

INTERIM GUIDELINES FOR ACCOUNTING FOR PUBLIC FUNDS FOR NEWLY ESTABLISHED STATES NOT USING IFMIS



MINISTRY OF FINANCE & ECONOMIC PLANNING GOVERNMENT OF THE REPUBLIC OF SOUTH SUDAN

Version 1.1 – APRIL 2016

The Public Financial Management and Accountability Act 2011 (PFMAA) notes the procedures governing the transfers from the national to state governments. These guidelines were written to provide practical advice on how State Ministries of Finance *not using IFMIS* can fulfil the accountability requirements noted in the PFMAA.

This document was developed by the Inter-governmental Fiscal Relations Unit of the Budget Directorate at the Ministry of Finance and Economic Planning. For further questions on the guidelines or the management of funds transferred from the national government, please e-mail statereporting.mofep@gmail.com.

CONTENTS

I. Resources, roles and responsibilities of the State government	p. 2
II. Budget preparation	p. 3
III. Budget execution & accounting	p. 4
IV. Processing & recording salaries payments	p. 10
IV. Reporting & monitoring	p. 14
Annex A. Monthly transfers to States from January to June 2016	p. 16
Annex B. Summary budget templates	p. 20
Annex C. Chart of Accounts 2015/16	p. 22
Annex D. Templates for state ledgers / book of accounts	p. 33
Annex E. Salary Payment Form	p. 38
Annex F. Quarterly expenditure and revenue report template	p. 39
Annex G. ToR for County Transfer Monitoring Committees	p. 48

I. Resources, roles and responsibilities of the State government

I.a. Sources of public funds

All monies collected or received by State government officials are public funds. They must all be deposited into the State Revenue Fund, controlled by the State Ministry of Finance. States will receive the following types of funds:

- State Block Grant (*on a monthly basis, can be used for any purpose*)
- Sales Tax Adjustment Grant (*on a monthly basis, can be used for any purpose*)
- County Block transfers (*on a monthly basis, states must pass these funds on to local governments in full*)

Annex A provides the breakdown of how much each State will receive between now and end June 2016 through the state and county block transfers.

In addition, states will receive:

- State conditional grants (*on a monthly basis, for state-level line ministries and organized forces, must be used for salaries and operating according to conditions*)
- County conditional grants (*on a monthly basis, to be passed in full to local government departments*)
- Service Delivery Unit (SDU) transfers (*states must pass these funds on to SDUs like schools and clinics in full*)

Breakdowns of how much states and counties will receive from conditional transfers can be requested from the relevant line ministries.

States can also collect local revenues (*states must only collect taxes and fees to which they are entitled in the Constitution*).

I.b. Role of the State Legislative Assembly

SLAs must approve any taxes or fees to be charged, and must approve how these funds and the transfers from national government will be spent (through the state budget). Funds can only be released from the Revenue Fund as per the budget approved by the State Legislative Assembly.

I.c. Key officers

Each State must have a DG Admin and Finance in position. He/she is accountable for management of public funds. The DG Admin and Finance is the 'Accounting

Officer' who is accountable for management of public funds within the State, and the primary signatory for the state's bank accounts.

The SMOF should also have in place:

- An officer responsible for State planning and budgeting
- An officer responsible for State budget execution, recording transactions and preparing financial reports (eg Director of Accounts)

Each state must also have an officer responsible for the management of the state government payroll, either in the State Ministry of Public Service, or State Ministry of Finance (if the two functions are merged).

II. Budget preparation

II.a. Preparing the State Budget

States must start preparing budgets for the FY 2016/17. The State budget should:

- Be prepared by the State Ministry of Finance
- Cover all expected revenues and expenditures of all State institutions
- Clearly identify salary, operating, and capital expenditures at State level, and transfers to Local Governments and Service Delivery Units
- Be informed by creating new nominal rolls (see relevant Public Service guidelines)
- Be approved by the State Council of Ministers
- Be approved by the State Legislative Assembly
- Be shared with the National Ministry of Finance & Economic Planning

For further guidelines on the budget planning and preparation cycle, please refer to the State and County Planning and Budgeting Guidelines 2014/15, issued by the Ministry of Finance & Economic Planning. Where available, budgets should be produced using the Budget Preparation System (BPS) provided by MoFEP.

Annex B provides sample templates to use when presenting the summary budget for States that do not currently have access to the BPS.

III. Budget execution & accounting

III.a. Chart of Accounts

All revenues and expenditures must be classified according to:

- Fund (what is the source of the money)
- Organization (what Ministry / department made the expenditure)
- Economic item (what was the money received or what was the money spent on)
- Location (where was the money spent – Revenues and centrally spent money should use the State code, transfers to counties should use the county codes)
- Activity (what is the purpose of spending the money – use default activity ‘XXXXXX’ in IFMIS / no activity code necessary for manual accounts).

These classifications should reflect the structure of the state government, and match the national Chart of Accounts of the Government of the Republic of South Sudan as closely as possible. These classifications must be used both:

- In the budget
- When recording transactions in the ledgers.

Annex C provides the full economic item and locations segments of the harmonised Chart of Accounts of the Government of the Republic of South Sudan.

The location and revenue codes at the state level for 2015/16 are different from the national level. This will be resolved for the 2016/17 Chart of Accounts. For 2015/16, the following state codes at the national level correspond to the state-level location codes:

STATE	LOCATION CODE USED BY NATIONAL GOVERNMENT	LOCATION CODE USED BY STATE GOVERNMENT
Jubek	11400	2100
Terekeka	11500	2200
Yei River	11600	2300
Imatong	11700	2400
Namorunyang	11800	2500
Eastern Bieh	11900	2600
Jonglei	12000	2700
Western Bieh	12100	2800
Eastern Lakes	12200	2900
Gok	12300	3000
Western Lakes	12400	3100

Aweil	12500	3200
Aweil East	12600	3300
Lol	12700	3400
Northern Liech	12800	3500
Ruweng	12900	3600
Southern Liech	13000	3700
Latjoor	13100	3800
Western Nile	13200	4000
Eastern Nile	13300	3900
Gogrial East	13400	4100
Tonj State	13500	4200
Twic State	13600	4300
Amadi	13700	4500
Gbudwe	13800	4600
Maridi	13900	4700
Wau	14000	4400
Boma	14100	4800

III.b. Bank accounts

States are required to open a bank account at the Bank of South Sudan (BoSS) to which MoFEP can execute the transfers. The primary signatory of the account should be the Director General of Administration and Finance and other signatories should be the Director of Accounts or a Controller of Accounts.

Note: *Bank account signatories should be civil servants, not political post-holders.*

To open a BSS bank account, States should write to the First Undersecretary of Finance, clearly listing the names of the signatories, and copying the Directors-General of Accounts and Budget at the Ministry of Finance and Economic Planning.

States may also open revenue and operating bank accounts in commercial banks. These accounts must be part of the Treasury Single Account, with the same signatories as the BoSS account. Line ministry officials should not be signatories as all public finances should be controlled by the state ministry of finance.

III.c. Accounting records, reports & forms

Where available, States should record all transactions in the Freebalance Integrated Financial Management Information System (IFMIS). In case the state does not use an IFMIS, the procedures below apply.

The following forms are used to reconcile financial transactions, and any State that is not using IFMIS should keep these forms as their primary accounting records:

- ‘Chest Book’ (similar to Finance Form 19):
 - For recording cash receipts into the chest
 - For recording expenditures from the cash chest
- ‘Account ledger’ (similar to cash chest / Finance Form 19, but for bank accounts)
 - For recording receipts into bank accounts
 - For recording expenditures from bank accounts
- ‘Local Revenue Report’ (similar to Finance Form 65) for each State Ministry that collects revenue:
 - To summarise revenue receipts
- ‘Expenditure report’ (similar to Finance Form 76) for each State Ministry:
 - To summarise expenditures

Annex D provides the templates for the ledgers and reports that State Ministries of Finance should use.

All expenditures and revenues must be accounted for using the Government Chart of Accounts (Annex C). States should either:

- Reproduce these templates in Microsoft Excel and record transactions directly in those spreadsheets. MoFEP can also provide electronic copies (on request) of these templates in Excel for States to use, or;
- Reproduce these templates in a blank ledger book purchased from the market.

Note: Local Governments use Finance Forms (FF) such as FF 19, FF 65 and FF 76. These are basic forms that serve the same purpose as the tools in Annex D, but are more basic. State Ministries of Finance should use the tools provided in Annex D.

More comprehensive guidelines will be issued on full accounting procedures in the Government of the Republic of South Sudan.

MoFEP is currently looking into whether and how IFMIS can be rolled out to all states in the Republic of South Sudan.

III.d. Execution and recording revenues / receipts

This section provides an overview of the steps State Ministries of Finance should follow for recording collection of local revenue:

- The revenue collector records individual revenue receipts using Form 15
- The collector maintains a record of collections using Finance Form 67
- When a collector remits these amounts to SMOFs chest or bank account, the remittance should be recorded in Finance Form 39
- The SMOF records the collection in either:
 - ‘Chest Book’ if the collection is being deposited in the cash chest
 - ‘Account ledger’ for the relevant bank account if the collection is being deposited in a bank account
- The SMOF also records the receipt in the ‘Local Revenue Report’ for the relevant collecting Ministry. Usually SMOF will be collecting the revenues, but in cases other Ministries collect fees and charges, a separate Local Revenue Report should be kept for each ministry.
- When recording the collection in Form 65 and the Chest book or Account ledger, the amount must be broken down by revenue type. Each revenue type has its own ‘sub-item code’ – all of these are listed in Annex C. For example:
 - The sub-item code for revenues all start with a ‘1’.
 - Taxes start with ‘11’, and transfers from the national government start with ‘13’.
 - Record collections of Traffic fines using code ‘14300’

Transfers are received each month, and need to be carefully recorded. The following steps should be followed to record the receipt of transfers from national government:

- When a transfer is received from MoFEP in the State BoSS account, the value of the transfers should be recorded in the ‘account ledger’ for the BoSS account
- As with local revenues, a breakdown of transfers into the different transfer types must be provided, using the ‘sub-item codes’ from Annex C

- All sub-item codes for recording the receipt of transfers from national government start with the number '13'.
- For example, record the receipt of the block grant using the code '13202'. Transfer revenues should be recorded against the State Ministry of Finance.

Note: *In some cases, January transfers were sent to bank accounts of former States on behalf of new states. These transfers must be divided up between the new states. Each State should record their share as revenue. A breakdown of the monthly amounts for the state and county block transfers is given in Annex A. Any state receiving transfers on behalf of other States should only record their share as revenue, not the total amount.*

III.e. Execution and recording transfers between accounts / chests

- When you move funds between the BoSS account and another SMOF managed account (for example, an operating funds account), you should record this in the 'PAYMENTS' column in the 'Account ledger' for the BoSS account, and the 'DEPOSITS' column in the 'Account ledger' of the operating account that you are sending the funds to.
- When you move funds from any bank account to your cash chest, record the amount in the 'PAYMENTS' column in the 'Account ledger' of the bank account, and in the 'CASH RECEIVED' column in the 'Chest book'.

III.f. Payments (transfer payments & payments to vendors & suppliers)

The payment process varies slightly for different types of transactions. The following pages describe the steps for paying and recording:

1. Transfers to Local Governments and Service Delivery Units
2. Paying vendors & suppliers (basic procurement & contracting)
3. Petty cash payments to vendors & suppliers

The process for paying and recording salaries is described in Section IV.

1. Transfers to Local Governments and Service Delivery Units

- Around 20% of the transfers that States receive from MoFEP are intended to be sent directly to counties, schools and clinics. States are custodians of these funds, and should make sure that they reach the intended destination without delay. In the past, some States have diverted these funds to be spent by State line ministries. If this practice continues, MoFEP may need to consider suspending the flow of these funds to States.

- The first step when you receive transfers from MoFEP is to identify which transfers need to be sent on to Local Governments and Service Delivery Units (schools, clinics etc).
- Instructions should be sent to BoSS to transfer these funds to the relevant Local Governments and Service Delivery Units' accounts before moving any funds to your State operating account.
- These onward transfers should be recorded as a revenue (see above) **and** as an expenditure in the State accounts. The sub-item codes to use for classifying payment of transfers to Local Governments and SDUs in the 'accounts ledger' and 'expenditure report' are included in the Chart of Accounts (Annex C).
 - All transfers to Local Government and Service Delivery Units are expenditures, and the CoA code for all expenditures start with the number '2'. Transfers codes start with '23';
 - For example the operating grant for County Education Departments should be recorded against the expenditure code '23200'.
- Transfers should also be recorded against a particular Ministry. County block grants should be recorded against SMOF. Education grants should be recorded against the State Ministry of Education etc.
- Transfers to Local Government should also include the location code that identifies which county the funds are being transferred to in the 'Account Ledger' or 'Chest Book'.

2. Paying vendors and suppliers (basic procurement and contracting process)

- Before entering into any contract for supply of goods or services, check that there is sufficient budget and funds to pay the contract.
- A payment order should be created for each payment, specifying all of the relevant particulars of the payment. Copies of receipts etc must be attached to the payment order and filed.
- Expenditures should be recorded in the chest book or account ledger (depending on whether the payment is made in cash or from a bank account) and in the expenditure summary report for the relevant ministry.
- The expenditure should be recorded against the correct sub-item code from the Chart of Accounts (Annex C). The Chart of Accounts codes for expenditures on goods and services start with the digits '22', for example '22400' for vehicle maintenance costs, and '22611' for fuel for vehicles. The

codes for capital expenditures start with the digits '28', for example '28101' for construction of a bore-hole or '28201' for purchase of cars.

- Payment should be made from SMoF directly to vendors / suppliers.
- If line ministries need to deal directly with vendors they should follow appropriate procurement procedures (contracting, gathering at least 3 quotes etc) and after conclusion the vendors should be paid via cheque or transfer letter.

3. Petty cash payments to vendors & suppliers

- Should cash be released for direct purchases in the market (because the amount is too small to merit a full procurement or contracting process) then the SMoF should maintain a separate 'imprest register'.
- When the staff has made payment and returned any balance, this should be noted in the imprest register, and the expenditure recorded in the chest book or account ledger as follows:
 - Cash is given to staff or line ministry as imprest:
 - Record the cash deduction from the cash chest in the chest book as an imprest
 - Record the transaction in the chest book as an imprest
 - Record the imprest in the imprest ledger, along with the staff name and details
 - Staff brings receipt and any balance to SMoF:
 - Reverse the imprest transactions in the chest book (record a negative amount)
 - Enter the actual expenditure in the chest book and expenditure report with the appropriate Chart of Accounts sub-item codes
 - Record the receipts and balances received in the imprest ledger

IV. Processing and recording salaries payments

Conditional salary transfers from line ministries provide for the payment of gross salaries and the employer pension contribution of 11% for specific employees on the national or state payroll. In addition, part of the block grants can be used for paying salaries and employer pension contributions for employees on the state payroll.

Note: Salaries for county-level staff should be transferred in to the relevant County Administration Department as per the procedure in section III.e.1. The figure transferred should be the net salaries after PIT and pensions deductions.

The procedure below was written for the case in which the State Ministry of Finance & Public Service is temporarily the salary payments for county-level staff. This may be because the state and county payroll have not yet been split entirely.

- The relevant supporting document for payment of salaries is a monthly paysheet that has been approved by the State Ministry of Public Service. Salaries should not be paid without this supporting documentation.
- *Salaries for county staff should be paid by counties, not by State ministries. Therefore these funds should be sent to County Administration Departments as conditional salary transfers (see above), not paid through State line ministries as salaries.*
- A salary payment form (Annex E) should be completed based on the information on the paysheet. This will simplify the process of recording the transactions.
- Salaries should be recorded on a Ministry by Ministry basis. Each Ministry should have their own monthly salaries payment.

IV.a. Recording the Total Net Payment and Updating the Cash Position

- Use the information on the paysheet to complete the salary payment form by entering the:
 1. Ministry / Spending Agency name and code
 2. The month which the salary payment is for
 3. Location code per the Chart of Accounts –
 - a. County codes are used for salary transfers to county departments; and
 - b. State codes are used for salaries at state level
 4. Sub-item code and description per the Chart of Accounts
 5. Corresponding amounts per sub-item noting that expenses are recorded as debits (+) and deductions (which may be liabilities or revenues) are recorded as credits (-) such that:
 - a. Basic pay is an expense (+)

- b. All allowances (housing, cost of living etc.) are expenses (+) – they must be summed together and recorded as one amount
 - c. The employer pension contribution must be recorded twice as it is both an expense (+) and a deduction/liability (-). It is 11% of gross pay (basic pay + allowances).
 - d. The employee pension contribution is a deduction/liability (-). It is 5% of gross pay (basic + allowances)
 - e. PIT is a deduction / revenue (-)
 - f. Other deductions (including for example) trade union dues are a deduction/liability (-). The form provides for the entry of any other deductions on the paysheet.
6. Total net pay, which is the sum of all the sub-item entries, and the amount which will be paid
- Once ready to make the transfer (i.e. when it has been authorised and the Transfer Letter/ cheque / cash slip has been prepared) complete the remaining form fields by entering the:
 7. Payment Order # - must be a unique number
 8. Payment Date
 9. Receiver – relevant for cash payments only – i.e. the person the funds were paid to, this could be the person entrusted to make the physical transfer between the state and county [this may be a State or County official]
 - In order to update the cash position, record the details from the salary payment form in the ‘chest’ or ‘account’ ledger depending on the method of payment. For each amount on the form enter the:
 1. Transaction Reference # - same for each line
 2. Payment Order # - same for each line
 3. Payment Date – same for each line
 4. Ministry Spending Agency Code – same for each line
 5. Receiver – relevant for cash payments only – i.e. the person the funds were paid to
 6. Location code – same for each line, but ignore for liabilities (expenditure codes starting with 4)
 7. Sub-item code – different for each line
 8. Sub-item description – different for each line
 9. Cash payment – amount per salary payment form using the correct signs (+/-)

10. Net payments made – value of transfer / cheque / cash slip

IV.b. Recording the Pension Transfer and Updating the Cash Position

- Pension contributions must be transferred to the Pension Bank Account number 00269112001006 held at BSS to be managed in accordance with the Pension Fund Act 2012 and the Civil Service Pension Scheme Act 2013.
- Once all the paysheets for the month have been processed for payment:
 1. Sum the pension liability codes 41200 and 41201 in the ‘chest’ and ‘account ledger’ to calculate how much is due to the Pension Bank Account. This should be a credit / negative (-) amount indicating money is due to be paid.
 2. Prepare a transfer letter to transfer funds to the Pension Account at BSS.
 3. Once the transfer has been communicated to the bank, record the details of the pension transfer letter in the ‘account ledger’ on two separate lines:
 - One line for the sum of sub-item 41200;
 - One line for the sum of sub-item 41201;
 - The amounts must be debits / positive (+);
 - The location code is not required
 - Payment Order # - same for both lines
- The combined sum of these codes in the ‘chest’ and ‘account ledger’ will indicate how much is still due to the Pension Bank account. Amount owing will be indicated as a credit.

IV.c. Payments for other liabilities

- Transfers for other liabilities e.g. Trade Union, Health etc have their own codes and will be treated in the same manner as the pension transfer as explained above.
- Use the code specific to the liability you are transferring and record as a positive amount (+) in the ‘account ledger’.

IV.d. Record Expenditure / Revenue

- The salary payment must now be recorded based in whether it is an expense / revenue / liability in either the ‘expenditure report’ or the ‘revenue report’ as follows:
 1. Payment Date
 2. Transaction Ref #

3. Payment Order #
4. Total of 21100 and 21101 (Gross salaries) and record in column 211 (Wages and Salaries)
5. Employer pension contribution 21300 is recorded in column 213 (Pension Contributions)
6. Add all the liabilities, codes starting with '4' together and record in column 412 (Other Liabilities) as a credit (-)
7. Record the PIT deduction in the revenue report under 111 (Taxes on income and Profits)
- The total of the expense codes 211 and 213 **less** the liabilities 412 and revenue 111 should equal to the amount paid for each agency as recorded in the 'chest' or 'account' ledger. Data entry must be checked if these two amounts do not reconcile.
- This transfer of the pension to BSS must also be recorded in the 'Expenditure Report' to reduce the liability
8. The amount is recorded in the 'expense report' in column 412 (other liabilities) as a debit (unlike the deductions on the paysheet where they are credits)

V. Reporting & monitoring

V.a. Reporting

State governments have a responsibility to report on the use of funds to National Government. Continued flow of transfers is conditional on submission of these reports.

These reports are reviewed by the monthly State Transfer Monitoring Committee meetings, which is chaired by MoFEP, and currently comprises the Fiscal & Financial Allocation and Monitoring Commission, the Local Government Board, the Ministry of Labour, Public Service & Human Resource Development and sector ministries that make conditional transfers to States and Local Governments.

For State Ministries of Finance operating an IFMIS, they should provide standard monthly reports to the national Ministry of Finance & Economic Planning on the 5th day of the month.

For SMOFs using the tools in Annex D and E, they must submit quarterly revenue and expenditure report within 30 days of the end of each quarter to the Director General Budget (email: statereporting.mofep@gmail.com). These reports:

- should follow the templates in Annex F.
- should cover **all** revenues and expenditures of the State, including locally collected revenue and transfers received from national government, all expenditure and transfers sent to local governments and service delivery units
- should be drawn from the information in the ‘local revenue reports’ and ‘expenditure reports’:
 - First, reconcile the chest book and accounts ledgers against the cash balance in the chest and the bank statement for the accounts, to make sure that no transactions were missed from these records
 - Then reconcile the chest book and accounts ledgers against the local revenue reports and expenditure reports to make sure that all transactions were recorded in these reports
 - Then add the totals for each sub-item code for each month to work out the total spending or revenue against each sub-item code for the period
 - Finally report these totals in the quarterly revenue and expenditure reports

V.b. Monitoring Local Governments

States are required to establish County Transfer Monitoring Committees (CTMC) to monitor revenue and expenditure reports from Local Governments. Full terms of reference for CTMCs are provided in Annex G. CTMCs should:

- Be chaired by either the SMOF or SMO LG.
- meet at least quarterly, and should review quarterly budget performance reports and monthly payroll reports from Local Governments.
- submit summary reports to the Local Government Board (email: CTMCreports@gmail.com) (together with copies - electronic preferably - of the reports they get from Local Governments) and may also submit them to the State Legislative Assembly.

The information sent by the CTMCs will be analysed by the Local Government Board. Relevant trends and issues arising from this analysis will be presented and

discussed at the State Transfer Monitoring Committee. The STMC will provide written feedback to the CTMCs as they find it necessary.

Annex A: monthly transfers to States for Jan – Jun 2016**Annex A1: State Block Transfer – monthly and 6-month**

Former State	New State	Monthly	6-month
Central Equatoria	Jubek	2,019,246	12,115,476
	Terekeka	1,512,327	9,073,960
	Yei River	2,496,349	14,978,093
	Total	6,027,922	36,167,529
Eastern Equatoria	Imatong	2,773,273	16,639,639
	Namorunyang	2,737,692	16,426,149
	Total	5,510,965	33,065,788
GPAA	Boma	3,067,645	18,405,870
	Total	3,067,645	18,405,870
Jonglei	Eastern Bieh	2,220,885	13,325,311
	Jonglei	2,100,288	12,601,728
	Western Bieh	1,812,341	10,874,046
	Total	6,133,514	36,801,084
Lakes	Eastern Lakes	1,612,671	9,676,027
	Gok	1,327,842	7,967,051
	Western Lakes	2,019,645	12,117,868
	Total	4,960,158	29,760,946
Northern Bahr el Ghazal	Aweil	1,305,079	7,830,476
	Aweil East	1,808,925	10,853,549
	Lol	1,912,042	11,472,252
	Total	5,026,046	30,156,278
Unity	Northern Liech	1,983,539	11,901,235
	Ruweng	1,251,776	7,510,658
	Southern Liech	1,437,053	8,622,319
	Total	4,672,369	28,034,212
Upper Nile	Latjoor	2,065,038	12,390,229
	Western Nile	1,388,215	8,329,290
	Eastern Nile	2,210,147	13,260,882
	Total	5,663,400	33,980,401
Warrap	Gogrial East	1,946,866	11,681,198
	Tonj State	1,996,868	11,981,206
	Twic State	1,603,670	9,622,020
	Total	5,547,404	33,284,424
Western Equatoria	Amadi	1,352,983	8,117,897
	Gbudwe	2,072,143	12,432,857
	Maridi	1,334,232	8,005,394
	Total	4,759,358	28,556,148
Western Bahr el Ghazal	Wau	4,011,676	24,070,053
	Total	4,011,676	24,070,053
Grand Total		55,380,455	332,282,732

Annex A2: County Block Transfer: monthly and 6-month

Former State	New State	County	Monthly	6-month	
Central Equatoria	Jubek	Juba	111,241	667,448	
	Jubek Total		111,241	667,448	
	Terekeka	Gwor		37,434	224,606
		Jemeza		37,434	224,606
		Tali		37,434	224,606
		Terekeka		37,434	224,606
		Tigor		37,434	224,606
	Terekeka Total		187,172	1,123,031	
	Yei River	Kajo Keji		73,518	441,109
		Lainya		50,560	303,361
		Morobo		53,623	321,736
		Yei		74,594	447,567
	Yei River Total		252,295	1,513,772	
Eastern Equatoria	Imatong	Ikotos	49,560	297,360	
		Lopa/Lafon	54,171	325,026	
		Magwi	67,817	406,904	
		Torit	52,795	316,768	
	Imatong Total		224,343	1,346,058	
	Namorunyang	Budi		52,679	316,072
		Kapoeta East		66,568	399,408
		Kapoeta North		53,511	321,069
		Kapoeta South		48,450	290,699
	Namorunyang Total		221,208	1,327,248	
GPAA	Boma	Pibor	63,241	379,445	
		Pochalla	45,606	273,634	
	Boma Total		108,847	653,079	
Jonglei	Eastern Bieh	Akobo	60,612	363,671	
		Nyirrol	54,710	328,258	
	Eastern Bieh	Urol	69,681	418,084	
	Eastern Bieh Total		185,002	1,110,014	
	Eastern Nile	Pigi	52,651	315,904	
	Eastern Nile Total		52,651	315,904	
	Jonglei	Bor		78,809	472,855
		Duk		45,474	272,846
		Twic East		49,710	298,260
	Jonglei Total		173,993	1,043,960	
	Western Bieh	Ayod		61,270	367,622
Fangak			55,022	330,130	
Western Bieh Total		116,292	697,753		
Lakes	Eastern Lakes	Awerial	41,499	248,993	
		Yirol East	45,863	275,179	
		Yirol West	53,534	321,205	
	Eastern Lakes Total		140,896	845,376	
	Gok	Cueibet	56,656	339,937	
Gok Total		56,656	339,937		

MoFEP – INTERIMG PFM GUIDELINES v 1.1 – APRIL 2016

Former State	New State	County	Monthly	6-month
	Western Lakes	Rumbek Centre	64,329	385,972
		Rumbek East	57,744	346,466
		Rumbek North	40,720	244,323
		Wulu	40,107	240,645
	Western Lakes Total		202,901	1,217,406
Northern Bahr el Ghazal	Aweil	Aweil Centre	40,381	242,287
		Aweil South	47,236	283,415
	Aweil Total		87,617	525,702
	Aweil East	Aweil East	97,846	587,078
	Aweil East Total		97,846	587,078
	Lol	Aweil North	59,094	354,562
		Aweil West	67,044	402,263
Lol Total		126,138	756,825	
Unity	Northern Liech	Guit	38,490	230,940
		Koch	47,462	284,774
		Mayom	57,291	343,744
		Rubkona	52,901	317,406
	Northern Liech Total		196,144	1,176,863
	Ruweng	Abiemnon	35,062	210,373
		Panrieng	49,087	294,523
	Ruweng Total		84,149	504,895
	Southern Liech	Leer	42,781	256,685
		Mayendit	42,944	257,663
		Panyijar	42,288	253,728
Southern Liech Total		128,013	768,076	
Upper Nile	Eastern Nile	Akoka	34,912	209,474
		Baliet	38,210	229,259
		Koma	31,416	188,494
		Maban	41,112	246,674
		Malakal	58,527	351,162
		Melut	41,971	251,823
		Renk	60,942	365,653
	Eastern Nile Total		307,090	1,842,539
	Latjoor	Longuchuk	44,955	269,731
		Maiwut	48,448	290,689
		Nasir	76,429	458,574
		Ulang	49,645	297,868
	Latjoor Total		219,477	1,316,861
	Western Nile	Kodok	39,243	235,459
		Manyo	39,563	237,378
Panyikang		41,153	246,917	
Western Nile Total		119,959	719,754	
Warrap	Gogrial East	Gogrial East	53,554	321,325
		Gogrial West	83,699	502,197
	Gogrial East Total		137,254	823,521

MoFEP – INTERIMG PFM GUIDELINES v 1.1 – APRIL 2016

Former State	New State	County	Monthly	6-month
	Tonj State	Tonj East	56,306	337,837
		Tonj North	66,831	400,983
		Tonj South	49,976	299,859
	Tonj State Total		173,113	1,038,678
	Twic State	Twic	75,336	452,019
	Twic State Total		75,336	452,019
Western Bahr el Ghazal	Lol	Raga	43,063	258,380
	Lol Total		43,063	258,380
	Wau	Bagari	63,851	383,104
		Jur River	58,803	352,818
Wau Total		122,654	735,922	
Western Equatoria	Amadi	Mundri East	41,773	250,635
		Mundri West	38,698	232,189
		Mvolo	41,733	250,398
	Amadi Total		122,204	733,222
	Gbudwe	Anzara	45,501	273,005
		Ezo	48,748	292,488
		Nagero	33,576	201,454
		Tambura	43,283	259,698
		Yambio	64,052	384,309
	Gbudwe Total		235,159	1,410,954
	Maridi	Ibba	40,390	242,341
Maridi		49,091	294,546	
Maridi Total		89,481	536,887	
Grand Total			4,398,194	26,389,164

Annex B: Summary Budget Templates

Annex B1: Summary of Revenue by Chapter

Source: Government Funds		
Code	Category	2016/17 Plan
11	Taxes	
111	Taxes on income and profits	
112	Taxes on payroll and workforce	
113	Taxes on property	
114	Taxes on goods and services	
115	Taxes on international trade and transactions	
116	Other taxes	
12	Social Security Contribution	
121	Pension contributions	
13	Grants	
131	From foreign governments	
132	Transfers Current From Other Government Units	
133	Transfers Capital	
134	Transfers Other Oil	
135	Transfers from International Organisations	
14	Other Revenue	
141	Property income	
142	Sales of goods and services	
143	Fines and Penalties	
144	Sales of Fixed Assets	
145	Oil Revenue	
146	Other Revenue	
Total from Government Funds		

Annex B2: Summary of Revenue by Agency

Source: Government Funds					
Agencies	Taxes	Social Security Contributions	Grants	Other Revenue	Total
Agency 1					
Agency 2					
Agency 3					
Total from Government Funds					

Annex B3: Summary of Expenditures by Chapter

Code	Category	2016/17 Plan
21	Wages and Salaries	
211	Wages and Salaries	
212	Incentives and Overtime	

213	Pension Contributions
214	Social Benefits
22	Use of Goods and Services
221	Travel
222	Staff training and other staff costs
223	Contracted services
224	Repairs and Maintenance
225	Utilities and Communications
226	Supplies, Tools and Materials
227	Other operating costs
228	Oil production costs
23	Transfers
231	Transfers Conditional Salaries
232	Transfers Operating
233	Transfers Capital
234	Transfers Other Oil
235	Transfers to International Organisations
236	Transfers to Service Delivery Units
24	Other Expenditure
241	Interest
242	Subsidies
243	Grants and Loans to Businesses
244	Social assistance benefits
28	Capital Expenditure
281	Infrastructure and Land
282	Vehicles
283	Specialised Equipment
Total from Government Funds	

Annex B4: Summary of Expenditures by Agency

Source: Government Funds						
Agencies	Wages and Salaries	Use of Goods and Services	Capital Expenditure	Transfers	Other Expenditure	Total
Sector A						
Agency 1						
Agency 2						
Sector B						
Agency 3						
Total from Government Funds						

Annex C: Chart of Accounts 2015/16

Annex C1: Economic Item segment

Revenue classification

***Note:** MoFEP intends to revise the State Revenue Classification in FY 2016/17 to harmonize it with the national Chart of Accounts. However, the following codes should be used for the remainder of FY 2015/16.*

Chapter	Item	Sub-item	Description
11			Taxes
	111		Taxes on income and profits
		11100	Income Tax Withheld by companies / NGOs
		11101	Income Tax Withheld for government employees
		11102	Income Tax paid by individuals
		11103	PIT Surcharge
		11104	Business Profit Tax
	112		Taxes on payroll and workforce
		11200	Taxes on payroll and workforce
	113		Taxes on property
		11300	Property tax
		11301	Land tax
		11302	Taxes on financial and capital transactions
	114		Taxes on goods and services
		11400	Sales taxes
		11401	Value added tax
		11402	Turnover and other general taxes on goods and services
		11403	Excise duty
		11404	Taxes on specific services
		11405	Motor vehicle tax
		11406	Tax on use of other goods
	115		Taxes on international trade and transactions
		11500	Customs and other import duties
		11501	Taxes on exports
		11502	Exchange profits
		11503	Exchange taxes
	116		Other taxes
		11600	Unclassified taxes
		11601	Social service tax
12			Social security contributions
	121		Pension contributions
		12100	Employee contributions

13	12101	Employer contributions
	Grants	
	131 Grants from foreign governments	
	13100	Grants from foreign governments - Current
	13101	Grants from foreign governments - Capital
	132 Transfers Current From Other Government Units	
	13200	Grants Current - Salaries
	13201	Grants Current - Operating
	13202	Grants Current - Block
	13203	Grants Current - Sales Tax Adjustment
	133 Transfers Capital	
	13300	Grants Capital - conditional
	13301	Grants Capital - county development
134 Transfers Other Oil		
13400	2% Oil transfer	
13401	3% Oil transfer	
135 Transfers from International Organizations		
13500	Grants from international organizations - Current	
13501	Grants from international organizations - Capital	
14	Other revenue	
	141 Property income	
	14100	Interest
	14101	Dividends
	14102	Withdrawals from income of quasi-corporations
	14103	Royalties, land rights, forestry, fishing and grazing rights
	14104	Other Rent
	142 Sales of goods and services	
	14200	Sales by utility corporations
	14201	Airport and Seaport fees
	14202	Other market Sales
	14203	Tourism license
	14204	Driving licenses
	14205	Work permits
	14206	Receipt from other licenses
	14207	Registration of Companies and NGOs
	14208	Other administrative fees
	14209	Incidental sales
	143 Fines and Penalties	
	14300	Traffic fines
	14301	Fines and penalties of the Judiciary
14302	Other fines	
144 Sale of Fixed Assets		
14400	Sale of buildings and structures	
14401	Sale of equipment	

	14402	Sale of furniture
	14403	Sale of livestock
145	Oil Revenue	
	14500	Export oil sales
	14501	Local oil sales
	14502	Area rentals (to be paid annually)
	14503	Signing bonus (when contracts signed)
	14504	Production bonus
	14505	Scholarship bonus
146	Other revenue	
	14600	Unclassified receipts
	14601	Return of previous year expenditure

Expenditure classification

Chapter	Item	Sub-item	Description
21			Wages and Salaries
	211		Wages and Salaries
		21100	Base Salary
		21101	Allowances - COLA
		21102	Allowances - Representation
		21103	Allowances - Responsibility
		21104	Allowances - Housing
		21105	Allowances - Job Specific
		21106	Allowances - Acting
	212		Incentives and Overtime
		21200	Incentives
		21201	Overtime
	213		Pension Contributions
		21300	Employer Pension Contribution
	214		Social Benefits for GoSS Employees
		21400	Rent for Staff Accommodation
		21401	Terminal Benefits
		21402	Death Benefits& Funeral Expense
		21403	Medical Benefits
		21404	Other Social Benefits
22			Use of Goods and Services
	221		Travel
		22100	
		22101	Allowance - International
		22102	Travel - Domestic

	22103	Travel - International
222	Staff Training and Other Staff Costs	
	22200	Training (domestic)
	22201	Training (abroad)
	22202	Tuition Fees
	22203	Workshop, Seminar, Conferences
	22204	Staff Relocation/Repatriation Cost
223	Contracted Services	
	22300	Casual Labour
	22301	Contracted Tech/Prof Services
	22302	Contracted Security& Cleaning
	22303	Printing and Publishing
	22304	Advertisement, Media Campaign
	22305	Management Fees
	22306	Vehicle Rental (car, bus & charter plane)
	22307	Non-residential Rent
	22308	Hire - Equip, Plant, Machinery
	22309	Transport/Storage Charges
	22310	Trade Show or Exhibition
224	Repairs and Maintenance	
	22400	Vehicle Maintenance
	22401	Maint of Other Transport Equip
	22402	Equip, Plant, Machinery Maint.
	22403	Maintenance of Buildings
	22404	Maintenance - Roads& Bridges
	22405	Civil Works Maint- Powr, Water
225	Utilities and Communications	
	22500	Water and Sewerage
	22501	Electricity
	22502	Telecommunication
	22503	Postage & Courier
226	Supplies, Tools and Materials	
	22600	Medical and Vet Supplies
	22601	Agric, Workshop& Lab Supplies
	22602	Educ & Library Supplies
	22603	Security
	22604	Uniforms
	22605	Food & Rations
	22606	Sports Equipment

22607	Other Specialised Supplies
22608	Office Supplies
22609	HW & SW Supplies for ICT, Copier
22610	Office Water, Tea, Soft Drinks
22611	Fuels& Lubricants for Transport
22612	Fuels& Lubricants for Equip/Prod
22613	Generator,Boiler,Fridge,Irrigation

227 Other Operating Expenses

22700	Building Insurance
22701	Equip, Plant, Machinery Insurance
22702	Vehicle/Transport Equip Insurance
22703	Penalties and Court Fines
22704	License or Registration Fee
22705	Other Loss (Cash, Write-off)
22706	Bank Charges
22707	Subscription- Paper, Periodical
22708	Visitor Housing & Entertainment
22709	Constitutional Post Holders Advance
22710	
22711	Committee Operating Costs

228 Oil Production Costs

22800	Transit Fees
22801	Transitional Financial Assistance

23

Transfers and Grants

231 Transfers Conditional Salaries

23100	Grants Current - Salaries
23101	Grants Current - County Salaries

232 Transfers Operating

23200	Grants Current - Operating
23201	Grants Current - Block
23202	Grants Current - Block Advance
23203	Sales Tax Adjustment Grant
23204	Managing Interest Payments
23205	Grants Current - County Operating
23206	Grants Current - County Block

233 Transfers Capital

23300	Grants Capital - Conditional
23301	Grants Capital - County Development
23302	Consituency Development Fund

234	Transfers Other Oil	
	23400	2% Oil Transfer
	23401	3% Oil Transfer
235	Transfers to International Organizations	
	23500	Grants to International Organizations - Current
	23501	Grants to International Organizations - Capital
236	Transfers to Service Delivery Units	
	23600	Grant Current
	23601	Grants Capital
	23602	Grants Current - County
24	Interest, grants, loans and donations	
241	Interest	
	24100	Foreign Loans
	24101	Domestic Loans
242	Subsidies	
	24200	University Subsidies
	24201	Other Institution Subsidies
243	Grants and Loans to Businesses	
	24300	Grants to Business Enterprise
	24301	Loans to Business Enterprise
244	Donations and Benefits	
	24400	Donations to Private Individuals
	24401	Donations to Private Organizations
	24402	Student Benefits
	24403	Other Social Assistance Benefits
28	Capital Expenditure	
281	Infrastructure and Land	
	28100	Roads and Bridges
	28101	Water Supp: Drain, Bore, Sewer
	28102	Power Supply
	28103	Airstrip/Airport/Port/ Harbour
	28104	Residence Bldgs: Gov Officials
	28105	Non-residence Bldg Admin and Office
	28106	Non-Residence Bldg-Hospitals,Schools etc
	28107	Feasibility Study: Capital Wks
	28108	Engineering/Design/Architect Plans
	28109	Supervision of Capital Works
	28110	Land
282	Vehicles	

28200	Motorbikes
28201	Cars
28202	
28203	Lorry
28204	Other Transport Equipment

283 Specialized Equipment

28300	Communications Equipment
28301	Generator,Boiler,Fridge,Irrigation
28302	Tractor, Dozer, Tipper, Excavator
28303	Medical& Veterinary Equipment
28304	Agriculture, Lab & Workshop Equipment
28305	Tents & Impermanent Structures
28306	Other Specialised Equipment
28307	Office Furnishing, Furniture, Aircon.
28308	Computer, Copier, ICT Equipment

Liability Classification

41 412 Other Liabilities

41200	Employee Pension Contribution
41201	Employer Pension Contribution
41202	Trade Union Deduction
41203	PIT (State level Only)
41204	Health Insurance
41205	Student Support Deductions
41206	South Sudan Peoples Liberation Movement (SSPLM)

Annex C2: Location segment

State	County	Description
21	Jubek state	
	2100	Jubek state
	2101	Juba
22	Terekeka state	
	2200	Terekeka state
	2201	Gwor
	2202	Jemeza
	2203	Tali
	2204	Terekeka
	2205	Tigor

23 Yei River state

2300	Yei River state
2301	Kajo-Keji
2302	Lainya
2303	Morobo
2304	Yei

24 Imatong state

2400	Imatong state
2401	Ikotos
2402	Lafon
2403	Magwi
2404	Torit

25 Namorunyang state

2500	Namorunyang state
2501	Budi
2502	Kapoeta East
2503	Kapoeta North
2504	Kapoeta South

26 Eastern Bieh state

2600	Eastern Bieh state
2601	Akobo
2602	Nyirrol
2603	Uror

27 Jonglei state

2700	Jonglei state
2701	Bor
2702	Duk
2703	Twic

28 Western Bieh state

2800	Western Bieh state
1801	Ayod
1802	Fangak

29 Eastern Lakes state

2900	Eastern Lakes state
2901	Awerial
2902	Yirol East
2903	Yirol West

30 Gok state

3000	Gok state
3001	Cueibet

31 Western Lakes

	state
	3100 Western Lakes state
	3101 Rumbek Centre
	3102 Rumbek East
	3103 Rumbek North
	3104 Wulu
32	Aweil state
	3200 Aweil state
	3201 Aweil Centre
	3202 Aweil South
33	Aweil East state
	3300 Aweil East state
	3301 Aweil East
34	Lol state
	3400 Lol state
	3401 Aweil North
	3402 Aweil West
	3403 Raja
35	Northern Liech state
	3500 Northern Liech state
	3501 Guit
	3502 Koch
	3503 Mayom
	3504 Rubkona
	3505 Bentiu Town Concil
36	Ruweng state
	3600 Ruweng state
	3601 Abiemnhom
	3602 Pariang
37	Southern Liech state
	3700 Southern Liech state
	3701 Leer
	3702 Mayendit
	3703 Panyijar
38	Latjor state
	3800 Latjor state
	3801 Longochuk

	3802	Maiwut
	3803	Luakpiny/Nasir
	3804	Ulang
39	Eastern Nile state	
	3900	Eastern Nile state
	3901	Akoka
	3902	Baliet
	3903	Maban
	3904	Makal
	3905	Melut
	3906	Pigi
	3907	Renk
40	Western Nile state	
	4000	Western Nile state
	4001	Kodok
	4002	Manyo
	4003	Panyikang
41	Gogrial state	
	4100	Gogrial state
	4101	Gogrial East
	4102	Gogrial West
42	Tonj state	
	4200	Tonj state
	4201	Tonj East
	4202	Tonj North
	4203	Tonj South
43	Twic state	
	4300	Twic state
	4301	Twic
44	Wau state	
	4400	Wau state
	4401	Bagari
	4402	Jur River
45	Amadi state	
	4500	Amadi state
	4501	Mundri East
	4502	Mundri West
	4503	Mvolo
46	Gbudwe state	
	4600	Gbudwe state
	4601	Ezo

MoFEP – INTERIMG PFM GUIDELINES v 1.1 – APRIL 2016

	4602	Nagero
	4603	Nzara
	4604	Tambura
	4605	Yambio
47	Maridi state	
	4700	Maridi state
	4701	Ibba
	4702	Maridi
48	Boma state	
	4800	Boma state
	4801	Pibor
	4802	Pochalla

Annex D: templates for State ledgers / books of account

Chest book:

Period:									
Voucher [EV] Reference Number (only use if using IFMIS)	DATE	Relevant Spending Agency [ministry / agency code]	Cash - Received from / Paid to / Withdrawn from / Deposited to	Account Description [Sub-item Description]	Account Code [Sub-item code]	Location Code (state or county code)	CASH PAYMENTS	CASH RECEIVED	BALANCE
Opening balance:									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-

Account ledger: (keep separate forms for each bank account)

Period:											
Cheque # / Wire Transfer letter #	DATE	Relevant Spending Agency [ministry / agency code]	Paid to / Received from	Account Description [Sub-item Description]	Account Code [Sub- item code]	Location Code (state or county code)	PAYMENTS (amount)	DEPOSITS (amount)	Balance	EV Reference	
		Opening balance:								-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	

Local Revenue Report:

MoFEP – INTERIMG PFM GUIDELINES v 1.1 – APRIL 2016

Name of State:

Date	Deposit Slip(FF#39/50)		Financial Form 67		Taxes on income and profits	Taxes on payroll and workforce	Taxes on property	Taxes on goods and services	Taxes on international trade and transactions	Other taxes	Pension contributions	Grants from foreign governments	Transfers Current From Other Government Units	Transfers Capital	Transfers Other Oil	Transfers from International Organizations	Property income	Sales of goods and services	Fines and Penalties	Sale of Fixed Assets	Oil Revenue	Other revenue			
	No.	Amount	No.	Amount	111	112	113	114	115	116	121	131	132	133	134	135	141	142	143	144	145	146			
Total:																									

MoFEP – INTERIMG PFM GUIDELINES v 1.1 – APRIL 2016

Expenditure report:

Name of State:

Part 1 of 2 (chapters 21 to 23)

Date	Payment Order number		Cash Book / Account ledger EV number		Wages and Salaries	Incentives and Overtime	Pension contributions	Social benefits	Travel	Staff training and other staff costs	Contracted services	Repairs and Maintenance	Utilities and Communications	Supplies, Tools and materials	Other operating expenses	Oil production costs	Transfers Conditional Salaries	Transfers Operating	Transfers Capital	Transfers Other Oil	Transfers to International Organizations	Transfers to Service Delivery Units		
	No.	Amount	No.	Amount	211	212	213	214	221	222	223	224	225	226	227	228	231	232	233	234	235	236		
Total:																								

MoFEP – INTERIMG PFM GUIDELINES v 1.1 – APRIL 2016

Part 2 of 2 (chapters 24 to 51)

Payment Order number		Cash Book / Account ledger EV number		Interest	Subsidies	Grants and Loans to Businesses	Social assistance benefits	Infrastructure and land	Vehicles	Specialized Equipment	Treasury Single Account	Foreign currency accounts	Accounts receivable	Accounts Payables	Other Liabilities	Loans	Retained earnings			
Date	No.	Amount	No.	Amount	241	242	243	244	281	282	283	311	312	314	411	412	413	511		
Total:																				

Annex E: Salary Payment Form

MoFEP – INTERIMG PFM GUIDELINES v 1.1 – APRIL 2016



REPUBLIC OF SOUTH SUDAN

1. Salary Payment Form

2. (Non IFMIS States)

Receiver (applicable for cash transfer only)

Payment Order #
(Cheque, TL, Chest Ref#)

Payment Date

Ministry/Spending Agency

Spending Agency code

--	--	--	--	--

A Salary for the month of: _____

B Salary Accounting

Location Code	Sub-item Code		Amount (SSP)
<input type="text"/>	2 1 1 0 0	Basic Pay	<input type="text"/>
<input type="text"/>	2 1 1 0 1	Payroll Allowances +	<input type="text"/>
<input type="text"/>	2 1 3 0 0	Pension – 11% Employer +	<input type="text"/>
<input type="text"/>	4 1 2 0 0	Less Pension – 5% Employee (Liability) -	<input type="text"/>
<input type="text"/>	4 1 2 0 1	Less Pension – 11% Employer (Liability) -	<input type="text"/>
<input type="text"/>	4 1 2 0 2	Less: Trade Union -	<input type="text"/>
<input type="text"/>	1 1 1 0 1	Less: PIT -	<input type="text"/>
<input type="text"/>	<input type="text"/>	Less: _____ -	<input type="text"/>
<input type="text"/>	<input type="text"/>	Less: _____ -	<input type="text"/>
TOTAL NET PAY =			<input type="text"/>
(to be paid to Spending Agency/Individual)			

C Prepared by:

Name: _____ Signature: _____ Date: _____

Annex F: Quarterly Revenue and Expenditure Report template**Revenue**

Name of Ministry:				
Code	Description	2015/16 Budget	Total revenue to end quarter	Balance
		I	II	III = I - II
11	Oil Revenue			
111	Crude Oil revenue			
112	Refined Oil Product Revenue			
113	Other Oil Revenue			
12	Taxes			
121	Taxes on Income and Profits			
122	Property Taxes (State use only)			
123	General Taxes on Goods and Services			
124	Excise Duty on Goods and Services			
125	Taxes on International Trade and Transactions			
126	Other Taxes			
13	Grants and Transfers			
131	From Foreign Governments			
132	Transfers Current From Other Government Units			
133	Transfers Capital			
134	Transfers Other Oil			
135	Transfers from International Organizations			
14	Other Revenue			
141	Property income			
142	Sales of Goods and Services			
143	Fines and Penalties			
144	Sale of Fixed Assets			
145	Other Revenue			

Expenditure

Name of Ministry:

MoFEP – INTERIMG PFM GUIDELINES v 1.1 – APRIL 2016

Code	Description	2015/16 Budget	Total expenditure to end quarter	Balance
		(1)	(2)	(3) = (1) - (2)
21	Wages and salaries			
211	Wages and salaries			
212	Incentives and Overtime			
213	Pension contributions			
214	Social benefits			
22	Use of goods and services			
221	Travel			
222	Staff training and other staff costs			
223	Contracted services			
224	Repairs and Maintenance			
225	Utilities and Communications			
226	Supplies, Tools and materials			
227	Other operating expenses			
228	Oil production costs			
23	Transfers			
231	Transfers Conditional Salaries			
232	Transfers Operating			
233	Transfers Capital			
234	Transfers Other Oil			
235	Transfers to International Organizations			
236	Transfers to Service Delivery Units			
24	Other expenditures			
241	Interest			
242	Subsidies			
243	Grants and Loans to Businesses			
244	Social assistance benefits			
28	Capital expenditures			
281	Infrastructure and land			
282	Vehicles			
283	Specialized Equipment			
	Total			

Narrative of Department Performance

With the spending in the current quarter as set out above, the Ministry has achieved the following:

- ...
- ...
- ...

In previous quarters in this FY, the Ministry had achieved the following (summarize achievements from previous quarterly reports):

- ...
- ...
- ...

Consolidated revenue and expenditure tables:

Revenue:

Name of State				
Code	Description	2015/16 Budget	Total revenue to end quarter	Balance
		I	II	III = I - II
11	Oil Revenue			
111	Crude Oil revenue			
112	Refined Oil Product Revenue			
113	Other Oil Revenue			
12	Taxes			
121	Taxes on Income and Profits			
122	Property Taxes (State use only)			
123	General Taxes on Goods and Services			
124	Excise Duty on Goods and Services			
125	Taxes on International Trade and Transactions			
126	Other Taxes			
13	Grants and Transfers			
131	From Foreign Governments			
132	Transfers Current From Other Government Units			
133	Transfers Capital			
134	Transfers Other Oil			
135	Transfers from International Organizations			
14	Other Revenue			
141	Property income			
142	Sales of Goods and Services			
143	Fines and Penalties			
144	Sale of Fixed Assets			
145	Other Revenue			

Expenditure:

Name of State:				
Code	Description	2015/16 Budget	Total expenditure to end quarter	Balance
		(1)	(2)	(3) = (1) - (2)
21	Wages and salaries			
211	Wages and salaries			
212	Incentives and Overtime			
213	Pension contributions			
214	Social benefits			
22	Use of goods and services			
221	Travel			
222	Staff training and other staff costs			
223	Contracted services			
224	Repairs and Maintenance			
225	Utilities and Communications			
226	Supplies, Tools and materials			
227	Other operating expenses			
228	Oil production costs			
23	Transfers			
231	Transfers Conditional Salaries			
232	Transfers Operating			
233	Transfers Capital			
234	Transfers Other Oil			
235	Transfers to International Organizations			
236	Transfers to Service Delivery Units			
24	Other expenditures			
241	Interest			
242	Subsidies			
243	Grants and Loans to Businesses			
244	Social assistance benefits			
28	Capital expenditures			
281	Infrastructure and land			
282	Vehicles			
283	Specialized Equipment			
	Total			

Revenue outturns by Ministry and Revenue Chapter:

Code	Ministry	11 Oil Revenue	12 Taxes	13 Grants and Transfers	14 Other Revenue
400	Finance				
...	...				
Total					

Summary expenditure outturns by Ministry:

Code	Ministry	Budget	Total expenditure to end quarter	Balance
400	Finance			
...	...			

MoFEP – INTERIMG PFM GUIDELINES v 1.1 – APRIL 2016

Total					

Summary expenditure outturns by Ministry and chapter

Code (Organization code from CoA)	Ministry	21 Wages and Salaries	22 Use of Goods and Services	23 Transfers	24 Other Expenditures	28 Capital Expenditures	Total
400	Finance						
...	...						
Total							

Summary of Capital Project Outturns

Ministry	Budget item	Description	Location (Payam and Boma)	Source of funding (budget, donor etc)	Budget	Cumulative expenditure to end of quarter	Status

Cash and account balances:

Each quarter, complete the following table with information from each bank account and cash chest:

Description	Budget	Cumulative to end of quarter	For current Quarter
Total opening balance			
o/w bank accounts			
o/w cash chests			
Total receipts / revenues			
Total expenditures			
Closing balance			
o/w bank accounts			
o/w cash chests			

Annex G: Terms of Reference for County Transfer Monitoring Committees

County Transfers Monitoring Committee/State Project Management Committee Terms of Reference

Introduction

3. States have a dual role in supporting local governments to improve their public financial management (PFM) and performance, and also to exercise oversight of this performance. States should both provide capacity-building support to improve local government performance, and monitor local government performance and take action where needed.

4. The primary mechanism for both monitoring the PFM performance of local governments and for coordinating capacity-building support for Local Government PFM should be through the County Transfers Monitoring Committee (CTMC).

Key dates for County Reporting & the County Transfers Monitoring Committee

- Counties submit Quarterly Budget Performance Reports by 30th of the month following the end of the quarter (*by 30th of month q+1*)
- CTMC meets in second week of the following month (*second week of month q+2*)
- Chair submits report of CTMC to the Local Government Board by 15th of the month (*by 15th of second week of month q+2*)

5. The CTMC will bring together the different State actors interested in County performance, thus reinforcing a key principle of County PFM: that Counties should have a *single budgeting & reporting system for all funds received by a County*. The CTMC can then scrutinise the quarterly budget performance reports based on standard county budget reporting processes and formats, as set out in the Local Government PFM Manual, including progress in executing sector conditional transfers and in implementing planned capital investments. These reports, and the scrutiny of them by the CTMC means there is no need for any grant-specific financial reporting as the information needed will be contained in the quarterly budget performance report (although LGs are still required to provide data for sectoral systems e.g. EMIS and HMIS).

6. In the states where the Local Governance and Service Delivery Project (LGSDP) is active, the CTMC will also play the role of State Project Management Committee (SPMC). In such states, the committee is referred to as CTMC/SPMC. The SPMC part of the CTMC/SPMC will ensure integration of LGSDP plans and activities with state government programs and plans and ensure accountability and compliance of county officials and state staff for project implementation and procedures for the use of the Payam Development Grant (PDG).

Role of the County Transfers Monitoring Committee

7. The role of the CTMC is to:

- monitor and approve the release of transfers being made to Counties in line with the State budget;
- monitor the quarterly budget performance reports and payroll reports¹ submitted by Counties, demonstrating the funds provided to them have been used in the correct manner; and
- coordinate capacity-building support to Counties, and take action where a county's performance is not improving.

8. In States where the LGSDP is active, the CTMC/SPMC will also have the following additional functions:

- Review quarterly budget performance reports to ensure that the Counties are making correct use of the PDG and ensure that county officials and state ministry staff comply with project procedures;
- Review and endorse the joint work plans and reports for the community engagement and institutional strengthening technical assistance providers to the Counties;
- ensure the coordination of project activities, especially planned investments in sectoral service delivery infrastructure (e.g. schools, clinics) with the policies and programs of the relevant State line Ministries;
- Where the LGSDP roll-out provides for additional counties to be selected in the State, recommend additional counties in line with the project guidelines;
- Monitor LGSDP activities in the state through reviewing project work plans and reports; and
- Ensure information flow and oversight related to LGSDP plans and activities by State Legislative Assembly and local civil society.

Membership of the County Transfers Monitoring Committee

9. The CTMC committee should be chaired by at least a Director-level official from the State Ministry of Finance or the State Ministry of Local Government, with a Director-level official from the other Ministry being deputy/alternate chair (so in the case where the CTMC is chaired by a Director from the Ministry of Local Government, a Director from the Ministry of Finance would be the deputy/alternate).

10. The Ministry of Finance and the Ministry of Local Government should also contribute one official each to form the Secretariat of the Committee. In States where the LGSDP is active the State Project Coordinator should be a co-secretary or member of the secretariat.

¹ In the case where operation of the payroll has been decentralised to the Counties. Where the payroll has not been decentralised to Counties, these reports should be prepared by the State Ministry of Labour, Public Service and Human Resource Development. The rationale for these reports is that salaries make up the largest proportion of local government expenditure, so deserve additional scrutiny.

11. Members on the Committee should include:

- any State Ministry making a conditional transfer to local governments (at a minimum, Education, Health and the Ministry responsible for Water);
- a representative from the State Ministry of Labour, Public Service & HRD to have oversight over salary spending by local governments; and
- a representative from the Secretariat General/Governor's Office to ensure the Governor's office is kept informed of the financial performance of Counties.

12. Capacity-building providers should attend as observers to support the secretariat.

13. The CTMC/SPMC, where it is established, has the same chair and members as those for the CTMC.

Quarterly Meetings of the County Transfers Monitoring Committee

14. Quarterly Budget Performance Reports are due for submission by Counties to the State Ministry of Local Government within 30 days of the end of each quarter. This translates to the following schedule:

- Quarter 1 (July – September) due by 30th October
- Quarter 2 (October – December) due by 30th January
- Quarter 3 (January – March) due by 30th April
- Quarter 4 (April – June) due by 30th July

15. Payroll reports should also be submitted to the State Ministry of Labour, Public Service and HRD on the same timescale.

16. In addition, Counties should also submit budgets to the CTMC for review to ensure that conditional transfers have been budgeted for as intended. Budgets should be submitted together with the Quarter 4 reports on 30th July.

17. The CTMC should meet in the second week of each month following the report submission (before 15th) to review the report, on the following schedule²:

- Meet in the second week of November to review Quarter 1 reports
- Meet in the second week of February to review Quarter 2 reports
- Meet in the second week of May to review Quarter 3 reports

² Note that meeting quarterly is a minimum. The CTMC could also meet monthly to review each month's payroll reports from the Counties.

- Meet in the second week of August to review Quarter 4 reports. This meeting should also review the County Budgets.

18. In each meeting, the following should be discussed (to allow informed discussion, the reports should be circulated to members at least two days in advance of the meeting):

- a report setting out the transfers that have been made to each local government in the State to date (from the State Ministry of Finance);
- the quarterly budget performance reports from each local government (to be compiled by the State Ministry of Local Government);
- monthly payroll reports from each local government for the last month of the elapsed quarter (to be compiled by the State Ministry of Labour, Public Services & HRD);
- a schedule of the releases to be made to Counties in the next quarter for approval by the CTMC (to be prepared by the State Ministry of Finance);
- quarterly progress report from State Capacity Building Platform setting out the capacity-building of Counties that has taken place³.

19. The agenda for the meeting should follow this structure, with each item being led by the Ministry responsible (for example, the State Ministry of Finance would make a presentation on the transfers made to Counties). The lead Ministry should make a short presentation setting out the highlights of the reports.

20. Following the presentation made by the lead Ministry, the committee should review the reports. The Committee should pay particular attention to the following:

- has the Ministry of Finance made transfers to Counties in line with the State Budget, and with the previous decisions made by the CTMC?
- have Counties fully accounted for all transfers that have been made to them? (I.e. are the expenditures and cash balances shown in the quarterly budget performance report equal to the transfers made and county own-source revenues?)
- have Counties correctly spent conditional transfers: are the expenditures of Departments with conditional transfers ear-marked for them and cash balances in line with the amounts transferred?

³ As set out in the LG PGM Implementation Plan, capacity-building providers should coordinate in a State Capacity-Building Platform and formulate joint workplans and joint reports on capacity-building activities at the County level.

- are Counties correctly spending the County Development Grant on capital expenditure?
- do Counties have the correct staff on the payroll?

21. Based on the scrutiny of these reports, the CTMC should then agree to authorise the release of transfers to local governments for the quarter. The Committee should ensure that it enforces the rule *no report, no transfers*.

22. A report of the meeting should then be drafted following the format in Annex A, clearly stating which Counties transfers will be released to according to the budget.

23. The State Ministry of Finance should then ensure that it only releases those funds to local governments authorised by the County Transfers Monitoring Committee.

24. The SPMC part of the CTMC/SPMC, where it is established, reviews the quarterly budget performance reports with respect to the PDG in the same periodic meetings. The SPMC also reviews and discusses LGSDP-related matters in line with its role mentioned under Paragraph 6 above. The SPMC informs and advises the national-level Project Management Committee (PMC) in Juba through the PCSO Coordinator on issues identified in relation to the PDG and project. Decisions on releasing or suspending the PDG are ultimately made by the PMC.

Decisions of the CTMC

25. In line with one of the objectives of the CTMC to provide oversight of the financial performance of Local Governments, the CTMC can recommend actions up to and including the suspension of transfers to a County, or the temporary administration of the County payroll by the State Ministry of Labour & Public Service.

26. However, this should be a last resort, and be preceded by

- for matters relating to overall financial performance or use of conditional grants: a formal written warning from the Director General of Finance that grants will be suspended unless set actions are taken, together with a clear setting out of the actions required;
- for matter relating to the payroll: a formal written warning from the Director General of Labour & Public Service that the payroll will be administered by the State Ministry of Labour and Public service unless set actions are taken, together with a clear setting out of the actions required.

Submission of CTMC Reports to National Government

27. The report of the meeting should be drafted and the reports from the Counties compiled and forwarded to the Local Government Board by the 15th of each month (so the report of the CTMC

reviewing the Quarter 1 reports, and copies of the Local Government Quarter 1 reports, should be submitted to the Local Government Board by 15th November).

28. This allows the National State Transfers Monitoring Committee to review the reports from the CTMCs at their monthly meetings, in addition to reviewing overall State financial management and payroll performance. The overall reporting structure is shown in Fig. 1 below.