Audit Service Commission

Performance Report

2023.04.10 - 2023.12.31

Audit Service Commission

No. 35, Dr. N.M. Perera Mawatha, Colombo 08 .

Alignment

1. Introduction

The Audit Service Commission has been established in terms of Article 153 A (1) of Chapter XVII of the Constitution of the Democratic Socialist Republic of Sri Lanka .

Vision

In accordance with the provisions of the National Audit Act

Dedicated to public engagement and accountability

Excellent audit service

Mission

Ensuring accountability of public resources by establishing a Sri Lankan Public Audit Service that prioritizes professionalism, competence and good governance

Our values

- Independence
- Impartiality
- honesty
- Innovation
- Transparency
- Accountability
- Professional competence

2. Audit Service Commission

2.1 Powers and functions assigned by Article 153(c) of the Constitution and the National Audit Act No. 19 of 2018

I. Power of appointment, promotion, transfer, disciplinary control and dismissal of members belonging to Sri Lanka State Audit Service

II. Formulation of rules related to recruitment procedures, appointments, transfers, disciplinary control and dismissal of members of the Sri Lanka State Audit Service subject to the policies formally made by the Cabinet of Ministers

III. Preparation of the annual estimate of the National Audit Office

IV. Power to exercise and perform such other powers and duties as may be prescribed by law.

V. Where no audit standards are specified in the Sri Lanka Audit Standards for Performance Audit, Environmental Audit, Technical Audit and any other special audits, prepare such standards and publish in the gazette, specify the provisions of the International Standards of The Supreme Audit Institutions determined by the International Organization of The Supreme Audit Institutions to be applicable in relation to such audits, with amendments to suit local requirements.

VI. where the Audit Service Commission has reasonable grounds to believe that any transaction of an auditee entity has been made contrary to any written law and has caused any deficiency or loss due to fraud, negligence, misappropriation or corruption, report to the Chief Accounting Officer of the auditee entity for imposition of a surcharge on the value of the deficiency or loss in every transaction of such auditee entity.

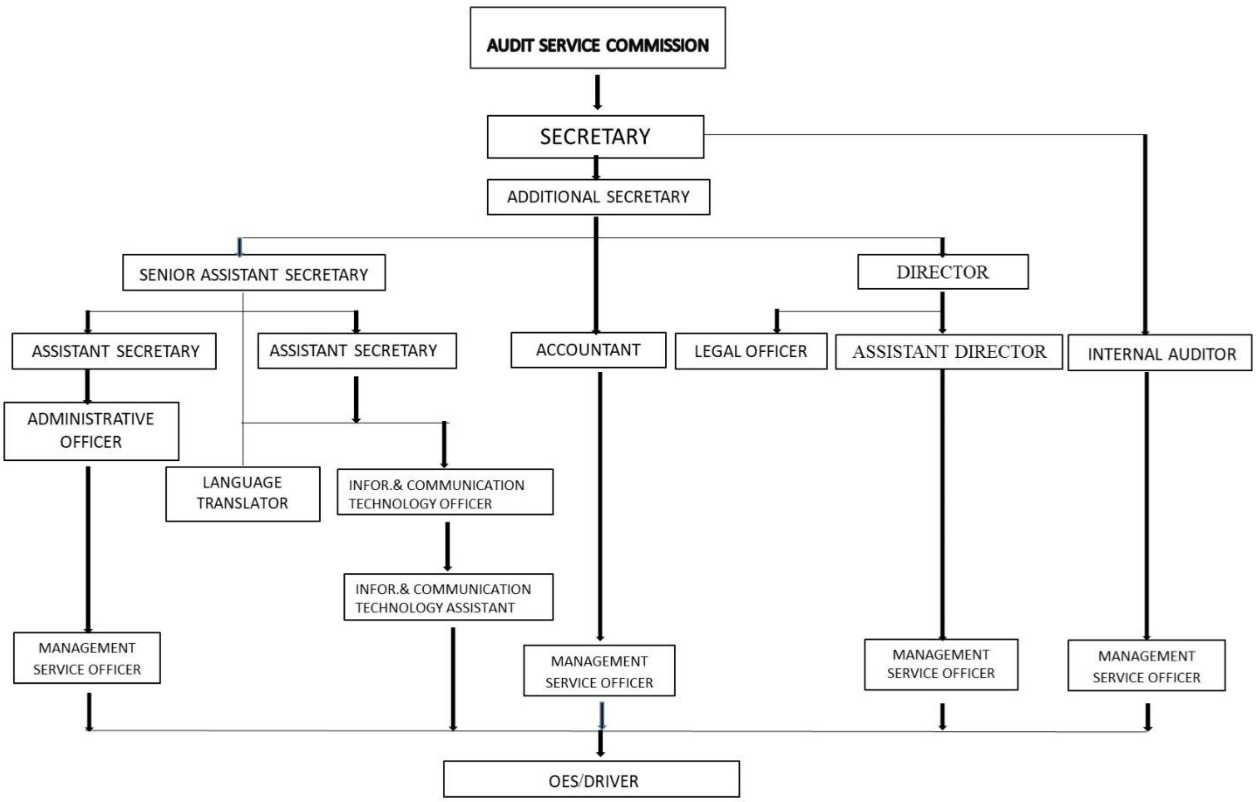
VII. Appoint committees to assist the affairs of the Commission.

VIII. Introduce schemes to enhance the quality of performance of the staff of the National Audit Office.

IX. Make rules for which specific provision has been given in the National Audit Act

X. Formulation of rules pertaining to management of State Audit Training and Development Centre

2.2 Organization Chart



3. Performance of the Audit Service Commission – 10.04.2023 to 31.12.2023

3.1 Progress in the powers and functions assigned in accordance with the provisions of Article 153 C of the Constitution and the National Audit Act No. 19 of 2018

Powers	Progress
Formulation of rules relating to recruitment procedures, appointments, transfers, disciplinary control and dismissal of members of the Sri Lanka Public Audit Service	➢ The Service Minute of the Sri Lanka State Audit Service has been submitted to the President's Secretary to obtain policy clearances from the Cabinet of Ministers after being approved by the Commission.
	➢ The Rules of Procedures has been submitted for approval by the Audit Service Commission and is under review by the Audit Service Commission. ➢ A Cabinet Memorandum to amend the National Audit Act has been drafted and submitted to the President's Secretary.

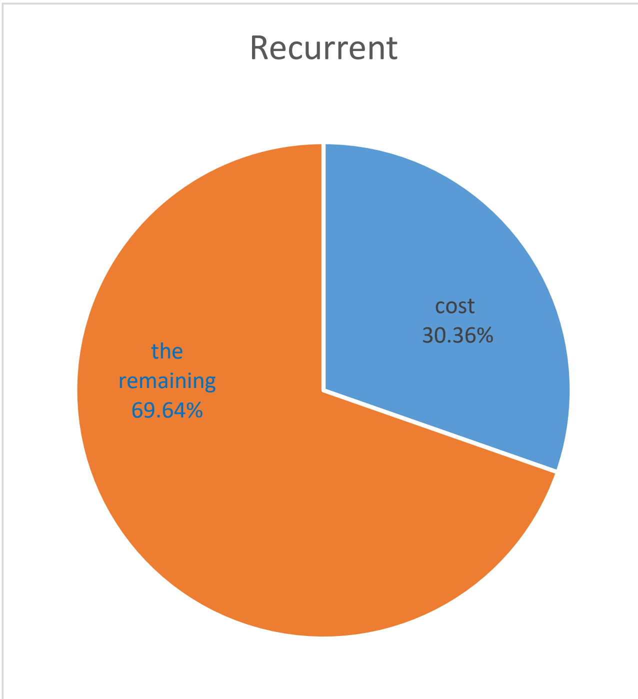
3.2 Administrative and Financial Progress

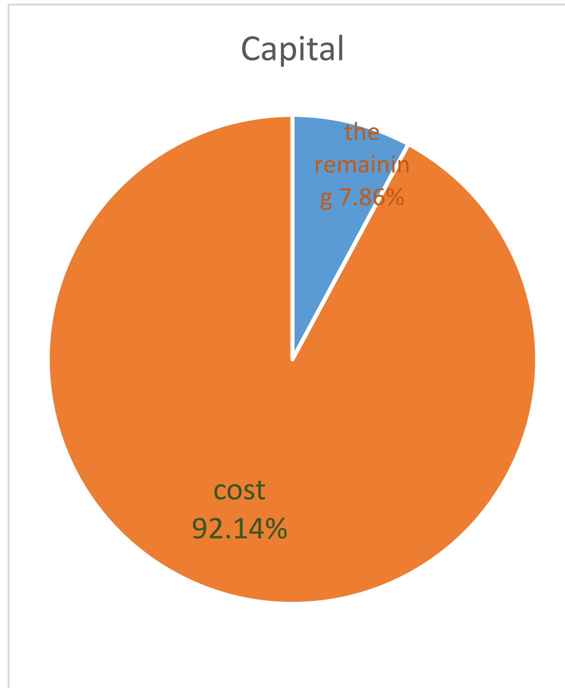
From the recurrent and capital expenses provided to the Audit Service Commission for the period from 10.04.2023 to 31.12.2023, it has been spent Rs. 14,779,545.00 as recurrent expenses and Rs. 17,782,412.00 as capital expenses.

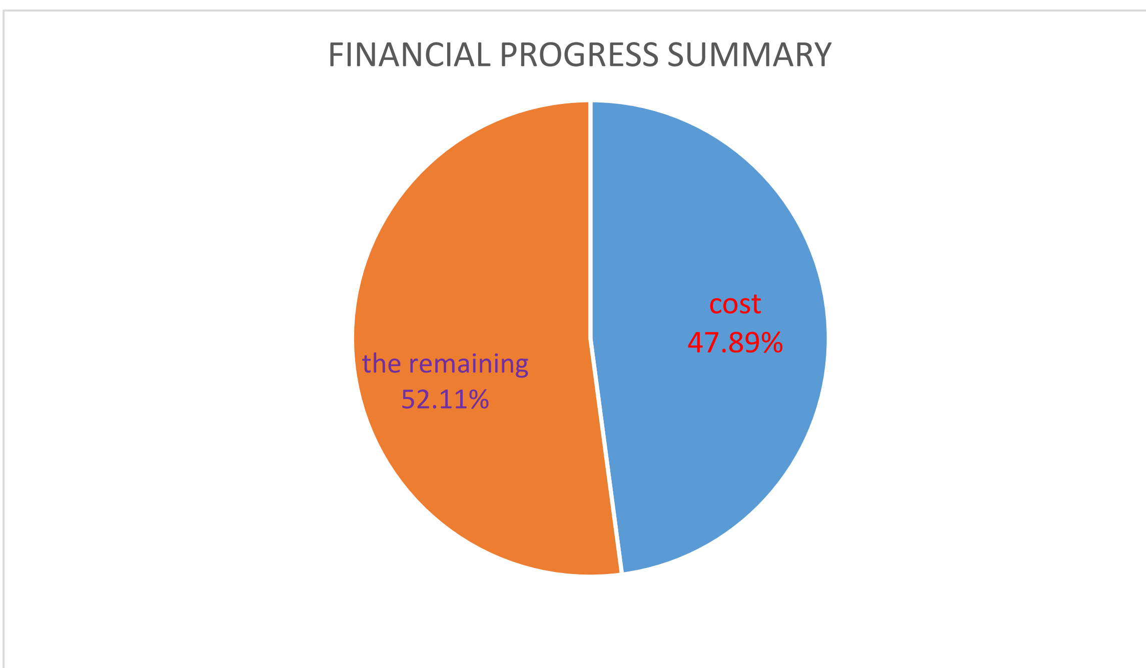
3.3 Financial Progress Summary - 10.04.2023 to 31.12.2023

	Provisions received Rs.	total cost Rs.	the remaining Rs.
Recurrent	**48,700,000**	**14,779,545**	**33,920,455**
Capital	**19,300,000**	**17,782,412**	**1,517,588**
Total	**68,000,000**	**32,561,957**	**35,438,043**

Financial Progress Summary







Recurrent expenses

Expenditure subject	Description	Amount of provision allocated Rs.	Amount spent Rs.	The remaining Rs.	Progress %
1001	Salaries and Remuneration	12,500,000	1,808,916	10,691,084	14%
1002	Overtime and holiday pay	150,000	17,277	132,724	12%
1003	Other offers	13,000,000	4,647,618	8,352,382	36%
1101	Travel expenses are local	100,000		100,000	0%
1102	Travel expenses abroad			-	
1201	Stationery and office supplies	1,500,000	517,337	982,663	34%
1202	Fuel	1,500,000	496,765	1,003,235	33%
1203	Food and uniforms	300,000	137,469	162,531	46%
1301	Vehicles	1,500,000		1,500,000	0%
1302	Machines and Machinery	500,000	26,498	473,502	5%
1303	Buildings and Construction	500,000	178,350	321,650	36%
1401	Transport	3,700,000	1,532,661	2,167,339	41%
1402	Posts and Communications	1,500,000	352,470	1,147,530	23%
1403	Electricity and water	1,500,000	78,839	1,421,161	5%
1404	Tax Rent and Local Authority Tax	6,400,000	4,078,800	2,321,200	64%
1406	Interest payments on leased vehicles				
1408	For vehicles procured on operating lease basis				
1409	Other	3,600,000	881,308	2,718,692	24%
1505	Grants and Contributions				
1506	Contributions for government employees	450,000	25,236	424,764	6%
	Sum of total recurrent expenditure	48,700,000	14,779,545	33,920,455	
	Recurrent expenditure during the period is low, because there were only 6 staff members out of 43 members in the commission office.				

	Capital expenditure				
Expenditure subject	Description	Amount of provision allocated Rs.	Amount spent Rs.	The remaining Rs.	Progress %
2001	Buildings and Construction	4,000,000	3,641,239	358,761	91%
2002	Machines and Machinery	-	-	-	
2003	Vehicles	-	-	-	
2101	Vehicles	-	-	-	
2102	Furniture and office equipment	7,800,000	6,827,443	972,557	88%
2103	Machines and Machinery	7,500,000	7,313,730	186,270	98%
2104	Buildings and Construction	-			
2105	Land and construction	-			
2106	Software development	-			
2108	Loan repayments for leased vehicles	-			
2401	Staff training	-			
	Total capital expenditure	19,300,000	17,782,412	1,517,588	

4. Commission Meetings

20 commission meetings have been held from 10.04.2023 to 31.12.2023.

5. Cadre Management

Total number of posts approved for Audit Service Commission as on 31.12.2023 is 43.

Approved cadre for the Audit Service Commission and details of actual cadre and vacancies as on 31.12.2023

Nature of the post	position	No. of posts sanctioned	Number Employed	Number of vacancies
Senior level	Secretary	0 1	01	07
	Additional Secretary	01	0	
	Senior Assistant Secretary	0 1	0 1	
	Director	01	01	
	Assistant Director	01	0	
	Assistant Secretary	02	0	
	Accountant	01	0	
	Internal Auditor	01	0	
	Legal Officer (Departmental)	01	0	
Tertiary level	Administrative Officer	01	01	04
	Language translator	03	0	
	Information and Communication Technology Officer	0 1	0	
Secondary level	Information and Communication Technology Asst	01	0	15
	Management Service Officer Service	15	01	
Primary level	Driving service	05	0	05
	Office worker service	07	01	06
Collection		43	06	37

Compliance report

No	Applicable Requirement	Compliance status (Complied / Not Complied)	Brief explanation for non-compliance	Corrective Actions Proposed to Avoid non-compliance in the future
1	The following financial statements / accounts have been submitted on due date			
1.1	Annual Financial Statements	Complied		
1.6	Other	Complied		
2	Maintenance of books and registers (FR 445)	Complied		
2.1	Updating and maintaining fixed assets register in terms Public Administration Circular 267/2018	Complied		
2.2	Updating and maintaining personel emoluments register / personel emoluments cards	Complied		
2.3	Updating and maintaining the Register of Audit queries.	Complied		
2.4	Updating and maintaining the Register of Internal Audit queries.	Complied		
2.6	Updating and maintaining Register for cheques and money orders	Complied		
2.7	Update and maintain inventory	Complied		
2.8	Updating and maintaining stock register	Complied		
2.9	Updating and maintaining register of losses.	Complied		
2.10	Updating and maintaining the Commitment register	Complied		

No	Applicable Requirement	Compliance status (Complied / Not Complied)	Brief explanation for non-compliance	Corrective Actions Proposed to Avoid non-compliance in the future
2.11	Update and maintain Register of Counterfoil books (GA-N20)	Complied		
03	Delegation of functions for financial control (FR. 135)	Complied		
3.1	The financial authority has been delegated within the institute.	Complied		
3.2	Inform the institution about the delegation of financial authority	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	Acting under the control of the accountants in using the government payroll software. (171/2004 dated 11.05.2014)	Complied		
4	Preparation of Annual plans	Not Complied		The Audit Service Commission resumed operation from 10.04.2023 and all these plans have been prepared for the year 2024.
4.1	Preparation of Annual Action Plan	Not Complied		
4.2	Preparation of Annual Procurement plan	Not Complied		
4.3	Having approved the budget for the year under review in terms of the Finance Act No. 38 of 1971	Not Complied		
4.4	Preparation of annual internal audit plan	Not Complied		
4.5	Prepare the annual estimate and submit it to the National Budget Department (NBD) on the due date	Not Complied		
4.7	Submission of quarterly reports to the Treasury on due dates	Compliant		

No	Applicable Requirement	Compliance status (Complied / Not Complied)	Brief explanation for non-compliance	Corrective Actions Proposed to Avoid non-compliance in the future
5	Audit Queries			The Audit Service Commission resumed operation from 10.04.2023 and all these plans have been prepared for the year 2024, and activities are being carried out accordingly.
5.1	Answer to all the audit queries by the date fixed by the Auditor General	Not Complied		
6	Internal Audit			
6.1	prepare the Internal Audit plan at the beginning of the year after consulting the Auditor General in terms of FR134(2) DMA /1-2019	Not Complied		
6.2	Reply all the internal audit reports within one month	Not Complied		
6.3	Submit the copies of all the internal audit reports to the Management Audit Department in terms of subsection 40(4) of the National Audit Act No. 19 of 2018	Not Complied		
6.4	submit the copies of all Internal Audit Reports to the Auditor General in terms of FR 134(3)			
7	Audit and Management Committees	Not Complied		
7.1	DMA Circular 1-2019, to maintain at least 04 Audit and Management Committees during the relevant year	Not Complied		
8	Asset management			
8.1	Asset Management Circular No. 01/2017 , information on asset purchases and disposals has been submitted to the Comptroller General's Office.	Not Complied		

No	Applicable Requirement	Compliance status (Complied / Not Complied)	Brief explanation for non-compliance	Corrective Actions Proposed to Avoid non-compliance in the future
8.2	Appointing a suitable liaison officer to coordinate the execution of the provisions of that circular and reporting the Comptroller General's office.	Not Complied		Currently appointed
8.3	According to the State Finance Circular No. 05/2016, goods surveys have been conducted and relevant reports have been submitted to the Auditor General on the due date.	Complied		
8.4	Carry out the excesses and deficits that were disclosed though the board of survey and other relating recommendations actions during the period specified in the circular.	Complied		
8.5	Carry out the disposal of condemn articles of FR 772	Not Complied		No condemn items
9	Vehicle management			The Audit Service Commission had no vehicles.
9.1	Prepare and submit the daily running charts and monthly summaries of the pool vehicles to the Auditor General on the due date			
9.2	Dispose the condemned Vehicles within a period of less than 06 months after condemning			
9.3	Maintaining and updating vehicle log books			
9.4	Take action in terms of FR. 103, 104, 109, and 110 with regard to every vehicle accident			
9.5	Re-inspection of fuel combustion of vehicles as per the provisions mentioned in paragraph 3.1 of public Administrative Circular No. 2016/30 dated 29.12.2016			
9.6	Transfer the absolute ownership of the leased vehicle log books after the lease terms			

No	Applicable Requirement	Compliance status (Complied / Not Complied)	Brief explanation for non-compliance	Corrective Actions Proposed to Avoid non-compliance in the future
10	**Management of Bank Accounts**	Complied		
10.1	Prepare and certified the bank reconciliation statements on due dates and submit them for audit	Complied		
10.2	Settlement of dormant bank accounts brought forward from the year under review or previous years	Complied		
10.3	As per the Financial Regulations settle the balances within one month for which the adjustments had to be made regarding balance that had been disclosed through the bank reconciliation statements.	Complied		
11	**Utilization of Provisions**	Complied		
11.1	Spend without exceeding the limits of provisions allocated.	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR94(1).	Complied		
12	**Advances to Public Officers Account**			
12.1	Compile with the limits	Complied		
12.2	Carry out a time analysis on the loans in arrears.	Complied		
12.3	Settle the loan balancesin arrears for over one year	Complied		
13	**General Deposit Accounts**			
13.1	Take action in relation to disposal of lapsed deposits as per FR 571	Complied		
13.2	Updating and maintaining control register for public deposits	Complied		

No	Applicable Requirement	Compliance status (Complied / Not Complied)	Brief explanation for non-compliance	Corrective Actions Proposed to Avoid non-compliance in the future
14	**Imprest Account**			
14.1	Remit the balance in the cash book at the end of the year under review to TOD	Complied		
14.2	Settle the ad-hoc sub imprest issued as per FR 371 within one month from the completion of the task.	Complied		
14.3	Issue the ad-hoc sub imprest not exceeding the limit approved as per FR 371	Complied		
14.4	Monthly reconciliation of leading account balance with treasury books	Complied		
15	**Revenue Account**			
15.1	Make the refundsfrom the collected revenue in terms of the relevant regulations	Complied		
15.2	Directly credited to the revenue collection to the account without crediting to the deposit account	Complied		
15.3	In terms of FR 176 forward the returns of arrears of revenue to the Auditor General	Complied		
16	**Human Resource Management**			
16.1	Maintain the staff within the approved cadre	Complied		
16.2	Issue a Duty lists in writing to all members of the staff	Complied		
16.3	Submit All reports submitted to Management service Department as per MSD Circular No. 04/2017 dated 20.09.2017	Complied		

No	Applicable Requirement	Compliance status (Complied / Not Complied)	Brief explanation for non-compliance	Corrective Actions Proposed to Avoid non-compliance in the future
17	**Provision of Information to the public**			
17.1	Appoint an Information Officer and update and maintain a register of Information Act and Regulations.	Complied		
17.2	Information about the institution to the public have been provided by the website and facilitate the public for appreciation/allegation against the public institution the website or alternative measures.	Complied		
17.3	Submit Bi-Annual reports as per section 08 and of the RTI act	Complied		
18	**Implementing of Citizens Charter**			
18.1	Formulate and implement a citizens charter/ citizens Clients Charter in terms of the circular number 05/2008 and 05/2018(1) of the Ministry Public Administration and Management	Complied		
18.2	Devise a methodology by the institution in order to monitor and assess the formulations and the implementation of Citizen/ Employee Charter.	Complied		
19	**Preparation of Human Resource Plan**			
19.1	Prepare a Human Resource Plan in terms of the format in Annexure 02 of Public Administration Circular No. 02/2018 dated 24.01.2018	Not Complied		There was a shortage of staff in 2023, and plans for 2024 have been made.
19.2	Ensure a minimum training opportunity of not less than 12 hours per year for each member of the staff in the aforesaid HR plan.	Not Complied		

No	Applicable Requirement	Compliance status (Complied / Not Complied)	Brief explanation for non-compliance	Corrective Actions Proposed to Avoid non-compliance in the future
19.3	Sign Annual performance agreements for the entire staff based on the format in Annexure 01 of the aforesaid circular.	Complied		
19.4	Appoint a senior officer assigning the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs,as per paragraph no6.5 of the aforesaid Circular.	Not Complied		There was a shortage of staff in 2023, and plans for 2024 have been made.
20	Responses for Audit paras	Complied		
20.1	Rectify the shortcomings pointed out in the audit paragraphs issued by the Auditor General for previous years	Complied		