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මගේ අංකය  
எனது இல } EP/09/AP/05/2014  
My No

ඔබේ අංකය  
உமது இல }  
Your No

දිනය  
திகதி } 27.12.2014  
Date

### Provincial Treasury Circular No: PT/12/2014

Secretaries,  
Deputy Chief Secretaries,  
Heads of Departments,  
Eastern Province.

### Preparation of "Annual Deposit Reconciliation Statement" & Submission to Auditor General-2014

1. As per Provincial Financial Regulation 245, the Accounting Officers have to prepare annual Deposit Reconciliation Statement agreeable with 31st December balance in respect of Ministry/ Department under their purview & forward the same through Chief Accounting Officer to Auditor General Department with a copy to Provincial Treasury.
2. Therefore it is the responsibility of the Heads of Departments to reconcile the monthly balances with Provincial Treasury records under the Deposit Accounts of relevant Ministry/Department. Further, quarterly reconciliation be prepared & forwarded to Auditor General with a copy to Provincial Treasury.
3. As per FR 215(III), (B), if any transfers had been made to General Deposit Account with the permission of Provincial Treasury, this sum must be shown in the form(II) of annual reconciliation statements. A copy of consent letter also should be attached.
4. Relevant Ministry & Department should agree the year end book balances with Provincial Treasury Accounts and any differences should be shown in form (IV).
5. Heads of Departments must ensure that the respective Zonal/District offices should use all the forms when preparing the Reconciliation Statement.


6. Therefore Ministry/Department should combine all the relevant forms that are received from branches in the preparation of consolidated Reconciliation Statement.

7. In case, if any quarterly accounts that have not been submitted to Provincial Treasury, please take immediate action to submit the same.

8. Relevant Ministry/Department should take appropriate action according to FR 57 with regard to lapsed deposit.

9. The Specimens formats annexed hereto should be used in the preparation of the Deposit Reconciliation Statement. These formats also could be down loaded from Eastern Provincial Council website. ([www.ep.gov.lk](http://www.ep.gov.lk))

10. The Deposit Reconciliation Statement for the year 2014 should be prepared and Submitted directly to Auditor General Department on **or before** 16th March 2015 in **two copies**. With an additional copy to Provincial Treasury.

  
**S. Kumarakuru,**

Deputy Chief Secretary - Finance,  
Eastern Province.

**Sgd. D.M. Sarath Abayagunawardena**  
Chief Secretary,  
Eastern Province.

Copy to: 1. Secretary to the Hon Governor, EP.

2. Secretary to the Hon Chief Minister, EP.

3. Assistant Auditor General, Auditor General's Department, Trincomalee.

4. Chief Internal Auditor, Provincial Audit Department, EP.