

Our Ref. MoF/Exp.2/91/A/74

Ministry of Finance,
Alagbaka,
Akure.

14/11/18 February, 2018

CIRCULAR LETTER TO:

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

**MONTHLY STATUS REPORT OF EXPENDITURE PROFILE AND ANALYSIS BY
MINISTRIES/EXTRAMINISTERIAL DEPARTMENTS/AGENCIES(MEAs).**

The Ministry of Finance, through the Expenditure Department, has, as one of its functions ensured prompt release of funds to MEAs for timely execution of Government programmes/policies/projects as requested.

2. However, it has been observed that some MEAs do not keep proper records of fund released to them or post appropriately their Department Vote Expenditure Allocation (DVEA) Books with the following negative implications:

- (i) disparity in figures of MDAs, Expenditure Department and AG's office;
- (ii) Incurring of over-budgetary expenditure;
- (iii) late detection of wrong postings made in the Vote Books;
- (iv) improper documentation of transactions.

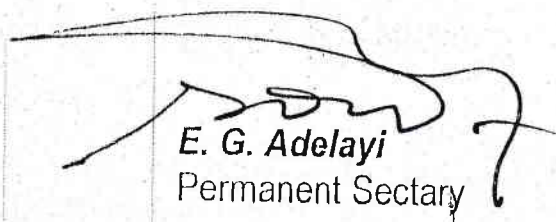
3. In line with the policy guideline of this administration to ensure transparency, prudence and accountability, there is the need for monthly reconciliation of books of Accounts in the Expenditure Department with those of MEAs to achieve among others the underlisted benefits:

- (i) correct posting of fund released to the appropriate Head/Subheads;
- (ii) to forestall over shoot of budgetary provision on requests from MEAs
- (iii) Vote Book Keepers being alive to responsibility
- (iv) ensuring that MEAs are on same page with Expenditure Department and AG's office in preparation of financial information.

4. Consequently the Expenditure Department will on monthly basis, furnish each MEA with the details of monthly releases in respect of Capital/Recurrent Votes and subvention with the expectation that each MEA will in turn, liaise appropriately with the Department in the reconciliation process.

5. All Accounting officers are enjoined to ensure compliance with this circular and also give same the deserved publicity among schedule officers in their MEAs.

6. Thank you.


E. G. Adelayi
Permanent Secretary