

Financial Circular No. (3) for the year 2020

Regarding

Preparation of the Final General Account and Financial Position of the Government of Ajman

For the Fiscal Year

Ending on December 31, 2020.

Based on the provisions of Article (34) of the Emiri Decree No. (11) for the year 2011 issuing the Financial Law of the Government of Ajman, the provisions of Chapter Four of the Executive Regulations of the Financial Law of the Government of Ajman issued by Emiri Decision No. (12) for the year 2011, the requirements for preparing the draft sub-final accounts for the fiscal year 2020, and in our keenness to prepare and issue the Final General Account and Financial Position of the Government of Ajman for the fiscal year ending on December 31, 2020 without delay, we direct the following:

First

Scope of Application of the Circular

The provisions of this circular apply to all departments, administrations, and entities affiliated with the Government of Ajman whose budgets are included in the annual general budget of the Government of Ajman, as well as entities with independent budgets and companies wholly owned by the Government of Ajman.

Second

Objectives of the Final General Account and Financial Position of the Government of Ajman

The Final General Account and Financial Position of the Government of Ajman aim to achieve the following:

1. To show the true financial position of the Government of Ajman, indicating its rights with third parties and its obligations towards third parties at the end of the fiscal year to which the government's general budget pertains.
2. To measure the optimal use of the government's general budget appropriations and the efficient collection of its approved revenues, by comparing each of the following:
 - Actual revenues during the ended fiscal year with their final approved estimates to show the deficit or surplus.
 - Actual expenditures during the ended year with their final approved estimates to show overspending or unused appropriations.
 - Projects implemented during the year with their final approved estimates to show overspending or unused appropriations.
 - Capital additions implemented during the ended year with their final approved estimates to show overspending or unused appropriations.
3. Actual revenues during the ended year with actual expenses during the same year to show the result of the implementation of the government's general budget for the concerned fiscal year, whether it is a surplus or a deficit.
4. A statement of the changes that occurred to the government's general budget after its issuance and during its implementation, including additional appropriations and transfers, to identify the justifications and reasons for them.
5. The final account shows the higher authorities the performance of government departments and their ability to implement the programs and initiatives included in their budgets, to ensure the completion of the work and tasks assigned to them, the achievement

of desired goals and results, and to identify the changes that hindered the implementation process.

6. To identify public funds tied up in stagnant materials and items in government warehouses, through the clarifications and information provided by the final general account about their value, which gives decision-makers the opportunity to take the necessary action regarding them.

Third

Preliminary Procedures for Preparing the Draft Sub-Final Account for the Government Department

For the Fiscal Year Ending on December 31, 2020

All government departments must adhere to the precise implementation of these instructions and complete all preliminary work for preparing the sub-final statements by a deadline of 17/1/2021, according to what is stated below:

1. Regarding purchase requests, the following must be adhered to:
 - The last date for issuing a purchase request is the end of the business day on 29/11/2020.
 - The last date for approving or canceling any pending purchase requests on the Mawared e-system by the department is the end of the business day on 8/12/2020.
2. Regarding amendments to the approved budget for the fiscal year, the procedures mentioned below shall be followed unless otherwise decided:
 - The last date for submitting a request for additional appropriation is the end of the business day on 24/11/2020.
 - The last date for submitting a transfer that is not within the powers of the government department is the end of the business day on 10/12/2020.
 - The last date for making an amendment to the budget according to the powers of the government department is the end of the business day on 07/1/2021.
3. The last date for issuing a purchase order is the end of the business day on 16/12/2020, with the cancellation of any purchase orders on

the Mawared e-system for which approval procedures have not been completed, as well as the cancellation of any purchase requests that have not been converted into purchase orders by the end of the business day on 17/12/2020, with the necessity of not issuing any purchase orders during 2020 for which materials are expected to be received and works executed during 2021.

4. Regarding unapproved and approved purchase requests that have not been converted into purchase orders, as well as purchase orders for which approval procedures have not been completed and which are all still pending in the Mawared e-system without any action, the Department of Finance will automatically cancel them by 20/12/2020 at the latest.
5. The last date for concluding contracts that create financial obligations for the fiscal year 2020 is the end of the business day on 08/12/2020, provided that their actual execution period does not exceed the end of the fiscal year 2020. Government departments are prohibited from concluding contracts that create financial obligations for the fiscal year 2021 without obtaining the approval of the Department of Finance.
6. Approve employees' annual leaves on the Mawared system for the year 2020 by 20/12/2020 at the latest, and complete the preparation of monthly payrolls and salary transfer procedures by 24/12/2020 at the latest. The last date for any quick payment transaction is 30/12/2020. Also, prepare the necessary accounting settlements and procedures, including transferring the December 2020 salary entry to the general ledger, by 31/12/2020 at the latest.
7. The date for canceling purchase orders that have not been fully received or canceling the unreceived part of partially received purchase orders on the Mawared e-system is the end of the business day on 07/01/2021.
8. Commence comprehensive inventory of warehouses, workshops, personal and sub-custodies on any day after 01/12/2020, with the inventory work to be completed by 15/12/2020 at the latest, ensuring balances are settled at the end of the fiscal year 2020 if there is any movement in inventory balances during the inventory period.
9. Complete the comprehensive inventory of government property and any other assets by 15/12/2020 at the latest.

10. Inventory of bank guarantees and guarantee checks at the end of the business day on 31/12/2020.
11. Inventory of receipt vouchers, payment vouchers, checks, and valuable printed materials, indicating the number printed, used, remaining balance, and the number of the last receipt used from each book still in use as of 31/12/2020.
12. Inventory of permanent advances that have been exempted by the Director-General of the government department and require retention by 31/12/2020 at the latest, with the amounts spent from them for the fiscal year 2020 to be replenished by 05/1/2021 at the latest, and the remaining permanent advances to be closed before the end of official working hours on Tuesday, 29/12/2020.
13. Prepare the necessary entries for inventory adjustments, if any, by the end of the business day on 05/1/2021.
14. Close the receipts fund on 31/12/2020 by 12:30 PM at the latest, ensuring all collected receipts are deposited into the designated bank account on the same day and recorded in the records of the concerned government department. In addition, ensure that any other revenues due to the concerned department up to 31/12/2020 that have not been collected are recorded by 12/1/2021 at the latest.
15. The government entity shall prepare a report showing the last financial documents executed at the end of the business day on Thursday, 31/12/2020, as follows:
 - Type and number of the document, amount, date, and description of the transaction. Examples of such documents include, but are not limited to, payment and receipt vouchers, bank transfers, as well as purchase orders and requests, etc.
 - Government entities shall send an electronic copy of the said report, attached with a copy of the document itself, to both the Department of Finance and the Financial Audit Authority by 05/01/2021 at the latest.
16. The Department of Finance shall send confirmation request letters for bank account balances as of 31/12/2020 by 29/12/2020 at the latest, and government departments shall be provided with copies of the confirmations received from the banks.
17. Complete bank transfer procedures on the Mawared system by 03/01/2021 at the latest.

18. The Department of Finance shall add bank account statements to the Mawared system within one business day from the date of their receipt from the banks, and government entities shall complete bank reconciliations within two business days from the date they are uploaded to the system. For banks with which government departments deal electronically, their account statements shall be added by the departments on the first business day of the fiscal year 2021, and bank reconciliations for these statements shall be completed within two business days from the date of their addition.
19. Complete the recording of all received materials pertaining to the fiscal year 2020 on the actual date of receipt in the records and accounts by 07/1/2021 at the latest.
20. Complete the recording of the last payment invoice received pertaining to the fiscal year 2020 by 10/1/2021 at the latest, and delete any invoice in the payment log with incomplete procedures by 12/1/2021 at the latest.
21. Any expenses accrued by the concerned department up to 31/12/2020 shall be recorded by 12/1/2021 at the latest.
22. Complete all procedures for the valuation of investments that require valuation, and assets and liabilities in foreign currencies in accordance with the unified financial system by 07/1/2021 at the latest.
23. Complete all procedures related to the asset register and ensure the register matches the balances of asset and accumulated depreciation accounts by 10/1/2021 at the latest.
24. Send confirmation letters for accounts receivable balances exceeding AED 10,000, related parties, and government funding accounts as of 31/12/2020 by 12/1/2021 at the latest, with a provision in the confirmation letters stating that if no objection or notification is received from the entity to the department within (5) business days, the balance is considered confirmed. Reconciliations must be completed by 17/01/2021 at the latest.
25. Ensure all transactions are recorded on an accrual basis for the fiscal year ending 31/12/2020 in the Mawared e-system or in the approved financial records of the government department by 14/1/2021 at the latest.

26. The preparation of the sub-tax return data for the fourth quarter must be completed by 14/01/2021. The tax reports extracted from the sub-systems and the general ledger, stamped and approved, must be sent to the Department of Finance by 17/1/2021 at the latest, after ensuring that all financial transactions related to input and output tax are recorded. Also, the balances of input and output tax accounts must be closed into the inter-departmental relations account, the balances of the debit and credit reverse charge accounts must be closed, and any dues between departments and the Department of Finance must be settled within the inter-departmental relations-tax account.
27. The closing date for financial accounts, electronic systems, and all subsidiary programs, applications, and financial periods is the end of the business day on 17/1/2021.
28. Complete all procedures related to the sub-final statements by 17/1/2021 at the latest.

Fourth

Responsibility of the Government Department

Regarding the Preparation of the Draft Sub-Final Account and its Procedures

1. All government departments are obligated to apply and implement the procedures stipulated in Third of this circular and to complete all procedures related to the sub-final statements for the fiscal year ending 31/12/2020 by the end of the business day on 17/1/2021, in accordance with the attached timetables No. (2 and 3).
2. Financial accounts shall be closed in accordance with the provisions of the unified financial system of the government after ensuring that all financial transactions are recorded on the accrual basis used in the Government of Ajman, and after reconciling bank balances, accounts receivable, government accounts, provision and depreciation accounts, and recording expenses and revenues related to the fiscal year 2020 on an accrual basis by the end of the business day on 17/1/2021.

3. Each government entity shall prepare three (electronic) copies of the draft sub-final account with one year for comparison as follows:
- Statement of Financial Position / approved by the Director-General of the entity and the Chief Financial Officer according to the (AG_Balance_Sheet) report extracted from the Mawared system.
 - Statement of Financial Performance / approved by the Director-General of the entity and the Chief Financial Officer according to the (AG_Income_Statement) report extracted from the Mawared system.
 - Statement of Cash Flows / approved by the Chief Financial Officer.
 - Statement of Changes in Net Assets/Equity / approved by the Chief Financial Officer.
 - Notes to the Financial Statements / approved by the Chief Financial Officer.

The approval shall be by signature in addition to the stamp of the government entity. The financial statements of entities whose financial affairs are managed by another entity shall be approved by the Director-General of the entity managing those affairs.

4. Each government entity shall prepare three electronic copies of the performance reports for its budget, to be approved by the Director-General of the government entity and the Chief Financial Officer. All pages must be signed and stamped. A general performance report shall be prepared compared to the final budget (approved budget + amendments), with the report data extracted from the Mawared system through the (AG-FUNDS AVAILABLE) report, and it should include a general report clarifying the following:
- A summary of the reasons for the deviation in revenue activities if the deviation rate (positive/negative) exceeds 5%.
 - A summary of the reasons for the deviation in expenditure programs if the deviation rate (positive/negative) exceeds 5%.
 - A general summary of the movement of appointments, resignations, and terminations of service compared to the budget, according to the general budget statistics.
5. Each government entity shall prepare three electronic copies in PDF, EXCEL, or WORD format (depending on the nature of the report) of

the attachments to the draft final account and the reports and documents required for the purpose of closing the accounts as indicated in this circular, as follows:

- Trial Balance, approved by the Chief Financial Officer in addition to the Head of Accounts.
 - Bank confirmation letters.
 - Bank reconciliation statements.
 - Confirmation letters from associate entities, related parties, accounts receivable, and the government funding account with the Department of Finance.
 - A statement detailing the balances of accrued expenses and accrued revenues.
 - A statement detailing the balances of prepaid expenses and unearned revenues.
 - A statement of investments (for departments with investments).
 - A statement of projects under execution specifying the completion rates as of December 31, 2020.
 - A letter from the legal advisor regarding cases concerning the department.
 - Approved copies of the results of inventory and inventory adjustments.
6. The government entity shall retain one copy of the draft sub-final account, its attachments, and performance reports, and shall send a copy of it to both the Financial Audit Authority and the Department of Finance by 31/1/2021 at the latest, according to timetable No. (1).
 7. The draft sub-final account for the concerned government entity shall include the report or reports of the Financial Audit Authority for the fiscal year 2020 (if any) and the actions taken thereon.
 8. The Financial Audit Authority shall audit all draft sub-final accounts and their attachments and provide the concerned entities and the Department of Finance with the audit results within (20 working days) from the date of receiving the draft sub-final statements of the government departments.
 9. Within (10 working days) of receiving the audit results on all sub-final statements from the Financial Audit Authority, the government departments shall study and settle the observations of the Financial Audit Authority, in addition to any observations that the Department

of Finance deems necessary to correct, clarify the reason for what has not been settled, re-reconcile the inter-departmental relations accounts, and send the response to the report to both the Financial Audit Authority and the Department of Finance, attached with the amended and duly approved sub-final financial statements and a copy of the reconciliations.

10. Government departments shall update their sub-final data upon making any other amendments, if any, that the Department of Finance or the Financial Audit Authority deems necessary to correct, until the Final General Account of the Government of Ajman is issued.

Fifth

Procedures for Preparing the Final General Account and Financial Position of the Government of Ajman and Their Approval Procedures

1. The Department of Finance shall prepare the draft Final General Account and Financial Position of the Government of Ajman for the fiscal year ending 31/12/2020 after receiving all the amended sub-final financial statements from the government departments in accordance with the provisions of the unified financial system of the Government of Ajman. This shall be completed and sent to the Financial Audit Authority, including detailed data, reports, and the draft decree of the final account, within (10 working days) from the date of receiving all the amended and duly approved sub-final financial statements.
2. The Financial Audit Authority must review the draft Final General Account and Financial Position of the Government of Ajman and provide the Department of Finance with its final report, including its opinion, within (10 working days) from the date of its receipt of the draft from the Department of Finance. If its final report, including its opinion, is not submitted within this period, the draft Final General Account and Financial Position will be considered accepted by it and to fairly represent the financial position of the Government of Ajman as of 31/12/2020, and its financial performance, cash flows, and changes in net assets for the fiscal year then ended.

3. After the Department of Finance receives a report with the observations and opinion of the Financial Audit Authority on the draft Final General Account and Financial Position of the Government of Ajman, or after the specified period has elapsed without any observations being made, the Department of Finance shall prepare the draft Final General Account and Financial Position of the Government of Ajman in its final form within (10 working days) from the date of receiving the report with the observations and opinion of the Financial Audit Authority, or the expiration of the specified period without any observations.
4. The Department of Finance shall prepare the detailed financial report of the Government of Ajman for the fiscal year ending 31/12/2020, attached with the draft Final General Account and Financial Position of the Government of Ajman and the detailed report of the Department of Finance regarding the draft Final General Account of the Government of Ajman, and shall present it to us for approval within (3 working days) from the date of completion of the preparation of the draft Final General Account and Financial Position of the Government of Ajman in its final form.
5. After our approval of the draft Final General Account and Financial Position of the Government of Ajman for the fiscal year ending 31/12/2020, the Department of Finance shall, within (5 working days), present a report on the draft Final General Account and Financial Position of the Government of Ajman for the fiscal year ending 31/12/2020 to the Executive Council for its review and to provide any observations thereon within (22 working days) from the date the report is sent to the Executive Council.
6. After receiving the recommendations of the Executive Council or the expiration of (22 working days) from the date the Department of Finance report is sent to the Executive Council, the Department of Finance shall study the recommendations of the Executive Council (if any), take the necessary action thereon, and then submit the draft decree for the approval of the Final General Account and Financial Position of the Government of Ajman for the fiscal year ending December 31, 2020, to His Highness the Ruler of the Emirate for his approval and issuance.

7. The financial performance (surplus/deficit) for the fiscal year ending 31/12/2020 shall be closed into the General Reserve Account of the Government of Ajman at the Department of Finance, and the balances of the inter-departmental relations accounts as of 31/12/2020 shall be closed into the government funding account within (5 working days) from the receipt of the decree approving the Final General Account, in coordination with the Financial Operations Section at the Department of Finance.

Sixth

Entities with Independent Budgets

And Companies Wholly Owned by the Government of Ajman

Government entities with independent budgets and companies wholly owned by the Government of Ajman must implement the following, without prejudice to the decrees specific to each of them:

1. Record all liabilities due on them during the fiscal year 2020 in accordance with their approved financial systems, standards, and accounting principles.
2. Provide the Department of Finance with their final statements for the year 2020 immediately upon their approval, in light of the deadlines specified in the legislation governing those entities.
3. Without prejudice to the instructions issued by the Crown Prince of the Emirate in this regard, the accumulated financial surpluses from the past fiscal year (2019) shall be transferred immediately upon the issuance of this circular. As for the financial surpluses for the current fiscal year (2020), they must be transferred by the end of April 2021 at the latest.

Seventh

Concluding Provisions

1. All government departments must provide the Department of Finance and the Financial Audit Authority with photocopies of the decisions forming the annual inventory committees, and the dates

- and locations for conducting the inventory by Tuesday, 24/11/2020 at the latest, ensuring that precautionary measures to combat and limit the spread of the Covid-19 virus are followed.
2. The end of the business day on Thursday, 31/12/2020, is considered the last working day of the fiscal year 2020.
 3. All departments and entities to which this circular applies must adhere to the deadlines contained herein, comply with the instructions of the Department of Finance, and provide all data, reports, and documents required by either the Financial Audit Authority or the Department of Finance on the specified dates.
 4. The Department of Finance shall communicate this circular to the entities concerned with its application and shall follow up on their compliance with its provisions. It shall be effective from the date of its issuance.

Ahmed bin Humaid Al Nuaimi
Ruler's Representative for Affairs
Administrative and Financial

Issued on: 05 / November / 2020

Timetable No. (1)

Procedures for preparing the draft Final General Account and Financial Position of the Government of Ajman for the fiscal year ending 31/12/2020 and closing the financial performance surplus in the General Reserve Account at the Department of Finance

No. General Procedures	Execution Deadline (at the latest)
1 Completion of preliminary procedures on the Mawared system for preparing the sub-final statements of government departments (according to Table No. 2)	17/01/2021
2 Completion of procedures for preparing the draft sub-final statements of government departments (according to Table No. 3)	17/01/2021

No.	General Procedures	Execution Deadline (at the latest)
3	Preparation of the sub-final financial statements for government departments, their due approval, retaining a copy, and sending it to both the Financial Audit Authority and the Department of Finance	31/01/2021
4	Financial Audit Authority sends the audit results on all draft sub-final statements and their attachments to the concerned entities and the Department of Finance	(20 working days) from the date of receiving the draft sub-final statements
5	Government departments study and settle the observations of the Financial Audit Authority, in addition to any observations the Department of Finance deems necessary to correct, with clarification of the reason for what has not been settled, re-reconcile inter-departmental relations accounts, and send the response to the report, attached with the amended and duly approved sub-final statements and a copy of the reconciliations, to both the Financial Audit Authority and the Department of Finance	(10 working days) from the date of receiving the audit results from the Financial Audit Authority
6	Preparation of the draft Final General Account by the Department of Finance and sending it to the Financial Audit Authority, including detailed data, reports, and the draft decree of the final account	(10 working days) from the date of receiving all amended and approved sub-final financial statements
7	Financial Audit Authority sends the audit results and its final report, including its	(10 working days) from the date of receiving the

No.	General Procedures	Execution Deadline (at the latest)
8	<p data-bbox="316 282 901 369">opinion on the draft Final General Account, to the Department of Finance</p> <p data-bbox="316 506 901 589">Preparation of the draft Final General Account in its final form</p>	<p data-bbox="959 282 1353 369">draft Final General Account</p> <p data-bbox="959 405 1353 696">(10 working days) from the date of receiving the Financial Audit Authority's report or the expiration of the specified period</p>
9	<p data-bbox="316 757 933 943">Presentation of the financial report and the draft Final General Account to the Ruler's Representative for Administrative and Financial Affairs</p>	<p data-bbox="959 730 1347 969">(3 working days) from the date of completion of the preparation of the draft Final General Account in its final form.</p>
10	<p data-bbox="316 1003 911 1243">Department of Finance sends its report regarding the draft Final General Account for the fiscal year ending December 31, 2020, to the Executive Council</p>	<p data-bbox="959 1003 1347 1243">(5 working days) from the date of approval of the draft Final General Account by the Ruler's Representative.</p>
11	<p data-bbox="316 1279 933 1776">The Department of Finance studies the recommendations of the Executive Council (if any), takes the necessary action thereon, and then submits the draft decree for the approval of the Final General Account and Financial Position of the Government of Ajman for the fiscal year ending December 31, 2020, to His Highness the Ruler of the Emirate for his approval and issuance</p>	<p data-bbox="959 1335 1347 1727">After receiving the recommendations of the Executive Council or the expiration of (22) working days) from the date the Department of Finance report is sent to the Executive Council</p>
12	<p data-bbox="316 1809 917 2049">Closing the financial performance surplus (deficit) for the fiscal year 2020 into the General Reserve Account at the Department of Finance and closing the balances of the inter-departmental</p>	<p data-bbox="959 1850 1347 2049">(5 working days) from the receipt of the decree approving the Final General Account</p>

No. General Procedures	Execution Deadline (at the latest)
relations accounts as of 31/12/2020 into the government funding account in coordination with the Financial Operations Section at the Department of Finance	

Timetable No. (2)

Preliminary Procedures on the Mawared System for Preparing the Draft Sub-Final Statements of Government Departments

No. Procedure	Execution Deadline (at the latest)
1 Last date to submit a request for an additional appropriation for the fiscal year 2020	24/11/2020
2 Last date to issue a purchase request for the fiscal year 2020	29/11/2020
3 Last date to submit a transfer request on the 2020 budget that is not within the powers of the government department	10/12/2020
4 Last date to approve or cancel any pending purchase requests on the Mawared system for the fiscal year 2020	08/12/2020
5 Last date to conclude contracts that create financial obligations for the fiscal year 2020, provided their actual execution period does not exceed the end of the fiscal year 2020. Government departments are prohibited from concluding contracts that create financial obligations for the fiscal year 2021	08/12/2020
6 Last date to issue a purchase order for the fiscal year 2020, with the necessity of not issuing any purchase	16/12/2020

No.	Procedure	Execution Deadline (at the latest)
	orders during 2020 for which materials are expected to be received and works executed during 2021.	
7	Last date to cancel all purchase orders for which approval procedures have not been completed and to cancel all purchase requests that have not been converted into purchase orders.	17/12/2020
8	Automatic cancellation of unapproved purchase requests, approved requests not converted to purchase orders, and purchase orders with incomplete approval procedures, all of which are still pending in the Mawared e-system	20/12/2020
9	Last date for approving employees' annual leaves for the fiscal year 2020	20/12/2020
10	Completion of preparing monthly payrolls and salary transfer procedures	24/12/2020
11	Last date for any quick payment transaction	30/12/2020
12	Preparation of necessary accounting settlements and procedures, including posting the December 2020 salary entry to the general ledger	31/12/2020
13	Completion of bank transfer procedures on the Mawared system	03/01/2021
14	Replenishment of amounts spent from permanent advances for the fiscal year 2020	05/01/2021
15	Completion of preparing the necessary entries for inventory adjustments	05/01/2021
16	Completion of entering all materials received up to 31/12/2020 and ensuring they are recorded on the actual date of receipt	07/01/2021
17	Cancellation of all purchase orders that have not been received or cancellation of the unreceived part	07/01/2021

No.	Procedure	Execution Deadline (at the latest)
	of partially received purchase orders for the fiscal year 2020	
19	Completion of all procedures for valuing investments that require valuation, and assets and liabilities in foreign currencies	07/01/2021
20	Last date to make an amendment to the fiscal year 2020 budget according to the powers of the government department.	07/01/2021
21	Completion of adding bank account statements to the system	One business day
22	Completion of bank reconciliations and settlement of any discrepancies, if found	Two business days
23	Recording the last payment invoice received pertaining to the fiscal year 2020	10/01/2021
24	Completion of all procedures related to the asset register and ensuring the register matches the balances of asset and accumulated depreciation accounts	10/01/2021
25	Completion of recording accrued revenues for the year 2020	12/01/2021
26	Completion of procedures for all invoices, deletion of any invoice in the payment log with incomplete procedures, and recording of accrued expenses for the concerned department up to 31/12/2020	12/01/2021
19	Ensure all transactions for the fiscal year ending December 31, 2020, are recorded	14/01/2021
20	Closing of financial accounts, electronic systems, and all subsidiary programs and applications after ensuring all financial transactions are recorded on an accrual basis	17/01/2021

Timetable No. (3)

Procedures for Preparing the Sub-Final Financial Statements of Government Departments

No.	Procedure	Execution Deadline (at the latest)
1	Provide the Department of Finance and the Financial Audit Authority with copies of the decisions forming the inventory committees (permanent advances, warehouses, and assets) and the dates and locations for conducting the inventory	24/11/2020
2	Completion of the comprehensive inventory of warehouses, with the comprehensive inventory work to begin on any day after 01/12/2020, ensuring balances are settled at the end of the fiscal year 2020	15/12/2020
3	Completion of the comprehensive inventory of property and any other assets	15/12/2020
4	The Department of Finance sends confirmation request letters to banks for account balances as of 31/12/2019, with copies of the confirmations received from the banks to be provided to government departments	29/12/2020
5	Closing of permanent advances	29/12/2020
6	Inventory of permanent advances that have been exempted by the Director-General of the department	31/12/2020
7	Inventory of bank guarantees, guarantee checks, receipt vouchers, checks, and valuable papers and printed materials	31/12/2020
8	Closing the receipts fund and depositing all collected receipts into the designated bank account.	31/12/2020
9	Prepare a report on the last financial documents executed at the end of the business day on	05/01/2021

No.	Procedure	Execution Deadline (at the latest)
	31/12/2020 and send it to the Department of Finance and the Financial Audit Authority	
10	Send confirmation letters for accounts receivable exceeding AED 10,000, related parties, and government funding accounts as of 31/12/2020	12/01/2021
11	Completion of preparing the sub-tax return data for the fourth quarter, closing the balances of input and output tax accounts in the inter-departmental relations account, closing the balances of the debit and credit reverse charge accounts, and settling any dues between departments and the Department of Finance within the inter-departmental relations-tax account.	14/01/2021
12	Completion of reconciliations and settlement of any discrepancies, if found	17/01/2021
13	Send the sub-tax return for the fourth quarter, approved by its legal representative and stamped, to the Department of Finance	17/01/2021
14	Completion of all other procedures related to the sub-final statements	17/01/2021