



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 20, 2004

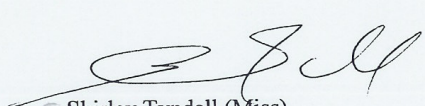
CIRCULAR NO. 4
FILE NO. 107/05A
DIVISION: PUBLIC EXPENDITURE POLICY CO-ORDINATION

Annual Boards of Survey

Permanent Secretaries and Heads of Departments are invited to consider Financial Instructions Nos. 6.30 to 6.37 which deal with annual Boards of Survey of Cash, Stamps Securities and other valuables held by ministries and departments under their control at the close of the financial year.

Action should now be taken to have these Boards of Survey appointed in respect of the current financial year.

Please ensure that a report of the findings of each Board of Survey is submitted to the Auditor General not later than seven (7) days after the completion of the survey as stipulated in Financial Instructions No. 6.37.


Shirley Tyndall (Miss)
Financial Secretary