

Financial Circular No. () for the year 2019

Regarding

Preparation of the General Final Account and Financial Position of the Government of Ajman for the Fiscal Year

Ending on December 31, 2019.

Based on the provisions of Article (34) of Emiri Decree No. (11) of 2011 issuing the Financial Law of the Government of Ajman and the provisions of Chapter Four of the Executive Regulation of the Financial Law of the Government of Ajman issued by Emiri Resolution No. (12) of 2011, and for the requirements of preparing the draft subsidiary final accounts for the fiscal year 2019, and in our keenness to prepare and issue the General Final Account and Financial Position of the Government of Ajman for the fiscal year ending on December 31, 2019 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 General Final Account and Financial Position of the Government of Ajman

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

1. To show the true financial position of the Emirate's government, indicating its rights from others and its obligations towards others 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 expenditures during the ended year with their final approved estimates to show overspending or unused appropriations.
 - Actual revenues during the ended fiscal year with their final approved estimates to show the shortfall or surplus.
 - 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.
 - Actual revenues during the ended year with actual expenses during the same year to show the result of implementing the government's general budget for the concerned fiscal year, whether it is a surplus or a deficit.
3. A statement of the changes that occurred to the government's general budget after its issuance and during its implementation from additional appropriations and transfers to identify the justifications and reasons for that.
4. 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.

5. To identify the frozen public funds in stagnant materials and items in government warehouses, as the general final account provides clarifications and information about their value, which gives decision-makers the opportunity to take necessary action regarding them.

Third

Preliminary Procedures for Preparing the Draft Subsidiary Final Account of the Government Department

For the Fiscal Year Ending on December 31, 2019

All government departments must adhere to the precise implementation of these instructions and complete all preliminary work for preparing the subsidiary final statements no later than 15/01/2020, as 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 working day on 28/11/2019.

The last date for approving or canceling any pending purchase requests on the Mawared electronic system is the end of the working day on 08/12/2019.

2. Regarding amendments to the approved budget for the concerned fiscal year, the procedures mentioned below shall be followed unless we decide otherwise:

The last date for submitting a request for additional appropriation is the end of the working day on 24/11/2019.

The last date for submitting a transfer that is not within the powers of the government department is the end of the working day on 05/12/2019.

The last date for making an amendment to the budget according to the powers of the government department is the end of the working day on 09/01/2020.

3. The last date for issuing a purchase order is the end of the working day on 15/12/2019, with necessary actions taken to cancel any purchase orders on the system whose approval procedures have not been completed, as well as canceling any purchase requests not converted into purchase orders by the end of the working day on 16/12/2019. It is necessary not to issue any purchase orders during 2019 for which materials are expected to be received and work to be implemented during 2020.
4. The last date for concluding contracts that create financial obligations for the fiscal year 2019 is the end of the working day on 08/12/2019, provided that their actual implementation period does not exceed the end of the fiscal year 2019. Government departments are prohibited from concluding contracts that create financial obligations for the fiscal year 2020 without obtaining the approval of the Department of Finance.
5. Approve annual leaves for employees on the Mawared system for the year 2019 by 19/12/2019 at the latest, and complete the preparation of monthly payrolls and salary transfer procedures by 25/12/2019 at the latest, provided that no quick payment process is made after this date. Also, prepare the necessary accounting adjustments and procedures, including posting the salary entry for December 2019 to the general ledger by 31/12/2019 at the latest.
6. 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 electronic system is the end of the working day on 06/01/2020.
7. Complete the comprehensive inventory of warehouses, workshops, and subsidiary and personal custodies by 15/12/2019 at the latest, with the comprehensive inventory starting on any day after 01/12/2019. It is necessary to settle the balances at the end of the fiscal year 2019 if there is any movement in the inventory balances during the inventory period.
8. Complete the comprehensive inventory of government properties and any other assets by 15/12/2019 at the latest.
9. Inventory of bank guarantees and guarantee checks at the end of the working day on 31/12/2019.

10. Inventory of receipt vouchers, payment vouchers, checks, and paper printouts of material value, stating the number printed, used, remaining balance, and the number of the last receipt used from each book still in use on 31/12/2019.
11. Inventory of permanent imprests that have been exempted by the Director-General of the government department and which require being kept, by 31/12/2019 at the latest. The amounts disbursed from them for the fiscal year 2019 must be reimbursed by 05/01/2020 at the latest, and the remaining permanent imprests must be closed before the end of official working hours on Sunday, 29/12/2019.
12. Prepare the necessary entries for inventory adjustments, if any, by the end of the working day on 05/01/2020.
13. Close the receipts fund on 31/12/2019 at 12:30 PM at the latest, with all collected receipts deposited in the designated bank account on the same day, and recorded in the relevant records and accounts of the concerned government department. In addition, any other revenues due to the concerned department up to 31/12/2019 that have not been collected must be recorded by 12/01/2020 at the latest.
14. The government entity shall prepare a report showing the last financial documents executed at the end of the working day on Tuesday, 31/12/2019, as follows:
 - Type and number of the document, amount, date, and description of the transaction. Examples of the concerned documents include, but are not limited to (payment vouchers, receipt vouchers, bank transfers, in addition to purchase orders, purchase requests, etc.).
 - Government entities shall send a copy of the said report and attach a copy of the document itself to both the Department of Finance and the Financial Audit Authority on Thursday, 05/01/2020.
15. The Department of Finance shall send letters requesting confirmation of bank account balances as of 31/12/2019 by 29/12/2019 at the latest, provided that government departments are provided with copies of the confirmations received from the banks.
16. The Department of Finance shall upload bank account statements to the Mawared system within one working day from the date of their

receipt from the banks, and government entities shall complete bank reconciliations within two working days from the date of their upload to the system.

17. Complete the recording of all received materials related to the fiscal year 2019 on their actual date of receipt in the records and accounts by 06/01/2020 at the latest.
18. Complete the recording of the last payment invoice for the fiscal year 2019 by 09/01/2020 at the latest, and delete any invoice in the payment register with incomplete procedures by 12/01/2020 at the latest.
19. Any expenses accrued by the concerned department up to 31/12/2019 shall be recorded by 12/01/2020 at the latest.
20. Complete all procedures for valuing investments that need valuation, and assets and liabilities in foreign currencies according to the unified financial system by 06/01/2020 at the latest.
21. Complete all procedures related to the asset register and ensure that the register's balances match the asset and accumulated depreciation accounts by 09/01/2020 at the latest.
22. Send confirmation letters for accounts receivable balances exceeding AED 10,000, related parties, and government financing accounts as of 31/12/2019, by 12/01/2020 at the latest, with a note in the confirmation letter that if no objection or notification is received from the entity to the department within (5) working days, the balance will be considered confirmed as correct.
23. It must be ensured that all transactions are recorded on an accrual basis for the fiscal year ending on 31/12/2019 in the Mawared electronic system or in the approved financial records of the government department by 14/01/2020 at the latest.
24. The preparation of the subsidiary tax return data for the fourth quarter must be completed by 15/01/2020, and the tax reports extracted from the subsidiary systems and the general ledger, stamped and approved, must be sent to the Department of Finance by 16/01/2020 at the latest, after ensuring that all financial transactions related to input or output tax are recorded, as well as closing the input and output tax accounts in the inter-departmental relations account, closing the reverse charge debit and credit accounts, and settling any dues between departments and the

Department of Finance within the inter-departmental relations account.

25. The financial accounts, electronic systems, and all subsidiary programs, applications, and financial periods shall be closed at the end of the working day on 15/01/2020.
26. Complete all procedures related to the subsidiary final statements by 15/01/2020 at the latest.

Fourth

Responsibility of the Government Department

Regarding the Preparation of the Draft Subsidiary Final Account and its Preparation 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 subsidiary final statements for the fiscal year ending on 31/12/2019 by the end of the working day on 15/01/2020, according to the attached timelines No. (2) and (3).
2. The 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 according to the accrual basis applicable in the Government of Ajman, and reconciling bank balances, accounts receivable, and government accounts, calculating all provisions and depreciations, and recording expenses and revenues related to the fiscal year 2019 according to the accrual basis by the end of the working day on 15/01/2020.
3. Each government entity shall prepare three paper copies of the draft subsidiary final account with one year for comparison, in accordance with the forms and instructions approved by the Department of Finance, as follows:
 - Statement of Financial Position / approved by the Director-General of the entity and the Chief Financial Officer.
 - Statement of Financial Performance / approved by the Director-General of the entity and the Chief Financial Officer.
 - 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,

1. Each government entity shall prepare three paper copies of the performance reports, to be approved by the Director-General of the government entity and the Chief Financial Officer. All pages shall be signed and stamped, and a general performance report shall be prepared compared to the final budget (approved budget + amendments), consistent with the budget reports in the Mawared system (AG - FUNDS AVAILABLE), and shall 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 services compared to the budget, according to the general budget statistics.
2. Each government entity shall prepare three electronic copies in (Word), Excel, or (PDF) format, depending on the nature of the report, of the attachments to the draft final account and the required reports and documents for the purpose of closing the accounts, as specified 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 fellow entities, related parties, accounts receivable, and the government financing 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 that have investments).
- A statement of projects under implementation specifying the completion percentages as of December 31, 2019.
- A letter from the legal advisor regarding cases concerning the department.
- Approved copies of all inventory minutes, reports, and inventory adjustments.

3. The government entity shall keep one copy of the draft subsidiary final account, its attachments, and performance reports, and a copy of the draft subsidiary final account and performance reports shall be sent to both the Financial Audit Authority and the Department of Finance, accompanied by a CD or storage unit containing an electronic copy of all its attachments, no later than 30/01/2020, according to timeline No. (1).

4. The report or reports of the Financial Audit Authority for the fiscal year 2019 (if any), and the actions taken thereon, shall be attached to the draft subsidiary final account of the concerned government entity.

5. The Financial Audit Authority shall audit all draft subsidiary final accounts and their attachments and provide the concerned entities and the Department of Finance with the results of its audit of these accounts within (20 working days) from the date of receiving the draft subsidiary final statements of the government departments.

6. The balances of inter-departmental relations as of the end of the fiscal year 2019 shall be closed after reconciliation between the departments among themselves in the government financing account, within three working days from the date of receiving the audit report from the Financial Audit Authority on the draft subsidiary final account, in coordination with the Operations Section at the Department of Finance.

7. Within (10) working days of receiving the audit results on all subsidiary 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, and clarify the reason for what has not been settled, and send the response to the report to both the Financial Audit Authority and the Department of Finance, attaching the amended and duly approved subsidiary final financial statements.

8. Government departments shall update their subsidiary final statements upon making any other amendments, if any, that the Department of Finance and the Financial Audit Authority deem necessary to correct until the issuance of the General Final Account of the Government of Ajman.

Fifth

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

1. The Department of Finance shall prepare the draft General Final Account and Financial Position of the Government of Ajman for the fiscal year ending on 31/12/2019 after receiving all the amended subsidiary final financial statements of the government departments in accordance with the provisions of the unified financial system of the Government of Ajman, provided that it is completed and sent to the Financial Audit Authority, including the 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 subsidiary final financial statements.
2. The Financial Audit Authority shall review the draft General Final 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 receiving the draft General Final Account and Financial Position of the Government of Ajman from the Department of Finance. If it fails to submit its final report including its opinion within this period, the draft General Final Account shall be considered accepted by it, and that the General Final Account and Financial Position fairly represent the financial position of the Government of Ajman as of 31/12/2019 and its financial

performance, cash flows, and changes in net assets for the fiscal year ending on that date.

3. After the Department of Finance receives a report with the observations and opinion of the Financial Audit Authority on the draft General Final Account and Financial Position of the Government of Ajman, or the expiration of the specified period above without any observations, the Department of Finance shall prepare the draft General Final 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 above without any observations.
4. The Department of Finance shall prepare the detailed financial report of the Government of Ajman for the fiscal year ending on 31/12/2019, attached with the draft General Final Account and Financial Position of the Government of Ajman and the detailed report of the Department of Finance on the draft General Final 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 General Final Account and Financial Position of the Government of Ajman in its final form.
5. After our approval of the draft General Final Account and Financial Position of the Government of Ajman for the fiscal year ending on 31/12/2019, the Department of Finance shall, within 5 working days, present a report on the draft General Final Account and Financial Position of the Government of Ajman for the fiscal year ending on 31/12/2019 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's report is sent to the Executive Council, the Department of Finance shall study the recommendations of the Executive Council (if any) and take the necessary action regarding them, and then submit the draft decree approving the General Final Account and Financial Position of the Government of Ajman for the fiscal year ending on

December 31, 2019, to His Highness the Ruler of the Emirate for his approval and issuance.

7. The surplus/(deficit) of the financial performance for the fiscal year ending on 31/12/2019 shall be closed in the General Reserve Account of the Government of Ajman at the Department of Finance within 5 working days from the receipt of the decree approving the General Final Account.

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 2019 in accordance with the financial systems, standards, and accounting principles approved by them.
2. Provide the Department of Finance with their final statements for the year 2019 immediately upon their approval, in light of the deadlines specified in the legislation governing those entities.
3. Transfer the accumulated financial surpluses from the previous fiscal year (2018) immediately upon the issuance of this circular. As for the financial surpluses for the current fiscal year (2019), they must be transferred by the end of April 2020 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 of the inventory by Sunday, 24/11/2019 at the latest.
2. The end of the working day on Tuesday, 31/12/2019, is considered the last working day of the fiscal year 2019.

3. All departments and entities to which this circular applies must adhere to the deadlines mentioned herein, comply with the instructions of the Department of Finance, and provide all data, reports, and documents, whether requested by 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 Administrative and Financial Affairs

Issued on 07 / 11 / 2019

Timeline No. (1)

Procedures for preparing the draft General Final Account and Financial Position of the Government of Ajman for the fiscal year ending 31/12/2019 and closing the financial performance surplus in the General Reserve account at the Department of Finance

General Procedures	Implementation Date (at the latest)
Completion of preliminary procedures on the Mawared system for preparing the subsidiary final statements for government departments (according to Table No. (2))	15/01/2020
Completion of procedures for preparing the draft subsidiary final statements for government departments (according to Table No. (3))	15/01/2020

General Procedures	Implementation Date (at the latest)
Sending the subsidiary final financial statements for government departments, duly approved, retaining a copy, and sending it to the Financial Audit Authority and the Department of Finance, accompanied by an electronic copy of the attachments	30/01/2020
Audit by the Financial Audit Authority of the audit results on all draft subsidiary final statements and their attachments for the concerned entities and the Department of Finance	(20 working days) from the date of receiving the draft subsidiary final statements
Closing the balances of inter-departmental relations at the end of the fiscal year 2019 in coordination with the Operations Section at the Department of Finance	(Three working days) from the date of receiving the audit results from the Financial Audit Authority
Government departments to 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 was not settled, and sending the response to the report attached with the amended and duly approved subsidiary final statements 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
Preparation of the draft General Final Account by the Department of Finance and sending it to the Financial Audit Authority, including detailed data, a report, and the draft decree of the final account	(10 working days) from the date of receiving all the amended and approved subsidiary final financial statements

General Procedures	Implementation Date (at the latest)
Study by the Financial Audit Authority of the audit results and its final report including its opinion on the draft General Final Account for the Department of Finance	(10 working days) from the date of receiving the draft General Final Account
Preparation of the draft General Final Account in its final form	(10 working days) from the date of receiving the Financial Audit Authority's report or the expiration of the specified period
Presentation of the financial report and the draft General Final Account to the Ruler's Representative for Administrative and Financial Affairs	(3 working days) from the date of completing the preparation of the draft General Final Account in its final form.
The Department of Finance presents its report on the draft General Final Account for the fiscal year ending December 31, 2019 to the Executive Council	(5 working days) from the date of the Ruler's Representative's approval of the draft General Final Account.
The Department of Finance studies the recommendations of the Executive Council (if any) and takes the necessary action, then submits the draft decree approving the General Final Account and Financial Position of the Government of Ajman for the fiscal year ending December 31, 2019 to His Highness the Ruler of the Emirate for his approval and issuance	After receiving the recommendations of the Executive Council or the expiration of (22) working days from the date the Department of Finance's report is sent to the Executive Council
Closing the surplus (deficit) of the financial performance for the fiscal year 2019 in the General Reserve account at the Department of Finance	(5 working days) from receiving the decree approving the General Final Account

Timeline No. (2)

Preliminary Procedures on the Mawared system for preparing the draft subsidiary final statements for government departments

No.	Procedure	Implementation Date (at the latest)
1	Last date to submit a request for additional appropriation for the fiscal year 2019	24/11/2019
2	Last date to issue a purchase request for the fiscal year 2019	28/11/2019
3	Last date to submit a transfer request on the 2019 budget that is not within the powers of the government department	05/12/2019
4	Last date to approve or cancel any pending purchase requests on the Mawared system for the fiscal year 2019	08/12/2019
5	Last date for concluding contracts that create financial obligations for the fiscal year 2019, provided that their actual implementation period does not exceed the end of the fiscal year 2019, and government departments are prohibited from concluding contracts that create financial obligations for the fiscal year 2020	08/12/2019
6	Last date to issue a purchase order for the fiscal year 2019, with the necessity of not issuing any purchase orders during 2019 for which materials are expected to be received and works to be implemented during 2020.	15/12/2019
7	Last date to cancel all purchase orders whose approval procedures have not been	16/12/2019

No.	Procedure	Implementation Date (at the latest)
	completed and to cancel all purchase requests that have not been converted into purchase orders.	
8	Last date for approving annual leaves for employees for the fiscal year 2019	19/12/2019
9	Completion of preparing monthly payrolls and salary transfer procedures, provided that no quick payment process is made after this date	25/12/2019
10	Preparation of necessary accounting adjustments and procedures, including posting the December 2019 payroll entry to the general ledger	31/12/2019
11	Reimbursement of amounts disbursed from permanent imprests for the fiscal year 2019	05/01/2020
12	Completion of preparing the necessary entries for inventory adjustments	05/01/2020
13	Completion of entering all materials received up to 31/12/2019 and ensuring they are recorded on the actual date of receipt	06/01/2020
14	Cancellation of all unreceived purchase orders or the unreceived part of partially received purchase orders for the fiscal year 2019	06/01/2020
15	Completion of all procedures for valuing investments that need valuation, and assets and liabilities in foreign currencies	06/01/2020
16	Completion of uploading bank account statements to the system	One working day from the date of receipt from the banks

No.	Procedure	Implementation Date (at the latest)
17	Completion of bank reconciliations and settlement of any discrepancies, if any	Two working days from the date of upload to the system
18	Recording the last payment invoice for the fiscal year 2019	09/01/2020
19	Last date for making an amendment to the budget of the fiscal year 2019 according to the powers of the government department.	09/01/2020
20	Completion of all procedures related to the asset register and ensuring the register's balances match the asset and accumulated depreciation accounts	09/01/2020
21	Completion of recording accrued revenues for the year 2019	12/01/2020
22	Completion of procedures for all invoices, deleting any invoice in the payment register with incomplete procedures, and recording accrued expenses for the concerned department up to 31/12/2019	12/01/2020
23	Ensuring all transactions for the fiscal year ending on 31/December/2019 are recorded	14/01/2020
24	Closing of financial accounts, electronic systems, and all subsidiary programs and applications after ensuring all financial transactions are recorded on an accrual basis	15/01/2020

Timeline No. (3)

Procedures for preparing the subsidiary final financial statements for government departments

No.	Procedure	Implementation Date (at the latest)
1	Provide the Department of Finance and the Financial Audit Authority with copies of the decisions forming the inventory committees (permanent imprests, warehouses, and assets) and the dates and locations of the inventory	24/11/2019
2	Completion of the comprehensive inventory of warehouses, with the comprehensive inventory starting on any day after 01/12/2019, with the necessity of settling balances at the end of the fiscal year 2019	15/12/2019
3	Completion of the comprehensive inventory of properties, and any other assets	15/12/2019
4	The Department of Finance to send letters requesting confirmation of account balances with banks up to 31/12/2019, provided that government departments are provided with copies of the confirmations received from the banks	29/12/2019
5	Closing of permanent imprests	29/12/2019
6	Inventory of permanent imprests that have been exempted by the Director-General of the department	31/12/2019
7	Inventory of bank guarantees, guarantee checks, receipt vouchers, checks, papers, and printouts of material value	31/12/2019
8		31/12/2019

No.	Procedure	Implementation Date (at the latest)
	Closing the receipts fund and depositing all collected receipts in the designated bank account.	
	Prepare a report on the last financial documents executed at the end of the working	
9	day on 31/12/2019 and send it to the Department of Finance and the Financial Audit Authority	05/01/2020
	Send confirmation letters for accounts receivable exceeding AED 10,000, related	
10	parties, and government financing accounts as of 31/12/2019, and settle any discrepancies, if any	12/01/2020
11	Completion of preparing the subsidiary tax return data for the fourth quarter	15/01/2020
12	Send the subsidiary tax return for the fourth quarter, approved by its legal representative and stamped, to the Department of Finance	15/01/2020
13	Completion of all other procedures related to the subsidiary final statements	15/01/2020