INDEX

	FI	Cha	pter	Page
Ability to refuse payment if it is an unacceptable use				
of public money	P5	86	5	35
Account Codes - credit entries	P5	88	5	35
Account control card				
Commitment cards	P5	89	5	36
Entries	P5	81	5	33
Marking of all documents entered	P5	95	5	38
Monthly reconciliation	P5	96	5	38
Opening entries	P5	90	5	36
Prevention of excess spending	P5	82	5	33
Recording of actual payments	P5	92	5	36
Recording of Departmental Warrants	P5	94	5	37
Recording of journal entry adjustments	P5	93	5	37
Recording of Purchase Requisitions	P5	91	5	36
Accountable Officers - responsibilities and duties	P3	2	3	9
Accountant General - responsibilities and duties	M.	36	3	6
Accounting Officers - responsibilities and duties	P3	1	3	8
Accrual budgeting	M	2 2 2 2	2	12
Accurate coding of financial transactions	P2	1	2	24
Acquisition/payment procedure	P7	49	7	26
Adjustments to a draft Budget	M	2 15	2	10
Advances				
Eligibility	P6	15	6	11
Inability to recover	P6	18	6	12
Officers leaving public services	P6	17	6	11
Time limit for arrears claim	P6	14	6	10
Agents accounts	P7	100	7	42
Allocation of recurrent spending	P5	85	5	34
Annual accounts				
Accrual accounting	P2	7	2	25
Carbon reporting	P2	12	2	27
Cash accounting	P2	6	2	25
Deadline	P2	5	2	25
Guide to the 'production'	P2	9	2	26
Guide to the 'publication'	P2	10	2	26
Solomon Islands applicable accounting standards	P2	8	2	26
Annual review of fees, licences, charges etc.	P5	52	5	24
Approval for Ministries to spend money	M	2 45	2	18

Annousl of AOs to income owner diture	M2 46 2	10
Approval of AOs to incur expenditure	M2 46 2	19 29
Approved Paying Office	P7 54 7	28
Arrears revenue	D5 49 5	24
Consolidation of returns	P5 48 5	24
Customs Duty	P5 47 5	23
Income Tax	P5 46 5	23
More than six months old	P5 49 5	24
Refund	P5 51 5	24
Remission of assessment etc.	P5 50 5	24
Return	P5 45 5	23
Assets		
Non current asset register to be kept	M4 4 4	5
Deficiencies	M4 9 4	6
Disposal	M4 10 4	6
Marking	M4 6 4	6
Removal	M4 7 4	6
Unused	M4 8 4	6
Audit Committee	M8 4 8	5
Authority to make Statutory payments	M2 54 2	22
Authority to sign Purchase Requisitions and PVs	P5 83 5	33
Balancing of cash books	P5 10 5	11
Bank account statements and reconciliations	P5 73 5	30
Bank accounts		
Annual reporting	P7 57 7	29
Opening	P5 60 5	26
Signatories	P5 61 5	26
Bank transactions in cash books	P5 72 5	30
Borrowing (also known as 'loans')		
Authorisation	M2 38 2	17
Budgeting	M2 41 2	18
Monitoring	M2 40 2	17
Overdrawn bank account	M2 37 2	17
Recording	M2 39 2	17
Restructuring or cancellation	M2 42 2	18
Business activities by controlled entities - accrual accounting	P2 4 2	24
Capital and Operating Budgets	M2 20 2	11
Care of Financial Instructions	M1 6 1	7
Cash	WIT O	/
Advice of transfer	P5 27 5	15
Definition	P4 1 4	13 7
	P4 1 4 P5 31 5	
Errors in transferring	P5 51 5 P5 23 5	17 15
Improper use		15 17
Issue of a receipt by receiving officer	P5 30 5	17

Issue of Payment Voucher by officer transferring	P5 29	5	16
Maximum balances	P5 24	5	15
Misuse	P4 2	4	7
Register of cash transferred	P5 32	5	17
Remittances of excess holdings	P5 25	5	15
Request for additional	P5 26	5	15
Sending the transferred	P5 28	5	16
Surpluses	P5 22	5	15
Cash books	P5 7	5	10
Cash management	P5 75	5	31
Cash office security	P4 23	4	12
Certificate of balance of bank account	P5 74	5	31
Certifying officer - responsibilities and duties	P3 5	3	10
Checking cash books and documents	P5 11	5	11
Cheques			
Cashing personal	P5 69	5	30
Crossing	P5 64	5	27
Deposits to bank accounts	P5 67	5	28
Dishonoured	P5 71	5	30
International	P5 68	5	29
Lost cheques	P5 66	5	28
Payment	P5 70	5	30
Safe custody	P5 65	5	28
Signing	P5 63	5	27
Cheques - spoiled and cancelled	P5 64	5	28
Conflict of interest to be avoided	P7 36	7	20
Contracts			
Administration	P7 27	7	18
Default payments	P7 32	7	19
Dispute resolution	P7 33	7	20
Progress payments and retentions	P7 30	7	19
Register	P7 28	7	18
Security deposits	P7 31	7	19
Variation order	P7 29	7	19
Costing methodologies	P2 2	2	24
Date of charging spending to SIG accounts	P5 87	5	35
Debit notes			
Abandonment of claim for non-settlement	P5 43	5	22
Calculation of amounts owing	P5 40	5	20
Cancellation	P5 38	5	20
Completion of (electronic system)	P5 36	5	19
Completion of (manual system)	P5 35	5	19
Delays in settlement	P5 42	5	20
-			

	Delivery of Debit Notes	P5 39	5	20
	Dispatch and content	P5 37	5	19
	Legal proceedings for settlement	P5 44	5	22
	Purpose	P5 34	5	18
	Register	P5 33	5	18
	Settlement	P5 41	5	20
Definit				
2 • • • • • • • •	Allowances		6	2
	Gross Salary		6	2
	Central principles		1	5
	· ·		1	5
	Emergency		1	5
	(Also refer 'Introduction' section of each chapter):		2	2
	Accountable Officer		3	2
	Accounting Officer		3	2
	Asset		4	3
	Asset management		4	3
	Borrowing		2	4
	External rechargeable works		7	4
	Moveable asset			4
	3			
	Internal rechargeable works		7	4
	Lending			2
	4			
	Minor or Major underspending			2
	4			
	Public office		3	2
	Public officer		3	2
	Salaries and wages		6	2
	Significant change		2	4
	Statutory expenditure		5	4
	Senior Officer		5	4
	Supply chain management		7	4
Delega	tion of financial management functions	P3 6	3	11
-	mental authority to spend	M2 55	-	22
-	mental Recurrent Budgets	M2 9	2	9
Deposi	-	W12)	2)
Deposi	to			
1		D5 54	F	25
1	Acceptance	P5 54	5	25
1	Acceptance Application for repayment	P5 55	5	25
I	Acceptance Application for repayment Improper use	P5 55 P5 58	5 5	25 26
I	Acceptance Application for repayment Improper use Investment	P5 55 P5 58 P5 57	5 5 5	25 26 26
-	Acceptance Application for repayment Improper use Investment Repayment	P5 55 P5 58	5 5 5	25 26
-	Acceptance Application for repayment Improper use Investment Repayment pment Budget	P5 55 P5 58 P5 57 P5 56	5 5 5 5	25 26 26
-	Acceptance Application for repayment Improper use Investment Repayment	P5 55 P5 58 P5 57	5 5 5 5	25 26 26

A 11 21		14
Application	M2 28 2	14
Limits to spending	M2 30 2	15
Obligations imposed by donors	M2 35 2	
Payments	M2 31 2	15
Preparation for projects and budgets	M2 27 2	13
Production and adjustment	M2 25 2	13
Project completion	M2 34 2	15
Project Reference Number	M2 29 2	14
Statutory requirements	M2 26 2	13
Treasury Records	M2 33 2	15
Disposal of financial records	M1 8 1	8
Division of duties	P6 10 6	9
Draft estimates		
Additional budget explanatory information	M2 13 2	10
Classification of recurrent expenditure	M2 11 2	9
Classification recurrent revenue	M2 12 2	10
Consolidation	M2 16 2	10
Consultation with Ministers and Heads of Departments	M2 14 2	10
Matching of revenue with expenditure	M2 17 2	11
Request for	M2 10 2	9
Duties of the Minister of Finance		
Audit	M83 8	4
Salaries and Wages	M64 6	5
Supply chain management	M7 3 7	5
Duties of the PSF		
Audit	M8 4 8	4
Salaries and Wages	M64 6	5
Revenue and expenditure	M53 5	7
Supply chain management	M7 4 7	5
Economic cycle - multi-year budget	M2 7 2	8
Electronic funds transfers	P7 101 7	42
Ending the authority of all Warrants	M2 56 2	23
Estimates' format - international accounting standards	M2 6 2	8
Estimates of Recurrent Revenue and Exp. and National Budget	M2 8 2	9
Excessive prices and responsibility to report	P7 18 7	13
Expenditure authorisation	M2 44 2	18
Financial Circulars	M1 4 1	6
Financial Framework Instructions - overview	M1 4 1 M2 1 2	7
Financial Instruction administration	M1 5 1	7
	M1 5 1 M4 2 4	5
General asset management principles	P4 20 4	5 11
Handing over certificates	P4 20 4 P3 7 3	11
Handing-over/Taking-over certificates		9
Heavy plant and equipment hire - buying	P7 5 7	ソ

Imprest			
Allocation of Special	P7 72	7	33
Allocation of Standing	P7 61	7	30
Annual retirement of Standing	P7 66	7	32
Application for a Standing	P7 59	7	30
Interest charged on overdue	P7 77	7	34
Issue of Special	P7 69	7	33
Procedures manual	P7 58	7	30
Register of Special	P7 71	7	33
Register of Standing	P7 60	7	30
Safe custody	P7 75	7	34
Safe custody of Standing	P7 67	7	32
Recovery action is not retirement	P7 76	7	34
Special	P7 68	7	32
Special Imprest holder	P7 74	7	34
Special Imprest receipts	P7 73	7	33
Standing book	P7 62	7	31
Standing Imprest holder	P7 64	7	31
Standing Imprest receipts	P7 63	7	31
Transfer of Special	P7 70	7	33
Transfer of Standing	P7 65	7	31
Integrated and Consolidated Budget	M2 21	2	12
Internal Audit			
Authority	M8 6	8	6
Miscellaneous	M8 8	8	6
Reporting of an irregularity	M8 7	8	6
Investment			
Advice	M2 58	2	23
Power	M2 57	2	23
Irregularities - cash collection etc	P5 13	5	12
Journal entries			
Checking and approval	P5 79	5	32
Completion	P5 78	5	32
Distribution of copies	P5 80	5	33
Transactions	P5 77	5	31
Keeping official financial records	M1 7	1	7
Key holders - temporary absence	P4 19	4	11
Legal tender	P5 1	5	8
Liability and financial responsibilities of all Officers	M1 22	1	13
Liability of signatory	P5 84	5	34
Licences - replacement	P5 19	5	14
Licences - validity of issued	P5 18	5	14
Loans (also known as borrowing)			

Authorisation	M2 38 2	17
Budgeting	M2 41 2	18
Guarantees	M2 43 2	18
Monitoring	M2 40 2	17
Overdrawn bank account	M2 37 2	17
Recording	M2 39 2	17
Restructuring or cancellation	M2 42 2	18
Long term financial plan	M2 23 2	12
Loss of keys		
Procedure	P4 13 4	10
Changes to locks	P4 16 4	10
Liability of Accountable Officers	P4 14 4	10
Suspected interference	P4 15 4	10
Local Purchase Order (LPO)		
Acceptance	M7 6 7	6
Cancellation or loss	P7 50 7	27
Processed for payment by Treasury	P7 52 7	27
Market goods and perishable food rations - buying	P7 4 7	8
Members of Parliament participation	M7 2 7	5
Minister of Finance instructions to the PSF		
Asset management	M4 3 4	5
Salaries and Wages	M6 2 6	4
Public officers	M3 2 3	4
Revenue and expenditure	M5 2 5	4
Supply chain management	M7 3 7	5
Minister of Finance's responsibilities		
Financial Framework	M2 4 2	8
Principles	1	5
Public officers	M3 5 3	6
Ministerial draft estimates request	M2 5 2	8
Minister's powers		-
Accessing documents etc	M3 3 3	5
All financial matters of Government	M3 3 3	5
Appoint public officers	M3 3 3	5
Limiting or suspending spending	M3 3 3	5
Making FIs	M3 3 3	4
Voucher refusal	M3 3 3	5
Misconduct	110 0 0	0
Arrears of revenue	M1 29 1	14
Awareness and consequences	M1 23 1	13
Dividing goods and/or services into components	M1 25 1 M1 25 1	13 14
Failure to check received cheques	M1 25 1 M1 26 1	14
Failure to collect money/causing financial loss	M1 20 1 M1 24 1	13
i anare to concer money/earshing interioral 1055		10

Fin. liability of officer to be recognised with debit Note	M1 30	1	14
Liability of Accountable Officers for loss of keys	M1 28	1	14
Unauthorised bank acc. and bank account reconciliations	M1 27	1	14
Monthly accounts			
Procedures	P2 11	2	26
Publication	P2 13	2	27
Multi-year budget	M2 18	2	11
Observation of Financial Instructions			
Chapter 1	M1 1	1	6
Chapter 2	M2 2	2	7
Chapter 3	M3 1	3	4
Chapter 4	M4 1	4	5
Chapter 5	M5 1	5	7
Chapter 6	M6 1	6	4
Chapter 7	M7 1	7	5
Chapter 8	M8 1	8	4
Officers - liability and financial responsibilities	M3 8	3	7
Other PR exemptions	P7 17	5 7	, 13
•	P7 93	, 7	40
Overseas payments	P7 98	, 7	40 41
Payment against a copy or duplicate invoice or claim			
Payment of collected revenue direct to bank	P5 15	5	12
Payment Vouchers	D7 02	7	26
Additional certificates	P7 82	7	36
Certification and checking of overseas invoices and claims		7	41
Completion	P7 80	7	35
Deductions from and with-holding	P7 81	7	36
Copies	P7 85	7	37
Distribution of copies	P7 92	7	40
Distribution of copies of overseas Payment Vouchers	P7 97	7	41
Entries in Account Code Control Cards	P7 86	7	37
Issue of cheque for overseas payment	P7 96	7	41
Ministry reference number	P7 83	7	37
Overseas payments	P7 95	7	41
Paid at an Approved Paying Office	P7 56	7	29
Paid at Treasury	P7 54	7	28
Passing for payment	P7 87	7	38
Payment of LPOs	P7 78	7	34
Payment to correct beneficiary	P7 88	7	38
Payments to representatives and third parties			
	P7 89	7	38
Receipting	P7 89 P7 90	7 7	38 39
Receipting Record			
Record	P7 90	7 7	39
	P7 90 P7 84	7 7	39 37

Pay-over of collections to Treasury or other office	P5 8	5	10
Pay-over slip and schedule of receipts	P5 9	5	11
Purchase requisition (PR)	157	0	11
Authorising	P7 44	7	24
Certifying	P7 43	7	23
Completing a form	P7 38	7	21
Confirming funds availability	P7 39	7	22
Final cost higher than estimated cost	P7 42		23
Forwarding to the Treasury Division	P7 46	7	25
Record all in the Departmental Register	P7 37	7	20
Requesting Officer is responsibility	P7 41	7	23
Supported by quotation	P7 40	7	22
Supported by Tender	P7 45	7	24
Transfer of unpaid into the current Financial Year	P7 48	7	26
Unpaid PRs at Financial Year end	P7 47	7	26
Preferred Supplier arrangements			
Ministry	P7 14	7	12
National	P7 15	7	12
Preparation and presentation of the annual accounts	P2 3	2	24
Procurement principles	M7 5	7	6
Production - Budgets	M2 36	2	16
Pro-Forma invoices	P7 99	7	42
PRs are required to process a payment	P7 51	7	27
PSF's responsibilities			
Chapter 1		1	6
Chapter 2	M2 4	2	8
Chapter 3	M3 4	3	5
Public debt (refer 'Borrowing')			
Public notice - public money office	P5 3	5	9
Public Officers - Financial duties	M3 5	3	6
Publication of approved Budget (as the National Budget)	M2 18	2	11
Purchases			
Process	P7 1	7	7
Requisition - form	P7 34	7	20
Purchasing limits	P7 9	7	10
Quotations and tenders			
Authority to call	P7 11	7	11
When to call or not call	P7 7	7	9
Receipt for collected revenue pay-over	P5 12	5	12
Receipt of revenue and public money	P5 2	5	9
Receipt of revenue by Public Officer who is not a revenue Officer		5	14
Receipt of revenue by Treasury cashier or sub-accountant	P5 21	5	14
Receipts - replacement	P5 19	5	14

Rechargeable works and services		
Cost allocation	P7 104 7	43
Costing	P7 107 7	44
Deposits and accounting	P7 106 7	44
External	P7 103 7	43
Internal	P7 102 7	42
Request for external	P7 105 7	43
Reductions and discounts	P5 20 5	14
Register of revenue received by post	P5 16 5	13
Release of reserved funds	M2 48 2	19
Requesting officer - responsibilities and duties	P3 4 3	10
Requisition documentation and other procurement instructions	P7 10 7	10
Responsibilities of Accounting Officers for revenue	P5 14 5	12
Responsibilities of AOs - spending control	P2 14 2	27
Revenue collector - responsibilities and duties	P3 3 3	10
Revenue Collectors - appointment	P5 53 5	25
Safe custody/storage facilities		
Annual return	P4 7 4	8
Combination locks	P4 11 4	9
Keeping keys safe	P4 12 4	9
Keys	P4 9 4	8
Manufacturer's instructions	P4 10 4	9
Procurement	P4 5 4	8
Provision	P4 4 4	7
Register	P4 6 4	8
Use for other purposes	P4 8 4	8
Safeguarding of cash in transit	P4 22 4	11
Safeguarding of cash whilst Officer is on tour	P4 21 4	11
Salaries		
Deductions	P696	7
Entitlement	P6 1 6	5
External Payroll	P6 5 6	7
Payment	P6 3 6	6
Security		
Electronically stored data	M1 10 1	9
Office accommodation and equipment	M1 9 1	8
Security documents		
Accountable Officer's record	M1 16 1	11
Changes to the format of	M1 19 1	12
Checking and recording of new	M1 13 1	9
Disposal and destruction of	M1 21 1	12
Issue from bulk stock	M1 14 1	10

Monthly return	M1 17 1	11
Procurement of and changes to	M1 17 1 M1 12 1	9
Safe custody and usage	M1 12 1 M1 11 1	9
Safe custody of	M1 20 1	12
Sub-accountant's stock	M1 20 1 M1 15 1	12
Transfer of	M1 13 1 M1 18 1	11
		12 7
Self Accounting Units - responsibilities and duties	M3 9 3	
Specification	P7 8 7	9
Stale cheques	P7 56 7	29
Strong rooms and reserve cash safes	D 4 10 4	11
Checking contents	P4 18 4	11
Register of contents	P4 17 4	11
Sub-accountants - responsibilities and duties	M3 7 3	7
Supplementary Budget Bill	M2 52 2	22
Supplementary Budget laws	M2 53 2	22
Supplementary budgets	M2 51 2	21
Sustainability report	M2 24 2	12
Tender - bidding documents	P7 24 7	17
Tender		
Competitive procedures	P7 22 7	16
Evaluation Committee report	P7 26 7	17
Notice of invitation	P7 23 7	16
Technical Evaluation Committees	P7 25 7	17
Tender Board		
Establishing	P7 19 7	13
Membership and function of Central Tender Board	P7 21 7	15
Membership and function of Ministerial Boards	P7 20 7	14
Transfer of funds between account codes	M2 50 2	20
Transport and hotel accommodation - buying	P7 3 7	8
Transport Hire Rates - SIG recommended	P7 6 7	9
Treasury receipts and licences		
Completion	P5 5 5	9
Treasury receipts or licences		
Cancellation	P5 6 5	10
Types of purchasing/buying	P7 2 7	7
Utility supplies (Telephone charges, electricity and water)	P7 16 7	13
Variations (adjustments) in the approved budget	M2 49 2	20
Variations in amounts that can be spent	M2 47 2	19
Verbal quotations - obtaining	P7 12 7	11
Written quotations	P7 13 7	11
-		

DELAYED FINANCIAL INSTRUCTIONS

The Ministerial Financial Instructions allow for a progressive implementation of financial management best practices in accordance with a long term strategy and plan approved by SIG and to achieve compliance with statutory requirements. This scheme includes a strategy of staggered or delayed implementation recognising that best practice financial management can only be systematically achieved within available resources and capacity. The scheme ensures that a comprehensive Financial Framework and an efficient and effective Financial Reporting Management system is developed, maintained and controlled; that recognises that the overriding purpose of SIG accounts is to facilitate the efficient and effective achievement of the purposes of SIG.