



REPUBLIC OF GHANA

2018 BUDGET IMPLEMENTATION INSTRUCTIONS – GOODS AND SERVICES

MINISTRY OF FINANCE

29TH JANUARY 2018

3.2 GOODS AND SERVICES

Ministry of Finance will issue Budget Allotments to MDAs for Goods and Services based on Work Plans and budget requirements received from MDAs and based on projected cash flow for the relevant period. The breakdown on the warrants by Programmes and Departments and Agencies within a ministry will be based on the approved budget and Work Plan of the MDA as well as projected cash flow. Where a Ministry wishes to vire between the votes in the warrants issued, an application for virement will have to be made by the MDA on the GIFMIS platform to MOF, indicating the source and destination of each amount being vired.

3.2.1 Rationalisation of Administrative Cost of Public Institutions

As part of measures to cut back on the administrative overheads of all public institutions including State Owned Enterprises, government will undertake comprehensive rationalisation of all administrative costs. This will include vehicle running cost, capacity building, printing, workshops and seminars, among others. The Ministry will not accept for release of funds requests in respect of procurement of dairies and calendars by public institutions.

3.2.2 Leasing of Office Equipment and Motor Vehicles

As part of Government's continuing efforts at prudent liquidity management, reducing cost, deepening the leasing sector and accelerating the drive towards a more efficient public sector, government will adopt leasing as the main vehicle for financing the acquisition and use of government assets.

3.2.3 Releases for Foreign Travel Expenses

MDAs are to note that Foreign Travel expenses are to be met from the Goods and Services budget and should not be treated as a separate or additional budget. MDAs must ensure that they obtain approval from the Office of the President before making commitments for foreign travels. MDAs are to use the Procure to Pay (P2P) module on

the GIFMIS platform for foreign travels and ensure that requests are based on available balances on their Goods and Services releases.

No request for the payment of tickets must be sent to the Ministry of Finance for release of funds.

3.2.4 Government Travels

As part of measures aimed at curbing public expenditure, government will rationalise its travel expenditure, by introducing the use of a corporate travel tool to consolidate official travels and ensure transparency in ticket pricing and policy compliance.

3.2.5 Medical Treatment

All MDAs are to note that there is no central vote for medical treatment in or outside the country. Requests for medical treatment (local and foreign) will be charged to MDA's Goods and Services budget. MDAs requiring funds for medical treatment must therefore initiate and process their request using their Goods and Services budget on the GIFMIS platform, after obtaining the necessary approvals from the Office of the President. Heads of MDAs are reminded to ensure compliance with the requirement to obtain a review and recommendation of a duly constituted Medical Board before applying for approval to evacuate persons for medical treatment abroad.

3.2.6 Utilities

Following the cessation of the Cross-Debt Settlement arrangement in 2013, the Ministry of Finance has ceased to make provision at the centre to accommodate expenditures in respect of utilities namely; water, telephone, electricity and internet charges. MDAs are reminded that expenditure on utilities forms part of the Goods and Services vote, and must be prioritized in order to be paid from Goods and Services releases. Ministry of Finance will not make additional releases for payment of utility charges.

All MDAs/MMDAs are also urged to comply with the directives to install pre-paid meters on their premises.

3.2.7 Property Rate and Ground Rent Payment

MDAs are to meet all expenditure arising from Property Rate and Ground Rent payments from their approved 2018 Goods and Services Budget.

3.2.8 Annual Subscriptions to International Organisations

MDAs are reminded that annual subscriptions are payable from their respective Goods and Services budget. MDAs are therefore required to process these subscription payments from their Goods and Services budget to prevent these subscriptions from falling into arrears.