



Government of the Independent  
State of Samoa

Ministry of Finance

# TREASURY INSTRUCTIONS

Section 10

## Financial Reporting

June 2013

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## PART O: FINANCIAL REPORTING

### O.1. OBJECTIVE OF FINANCIAL STATEMENTS

A financial statement should reflect true and fair view of the affairs of the organization. As these statements are used by various constituents of the society / regulators, they need to reflect true view of the financial position of the organization.

### O.2. QUALITATIVE CHARACTERISTICS OF FINANCIAL STATEMENTS

Qualitative characteristics of financial statements include:

- Understandability
- Reliability
- Comparability
- Relevance
- True and Fair View/Fair Presentation

### O.3. PREPARATION OF FINANCIAL STATEMENTS

The Financial Secretary shall prepare<sup>1</sup> and send to the Audit Office the financial statements for the year in the form specified in Schedule 5 of the Public Finance Management Act 2001 and as required by any other Act the financial statements are required to be submitted not later than 4 months after the end of the financial year.

### O.4. AUDIT OF FINANCIAL STATEMENTS

(1) The Controller and Chief Auditor shall examine the financial statements<sup>2</sup> and provide a written report to be attached to the financial statements for presentation to the Legislative Assembly. The report shall state whether, in the opinion of the Controller and Chief Auditor, the financial statements -

- (i) Have been prepared in accordance with the Public Finance Management Act 2001 and any other relevant Acts; and
- (ii) Present fairly the matters required by these Acts.

(2) If the Controller and Chief Auditor is not able to report as per paragraph (1) above, he shall state the reasons for the same.

(3) If the Controller and Chief Auditor is of the opinion that he did not obtain all necessary information and explanations, he shall give particulars of the shortcomings.

<sup>1</sup> Section 107 of Public Finance Management Act 2001

<sup>2</sup> Section 107(2) of Public Finance Management Act 2001

- (4) The financial statements together with the report of the Controller and Chief Auditor shall be returned to the Financial Secretary not later than 6 months from the end of the financial year to which they relate.

#### **O.5. SUBMISSION OF FINANCIAL STATEMENTS AND AUDIT REPORT**

- (1) The financial statements together with the report of the Controller and Chief Auditor shall be laid by the Minister<sup>3</sup> before the Legislative Assembly forthwith if the Assembly is then in session and if not, at the commencement of the next ensuing session; and
- (2) The financial statements, in such summarised form as may be authorised by the Minister, shall be published in a newspaper circulating widely in Samoa.

#### **O.7. QUARTERLY SUMMARIES<sup>4</sup>**

The Financial Secretary shall within one month of the end of each quarter except the last quarter of every financial year, prepare and publish in a newspaper circulating widely in Samoa a summary of the receipts and payments of the Treasury Fund from the beginning of the financial year to the end of that quarter and shall forward the summary to the Audit Office.

#### **O.8. DEPICTION OF IMPRESTS<sup>5</sup>**

Imprests unaccounted for at the end of any quarter shall not be included in the payments but shall be shown as balances in hand.

#### **O.9. DEPARTMENTAL REPORTS<sup>6</sup>**

Annual reports required under any Act to be submitted by a department shall include relevant information relating to that department taken from the statement of receipts and payments required by Schedule 5 of the Public Finance Management Act 2001. The Financial Secretary shall certify the information contained in the statement as being a true extract from the financial statements.

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<sup>3</sup> Section 107(2) of Public Finance Management Act 2001

<sup>4</sup> Section 108 of Public Finance Management Act 2001

<sup>5</sup> Section 109 of Public Finance Management Act 2001

<sup>6</sup> Section 110 of Public Finance Management Act 2001