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An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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BRLPS/Accounts/284/12/4729

Date - 13/03/19

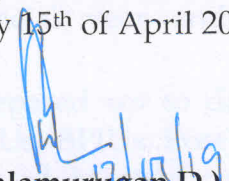
Office Order

In view of the financial year 2018-'19 coming to close shortly, the state as well as the district teams need to be more attentive to ensure inclusion of all financial transactions, adjustment of advances lying as outstanding with staffs, BPIUs and CBOs, reconciliation with banks, state and inter district transactions and final submission of the financial reports in time with due accuracy.

For this purpose, all the project functionaries and the finance teams need to work together and comply with following instruction diligently:

1. Opening balances in Tally data is to be confirmed from audited Balance Sheet for the financial year -2017-'18.
2. Cash balance available at BPIU as on 28-03-2019 must be deposited in to the BPIUs bank accounts. Reconcile the BPIUs advances in the books of DPCU with DPCUs liabilities in the books of BPIUs. After reconciliation, DPCUs should close the BPIUs advance by debiting the balances under banks and advances. **All advances must be identified before taking in to the books of DPCUs. All unidentified/fictitious advances will be transferred in the name of concerned unit head and be recovered from the person concerned.**
3. All outstanding advances, other than mobile/motorbike/laptop and salary advance relating to staffs must be settled against expenditure / recovery of advance during the financial year-2018-'2019.
4. Collect the UCs / SOE for adjustment of advances lying with CBOs over a period of more than 3-months.
5. Prepare reconciliation statement with SPMU and DPCU to BPIU for fund /Expenditure transferred during the financial year and inter-district transfers and take entries in the books.
6. Bank reconciliation statements are to be prepared up to date up to 31st March-2019 for all the bank accounts at DPCUs/BPIUs. Post reconciliation accounting entries up to February,2019 related to stale cheques , bank charges – etc. are to be taken into the books of accounts before finalization of accounts.
7. All the fixed assets /stocks must be physically verified by authorized committee.
8. Ensure that no negative cash balance is reflected in to the books of accounts during the financial year concerned [F.Y. -2018-'19] and cost centres be properly maintained under Tally Software.
9. Before closure of accounts, please ensure that no double payments are made to the CBOs. **All the fund transfer/advice/cheque must be cleared within 7 days from the date of issue of this office order. Any unidentified credit in bank must be identified and take appropriate entries in the books of accounts.**

10. Prepare the schedules of Balance sheet and the Income & Expenditure accounts for your respective DPCU. Unit-wise/project wise fixed assets' schedule will also be prepared.
11. Ensure that all the statutory dues / returns are to be deposited / filed with the concerned authorities on or before due-date.
12. The salaries for the month of march-2019 shall be paid in the month of april-2019. No salary entry shall be booked on due basis for the month of march-2019.
13. The advance -list is required to be verified carefully. All advances must be certified by the concerned unit head.
14. The audit observations, affecting the financial statements shall be given due attention and must be complied immediately.
15. The BRLPS statutory audit - observations for the F.Y.-2017-'18 are also required to be taken care of. **Any observations of earlier Financial Year must not be repeated in the current Financial Year.**
16. **All the bills/vouchers up to December 2018 must be submitted to DPCU on or before 20th of March 2019. Claims for the period Jan.-Mar. 2019 must be submitted/adjusted/paid only up to the 30th June'2019 and after that it will not be considered.**
17. Finance Managers of respective DPCU are to ensure that no stale cheque/ unidentified credit continue to exist in the BRS of March 2019.
18. All Finance Managers with one accountant would report to SPMU Patna on 15-04-2019 and stay here up to 18-04-2019 for the purpose of finalisation of books of accounts for the F.Y. 2018-19. They would report to SPMU with the followings:-
 - a. Updated Tally data for the F.Y. 2018-19 of all projects including LSBA.
 - b. Signed copy of BRS of DPCU and all its BPIU for the month of March 2019.
 - c. SPMU Reconciliation/DPCU to BPIU reconciliation statement.
 - d. IUFRR for the Qtr.-IV of FY.-2018-19.
19. After formal closure of books of accounts, balance confirmation certificate certified by the bankers for all bank balances available with respective banks, financial Statement along with relevant schedules to the financial statement and duly signed copy of management assertion letter for the F.Y.2018-19 would be submitted to SPMU by 15th of April 2019.


(Balamurugan D.)

Chief Executive Officer

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State Mission Director

Bihar Rural Livelihoods Promotion Society.

Copy to:

Director/OSD/CFO/PCs/ AO/SPMs/PS/
SFM/PMs/PO/AFMs/DPMs/FMs/BPMs