



MINISTRY OF FINANCE AND PLANNING
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE
ADDRESSED TO THE FINANCIAL SECRETARY AND THE
FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-15

November 13, 2003

CIRCULAR 27
FILE NO. 107/022
DIVISION: PUBLIC EXPENDITURE POLICY CO-ORDINATION

Permanent Secretaries
Heads of Departments

Appropriation Account

The attention of Permanent Secretaries and Heads of Departments is invited to section 24(I) of the Financial Administration and Audit Act regarding the submission of appropriation and other annual accounts within four (4) months after the end of each financial year.

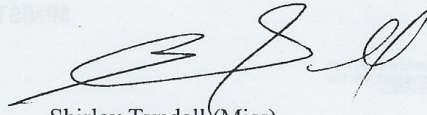
With immediate effect, Accounting and Officers are required to submit four (4) copies of these accounts to the Auditor General and one (1) copy to the Financial Secretary.

Upon completion of his audit, the Auditor General shall submit certified copies of these statements, to the following:

1. The relevant ministry /department;
2. Parliament; and
3. Ministry of Finance and Planning

The remaining copy will be kept by the Auditor General.

Please ensure that this circular is brought to the attention of all relevant officers in your ministry/department.



Shirley Tyndall (Miss)
Financial Secretary

MINISTRY OF FINANCE AND PLANNING
30 NATIONAL HEROES CIRCLE
P.O. BOX 212
KINGSTON
JAMAICA

November 12, 2008

CIRCULAR 17
FILE NO. 18702
DIVISION: PUBLIC EXPENDITURE POLICY COORDINATION
Financial Secretary
Heads of Departments

Administrative Account

The attention of Permanent Secretaries and Heads of Departments is invited to section 14(1) of the Financial Administration and Audit Act regarding the submission of administrative and other annual accounts within four (4) months after the end of each financial year.

With immediate effect, Accounting and Officers are required to submit four (4) copies of these accounts to the Auditor General and one (1) copy to the Financial Secretary.

Your compliance of this matter, the Auditor General shall submit certified copies of these accounts to the following:

1. The relevant ministry/department.
2. Parliament and
3. Ministry of Finance and Planning.