

FINANCIAL PROCEDURE ACT  
(CHAPTER 109, SECTION 24(1))

FINANCIAL REGULATIONS

ARRANGEMENT OF REGULATIONS

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[20th April 1990]

## PART I

## PRELIMINARY

**Citation**

1. These Regulations may be cited as the Financial Regulations.

**Definitions**

2. In these Regulations, unless the context otherwise requires —

“Accounting Officer” means the Attorney-General, the Solicitor-General, the Auditor-General, the Clerk of Parliament, the Permanent Secretary of a Ministry, the Private Secretary to the President, the Chief Executive, Judiciary Administration and Operations of the Supreme Court, the Senior District Judge of the Subordinate Courts, the Secretary to the Cabinet, the Secretary to the Presidential Council, the Secretary to the Prime Minister, the Secretary to the Public Service Commission or, in relation to the Skills Development Fund, the Executive Director of the National Productivity Board;

“annual estimates” means the annual estimates of revenue and expenditure for the public service which are presented to Parliament under Article 144(1) of the Constitution;

“Establishment List” means the list laid before Parliament under section 17(2) of the Act;

“officer” means a public officer;

“supplementary estimates” means the estimates of expenditure presented to Parliament under Article 145(2) of the Constitution.

## PART II

## ACCOUNTING OFFICERS

**Duties of an Accounting Officer**

3. Subject to these Regulations, an Accounting Officer shall —
- (a) ensure that proper books and systems of accounts are adopted and maintained in every department of which he is in charge;
  - (b) exercise supervision over the receipt of public moneys by the department and, as far as possible, ensure that those moneys are collected punctually;
  - (c) account, under the proper classes and items in the annual estimates of revenue or under such new items or in such accounts as may be appropriate, for all public moneys paid or entrusted to him;
  - (d) ensure that proper provision is made for the safe-keeping of all public moneys, stores and stamps and valuable documents in the department;
  - (e) exercise supervision over the department and the officers attached thereto, and take precautions, by the maintenance of checks, including surprise inspections, against any fraud, embezzlement or negligence;
  - (f) exercise supervision over the expenditure of public moneys by the department by taking care that no payment of any public money is made without proper authority expressed or referred to in the voucher relating to such expenditure, and, where there is any apparent extravagance in the expenditure of any public money by the department or an apparent deficiency in the provision for a charge owing to the exhaustion or absence of the appropriate fund for the charge, report the extravagance or deficiency in writing to the Treasury; and
  - (g) promptly charge all payments of public moneys by the department to the appropriate heads and subheads or accounts.

**Irregularity in accounts**

4. The Accountant-General or an Accounting Officer shall report to the Treasury any material irregularity in a public account of which he is aware.

**Responsibilities of Accounting Officer**

5.—(1) An Accounting Officer shall be personally responsible for —

- (a) the due performance of the financial duties of every department of which he is in charge and of the officers attached to the department;
- (b) the proper collection and custody of all public moneys receivable by the department or by any officer attached to the department; and
- (c) the accuracy of the accounts rendered by the department or under the authority of any officer attached to the department.

(2) No officer may be relieved from a duty imposed on him by the Act or these Regulations by delegating the performance of that duty to a subordinate when the officer should have performed the duty himself.

(3) The responsibility of the Auditor-General for the examination of public accounts and finances and of reporting any irregularity therein shall not absolve an officer from the latter's responsibility of complying or securing compliance with any instruction issued by the Treasury or an Accounting Officer of the department to which the officer is attached.

(4) The Auditor-General shall not be responsible for the accuracy of any account so as to relieve an Accounting Officer of such duty in respect of the account as may be imposed upon him by the Act or these Regulations.

PART III  
RECEIPTS

**Entries of receipts**

6. All entries of receipts in a public account shall be vouched for in such form as may be determined by the Treasury.

**Receipt of public money**

7. An Accounting Officer shall pay the whole amount of any public money received by him daily or in accordance with such instructions as may be issued by the Minister into a public account in a bank specified by the Minister in writing or to the Accountant-General.

**Gross amount to be accounted for**

8.—(1) In all cases the gross amounts of the public money received shall be accounted for by the Accounting Officer.

(2) No charges upon the revenue received shall be made without proper authority and all such charges shall appear as expenditure and supported by proper vouchers.

**Restriction on use of public money**

9. No public money shall be made use of in any way between the time of its receipt and the time of its payment into a bank or to the Accountant-General.

**Reports of arrears of revenue**

10.—(1) An Accounting Officer shall report promptly to the Treasury any failure on the part of a department of which he is in charge or an officer attached to a department of which he is in charge to collect and duly account for any sum due to the department or to be collected by the officer and shall transmit a copy of the report to the Auditor-General.

(2) Where the Accounting Officer has reason to believe that any revenue is falling unduly into arrears, he shall report the matter to the Treasury and transmit a copy of the report to the Auditor-General.

## PART IV

## PAYMENTS

**Authorisation for payments**

11.—(1) Every disbursement of public money shall be made under the authority of the Minister by the Accountant-General or an Accounting Officer.

(2) The disbursement shall be made by the Accountant-General or Accounting Officer either personally or by an officer acting on his expressed or implied instructions.

(3) A payment out of a deposit account established under section 8(1) of the Act may be made by such person controlling such deposit account as may be specified by the Minister under section 8(3) of the Act.

(4) A payment out of a fund created by any written law may be made by such person as may be authorised to do so by that law.

**Warrants for payments out of Consolidated Fund**

12.—(1) No payment shall be made out of the Consolidated Fund unless the payment is authorised by a General Warrant, Special Warrant, Establishment Warrant or Transfer Warrant signed by the Minister.

(2) [*Deleted by S 398/99*]

(3) A General Warrant shall be required for any payment for services for which provision is made in any annual estimates.

(4) A Special Warrant shall be required for any payment for services for which provision is made in any supplementary estimates.

(5) An Establishment Warrant shall be required for any addition to or alteration of an establishment list authorised by the Minister under section 17(3) of the Act.

(6) A Transfer Warrant shall be required for —

(a) any alteration to the proportions assigned to the subheads under a head of expenditure shown in any annual estimates; or

- (b) the creation of a new subhead under a head of expenditure shown in such estimates,

authorised by the Minister under section 17(4) of the Act.

### **Warrants for payments out of Government funds**

**13.**—(1) Regulation 12 shall apply, mutatis mutandis, to a payment out of any Government fund, except as otherwise provided by any written law creating such fund.

(2) An advance under section 11(2) of the Act from the Contingencies Fund created under section 11(1) of the Act shall be authorised by a Contingencies Fund Warrant issued under the authority of the Minister.

### **Advance Warrant**

**14.**—(1) The Accountant-General or an Accounting Officer shall not make any payment out of an advance account established under section 9 of the Act or accept any charge in respect of that account unless he is authorised to do so by an Advance Warrant issued under the authority of the Minister.

(2) Every Advance Warrant referred to in paragraph (1) shall show in respect of the advance account or class of advance accounts to which the Advance Warrant relates —

- (a) the amount appropriated for such advance account or class of advance accounts, which shall be the maximum authorised debit balance of such account or class of accounts at any time, as the case may be;
- (b) the person or body, or class of persons or bodies, to whom payment may be made; and
- (c) such conditions for the making of an advance as may be specified by the Minister from time to time in respect of such advance account or class of advance accounts.

### **Vouchers for payments into account**

**15.** All entries of payments into an account of public moneys shall be vouched for in such form as may be determined by the Treasury.

**Vouchers to have full details**

16.—(1) All vouchers shall contain such particulars as are necessary to enable those vouchers to be checked.

(2) When supplies are furnished or any work is carried out under an agreement or a contract, there shall be attached to or shown on the voucher relating to the agreement or contract a certificate stating that the payments for such supplies or work are made in accordance with the terms of the contract or agreement and, where supplies are furnished, that those supplies have been received or, where work is carried out, that the work has been properly done.

(3) Where a payment for work is made on an account, no more shall be paid than the cost of the work certified to have been carried out.

(4) If a deduction in respect of a penalty or damages is made from the amount payable under a contract, only the net sum shall be paid.

**Responsibility of officer approving voucher for payment**

17.—(1) An officer who approves a voucher shall thereby certify that it is accurate in every detail.

(2) The officer shall be responsible for ensuring that —

- (a) any services specified in the voucher have been duly performed;
- (b) any stores purchased have been duly received;
- (c) the prices charged are as agreed to in writing or according to approved scales;
- (d) authority has been obtained as quoted;
- (e) the computations have been verified and are correct; and
- (f) the payee named in the voucher is entitled to receive payment.

## PART V

## CLASSIFICATION AND CONTROL

**Estimates to be basis of accounts**

**18.** The annual estimates and supplementary estimates for each financial year, together with any new subhead of expenditure created by the Minister for the financial year under section 17(4) of the Act, shall form the basis of the accounts of that financial year and the classification and subdivision of the accounts of revenue and expenditure shall be in accordance with the details of such annual and supplementary estimates.

**Receipts and payments**

**19.—(1)** The date of receipt or payment governs the date of the record of the transaction in the accounts.

(2) A payment of public money shall not be made before it is due for the purpose of utilising an anticipated saving arising on a subhead of expenditure.

(3) Any unexpended portion of any subhead of expenditure shall not be drawn for the purpose of setting that portion in reserve to meet a payment which is not due or for the purpose of transferring such portion to a deposit or suspense account.

(4) An expenditure duly chargeable to an account of a financial year shall, as far as possible, be met within that financial year and shall not be deferred for the purpose of avoiding an excess in any sum provided for expenditure in any annual estimates.

(5) An outstanding item of revenue shall not be carried to a revenue subhead as a charge against an advance or suspense account pending the collection of the revenue.

(6) Any revenue collected in a financial year shall not be placed in a deposit account or held in suspense with the object of transferring the amount collected to the revenue of the following financial year.

**Personal advances**

**20.**—(1) Where an advance is made to an officer, it shall be debited as an advance to that officer and not to the vote for his salary.

(2) The Accounting Officer of the department to which the officer is attached shall ensure that proper arrangements are made for the repayment of the advance and that no payment of salary is made to the officer unless such arrangements have been made and are complied with.

**Valuation of investment**

**21.**—(1) At the close of each financial year, any investment held on account of the Consolidated Fund shall be shown at its book value on 31st March 1976, if the investment was acquired on or before that date and at cost, if the investment was acquired after that date.

(2) Where an investment is held as part of a Government fund or deposit account so that the investment belongs to that fund or deposit account and not to the Consolidated Fund, paragraph (1) shall apply, *mutatis mutandis*, to such investment except that any profit or loss arising therefrom shall accrue to or be met by that fund or deposit account, as the case may be, and not to the Consolidated Revenue Account.

**Secret expenditure**

**22.**—(1) Any necessary expenditure by a department on goods and services of a secret nature, the purpose and particulars of which cannot be made public, shall be supported in the appropriate accounts by a certificate of payment from the Accounting Officer of the department and his declaration that he has satisfied himself that the money has been properly expended.

(2) The Accounting Officer shall forward a copy of the certificate of payment and the declaration to the Auditor-General and the Treasury.

**Necessity to report to Accounting Officer when provision is insufficient**

**23.** Every officer controlling any public expenditure shall compare all the payments made and all the liabilities incurred in a financial year

on account of subheads of expenditure under his control with the amounts provided for those subheads of expenditure in the annual and any supplementary estimates and shall as soon as possible report to his Accounting Officer whenever it appears that any of those amounts may be insufficient for the financial year.

## PART VI

### IMPRESTS

#### **Imprest Warrant**

**24.** Subject to any direction or condition the Minister may impose, the Accountant-General may by an Imprest Warrant authorise the issue of an imprest to any officer or to any other person who is required to disburse public moneys and who cannot conveniently submit vouchers direct to the Accountant-General.

#### **Control of imprests**

**25.** The Accounting Officer shall ensure that every imprest is duly accounted for in accordance with the terms of the Imprest Warrant.

## PART VII

### CUSTODY OF PUBLIC MONEYS

#### **Safeguarding of public moneys**

**26.—(1)** The Accounting Officer shall make necessary arrangements to ensure that all public moneys are properly safeguarded.

(2) An officer shall be personally responsible for any loss of public moneys arising from his negligence.

(3) An officer shall deposit all public moneys as soon as possible into a public or official bank account.

(4) No private money shall be paid into any public or official bank account.

**Boards of Survey to examine public moneys and revenue stamps**

**27.** The Minister shall appoint Boards of Survey to examine and report on —

- (a) all the cash and bank accounts under the control of the Accountant-General or an Accounting Officer; and
- (b) all the revenue stamps in the custody of the Commissioner of Stamps,

at such frequency and in such manner as the Minister may think necessary.

**PART VIII****ANNUAL ACCOUNTS****Annual statements of accounts**

**28.**—(1) The Accountant-General shall keep, and maintain up-to-date, such books of account as will enable the statements required by section 18 of the Act to be prepared.

(2) After the end of each financial year, the Accountant-General shall prepare and submit to the Minister the statements required by section 18 of the Act.

**PART IX****CUSTODY OF STORES****Verification of public stores**

**29.** All public stores shall be verified —

- (a) by a Board of Survey appointed by the Minister; or
- (b) by a person appointed by the Minister,

at such frequency and in such manner as the Minister may think necessary.

LEGISLATIVE HISTORY  
FINANCIAL REGULATIONS  
(CHAPTER 109, RG 1)

This Legislative History is provided for the convenience of users of the Financial Regulations. It is not part of these Regulations.

**1. G. N. No. S 164/1990 — Financial Regulations 1990**

Date of commencement : Date not available

**2. G. N. No. S 247/1991**

Date of commencement : Date not available

**3. 1990 Revised Edition — Financial Regulations**

Date of operation : 25 March 1992

**4. G. N. No. S 398/1999 — Financial (Amendment) Regulations 1999**

Date of commencement : 1 January 1999

**5. G. N. No. S 225/2003 — Financial (Amendment) Regulations 2003**

Date of commencement : 1 April 2003

**6. G.N. No. S 71/2013 — Financial (Amendment) Regulations 2013**

Date of commencement : 1 February 2013