



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. 62-28600-15

February 5, 2004

CIRCULAR NO 1  
FILE NO. 107/045 III  
DIVISION: PUBLIC EXPENDITURE POLICY CO-ORDINATION DIVISION

Accounting Officers  
Heads of Departments

**Re: Settlement of Accounts due by Government -**  
**Financial Year Ending March 31, 2004**

Permanent Secretaries and Heads of Departments are invited to consider the following sections of the Financial Administration and Audit Act:

**Section 19A(4)** which provides that:

“Subject to section 24L, every appropriation by Parliament of public moneys in relation to any financial year shall cease to have effect at the close of that financial year and, except as otherwise provided in this Act, any unexpended balances in any accounts referred to in section 13 shall be paid into the Consolidated Fund Principal Bank Account.”

**Section 24L** which provides that:

an unspent balance which exists in the relevant appropriation for that financial year may within a period of three (3) months after the close of the financial year be used for making payments due and owing for goods delivered, services rendered or work completed **before** the close of that financial year.

Despite the provision made in section 24L, ministries and departments must ensure that all charges incurred are disbursed as far as possible on or before the end of the financial year and only in unavoidable circumstances should payments be made under this provision.

Please be reminded that a list of the undischarged commitments, which will be paid over the three-month period must be prepared, and sent to the Public Expenditure Division of this Ministry for approval no later than April 30, 2004.

In order to facilitate the settlement of the various accounts by March 31, 2004, creditors should be notified that all claims for supplies delivered and services rendered should be submitted to the ministries and departments concerned by March 10, 2004. In the case of special expenditure, subventions, or other items for which provision has been made only for the year, care must be taken to ensure that final payments are made by March 31, 2004 so that no charge is carried over to the new financial year. Recurrent charges such as telephone bills, electricity, rentals, etc., for the current financial year must be paid in full.

**Reimbursement should be obtained** for all advances made on account of expenditure chargeable to another Head of Estimates before the end of the financial year.

The instructions given above relate to commitments which have already been incurred or are otherwise absolutely unavoidable. Due to scarcity of resources, Permanent Secretaries and Heads of Departments must ensure that the greatest economy is exercised in the expenditure programmes for the remainder of the financial year. Any unexpended provision in the estimates of expenditure which is not required for purposes deemed unavoidable, should be allowed to lapse and be surrendered to the Consolidated Fund.

#### **Salaries – March 2004**

Monthly salaries shall be paid on Thursday, March 25, 2004 and weekly salaries for week ending March 28, 2004 shall be paid on Friday, March 26, 2004. Remittances in respect of deductions from salaries, for example:

- (i) Civil Service Family Benefit Pension Contributions;
- (ii) Provident Fund Contributions;
- (iii) National Insurance Contributions;
- (iv) National Housing Trust Contributions;
- (v) Income Tax (PAYE) Deductions;
- (vi) Education Tax;



Consolidated Fund Provision Account

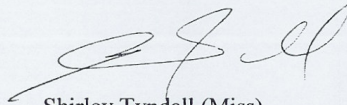
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Bank Account

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FMIS Event #0954 or 0957

Permanent Secretaries and Heads of Departments **must** ensure that all balances in the 2002/2003 Expenditure Clearing Accounts are cleared by Wednesday, March 31, 2004.



Shirley Tyndall (Miss)  
Financial Secretary

## **ADDENDUM TO CIRCULAR 1**

### **Non-Tax Revenue**

Ministries, Departments and Agencies are reminded that while all revenue collections should always be paid over promptly, this is especially critical towards the end of the financial year. Jamaican Dollar revenue collection must be lodged to:

Bank of Nova Scotia  
Scotiabank Centre  
For credit to a/c #631 - 18

US Dollar revenue collections must be lodged to:

National Commercial Bank  
54 King Street  
For credit to a/c 066002047

Where it is difficult to lodge directly to the above-mentioned branches of Bank of Nova Scotia or National Commercial Bank, lodgments may be made to the branch nearest your office. In all circumstances, lodgments must get to the bank before the close of business on **March 31, 2004** to allow time for clearing the funds to the main branches by year-end.

Copies of all lodgment slips and relevant lodgment summary forms must be forwarded simultaneously as soon as possible to the Accountant General's Department so that the revenue can be brought to account promptly and accurately.