Solomon Islands Government

CHART OF ACCOUNT MAINTENANCE FORM

Ministry: _____

Amendment Requested (circle as applicable)   **ADD/EDIT/DELETE**

Account Code: ☐ ☐ ☐ - ☐ ☐ ☐ - ☐ ☐ ☐

Account Type[1]: _____

Start[2]:	Year	Period
End[3]	Year	Period

Account Description[4]:

Details of Account Code[5]:

Source of Funding[6]:   N/A ☐   Virement ☐   Wararant ☐

Note: where a new code has been requested Virement/Warrant must be attached OR if Donor funded documentation to support funding must be attached

Signed by: _____   Date: _____

For MOF Use only

Authorised by Budget Unit[7]   Date: _____

Authorised & Actioned by[8]:   Date: _____

---

[1] ie. Expenditure, income, Asset, Liability
[2] Date the Code is to become active
[3] Date the code is to cease being used
[4] This will be what will appear on your financial reports, budget
[5] Where a new code is being set up, details of what the code will be used for. Where a code is to be deleted, details why the code is no longer required
[6] Indicate source of funding, ie. Virement, supplementary warrant contingency warrant.
[7] Budget Unit ,Treasury
[8] Action Officer updating SIG Chart of Accounts