

## Guidelines for Submission of Monthly Cash Forecast

1. The Monthly Cash Forecast should be submitted to the UGC via email [cf@ugc.ac.lk](mailto:cf@ugc.ac.lk) on or before 09<sup>th</sup> of each month along with the following reports.
  - a. Table I – Summary Page of the Cash Forecast
  - b. Table II – Detailed Cash Forecast
  - c. Format I – Analysis of Recurrent Outstanding Bills
  - d. Format II - Analysis of Capital Outstanding Bills
  - e. Format III – Analysis of Fund Utilization
  - f. Gratuity Payment Details
  - g. Reconciliation for Personnel Emoluments - Actual Vs Forecast – If forecasted Personnel Emolument Expenditure exceeds the actual Personnel Emolument Expenditure of the previous month
2. The actual end cash balance declared in the Cash Forecast of January should be agreed with the Financial Statements.
3. Detailed break down of the following expenditure categories should be recorded in monthly cash forecast.
  - Personnel Emoluments (**Note 01**) – Other Allowances – (*Fuel Allowance, Head Allowance, and Communication Allowance etc.*)
  - Other Income (**Note 13**) – (*Registration Fees, Tuition Fees, Examination Fees, Interest from Investments, Interest from Loan & Advances, Rent form Properties and Library Fines etc. )*
4. Correction of errors in cumulative figures or to the cash balances should not be done without proper justification.