

## **19. Head 19 – Office of the Leader of the Opposition of Parliament**

### **19.1 Scope of Audit**

The audit of the Appropriation Account including the financial records, reconciliation statements, books, registers and other records of the Office of the Leader of the Opposition of Parliament for the year ended 31 December 2012 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 of the Office on 11 June 2013. 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.

### **19.2 Responsibility of the Chief Accounting Officer and the Accounting Officer for the Accounts and Reconciliation Statements**

The Chief Accounting Officer and the Accounting Officer are responsible for the maintenance, preparation and fair presentation of the Appropriation Account and the Reconciliation Statements in accordance with the 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.

### **19.3 Audit Observation**

According to the Financial Records and Books for the year ended 31 December 2012, it was observed that except for the effects of the general observation appearing at (a) and other major audit findings appearing in paragraphs 19.4 to 19.7 herein, the Appropriation Account of the Office of the Leader of the Opposition of Parliament had been prepared satisfactorily.

#### **(a) Budgetary Variance**

Excess provision had been made for 05 Objects and as such the savings after the utilization of provisions, ranged between 12 per cent to 96 per cent after net provisions relating to those Objects.

## **19.4 Good Governance and Accountability**

### **19.4.1 Corporate Plan**

Even though the Office should prepare a Corporate Plan at least for a period of 03 years at the beginning of the year from the year 2010 onwards in terms of the letter No. PF/R/2/2/3/5(4) dated 10 March 2010 of the Director General of Public Finance addressed to all Secretaries to Ministries, the Chief Secretaries of Provincial Councils, Heads of Departments, District Secretaries and the Heads of Local Authorities, that Plan had not been prepared even by 31 December 2012.

### **19.4.2 Internal Audit**

An Internal Audit Unit had not been established.

### **19.4.3 Implementation of Audit and Management Committee**

An Audit and Management Committee had not been established.

## **19.5 Assets Management**

### **Unsettled Liabilities**

The unsettled liabilities of the Office as at 31 December 2012 amounted to Rs.723,225 and those related to a period less than one year.

## **19.6 Non-compliance with Laws, Rules and Regulations**

The instances of non-compliance with the provisions in the laws, rules and regulations observed during the course of audit test checks are analysed below.

<b>Reference to Laws, Rules and Regulations</b>	<b>Value</b>	<b>Non-compliance</b>
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	<b>Rs.</b>	
<b>(a) Establishments Code</b>		
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(i) Chapter V Section 7	-	A Co-ordinating Secretary of the Office had not reported for duty during the period from 04 September 2012 to 07 October 2012 and formal approval for leave had also not been obtained. It was observed that the officer had proceeded abroad during the period without approval and had obtained the full salary and allowances for the period amounting to Rs.70,770.
(ii) Chapter XXVIII, Section 1.3 and Public Administration Circular No. 9/2009 of 16 April 2009	-	Even though every officers should mark the times of arrival and departure together with the signature, three officers had not marked the times of arrival and departure in any of the day in the register maintained by the Office. The Secretary to the Leader of Opposition informed me that it is not possible to follow the regulations relating to the times of arrival and departure at all times as specified and even in respect of a Government Office these matters should be considered in the proper perspective.
<b>(b) Financial Regulations</b>		
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(i) Financial Regulations 102 - 110	500,000	Action in terms of the Financial Regulations had not been taken in connection with a loss caused by an accident to a motor vehicle and a Register of Losses and Damage had not been maintained to record the information on accidents to motor vehicles.
(ii) Financial Regulations 262 (2)	320,291	The paid seal had not been stamped on the payment vouchers and the supporting

documents.

(iii) Financial Regulations  
1646

The Daily Running Charts of motor vehicles had not been furnished to the Auditor General.

(c) Public Finance Circulars  
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Circular No. 431 of 24 April 2008  
Paragraph 1 1,366,518

Even though air travel tickets for foreign travel should be purchased from the Sri Lankan Airlines or Mihin Lanka Airlines, those provisions had been contravened.

(d) National Budget Circular  
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Circular No. 118 of 11 October 2004 Paragraph 1.1.3- 1.1.7 905,130

Action had not been taken for the settlement of the loan balances of the officers transferred to the Office through the Monthly Summaries of Accounts during the specified periods.

**19.7 Human Resources Management**

**Approved Cadre and Vacancies**

The position of the cadre as at 31 December 2012 had been as follows.

Category of Employees	Approved Cadre	Actual Cadre	Number of Vacancies
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(a) Senior Level	3	2	1
(b) Tertiary Level	11	6	5
(c) Secondary Level	21	19	2
(d) Primary Level	17	15	2
(e) Others (Casual / Temporary / Contract Basis)	10	10	-
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Total	62	52	10
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Action had not been taken even by the end of the year under review to fill 10 vacancies.