

# CIRCULAR

# SAVINGRAM

GOVERNMENT OF TONGA

To : All Heads of Departments  
From : Secretary for Finance and Planning  
Saving No : 15/23/121  
Date : 18 April, 2007

## TREASURY CIRCULAR No.8/06-07

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### Timing for payment of public utilities bills

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All ministries are hereby advised of the following procedures regarding the payment of public utilities bills (power, communications, and water) and shall be of immediate effect.

1. The Treasury will process the payment of all ministries' bills for power, communications, and water on the 20<sup>th</sup> of each month.
2. The ministry shall therefore prepare the related payment vouchers of all the outstanding public utilities bills that they have already received, and submit to Treasury by the 18<sup>th</sup> of each month.
3. For any ministry that have insufficient funds in their related sub-votes to pay any or all of these bills, they shall prepare the appropriate Transfer Funds form and then send to Treasury together with the related voucher(s) for payment.
4. The ministry shall, however, advise Treasury each month of any outstanding public utilities bills that they have received but not yet submitted for payment, and the underlying reason.

The above procedures are to ensure the prompt payment of ministries' bills on these public utilities, hence, avoid additional costs to government that frequently incurred due to late payment and disconnection charges. It is therefore important that all ministries shall please comply with the above procedures.

Please submit immediately the related bills that you have already received for payment to avoid any possible late payment. In addition, each ministry are hereby kindly requested to please prepare the list of all your power, communications, and water accounts with appropriate details (eg. account title, account number, location, meter number, telephone number, etc) and submit to Treasury before *4.30pm Friday, 20<sup>th</sup> April, 2007*. The list shall include all divisions and outer-island branches and shall be updated on a regular basis.

Greatly appreciate all your assistance and cooperation.

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Aisake Eke  
Secretary for Finance & Planning

