

## **Monthly Civil Accounts**

### **AUTHORITY FOR COMPILATION**

In accordance with Para 2.2 of Comptroller and Auditor General's Manual of Standing Orders (Accounts & Entitlement) Volume – I, Accountants General (A&E), functioning under C&AG of India, are responsible for compilation of Monthly Civil Accounts (MCA) and its submission to the Finance Department of the respective state.

### **SOURCES OF ACCOUNTS**

These accounts are compiled on the basis of vouchers and challans received from State treasuries, compiled accounts from Public Works and Forest Departments and also from Autonomous Council accounts (State specific) of the State for the respective month. It also includes shareable taxes from divisible pool and Loans and Grants-in-aid released by the Government of India and also accounts from other accounting circles. It commences from April and ends with March (Supplementary) accounts of a financial year. The March (Supplementary) accounts are generally meant for adjustment of misclassification/ differences arising out of annual reconciliation of departmental receipts and expenditure figure with those booked by Accountants General Office and also annual adjustment of Interest on General Provident Fund and State Government Group Insurance Schemes plus other interest bearing obligations.

### **FORMS IN WHICH PREPARED**

It is presented in FORM AC. 31 (General Statement of Accounts) as prescribed in Account Code for Accountant General, which depicts summary of balances with opening and closing cash balances (Front page) followed by Abstract of Major Head totals (Itemization) and also a certificate from Accountant General regarding reconciliation of Cash balance report rendered by the RBI, CAS, Nagpur (Last Page).

### **PURPOSE**

The main purpose of compilation of MCA is to keep the State Government informed of the month wise receipts & expenditure together with the progressive figures (Consolidated Fund, Contingency Fund and Public Account) coupled with the opening and closing cash balance so that the State Government could make financial planning for the remaining period of the financial year and also for subsequent year.