



### **Register For Fixed Assets:**

# Furniture and Fittings, ICT Equipment, Office Equipment, Machinery & Medical Equipment

Vote	Name:				Vote	Code:	
Ass	ets Sub category:						
S/N	Asset Description	Engraved Code	Location	Condition	D.o.Purchase	User Title	Initial Cost
							_
				Responsible	Officer (Name, S	Signature & D	ate)
				.Head of Acc	counts (Name, S	ignature & Da	ate)
				Accounting	Officer (Name, S	Signature & D	ate)



# **Register For Fixed Assets:**

# Land (sites & plots) and Buildings

Ass	ets Sub category:						
S/N	Asset Description	Site/plot No.	Location	Current Activity	Date of acquisition	Title Deed No.	Initial Cost
			Res	ponsible O	fficer (Name, S	iignature & Da	ite)
			Нє	ead of Acco	unts (Name, Si	ignature & Da	te)
			Aco	counting Of	fficer (Name, S	ignature & Da	te)



# **Register For Fixed Assets:**

# **Transport equipment**

Vote	e Name:						Vote 0	Code:	
Ass	sets Sub categor	y:							
S/N	Asset Description	Reg. No	Model/Type	Engine Type	Engine No	Chassis No	Original Cost	User Title	D.o.Purchase
			<u> </u>					_	
						-			•
					Accountin	g Officer (N	lame, Signa	iture & Da	ite)



# **Register For Fixed Assets:**

# **Intangible Assets**

1		Description		Date of Reservation	Туре	Categorization / Classification	Life Span	Special Featur
	Patent Right	Ugandan Coffee	UG COF	15 <sup>th</sup> Jan 1900	Utility / Design / Plant	Health / Educational / Social / art	20 years / infinity	Taste, Scent, Color
ī	Trade mark	Symbol / word		15 <sup>th</sup> Jan 1900		Business / Art		
7	Trade mark	Integrated Financial	IFMS / PBS	15 <sup>th</sup> Jan 2001	Financial Information	Public Sector FMS		
(	Copy rights							
					.Responsible (	Officer (Name, S	ignature &	Date)



## **Register For Fixed Assets:**

### **Information Assets**

Asset no or ID	Description of asset	Purpose	Location	Data Processor / Carrier	Ownership	Format	Shared / Published	Retention Period / Expiry	Risk Leve
1	Parental Messaging		Hosted by supplie	Business Manager [name]	GoU / PPP	Parents, pupils	Yes / No	7 Years	High
2	Weather forecast Data	Weather fore cast		Radar / Satellite	GoU	Graphs / tables / Figures / Pictures	Yes / No	3 years	Low
3	Accounting Data	Accounts	IFMS	Oracle data base / Server / Backup	GoU	Graphs / tables / Figures / Pictures	No	N/A	High
ļ	Budgets Data	Budgeting	PBS	PBS data base / Server / Backup	GoU	Graphs / tables / Figures / Pictures	Yes / On line	N/A	High

......Head of Accounts (Name, Signature & Date)



# **Register For Fixed Assets:**

## **Natural Assets - Forests**

S/N	Asset Class / sub- class	Forest Zoning type	Name / Location	Date of Gazeting	Land Area Occupied	Major GPS coordinates	Plot / Title deed No	Dominant tree Species	Trees Stock
001	Natural / Artificial	Wildlife Conservation, Wood Production, Biological Diversity	Mabira -Jinja DLG	20th Feb 2020	223,000 Sqm	145000, 897000, 5643333, 457999	122335	Mahogany	Approx 300,000
					11.	sponsible Office	_		•

.......Accounting Officer (Name, Signature & Date)



# **Register For Fixed Assets:**

Assets Sub category:

#### Natural Assets – Water Resources

S/N	Asset Class	sub- class	Location	Date of Gazeting	Length / Area	Major GPS coordinates	Plot / Title deed No	Water Type	Type of Formation
001	Water Sources	River	River Nile / Jinja, Kamuli,	20th Feb 2020	600,000 sq miles /	145000, 897000, 5643333, 457999	8888899	Fresh / Salt	Rifting / Crater /
		Swamp /	Lubigi / Kampala	20th Feb	1,000 sq	315000, 87000,	45600		Depositing
						.Responsible Off	icer (Name,	Signature & I	Date)
						Head of Accour	nts (Name, S	ignature & D	ate)
						.Accounting Office	cer (Name, S	Signature & D	ate)



## **Register For Fixed Assets:**

# **Natural Assets: Mineral Deposits**

S/N	Asset Class	Sub- class	Location	Date of discovery	Land Area Occupied	Major GPS coordinates	Number of Active licenses Insured	Exploration Stage	Estimated Stock
001	Natural / Artificial	Gold / Oil / Coper / Cobalt / Sand	Mubende / Moroto DLG	10th Feb 1942	223,000 Sqm	145000, 897000, 5643333, 457999	60	Mining	Approx 1,000,000 barrels
						esponsible Offic	•		•
	•••••				П	eau of Accounts	s (Ivaille, Sigi	iature & Dai	ie)
					Ac	counting Office	r (Name, Sig	nature & Da	te)



# **Register For Fixed Assets:**

# **Assets under Construction (CIP)**

	Asset Class / sub- class	Asset Descriptio	Plot No.	Date of Commence	Total Value UGX	Accrued Value to date	Percentage of Completed work	Proposed Completion Dat
001	Building (Office /	Office /	001/01/ 0006/ LT	20th Feb 2020		82m	Finance &	20th Feb
		Asset-sub-						
_								
$\dashv$								
$\dashv$								
$\dashv$								
eciall	y for Acquisiti	ons not in the	financial m	anagement Sys	tem			
					Respo	nsible Officer	(Name, Signatu	re & Date)
							Name, Signatur	<b>.</b>



## **Register For Fixed Assets:**

# **Biological Assets - Animals**

Assets S	ub category	/:					•••••	•••••	•••
Asset Number	Description	Name	Gender	Weight	Origin	Date of Purchase	Cost (UGX)	Condition	Location
234455	Dog	Rena	female	50kgs	South Africa	July-2018	15m	Healthy	Masaka
								1	
					Res	ponsible Offic	cer (Name	, Signature	& Date)
					He	ad of Accoun	ts (Name,	Signature &	Date)
						ounting Offic			



# **Register For Fixed Assets:**

# **Biological Assets - Plants**

		Harvest	/Productivity	Cost	land planted	
	+					



# INVESTMENT REGISTER EQUITY

Vote Name......Vote

			LE	DGER FOR	RINVESTMENTS	IN EQUITY			
Description	Initial Share Capital	Adjustments	Current Share Capital Value	GOU Net worth	Percentage of GOU ownership	Dividends	Certificate Number & Location	Shareholder	Board of Directors representing GOU interes
	1								



# **Investment Register: Financial Instruments**

	LEDGER FOR INVESTMENTS IN FINANCIAL INSTRUMENTS					
Particulars	Investment Duration	Nominal Value Capital	Capital Investment	Current Value	Income Received	

Prepared by:	Name:	Date:	Signature:
•		Date:	3
Approved by:	Name: .	Date:	Signature:



## **Register for Items Not Capitalised**

า	Reference Number	Date of Purchase	Initial Cost	User Department	Condition
Dron	pared by: Namo:	Data:		Signature:	



#### **REGISTER OF BANK ACCOUNTS**

5/N	Account Name	Bank Name	Account Number	Date Opened	Currency	Status (Dormant/ Active)	Purpose	Signatory & Title

......Head of Accounts (Name, Signature & Date)



### **Register of Losses**

								•		
S/N	Asset Class	Asset- sub- class	Asset Description	Asset code	Serial Number	Date Loss Occurred	Value UGX	User Department/ Responsible Officer	Action Taken/ Remarks	Statu s
001	Machine ry & Equipme nt	Generator	Ministry power back up	001/01/000 6/ LT 081	10161955XZe	20th Feb 2020	82m	Finance & Administration	Reported to Police case file CID/04/2020	
									Written off as irrecoverable	
									Paid	
									Disciplinary Action	

Please attach relevant documents in accordance with regulation 34 as per PFMR 2016

(Signature and date)	Responsible Officer
	·
(Signature and date)	Accounting Officer



#### **STATEMENT OF LOSSES**

For the financial year ended 30 June 20......

Statement of losses of public moneys, stores and other assets written off, and Claims abandoned during the year ended 30 June 20......

Vote Name:	Vote Code	·		
Reference number of reported loss/write off/claim abandoned		Notes	30 June 20Shs	30 June 20Shs
	Losses of public moneys (cash & cash equivalents)			
	Total Losses of cash written off			
	Losses of Stores			
	Total Losses of Stores written Off			
	Other Assets			
	Property Plant			
	Equipment Total Loss of Other Assets written off			
	Claims abandoned			
	Total Value of Claims abandoned			
	Total value of Claims abandoned			
Statement of losses shall pick its with regulation 34 as per PFMR 2	 information from the Register of losses TF 39A 2016	and attach releva	ant documents in ac	cordance
(Signature and	date)		Responsib	le Officer
(Signature and	d date)		Accounti	ng Office



#### **REPORT OF A BOARD OF SURVEY ON NON CURRENT ASSETS**

Vote Name:	Vote Code:
To:(Ori	ginal and 3 copies)
(Secretary to Treasury/Accountant General)	On your instruction as per section 34 of PFMA 2017
We, the undersigned, have inspected the ass	sets on charge at
We certify that we have made *complete/ balances agreed, they have been initialed in agreed with the register.	% test check of the assets, that where the assets register and that the assets on hand
We certify that in our opinion, a continuous balances *has/has not been carried out during immediate stores in charge.	independent departmental check on the assets ng the year by an officer other than the
•	uate. The condition of the assets is *good/bad. manner. (A separate report should be attached if obsolete stocks (See list attached).
Date:	
(Accounting	Officer)

Please attach the variant forms of TF 26 (register for fixed assets of the different categories)

In case of a disposal delete as necessary. State method of destruction. Insert title of officer convening the Board. If the Board has recommended the dismantling or disposal of sale of a Government vehicle, the Head of Department may anticipate approval of the Board's recommendation in this respect. In this case, he/she should state what action has been taken and send the fourth copy of this Form to the Chief Mechanical Engineer or Government Valuer, Kampala

This form should be filled and filed together with TF 47 (Board of Survey Checklist – Stores)



## **BOARD OF SURVEY CHECKLIST- STORES**

Vote Name: Vote Code: Vote Code:

The Members of the Board must sign this statement immediately below the last entry

Name & Location: e.g. Namanve			
_			

(Signature and date)	Member
(Signature and date)	Chair person
(Signature and date)	Responsible Officer



#### **REPORT OF A BOARD OF SURVEY ON STORES & INVENTORIES**

Vote Name:	Vote Code:
To:(Original and 3	copies)
(Secretary to Treasury/Accountant General) On your ins	struction as per section 34 of PFMA 2017
We, the undersigned, have inspected the stores & inve	entories on charge at
We certify that we have made *complete/ % test where the balances agreed, they have been initials inventories on hand agreed with the ledger.	
We certify that in our opinion, a continuous independances *has/has not been carried out during the immediate stores in charge.	-
In our opinion, the store accommodation * is/is not a *good/bad. The items*are/are not stored in an efficience attached if necessary). There *are/are not excessive	ent manner. (A separate report should
Date:	
(Accounting Officer)	

Please attach list of inventories inspected by a board of survey and the Board of survey stores checklist
In case of a disposal delete as necessary. State method of destruction. Insert title of officer convening the Board. If the Board has recommended the dismantling or disposal of sale of a Government vehicle, the Head of Department may anticipate approval of the Board's recommendation in this respect. In this case, he should state in Part II what action has been taken and send the fourth copy of this Form to the Chief Mechanical Engineer or Government Valuer,, Kampala

#### LIST OF INVENTORIES INSPECTED BY A BOARD OF SURVEY

The Members of the Board must sign this statement immediately below the last entry

	Qty	Book Value (cost)	Reference No.	Recommendation of the Board

Chairperson
Member



# **Assets Strategic Plan Template**

Vote	e Name:				•••••	Vote Code:					
S/N	Asset De- scription	Required (Units)	Available (Units)	To be acquired (Units)	To be disposed of (Units)	Date of Acquisition	Mode of acquisition	Cost Estimate UGX	Justification		
1	Motor Vehicle	5	43	3	2	1-May-2020	Direct Procurement	250m	Pickup for field inspections		
	(S	ignature a	nd date)				Res	sponsible O	fficer		
	(S	ignature a	nd date)				Ac	counting O	fficer		



### **Annual Assets Management Plan**

S/N	Asset Sub- class	Balance (Units) (1 July)	Acquisition (Units)	Disposals (Units)	Balance (Units) 30 June	O&M Costs (UGX)	Disposal Proceeds (UGX)	Cost Acquisition (UGX)	Comments
01	Tractor	7	2	1	8	2.6m	0.6m	130m	Fully depreciated and lack of spare
		1				1		1	



## **Divestment Plan**

		Subclace	Original asset	Method of disposal	Location of Asset	Quantity	Reserve price UGX	Date of	Comments
		Subclass	value UGX	uisposai	Asset		price oux	approval by AO	
001 T	Transport equipment	Light vehicles (station wagon)	250m	auction	MoFPED headquarters	1 unit	60m	30thAug 2019	Frequent breakdowns uneconomic al to repair

(5	Signature and date)	Responsible Officer
(5	Signature and date)	Accounting Officer

**TF 53** 

Handover Officer [Names]



#### THE REPUBLIC OF UGANDA

## **Assets Hand-over/ Receipt Form**

Vote Name: Vote Code:

S/N	Asset	Asset subclass	Asset Description	Asset code	Serial No	Date of Receipt	Re- ceived from/	Support- ing docu- ments	Date entered in assets	Date asset engraved	Comm ents
005	ICT Equipme nt	Computer Laptop	Dell 2019	01051984R	456894Z	May 2020	From MoFPED	Warranty Certificate	May 2020	May 2020	Good working condition
										-	

Receiving Officer [Names & Signature]

**TF 54** 



## **Assets Transfer Authorization Form**

S/N	Asset Class	Asset subclass	Asset Description	Asset Code.	Cost (Ugx)	Date of transfer	Ownership documents hand over	Date removed from Assets Register	Transfer destination	Comments
0556	Furniture and Fittings	Sculpture	Uganda Court of	06071985J	1,000,000	April 2020	AO note	April 2020	MOFPED Registry	In good condition

Accounting Officer [Names & Signature



#### 

S/N	Asset Class	Asset Subclass	Asset De- scription	Asset Code	Serial No.	Date acquired	Date last maintaine	Mainten ance	Next maintenance	Comments
078	Transport Equip- ment	Omnibus	Staff Van	01051987N	48762G	June 2017	February 2020	Routine	June 2020	Very good condition
	1	1	1				1	1		1

Accounting Officer [Names & Signature



# **Assets Monitoring and Inspection Report**

Vote Name: Vote Code: Vote Code:

S/N	Asset class	Asset- subclass	Asset Description	Asset Code	Location	Date of Acquisition	Inspection Date	Condition	Next Inspection Date	Comment
008	Machinery & Equipment	Excavator	LG road- works	24111982	Kasese LG	April 2018	May 2020	Good	May 2021	Needs minor repairs
	(Signa	iture and	date)					Respons	ible Officer	
	(Signa	ture and	date)					Accoun	ting Officer	



# **Extract of assets in a balance sheet**

/ote Name:		Vote Code:									
Category/ Description	Opening balance 1 July 2019 (Units)	Additions during the year 30 June 2020 (Units)	Disposals during the year 30 June 2020 (Units)	Cumulative 30 June 2020 (Units)							
Land											
Buildings & Structures											
Non Residential buildings											
Residential buildings											
Roads and bridges											
Other structures											
Transport equipment											
Motor Vehicles											
Trailers/ Semi-trailers											
Ships and other marine vessels											
Railway locomotives											
Aircrafts											
Motor cycles and Bicycles											
Other transport equipment											
Machinery and equipment											
Office equipment											
Medical equipment											
ICT Equipment											
Laboratory and research equipt											
Other Machinery & equipment											
Other Physical Assets											
Furniture and fittings											
Classified Assets											
Cultivated Assets											
Others											
Non-Physical Assets											
Cultivated Assets											
Other Natura Occurring Assets											
Intangible-Non-Produced Asset											
Other Assets											
Classified Assets											
Cultivated Assets											
Total Units											

Signature and	date)	Responsible	Officer
Signature and	date)	Accounting	Officer



## **SUMMARY OF ASSETS TEMPLATE**

VOTE NAME: ...... VOTE CODE:......

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land	10	10	0	0
Buildings	10	8	1	1
TRANSPORT EQUIPMENT				
Double cabin	10	5	3	2
Wheel Loader	10	2	3	5
ICT EQUIPMENT				
Computers	10	6	4	0
Printers	10	4	2	4
OFFICE EQUIPMENT				
Shredder	10	1	2	7
Photocopier				
MACHINERY				
Generator	10	4	2	4
Air conditioner	10	1	6	3
MEDICAL EQUIPMENT				
Blood Pressure Machine	10	4	1	5
Incubator	10	2	2	6

(Signature and date)	Responsible Officer
(Signature and date)	Accounting Officer