

OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION

FEDERAL MINISTRY OF FINANCE

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Federal Treasury Circular

To:

The Chief of Staff to the President,
The Deputy Chief of Staff, Office of the Vice President,
All Honourable Ministers,
The Secretary to the Government of the Federation,
The Head of the Civil Service of the Federation,
All Special Advisers/Senior Special Assistants,
The National Security Adviser,
All Service Chiefs/Inspector-General of Police,
The Governor, Central Bank of Nigeria,
The Chairman, Federal Civil Service Commission,
The Chairman, Police Service Commission,
The Chairman, Revenue Mobilization, Allocation and Fiscal
Commission,
The Chairman, Federal Inland Revenue Service,
The Chairman, Code of Conduct Bureau,
The Chairman, Code of Conduct Tribunal,
The Chairman, Independent National Electoral Commission,
The Chairman, National Population Commission,
The Chairman, Federal Character Commission,
The Chairman, Independent, Corrupt Practices and Other Related
Offences Commission,
The Chairman, Public Complaints Commission,
The Chairman, Economic and Financial Crimes Commission,
The Chairman, National Drug Law Enforcement Agency,
The Chairman, National Salaries, Incomes and Wages Commission,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
The Executive Secretary, National Judicial Council,
The Chief Registrar, Supreme Court of Nigeria,
The Auditor-General for the Federation,
All Vice Chancellors of Federal Universities,
The Surveyor-General of the Federation,

All Directors-General/Chief Executives of Extra-Ministerial Offices and Agencies,
Chief Executives of Federal Teaching Hospitals/Medical Centres,
All Rectors of Federal Polytechnics/Monotechnics,
All Provosts of Federal Colleges of Education,
The Director of Treasury, Federal Capital Territory Administration,
All Directors of Finance and Accounts and Directors of Internal Audit,
All Heads of Accounts Divisions,
All Heads of Internal Audit Departments/Units,
All Zonal Coordinators of Federal Pay Offices,
All Federal Pay Officers,
All Diplomatic Missions.

Measures to Strengthen Revenue Collection and Accounting by Ministries, Departments and Agencies (MDA)

To ensure Withholding Tax (WHT) and Value Added Tax (VAT) are properly collected, accounted and remitted to Federal Inland Revenue Service (FIRS) and to engender full accountability and Transparency in administration of Independent Revenue of the Federal Government, it has become necessary to issue a Treasury Circular on the above.

2. Processing of the Tax Revenue (WHT & VAT) Collected by MDA

The relevant tax policies that govern different taxes that are collected by MDA have already been preconfigured in Government Integrated Financial Management Information System (GIFMIS) with the mandatory details to avoid errors that may occur in computation and remittance. These details include rates applicable, the formula applied in computation as well as the bank accounts approved where the remittance should be made. The following process is to be adopted:

- a. WHT shall be calculated automatically by GIFMIS and remitted to the designated account without human intervention. To this end, MDA are required to ensure that all suppliers are paid through the supplier payment method in GIFMIS.
- b. VAT shall also be computed automatically by GIFMIS upon selection of the relevant payment method during supplier invoice payment.
- c. To ensure correct and proper computation and remittance of the relevant taxes, MDA will be required to select suppliers from the list

preconfigured in GIFMIS at the time of commencement of procurement or upon registration of the financial commitment.

- d. In the event that names of suppliers are not found in the list pre-entered in GIFMIS or should any supplier particulars be incorrect or incomplete, the affected suppliers should be referred to the FIRS where the supplier is registered for tax purposes. For avoidance of doubt, the details in question shall include supplier bank accounts.
- e. The system (GIFMIS) shall automatically compute the relevant tax and effect the remittance to the designated FIRS bank account at the Central Bank of Nigeria.
- f. MDA will be required to print and give copies of Remittance Advice Notes to the tax payers.
- g. MDA shall ensure that *Freetext* payment type is not used to pay any supplier.

3. Processing of Independent Revenue of the Federal Government collected by MDA

a. Invoicing and collection for Revenue accruals

- i. Following the adoption of accrual accounting policy, specific revenue items like rent, shall be recognized on the date of invoicing.
- ii. MDA shall be responsible for issuance of Revenue Invoices from GIFMIS to all customers approved for their respective MDAs.
- iii. All collections against invoice revenue items shall be matched against the relevant revenue invoices at the time of receipt.

b. Revenue Bank Account and Collection System

- i. All revenues accruing to the Federal Government shall be collected and processed through GIFMIS.
- ii. All Payers of revenues will pay directly into Treasury Single Account (TSA) main Account at the Central Bank of Nigeria (CBN) through any Deposit Money Bank (DMB).

c. Revenue Reference Numbers

- i. Each MDA shall immediately generate Revenue Reference Numbers (RRN) from GIFMIS for each revenue line of the MDA, and subsequently as new independent revenues are identified. The RRN will be decoded by the system to facilitate accounting and reporting.
- ii. RRN shall be made available to revenue payers by the respective MDA to enable the payer make payment at the approved DMB. Revenue payers must enter the RRN while effecting the payment at the bank.
- iii. The revenue payer shall take the deposit slip back to the MDA for confirmation of payment and processing of required service by the MDA.
- iv. MDA shall provide the required service to the revenue payer only after confirmation of the payment in GIFMIS.

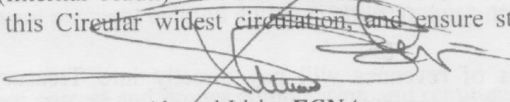
d. Printing and Publication of Reference Numbers

- i. To avoid potential delays, all MDA shall print the RFN on the documents used to confirm assessment.
- ii. In addition, RFN shall be printed and displayed at notice boards of all the MDA and websites as appropriate.

4. To ensure immediate compliance with the contents of this Circular, all GIFMIS-MDA must identify and communicate all relevant end-users to be setup not later than 1st July 2017. The system shall be monitored to ensure strict adherence to these guidelines and any non-compliance will result in automatic suspension of access to the TSA.

5. Further to the records available in GIFMIS, MDA are to maintain manual Revenue cash book.

6. Accounting Officers, Directors/Heads (Finance and Accounts), Directors/Heads (Internal Audit) of PSEs and other Arms of Government are enjoined to give this Circular widest circulation, and ensure strict compliance, please.


Ahmed Idris, *FCNA*
Accountant-General of the Federation