

Our Ref. No. MoF/Exp.2/150/A/21

Ministry of Finance,  
Alagbaka,  
Akure.

29<sup>th</sup> May, 2020

**CIRCULAR LETTER TO:**

Chief of Staff to the Governor,  
Senior Special Assistant to the Deputy Governor,  
State commissioners,  
Secretary to the State Government,  
Head of Service,  
Special Advisers,  
Chairmen of commissions/Boards/Agencies,  
Permanent Secretaries/Tutor-Generals,  
Registrar (Judiciary),  
The Clerk, Ondo State House of Assembly,  
State Auditor-General,  
Auditor-General for Local Governments,  
Statistician General,  
General Managers/Heads of Non-Ministerial Departments/Administrative Secretaries.

**FILLING OF RETURNS OF FUND ACCESSED BY MINISTRIES/EXTRA  
MINISTERIAL DEPTS/AGENCIES (MEAS)**

The State Government has commenced the process of reviewing the year 2020 approved Budget in line with the current realities occasioned by the coronavirus pandemic. It is no news that all fundamentals upon which the 2020 approved budget was based had been grossly affected. This development has called for the appraisal of the budget.

2. The Ministry of Finance is conscious of the fact that not all Release Warrants issued in favour of Ministries, Extra-Ministerial Departments and Agencies (MDEAs) were fully cash-backed. In this respect, therefore, there is need to reconcile the figures released with the amount eventually paid from the treasury. Towards this end, all MDEAs are required to furnish this Ministry with details of all funds accessed from the Treasury on monthly basis using the attached proforma.
3. The returns for the months of January to May, 2020 should be submitted to this office on or before 5<sup>th</sup> June, 2020 while subsequent returns should be submitted within the first week of the succeeding month.
4. All Accounting officers are hereby enjoined to ensure strict compliance with the requirements of this circular, please.
5. Be assured of my best regards.

  
E.G. Adelayi  
Permanent Secretary

