MINISTRY OF FINANCE, TRADE, INVESTMENT & ECONOMIC PLANNING

CIRCULAR NO. 3 of 2020

27th February 2020

TO:

Attorney General
Secretary General
Secretaries of State
Brigadier, SPDF
Commissioner of Police
Chairman Constitutional
Ombudsman
Auditor General
Electoral Commissioner
Chairman, Public Service Appeals Board
Chief Secretary Public Service
Principal Secretaries
Clerk of the National Assembly
Master/ Registrar, Supreme Court
Chief Executive Officers

Introduction of New Accounting Manual 2020

The purpose of the new Accounting Manual is to bring the Government's accounting, recording, reporting practices and processes in line with new developments and to support the various reforms in the area of Public Finance Management (PFM).

The new manual also aims to improve government's accountability, transparency, and decision-making through: (i) updated practices and accounting instructions to support the revised PFM regulatory framework; and (ii) providing an operational manual that forms a basis for training and enforcing compliance to documented accounting processes and reporting practices.

This Accounting Manual replaces any accounting manual or financial instructions previously issued by Government of Seychelles, and should be used alongside Public Finance Management Act and Regulations.

The manual is applicable from 1st March 2020. However as the manual has emphasized on automation of some processes, which will require additional system development especially in Treasury Information System, for processes that requires system development, the full implementation is anticipated for January 2021.

All respective users should familiarize themselves and adapt with all processes and requirements established in this new manual. The Department of Finance have already conducted sensitization sessions with accounting officers, all accounts staff and Admin and Human Resources personnel.

All ministries, departments and budget-dependent agencies (MDAs) shall follow this accounting manual. Other public bodies including the Public Enterprises may choose to use this manual if they wish to do so, but can also develop their own accounting manual.

Soft copies of the manual should be kept by all MDAs and should be made available in induction pack for all new employees involved in performing duties in the manual. The latest version of this accounting manual and related circular can be obtained by sending a request to PAM@finance.gov.sc. or accessed on MFTIEP's website.

Thanking you for your usual co-operation.

Irene Croise
Comptroller General