

**CHECKLIST OF REFORMS
MUNICIPAL ACCOUNTING**

DESIRED OBJECTIVES:

Note: UIDSSMT requires certain reforms to be undertaken by states/ cities in Municipal Accounting, with the objective of having a modern accounting system based on double-entry accrual principles, leading to better financial management, transparency and self-reliance.

1. **CURRENT STATUS**

a. Please provide a short note on the present method of accounting being followed in your city

b. Please provide the status of completion and adoption of accounts, and if they have been audited and published in the last 3 years

Year	Adopted	Audited	Published
2002-2003			
2003-2004			
2004-2005			

c. Please state whether State/city has drawn up its own accounting manual

Yes No

d. Please state whether State/city has adopted NMAM (National Municipal Accounting Manual)

i. without modifications

ii. with modifications.

If NMAM has been adopted with modifications, please state these:

e. Please state whether State has modified its current appropriate laws and regulations to be in compliance with the double-entry accrual principles. If yes, please provide date of such modification.

Yes	No	Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

f. If applicable, please provide current status of implementation of double-entry accrual system.

2. TIMELINE FOR ACTION ON REFORMS

a. Resolution by Government expressing commitment to establish modern municipal accounting system. (Note: This resolution should be passed within 6 months of signing of MOA under UIDSSMT and a copy submitted to MOUD.)

b. GO/Legislation/Modification of rules for migrating to double-entry accounting system

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

c. Appointment of consultants for development of State manual (either based on NMAM or independently)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d. Completion and adoption of manual

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

e. Commence training of personnel

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

f. Appointment of field-level consultant for implementation at the city-level

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

g. Notification of cut-off date for migrating to the double-entry accounting system

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| h. Business Process Re-engineering (if required) | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | |
| i. Valuation of assets and liabilities | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | |
| j. Drawing up of opening balance sheet (OBS): | | | | | | | |
| i. Provisional OBS | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Adoption of provisional OBS | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Finalisation of OBS | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | |
| k. Full migration to double-entry accounting system | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | |
| l. Production of financial statements (income-expenditure accounts and balance sheet) | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | |
| m. Audit of financial statements | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | |
| n. Adoption of accounts | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | |
| o. Preparation of outcome budget | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | |
| p. Complete re-vamp of the Public Financial Management (PFM) cycle, which includes internal controls | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

q. Credit rating of ULB/parastatal (if required)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

r. Any other reform steps being undertaken (please use additional space to specify)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>