrar and Assistant Registrar Non Academic Establishment in attached **Format No 09**.

#### **9. Bond Violation Details**

##### **Deputy Registrar**

Schedules of Bond violated employees as at 1<sup>st</sup> January 2017 and 31<sup>st</sup> December 2017 should be sent to Bursar on or before 15.01.2018 by the Deputy Registrar in attached **Format No 10**.

#### **10. No of Students**

##### **Senior Assistant Registrar Student Affairs & Academic Services**

No of students details faculty wise should be submitted to Bursar on or before 15.01.2018 by the Senior Assistant Registrar Student Affairs & Academic Services in attached **Format No 11**

#### **11. Draft Annual Report 2017**

A copy of draft Annual Report should be submitted by the Registrar/Acting Registrar to Bursar on or before 20.101.2018 in order to submit the relevant authorities with Final Accounts.

It is a statutory requirement that the Final Account for the year 2017 has to be completed before **20<sup>th</sup> February, 2018** with all schedules, notes & explanation to submit the Auditor General Department, Ministry of Higher Education, University Grants Commission and General Treasury. Therefore your co-operation in this regard is very much appreciated. Please send all hard copies certified by the Head of Departments in given dates with the soft copy. (use the attached Excel format only ,Times New Roman, font size 12) Please mail your soft copy to [Bursar.adm@sab.ac.lk](mailto:Bursar.adm@sab.ac.lk), or [rohitha.s.jayakody@gmail.com](mailto:rohitha.s.jayakody@gmail.com) or [chamilaph@gmail.com](mailto:chamilaph@gmail.com). If there are no any expenditure/income/assets or liability please to be kind to sent "Nil" report. All the format can download from SUSL web side (<http://www.sab.ac.lk/staff-download>).

Bursar



K.A.R.S. Jayakody.

Copy to :

- i. Vice Chancellor - for information
- ii. Registrar
- iii. Senior Assistant Internal Auditor
- iv Government Audit Superintendent/SUSL
- v. Senior Assistant Bursar Accounts
- vi Account 2017