



Treasury Department for the city of Astana
The Treasury Committee of the Ministry of
Finance of the Republic of Kazakhstan

Address: Astana, Beybitishilik Street 57

Департамент казначейства по г. Астана

Комитета казначейства Министерства финансов Республики Казахстан

Адрес: г. Астана, ул. Бейбитшилик, 57



Департамент казначейства по г. Астана

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Room for acceptance of documents and preliminary control

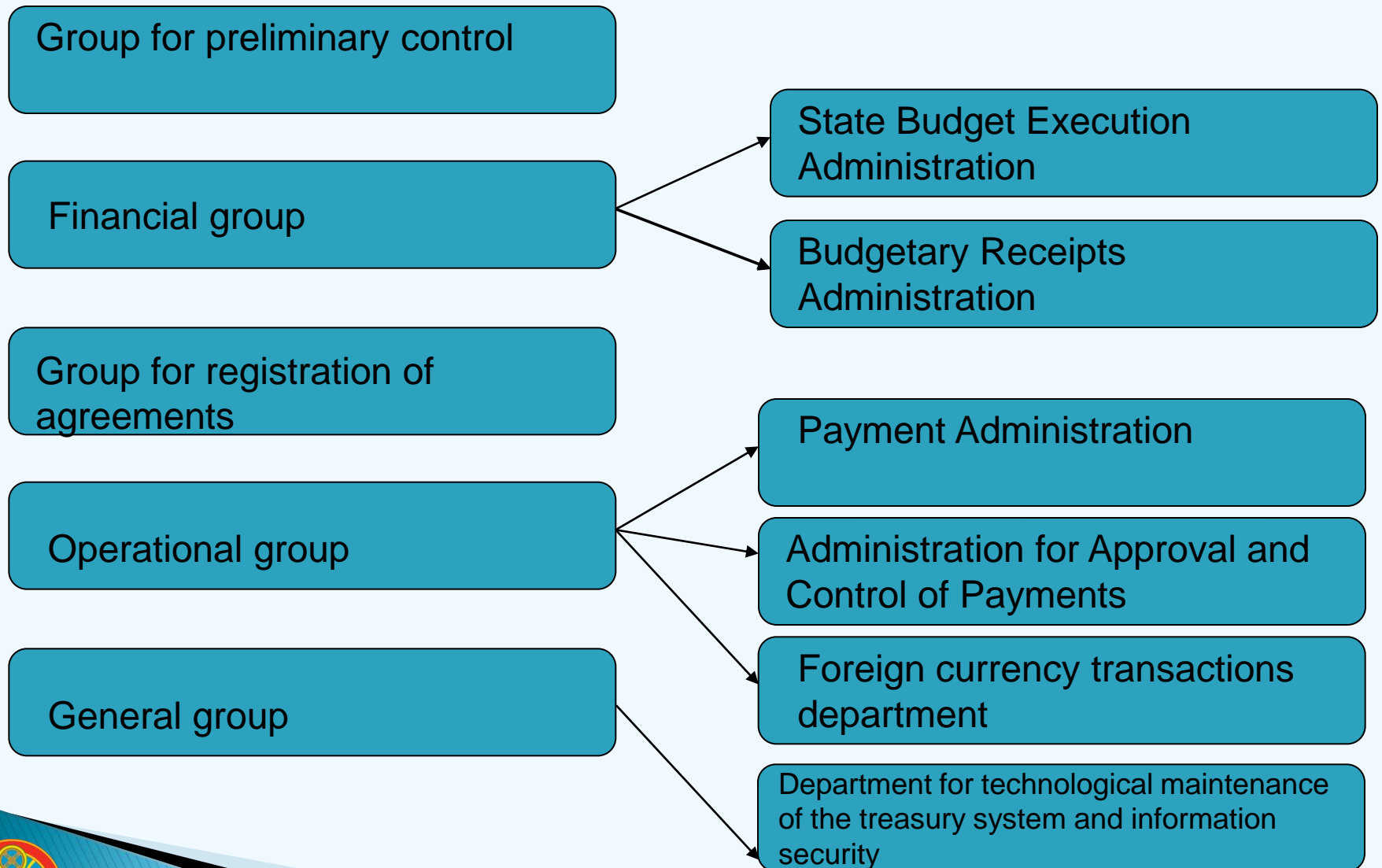


Treasury Department for the city of Astana

- ▶ **347 state institutions;**
- ▶ **Republican budget – 223,
administrators of budgetary programs 40;**
- ▶ **Local budget – 126,
administrators of budgetary programs 28**



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- ▶ bills to be paid
- ▶ applications for registration of civil-legal transactions with agreements
- ▶ applications for entering the recipients of money
- ▶ financing plans
- ▶ Certificates for making changes in the plans
- ▶ Plans of receipts and spending of money received by state institutions from sale of goods (works, services)
- ▶ Payment orders and opinions
- ▶ Collection orders



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State Budget Execution Administration :

- entering in IISC individual plans for funding state institutions financed at the expense of funds from the republican budget and changes to them;*
- entering in IISC the consolidated plan of receipts and financing by payments, the consolidated plan of financing by liabilities, individual plans of financing state institutions financed at the expense of funds from the budget of the city of Astana and changes to them;*
- issuance of reports.*

Budgetary receipts administration:

- forming a request for entering or for making changes in particulars of the recipient of money in the Directory of money recipients*
- crediting receipts to the budget*
- introduction of norms for allocation*
- crediting to the account of unclear receipts with incorrectly given particulars*
- forming reports on receipts;*
- crediting amounts of receipts on off-budgetary accounts of SI, restoration of cash expenses and carrying out operations on Account 902 “Amounts until clarification”.*



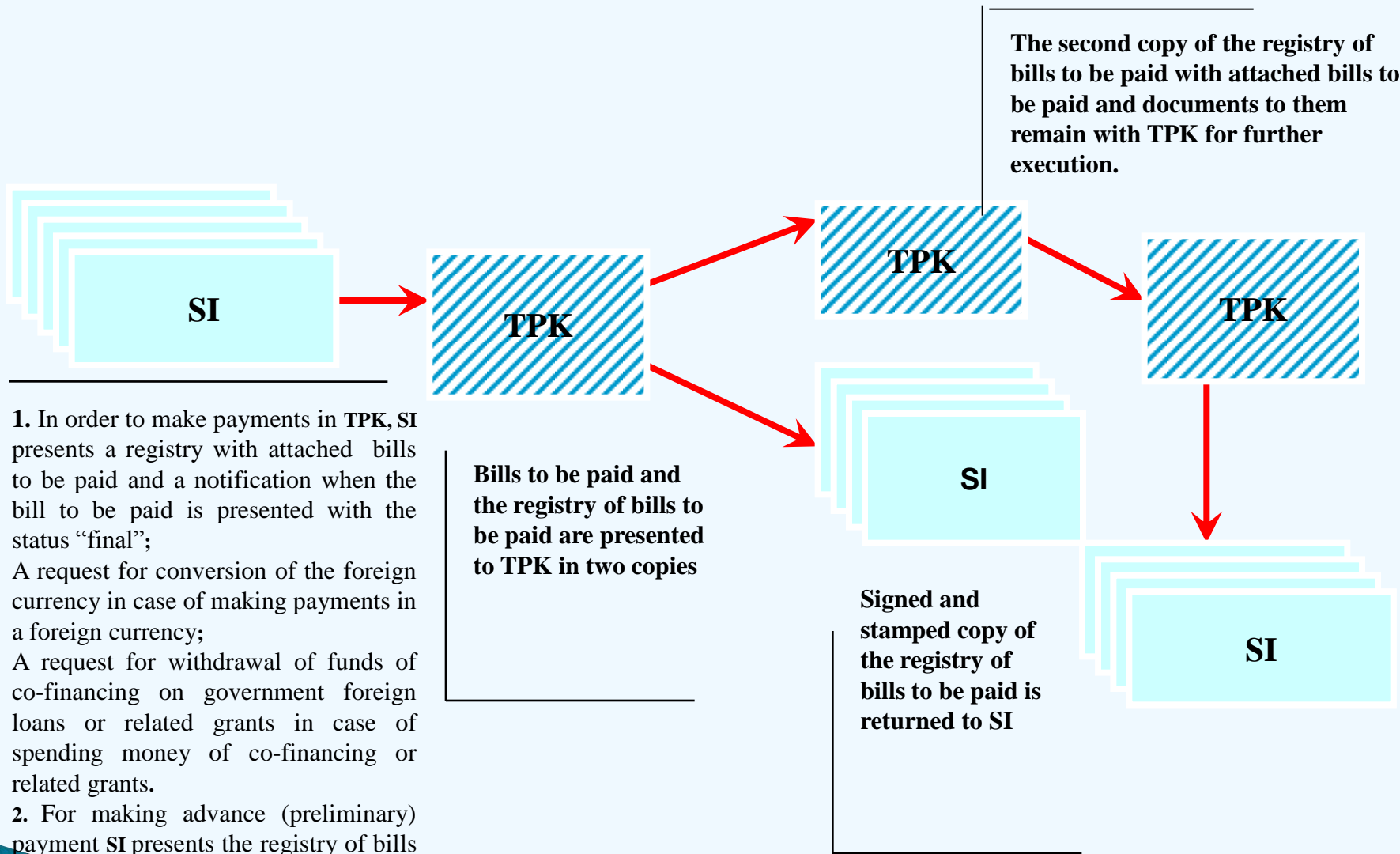
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Group for registration of agreements

- *verification of the agreement (supplementary agreement) concluded in the framework of state procurements, presented for registration*
- *a request for entering the recipient of money in the Directory of recipients of money*
- *Entering a request for registering a civil-legal transaction of a state institution*
- *forming a notification on registration of the agreement*
- *forming reports for receiving detailed information on taken obligations and outstanding obligations.*



Procedure for making payments pursuant to conditions of agreements registered with TPK and transfers of money in the national currency

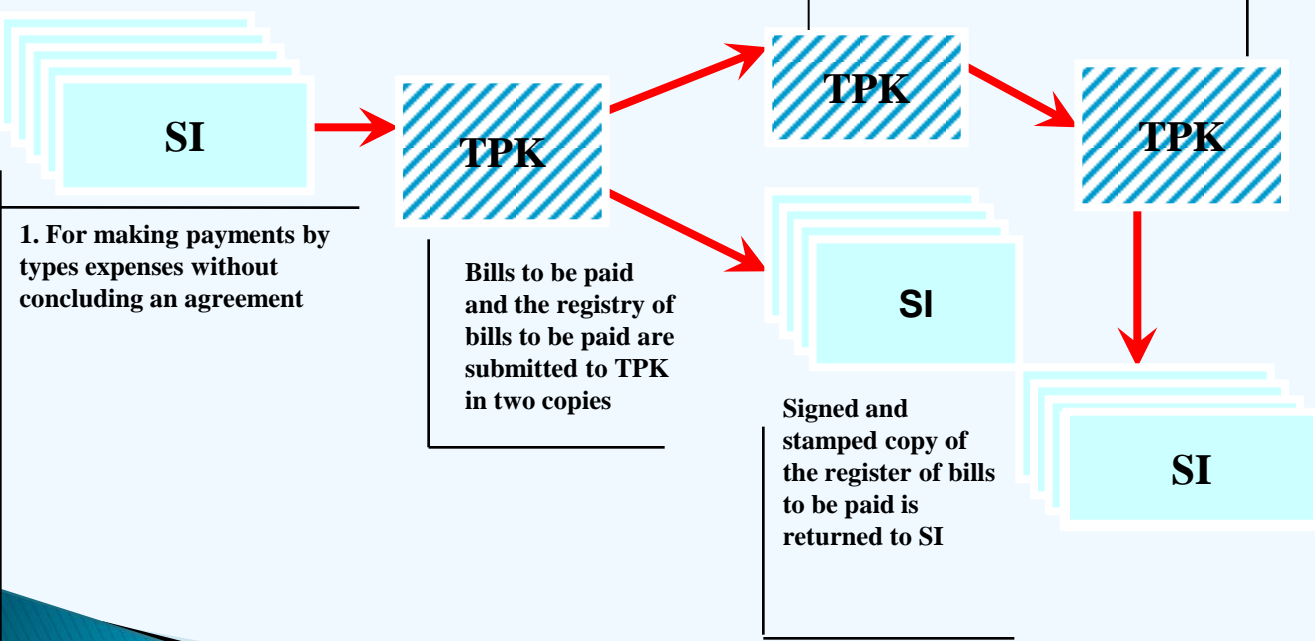


Procedure for making payments without conclusion of agreements and transfer of money in the national currency

Payments and transfer of money of state institutions are made within the limits of balances in cash reference accounts or accounts of state institutions

After the payment is made, the second copy of the bill to be paid and formed report pursuant to form 5-15 "Daily statement of payments made of the state institution" are verified by the signature and the stamp of the responsible executor TPK with indication of the date of making the payment and are transferred together with documents of the recipient of money to SI.

The second copy of the register of bills to be paid with attached bills for payment remain in TPK for further execution.



1. For making payments by types expenses without concluding an agreement

Bills to be paid and the registry of bills to be paid are submitted to TPK in two copies

Signed and stamped copy of the register of bills to be paid is returned to SI

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Operational group

- ☑ *entering bills to be paid on registered civil –legal transactions and civil-legal transactions that do not require registration, on payments of salaries and other cash payments to employees of state institutions, on scholarships, payments to physical persons by means of transferring money to current or saving accounts by deposits, mandatory payments to the budget*
- ☑ *re-entering of bills to paid of state institutions of the republican and local budget, deposit accounts, paid services, sponsor and charity assistance, target financing accounts, temporary placement of free balances of reference cash accounts in the IISC system, entering a request for registering a civil-legal transaction of a state institution*
- ☑ *reconciliation of turnovers for a day by types of budgets by reference cash accounts of state institutions with reporting forms*
- ☑ *functions on making payments and transfers of money in a foreign currency,*
- ☑ *performing operations on provision of state institutions with cash foreign currency for business trip expenses in case of trips outside the country and representation expenses in case of foreign visits of state officials*



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GENERAL GROUP



Department for technological maintenance of the treasury system and information security

- *maintenance of the software, hardware and telecommunication complex;*
- *Work with users of the IISC system on opening or closing, blocking or unblocking of users and their authorities in IISC;*
- *introduction of a Directory of recipients of money in IISC;*
- *Forming daily and monthly reporting forms of the IISC system.*



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Reporting forms:

1-27 “Data on execution of indicators of the local budget”

2-08 “Daily register of receipts meant to be transferred to the National Fund”

2-11A “Report on monthly allocation of receipts”

2-15 “Daily report on collection of receipts”

2-16 “Report on collection of receipts from the beginning of the year”

2-18 “Consolidated report on collection of receipts from the beginning of the year”

2-19 “Form for daily allocation of receipts”

2-27 “Report on daily allocation of receipts of local budgets”

2-29 “Return of receipts from the budget to tax payers”

2-31A “Report on transfer of receipts between tax bodies and budget classification codes”

2-38 “Payment order”

2-41 “Analysis of payment orders”

2-43 “Receipts by budget classification code”

5-17 “Registry of restorations and transfers”

5-20 “Extract from the cash reference account”

5-34 “Report on the status of the reference account of the corresponding budget”

5-30 “Balance of paid services in the reference account”

5-56 “Report on return of payments on salaries”

5-57 “Report on return of pension payments”

4-02 “Notification on registering an agreement”

4-09 “Details of periodical liabilities”

4-12 “Details of outstanding debts

4_20 “Consolidated report on expenses”

5-02 “Registry of bills prepared for payment”

5-15 “Daily statement on payments made of the state institution”

5-15A “Statement on payments made to corresponding accounts of recipients of money”

5-30 “Balance of paid services in the reference account”

5-33 “Report on balances of paid services in the reference account”

5-34A “Report on balances of paid services in the reference account related to sponsor and charity assistance and temporary placement of money”

5-42 “Expenses for a day”

8-17 “Statement on accounts of the State Treasury in foreign currency”

8-09 “Information on personal account”

8-07 “Report on balances in accounts in a foreign currency”

