



MINISTRY OF FINANCE AND THE PUBLIC SERVICE  
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. 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

JULY 1, 2010

**CIRCULAR NO. 22**  
**FILE NO. 107/022**  
**DIVISION: PUBLIC EXPENDITURE POLICY COORDINATION**

Permanent Secretaries  
Heads of Department  
Chief Executive Officers  
Chairmen of Boards

**RE: REVISED REQUIREMENTS FOR CASH FLOW, COMMITMENTS AND  
ACCOUNTS PAYABLE**

Permanent Secretaries, Heads of Department, Chief Executive Officers and Chairmen of Boards of Public Bodies are reminded of the Government's efforts to improve public financial management and control expenditure. Among the strategies being adopted are:-

- (a) Exercising fiscal discipline/prudence in the management and use of public resources and the taking of disciplinary action to enforce individual accountability;
- (b) Strengthening the system of commitment control and reporting on commitments;
- (c) Addressing public sector arrears by maintaining a detailed inventory of payables, establishing timetable for their settlement and close monitoring to prevent the build up of new arrears;
- (d) Improving the control and monitoring of payroll cost; and
- (e) Implementing a Central Treasury Management System (CTMS).

In order to assist in the achievement of the critical fiscal targets, ministries, departments, agencies and public bodies funded from the Consolidated Fund must with effect from July 1, 2010 submit the following statements to this Ministry.

## REPORTS

## REMARKS

- |  |  |
|--|--|
| <b>1. Quarterly Commitment Projection (Appendix i)</b>                     | Commitments are represented by signed contracts, issued purchase orders, salary agreements.<br><br>Commitments should not include information from the tendering stage or where quotations are being sought. |
| <b>2. Recurrent – Monthly Cash Flow Request (Appendix ii)</b>              | This report must include all unpaid invoices, bills categorised by age, in addition to regular obligations for the recurrent expenditures.   |
| <b>3. Capital – Monthly Cash Flow Request (Appendices iii and iii a)**</b> | This report must include all unpaid invoices, bills categorised by age, in addition to regular obligations for capital projects.   |

**\*\* Appendix iii a. relates to information for Capital B Projects only.**

The Quarterly Commitment Projection must be submitted no later than twelve (12) working days prior to the beginning of the quarter. This project should be in line with the approved Estimates of Expenditure.


The Recurrent and Capital monthly Cash Flow requests must be submitted no later than twelve (12) working days prior to the beginning of the month.

Ministries, Departments, Agencies and Public Bodies are hereby advised that the level of Government arrears must be effectively managed. The accumulation of unpaid bills over ninety (90) days should not go beyond March 31, 2010 balance. Ideally there should be no accumulation of new arrears. Therefore, close monitoring of arrears is required.

Permanent Secretaries, Heads of Department, Chief Executive Officers, and Chairmen of Boards of Public Bodies are asked to ensure that this Circular is brought to the attention of all relevant officers.

All reports must be submitted to:-

Deputy Financial Secretary  
Public Expenditure Division  
Ministry of Finance and the Public Service  
30 National Heroes Circle  
Kingston 4

  
Wesley Hughes, CD  
Financial Secretary

## Appendix I

JS'000

[illegible]

Central Government  
Cashflow Request  
Recurrent  
J\$'000

Appendix II

Month:

Name of Ministry/Department/Agency/Public Body:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Objects/Sub-Objects	Approved Estimates of Expenditure 2010/2011	Actual Expenditure As At	PAYABLES					Cash to be Allocated in Warrant to Liquidate Payables	Cash Required to meet Regular Monthly Obligations			Total Cash Required	Disbursement Schedule			
			0-30 days	31-60 days	61-90 days	Over 90 days	Total Stock of Payables		Object 30	Regular	Total		Week 1	Week 2	Week 3	Week 4
								Amount to be allocated from budget in warrant to meet a portion or all of bills on hand				Total Cols 9 & 12			Break out of Col 13	
Total																

\*\* Unpaid invoices, bills, or statements for goods or services provided by contractors/suppliers/vendors

Central Government  
Cashflow Request  
Capital  
J\$'000

Appendix III

Month:

Name of Ministry/Department/Agency/Public Body:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Projects/Objects/SubObjects	Approved Estimates of Expenditure 2010/2011	Actual Expenditure As At	PAYABLES				Total Stock of Payables	Cash to be Allocated in Warrant to Liquidate Payables	Cash Required to meet Regular Monthly Obligations			Total Cash Required	Disbursement Schedule			
			0-30 days	31-60 days	61-90 days	Over 90 days			Consolidated Fund Payments	Regular	Total		Week 1	Week 2	Week 3	Week 4
								Amount to be allocated from budget in warrant to meet a portion or all of bills on hand				Total Cols 9 & 12		Break out of Col 13		
Total																

\*\* Unpaid invoices, bills, or statements for goods or services provided by contractors/suppliers/vendors

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