



**Finance Circular No. 30/ 1383**  
**Dated \_\_ September 2004 (\_\_ Mizaan, 1383)**

**Subject: Reporting on M16's Awaiting Payment**

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**Purpose**

This finance circular instructs provincial Mustofiat to report on all M16's awaiting payment at the end of Sunmbula, and remaining unpaid.

**Background**

There is evidence suggesting that some Provinces have a backlog of unpaid M16's. The Ministry of Finance regards this situation unacceptable, given that there has been no shortage of funds to ensure payments in full amount.

The Ministry of Finance requires all Mustofiat to report for the amounts of M16's awaiting payment at the end of the month of Sunmbula to allow Treasury to plan to have these arrears discharged as soon as possible.

**Assessing the amount of payables**

Mustofiat are required to submit, with their M23 and expenditure T8 for the end of Sunmbula a list of all M16 payment requests which have been received from Ministries and remain unpaid, for whatever reason. The list is to include:

- Ministry;
- Date M16 submitted to Mustofiat;
- Amount;
- Any reference number assigned to the M16;
- Major economic code(s) for the payment (provide separate amounts where different codes are used);
- Reason the M16 has not been processed.

**Action to be taken by the Treasury**

After analysing the statements of unpaid M16's submitted with Sunmbula reports, Treasury will adjust cash provision to the province based on the 3<sup>rd</sup> quarter allotment and the total of unpaid M16's reported in response to this circular.

The Mustofiat and head of accounting shall sign the report certifying that the data entered truly represents due amounts and is consistent with the documents and accounting records kept in the mustofiat and budget entities located in the province.

Duly completed reports shall be submitted to the Treasury Accounting and Reporting unit on or before 16, Mizaan 1383.

The Ministry of Finance will assume that there are no outstanding payables as of the end of Sunmbula, if the report from a province is not received in the Ministry of Finance by close of business on 16, Mizaan 1383.

The Ministry of Finance reserves the right to audit these statements and to impose penalties on officials misreporting on outstanding payables.

Salutation

Dr. Ghani  
Minister of Finance