

1. Head 1 – His Excellency the President

1.1 Scope of Audit

The audit of the Appropriation Account including the financial records, reconciliation statements, books, registers and other records of the Presidential Secretariat for the year ended 31 December 2013 was carried out in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka. The Management Audit Report for the year under review was issued to the Secretary to the President on 16 October 2014. The audit observations, comments and findings on the accounts and the reconciliation statements were based on a review of the accounts and reconciliation statements presented to audit and tests of samples of transactions. The scope and extent of such review and tests were such as to enable as wide an audit coverage as possible within the limitations of staff, other resources and time available to me.

1.2 Responsibility of the Chief Accounting Officer for the Accounts and Reconciliation Statements

The Chief Accounting Officer is responsible for the maintenance, preparation and fair presentation of the Appropriation Account and the Reconciliation Statements in accordance with the provisions of Articles 148, 149, 150 and 152 of the Constitution of the Democratic Socialist Republic of Sri Lanka, other Statutory provisions and Public Finance and Administrative Regulations. This responsibility includes, designing, implementing and maintaining internal control relevant to the preparation and fair presentation of Accounts and Reconciliation Statements that are free from material misstatements whether due to fraud or error.

1.3 Audit Observation

According to the Financial Records and Books for the year ended 31 December 2013, it was observed that except for the effects of the general observations appearing at (a) and other major audit findings appearing in paragraphs 1.4 to 1.5 herein, the Appropriation Account and the Reconciliation Statements of the Presidential Secretariat have been prepared satisfactorily.

(a) Reconciliation Statement of the Advances to Public Officers Account

According to the Reconciliation Statement of the Advances to Public Officers Account item No.00101 as at 31 December 2013, the balance that remained outstanding as at that date totalled Rs.687,420 and action had not been taken to recover these balances.

1.4 Assets Management

Conduct of Annual Boards of Survey

In terms of the Public Finance Circular No.441 of 09 December 2009 as amended by the letter No.PF / Board of Survey /01 dated 17 December 2010 of the Director General of Public Finance, the Annual Board of Survey for the year 2013 and the reports thereon should be furnished to the Auditor General before 31 March 2014. However the Presidential Secretariat had not furnished such reports to audit even by 31 May 2014.

1.5 Human Resources Management

Approved Cadre and Actual Cadre

The position of the cadre as at 31 December 2013 had been as follows.

Category of Employees	Approved Cadre		Actual Cadre		Number of Vacancies		Excess
	Permanent	Temporary	Permanent	Temporary	Permanent	Temporary	
(i) Senior Level	56	162	45	226	11	64	
(ii) Tertiary Level	23	95	16	128	07	33	
(iii) Secondary Level	326	80	258	104	68	24	
(iv) Primary Level	603	142	475	168	128	26	
Total	1,008	479	794	626	214	147	

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Action had not been taken to fill 214 vacancies by end of the year under review.