

SUBMISSION OF ACCOUNTING RETURNS BY MINISTRIES/ DEPARTMENTS

1. The Accounting Returns (ACR) submitted by Ministries/Departments provide input for crucial information for the preparation of Financial Statements. As such, ACR should be complete and accurate and the onus rest with Ministries/Departments to ensure that these are free from errors/misstatements.

The table below details the ACR to be submitted to the Treasury by the deadlines set:

SN	ACCOUNTING RETURNS (ACR)	FORMAT	LAST DATE TO REACH TREASURY	CIRCULAR REFERENCE (Paragraph 2 below)
Annual Statements Returns				
(i)	ACR Advances	ANNEX II	16-Aug	CIR1, CIR2, CIR3
(ii)	ACR Deposits	ANNEX II		-
(iii)	ACR Arrears of Revenue	ANNEX II		CIR 2
(iv)	ACR Claims Abandoned	ANNEX II	16-Aug	CIR1
(v)	ACR Losses Charged to Expenditure	ANNEX II		CIR1
(vi)	ACR Stores Losses	ANNEX II		CIR1
(vii)	ACR Non-Cash Aid Received (Foreign)	ANNEX II		-
(viii)	ACR Cash Aid Received (Foreign)	ANNEX II		-
Returns of Inventories				
(ix)	ACR Inventories (Excluding Donated Inventories) *	ANNEX III	16-Aug	-
(x)	ACR Inventories (Donations Received)	ANNEX III		-
(xi)	ACR Inventories (Write - Off)	ANNEX III		-
Returns of Accruals, Prepayments and Retention Money				
(xii)	ACR Accruals	ANNEX IV	28-Aug	CIR4
(xiii)	ACR Prepayments	ANNEX IV		
(xiv)	ACR Retention Money	ANNEX IV		

SN	ACCOUNTING RETURNS (ACR)	FORMAT	LAST DATE TO REACH TREASURY	CIRCULAR REFERENCE (Paragraph 2 below)
Returns of Employee Benefits				
(xv)	ACR Accumulated Sick Leave	ANNEX V	28-Aug	CIR4
(xvi)	ACR Vacation Leave	ANNEX V		-
(xvii)	ACR Passage Benefits	ANNEX V		CIR4
Returns of Non-Financial Assets				
(xviii)	ACR Purchase of Non-Financial Assets through Recurrent Expenditure *	ANNEX VI	28-Aug	-
(xix)	ACR Donated Non-Financial Assets *	ANNEX VI		-
(xx)	ACR Disposal of Non-Financial Assets *	ANNEX VI		-
(xxi)	ACR Contractual Commitments	ANNEX VI		-
Returns of Receivables and Loss Allowance				
(xxii)	ACR Receivables*	ANNEX VII	28-Aug	CIR2
(xxiii)	ACR Loss Allowance*	ANNEX VII		-
(xxiv)	ACR Receivables and Loss Allowance Ageing Analysis	ANNEX VII		-
Return of Leases				
(xxv)	ACR Leases*	ANNEX VIII	28-Aug	-
Return of Non-current Assets Held for Sale				
(xxvi)	ACR Non-current Assets Held for Sale **	ANNEX IX	28-Aug	-

* These returns have been updated, kindly use same.

** This is a new return applicable as from FY 2022-2023. A brief explanation is provided below:

Non-current Assets Held for Sale

Non-current Assets Held for Sale must be available for immediate sale in their current condition, and the sale must be highly probable within one year.

2. The returns should be prepared in accordance with the following Circulars (CIR) issued by the Ministry of Finance, Economic Planning and Development (MOFEPD)/ Treasury: -

CIR1: MOFEPD Circular No. 6 of 2012 “**Financial Instructions – Losses, Deficiencies and Write-Off of Goods**”.

CIR2: MOFEPD Circular No. 1 of 2013 “**Losses, Arrears of Revenue, Write-off and Advances**”.

CIR3: MOFEPD Circular No 7 of 2015 “**Write-Off of Advances**”.

CIR4: Treasury Circular No. 14 of 2017 “**Accrual-Based Accounting System – Accrual & Prepayment Rules**”.

3. All returns (**including Nil returns**) should be submitted to the Treasury (Accounts Section) in soft copies. (email to treasury.accounts@govmu.org).

Encl.: -

Annex II:	Annual Statements Returns
Annex III:	Returns of Inventories
Annex IV:	Returns of Accruals, Prepayments and Retention Money
Annex V:	Returns of Employee Benefits
Annex VI:	Returns of Non-Financial Assets
Annex VII:	Returns of Receivables and Loss Allowance
Annex VIII:	Return of Leases
Annex IX:	Return of Non-current Assets Held for Sale