# **Local Government Accountability Requirements**

*Draft, 5th March 2016*

# Overview of Accountability Requirements

In order for an accounting officer to be reappointed, he/she is required to adhere to a number of specific accountability requirements set out in their previous appointment letters, performance contracts and the PFMAA. These are summarised in the table below and elaborated in the next section.

| **Area** | **Overview of Requirements** |
| --- | --- |
| Timeliness of Budget Submissions | * A LGBFP submitted by the 15th November |
| * A draft budget submitted by the 15th March |
| * A final performance contract submitted by the 15th June on the basis of the approved budget. |
| Supporting Documents for the Budget required to the PFMA are submitted and available | * Budget Submission includes a Procurement Plan for the forthcoming FY. |
| * Budget Submission includes an annual Recruitment Plan for the budget year |
| * Budget Submission incudes the cash flow projections of the vote |
| * Budget submissions include a Vehicle Utilization Report |
| * Budget submissions include the Asset Register of the vote |
| Timeliness of Reporting | * The annual accounts for the previous financial year have been submitted |
| * The annual accounts for the previous FY were submitted on time on or before 31st August |
| * The last four quarterly performance reports report due have been submitted. |
| * The annual performance report for the previous FY was submitted on or before 31st July. |
| * The first quarter’s budget performance report for the previous FY was submitted on or before the 31st October |
| * The second quarter’s budget performance report for the previous FY was submitted on or before the 31st January |
| * The third quarter’s budget performance report for the previous FY was submitted on or before the 31st April |
| Arrears | * There were no new arrears accumulated in the previous financial year. |
| Internal Audit | * The LG has provided information to the PS/ST on the status of implementation of internal audit findings for the previous financial year. |
| * This statement includes actions against all findings where Internal Audit recommended the accounting officer to take action. |
| External Audit | * The most recent Audit Opinion is neither Adverse nor Disclaimed. |
| * The LG has provided information to the PS/ST on the status of implementation of external audit findings for the previous financial year |
| * This statement includes actions against all findings where the Auditor General recommended the accounting officer to take action. |
| Transparency, Monitoring and Follow up | * Respond to and take appropriate follow up actions to feedback provided on the budget website and call centre. |
| * Post the LG Payroll on the budget website |
| * Post the LG Pensioner Schedule on the budget website. |
| * Prepare quarterly monitoring reports which outline the findings of monitoring activities and post them on the budget website |
| * Post all quarterly monitoring reports on the budget website within one month of the end of the quarter. |

# Requirements Assessment and Compliance Table

The Requirements Assessment of Compliance Table is more detailed than the summary of accountability requirements presented above. For each summary requirement, detail is given on what the minimum level of compliance is, and how this will be checked in practice. An independent assessment will be conducted in March to determine if local governments are adhering to these requirements. This will be considered as part of the performance assessment of Accounting Officers and inform the appointment of accounting officers. Failure to adhere to these requirements may result in non-renewal of the contract of the Accounting Officer by the PS/ST of the Ministry of Finance, Planning and Economic Development.

| **Area** | **Summary of Requirements** | **Definition of Compliance** | **Source of Information** | **Reporting on Compliance** | **Point Assessed** |
| --- | --- | --- | --- | --- | --- |
| **Cross-Cutting Budget Requirements** | | | | | |
| 1. Timeliness of Budget Submissions | 1.1 A LGBFP submitted by the 15th November | The Local Government Budget Framework Paper for the forthcoming FY was received by MoFPED, on or before 15th November.  The official date of submission will be the date on the receipt of the report provided by MoFPED. | Date of Submission/issuance of receipt (which is recorded on the Budget Website) | State the date that MoFPED received the LGFP for the forthcoming FY.  If the LGFP was   1. not submitted, state “not yet submitted”. 2. submitted after 15th November “submitted late” 3. submitted on or before 15th November, state “submitted on time”   If (c) then state “compliant”, if (a) or (b) state “non-compliant”. | Draft Budget |
| 1.2 A draft budget submitted by the 15th March | The Local Government Draft Budget for the forthcoming FY was received by MoFPED, on or before 15th March.  The official date of submission will be the date on the receipt of the submission provided by MoFPED. | Date of Submission/issuance of receipt (which is recorded on the Budget Website) | State the date that MoFPED received the Draft Budget for the forthcoming FY.  If the Draft Budget was   1. not submitted, state “not yet submitted”. 2. submitted after 15th March “submitted late” 3. submitted on or before 15th March, state “submitted on time”   If (c) then state “compliant”, if (a) or (b) state “non-compliant”. | Draft Budget |
| 1.3 A final performance contract submitted by the 15th June on the basis of the approved budget. | The final Performance Contract for the forthcoming FY was received by MoFPED, on or before 15th June.  The official date of submission will be the date on the receipt of the submission provided by MoFPED. | Date of Submission/issuance of receipt (which is recorded on the Budget Website) | State the date that MoFPED received the Performance Contract for the forthcoming FY.  If the Performance Contract was   1. not submitted, state “not yet submitted”. 2. submitted after 15th June “submitted late” 3. submitted on or before 15th June, state “submitted on time”   If (c) then state “compliant”, if (a) or (b) state “non-compliant”. | Final Budget |
| 2. Supporting Documents for the Budget required to the PFMA are submitted and available | 2.1 Budget Submission includes a *Procurement Plan* for the forthcoming FY. | The Budget Estimates for the forthcoming FY is accompanied by a Procurement Plan. | MoFPED | State whether the Draft Budget for the forthcoming FY   1. is “accompanied by a Procurement Plan” 2. is “not accompanied by a Procurement Plan”.   If (a) then state “compliant”, if (b) state “non-compliant”. | Draft Budget |
| 2.2 Budget Submission includes an annual *Recruitment Plan* for the budget year. | The Budget Estimates for the forthcoming FY is accompanied by a Recruitment Plan.  Submission will be through the OBT. | MoFPED | State whether the Draft Budget for the forthcoming FY   1. is “accompanied by a Recruitment Plan”. 2. is “not accompanied by a Recruitment Plan”.   If (a) then state “compliant”, if (b) state “non-compliant”. | Draft Budget |
| 2.3 Budget Submission incudes the *cash flow projections* of the vote. | The Budget Estimates for the forthcoming FY is accompanied by a projection of quarterly cash-flow needs for each Workplan with a budget allocation.  Submission will be through the OBT. | MoFPED | State whether the Draft Budget for the forthcoming FY   1. is “accompanied by a cash-flow projection” for all Workplans with a budget. 2. is “not accompanied by a cash-flow projection” for all Workplans with a budget.   If (a) then state “compliant”, if (b) state “non-compliant”. | Draft Budget |
| 2.4 Budget submissions include a *Vehicle Utilization Report.* | The Budget Estimates for the forthcoming FY is accompanied by a Vehicle Utilisation Report for the local government. | MoFPED | State whether the Draft Budget for the forthcoming FY   1. is “accompanied by a Vehicle Utilisation Report”. 2. is “not accompanied by a Vehicle Utilisation Report”.   If (a) then state “compliant”, if (b) state “non-compliant”. | Draft Budget |
| 2.5 Budget submissions include the Asset Register of the vote. | The Budget Estimates for the forthcoming FY is accompanied by an Asset Register for the local government. | MoFPED | State whether the Draft Budget for the forthcoming FY   1. is “accompanied by an Asset Register”. 2. is “not accompanied by an Asset Register”.   If (a) then state “compliant”, if (b) state “non-compliant”. | Draft Budget |
| **Cross Cutting Accountability Requirements** | | | | | |
| 3. Timeliness of Reporting | 3.1 The annual accounts for the previous financial year have been submitted | The annual accounts for the previous FY have been received by the Accountant General. | Accountant General | If annual accounts for the previous FY were   1. submitted to the Accountant General, and seen by the assessor, state “submitted” 2. not submitted to the Accountant General, or seen by the assessor, state “not yet submitted”   If (a) then state “compliant”, if (b) state “non-compliant” | Draft Budget |
| 3.2 The annual accounts for the previous FY were submitted on time on or before 31st August | The annual accounts for the previous FY were received by the Accountant General on or before 31st August.  The official date of submission will be either the date stamped on the hard copy of the accounts, or the electronic submission, whichever is earlier. | Accountant General | State the date that the Accountant General’s Office received the annual accounts for the previous FY.  If annual accounts for the previous FY were   1. not submitted, state “not yet submitted. 2. submitted after 31st August, state “submitted late” 3. submitted on or before 31st August, state “submitted on time”   If (c) then state “compliant”, if (a) or (b) state “non-compliant”. | Draft Budget |
| 3.3 The last four quarterly performance reports report due have been submitted. | The past four quarterly performance reports have been received by MoFPED through the OBT/PBT.  At 31 March, this would be Q1 and Q2 performance reports of the current FY, and Q3 and Q4 performance reports of the previous FY.  The official record of submission will the receipt of the submission provided by MoFPED. | Actual report (which is posted on the Budget Website) | List the past four performance reports submitted to MoFPED through the OBT, and seen by the assessor.  Compare these to the four performance reports that should have been submitted. If   1. all 4 performance reports were submitted to MoFPED as required, state “all reports submitted” 2. 1-3 performance reports were submitted to MoFPED as required, state “not all reports submitted” 3. no performance resports were submitted to MoFPED, state “no reports submitted”   If (a) then state “compliant”, if (b) or (c) state “non-compliant”. | Draft Budget |
| 3.4 The annual performance report for the previous FY was submitted on or before 31st July. | The annual performance report for the previous FY was received by MoFPED, on or before 31st July.  The official date of submission will be the date on the receipt of the submission provided by MoFPED. | Date of Submission/issuance of receipt (which is recorded on the Budget Website) | State the date that MoFPED received the annual performance report for the previous FY.  If the report was   1. not submitted, state “not yet submitted”. 2. submitted after 31st July, state “submitted late” 3. submitted on or before 31st July, state “submitted on time”   If (c) then state “compliant”, if (a) or (b) state “non-compliant”. | Draft Budget |
| 3.5 The first quarter’s budget performance report for the previous FY was submitted on or before the 31st October | The Q1 performance report for the previous FY was received by MoFPED, on or before 31st October.  The official date of submission will be the date on the receipt of the submission provided by MoFPED. | Date of Submission/issuance of receipt (which is recorded on the Budget Website) | State the date that MoFPED received the Q1 performance report for the previous FY.  If the report was   1. not submitted, state “not yet submitted”. 2. submitted after 31st October, state “submitted late” 3. submitted on or before 31st October, state “submitted on time”   If (c) then state “compliant”, if (a) or (b) state “non-compliant”. | Draft Budget |
| 3.6 The second quarter’s budget performance report for the previous FY was submitted on or before the 31st January | The Q2 performance report for the previous FY was received by MoFPED, on or before 31st January.  The official date of submission will be the date on the receipt of the submission provided by MoFPED. | Date of Submission/issuance of receipt (which is recorded on the Budget Website) | State the date that MoFPED received the Q2 performance report for the previous FY.  If the report was   1. not submitted, state “not yet submitted”. 2. submitted after 31st January, state “submitted late” 3. submitted on or before 31st January, state “submitted on time”   If (c) then state “compliant”, if (a) or (b) state “non-compliant”. | Draft Budget |
| 3.7 The third quarter’s budget performance report for the previous FY was submitted on or before the 30st April | The Q3 performance report for the previous FY was received by MoFPED, on or before 30th April.  The official date of submission will be the date on the receipt of the submission provided by MoFPED. | Date of Submission/issuance of receipt (which is recorded on the Budget Website) | State the date that MoFPED received the Q3 performance report for the previous FY.  If the report was   1. not submitted, state “not yet submitted”. 2. submitted after 30th April, state “submitted late” 3. submitted on or before 30th April, state “submitted on time”   If (c) then state “compliant”, if (a) or (b) state “non-compliant”. |  |
| 4. Arrears | 4.1 There were no new arrears accumulated in the previous financial year. | Arrears are reported in the OBT.  The value of the reported arrears at 30th June at the end of the last FY    *Is less than or equal to*  the value reported for 30th June, 12 months earlier. | MoFPED Schedule of Arrears compiled from LGs | State the value of arrears in the OBT for the previous FY and the FY before that.  If the value of arrears   1. was not reported, state “not reported”. 2. increased over the past FY, state “arrears accumulated” 3. remained the same or decreased, state “arrears not accumulated”   If (c) then state “compliant”, if (a) or (b) state “non-compliant”. | Draft Budget |
| 5. Internal Audit | 5.1 The local government has provided information to the PS/ST on the status of implementation of internal audit findings for the previous financial year. | The Accounting Officer has submitted to the PS/ST a statement entitled “Actions to Address Internal Audit Findings”, which sets out:   * the internal audit recommendations in the previous FY; and * the actions that the LG has taken to address these findings. | Statement “Actions to Address Internal Audit Findings” provided to MoFPED | If the local government has   1. submitted the statement, state “submitted” 2. not submitted the statement, state “not yet submitted”   If (a) then state “compliant”, if (b) state “non-compliant”. | Draft Budget |
| 5.2 This statement includes actions against all findings where Internal Audit recommended the Accounting Officer to take action. | In the statement entitled “Actions to Address Internal Audit Findings”, there is a response to each recommendation in the Internal Audit Report for the previous FY. | Statement “Actions to Address Internal Audit Findings” provided to MoFPED  Annual Internal Audit Report for the LG | List the issues raised by the Internal Audit Report that require action by the Accounting Officer.  For each issue raised by the Internal Audit Report,   1. if there is a response, state “response provided” and provide details. 2. If there is no response provided, state “no response provided.”   If all issues in the Audit Report have a “response provided” then state “compliant”.  If any there are any issues where “no response provided” then state “non-compliant”. | Draft Budget |
| 6. Audit | 6.1 Audit Opinion is neither Adverse nor Disclaimed. | The audit opinion for the local government in the Auditor General’s Annual Report (Volume III – Local Authorities) is neither “Adverse” nor “Disclaimed” | Annual Report of the Auditor General | State the opinion of the Auditor General in the Audit Report.  If the opinion in the audit report is “adverse” or “disclaimed” then state “non-compliant”. If not, state “compliant”. | Draft Budget |
| 6.2 As part of the 2016/17 budget submission, a statement of the actions taken by the vote to implement the recommendations of Parliament in respect to the report of the Auditor General of the preceding financial year; | The budget estimates for the LG are accompanied by a statement entitled “Actions to address issues raised by the Annual Report of the Auditor General”, which sets out the actions that the LG will take to address audit queries raised in the Auditor General’s Annual Report (Volume III – Local Authorities) | Statement “Actions to address issues raised by the Annual Report of the Auditor General”, provided to MoFPED | If the budget estimates submitted by the LG to MoFPED   1. are accompanied by the statement, state “submitted” 2. are note accompanied by the statement, state “not yet submitted”   If (a) then state “compliant”, if (b) state “non-compliant”. | Draft Budget |
| 6.3 This statement includes actions against all findings where the Auditor General recommended the accounting officer to take action. | There is a response to each action required in the Auditor General’s Annual Report (Volume III – Local Authorities) | Statement “Actions to address issues raised by the Annual Report of the Auditor General”, provided to MoFPED  Annual Report of the Auditor General | List the issues raised by the Audit Report that require action by the Accounting Officer.  For each issue raised by the Audit Report,   1. if there is a response, state “response provided” and provide details. 2. If there is no response provided, state “no response provided.”   If all issues in the Audit Report have a “response provided” then state “compliant”.  If any there are any issues where “no response provided” then state “non-compliant”. | Draft Budget |
| 6. Monitoring and Follow up | 6.1 Respond to and take appropriate follow up actions to feedback provided on the budget website and call centre. | All comments posted on the Uganda Budget Website ([www.budget.go.ug](http://www.budget.go.ug)) in 2015/16 receive a response in the name in the name of a user registered to the local government | Uganda budget website | Using only the comments posted that are marked to the local government, state:  State:   1. the number of comments posted in the current FY that are more than two weeks old 2. the number of comments that received a response in the name of a user registered to the local government   If (a) is equal to zero, or (d) is 100%, then state “compliant”.  If (a) is greater than zero and (d) is less than “100%”, then state “non compliant”. | Draft Budget |