

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	14-Aug	CIR1, CIR2, CIR3
(ii)	ACR Deposits	ANNEX II		-
(iii)	ACR Arrears of Revenue	ANNEX II		CIR2
(iv)	ACR Claims Abandoned	ANNEX II	14-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	14-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	14-Aug	-
(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	14-Aug	-
(xvi)	ACR Vacation Leave	ANNEX V		-
(xvii)	ACR Passage Benefits	ANNEX V		-
	Returns of Non-Financial Assets			
(xviii)	ACR Purchase of Non-Financial Assets through Recurrent Expenditure *	ANNEX VI	14-Aug	-
(xix)	ACR Donated Non-Financial Assets *	ANNEX VI		-
(xx)	ACR Disposal of Non-Financial Assets *	ANNEX VI		-
(xxi)	ACR Contractual Commitments	ANNEX VI		-
(xxii)	ACR Non-current Assets Held for Sale *	ANNEX VI		-
	Returns of Receivables and Loss Allowance			
(xxiii)	ACR Receivables*	ANNEX VII	14-Aug	CIR2
(xxiv)	ACR Loss Allowance	ANNEX VII		-
(xxv)	ACR Receivables and Loss Allowance Ageing Analysis*	ANNEX VII		-
	Return of Leases			
(xxvi)	ACR Leases*	ANNEX VIII	14-Aug	-

* These returns have been updated, kindly use same. Your attention is drawn to the following:

ACR Accruals and ACR Prepayments

The amount accrued and amount prepaid should not be restricted to Treasury Circular No. 14 of 2017 “*Accrual-Based Accounting System – Accrual & Prepayment Rules*”. **All accruals and prepayments as at financial year end should be included.**

2. The returns should be prepared in accordance with the following Circulars (CIR) issued by the Ministry of Finance (MOF)/ 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*”.

3. All returns (**including Nil returns**) should be submitted to the Treasury (Accounts Section) in soft copies (via 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