

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 Non-Cash Aid Received (Foreign)	ANNEX II		-
(v)	ACR Cash Aid Received (Foreign)	ANNEX II		-
Returns of Inventories				
(vi)	ACR Inventories (Excluding Donated Inventories)	ANNEX III	14-Aug	-
(vii)	ACR Inventories (Donations Received)	ANNEX III		-
(viii)	ACR Inventories (Write - Off)	ANNEX III		-
Returns of Accruals, Prepayments and Retention Money				
(ix)	ACR Accruals*	ANNEX IV	14-Aug	-
(x)	ACR Prepayments*	ANNEX IV		
(xi)	ACR Retention Money	ANNEX IV		
Returns of Employee Benefits				
(xii)	ACR Accumulated Sick Leave	ANNEX V	14-Aug	-
(xiii)	ACR Vacation Leave	ANNEX V		-
(xiv)	ACR Passage Benefits	ANNEX V		-

SN	ACCOUNTING RETURNS (ACR)	FORMAT	LAST DATE TO REACH TREASURY	CIRCULAR REFERENCE (Paragraph 2 below)
Returns of Non-Financial Assets				
(xv)	ACR Purchase of Non-Financial Assets through Recurrent Expenditure	ANNEX VI	14-Aug	-
(xvi)	ACR Donated Non-Financial Assets	ANNEX VI		-
(xvii)	ACR Disposal of Non-Financial Assets	ANNEX VI		-
(xviii)	ACR Contractual Commitments	ANNEX VI		-
(xix)	ACR Non-Financial Assets Pledged as Securities or subject to Restrictions	ANNEX VI		-
(xx)	ACR Non-current Assets Held for Sale	ANNEX VI		-
Returns of Receivables and Loss Allowance				
(xxi)	ACR Receivables	ANNEX VII	14-Aug	CIR2
(xxii)	ACR Loss Allowance	ANNEX VII		-
(xxiii)	ACR Receivables and Loss Allowance Ageing Analysis	ANNEX VII		-
Return of Leases				
(xxiv)	ACR Leases (Lessee)	ANNEX VIII	14-Aug	-
Return of Provisions, Contingent Liabilities and Contingent Assets				
(xxv)	ACR Provisions	ANNEX IX	14-Aug	-
(xxvi)	ACR Contingent Liabilities	ANNEX IX		-
(xxvii)	ACR Contingent Assets	ANNEX IX		-

***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 Accounting Returns (**including Nil returns**) should be submitted electronically to the Treasury in both Excel format and duly signed PDF format with the seal of the Ministry/Department affixed (via email to treasury.accounts@govmu.org). Returns submitted in only one format would be considered incomplete.

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 Provisions, Contingent Liabilities and Contingent Assets