





THE REPUBLIC OF UGANDA

**Register For Fixed Assets:  
Land (sites & plots) and Buildings**

Vote Name: ..... Vote Code: .....

Assets Sub category: .....

S/N	Asset Description	Site/plot No.	Location	Current Activity	Date of acquisition	Title Deed No.	Initial Cost

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

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

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





THE REPUBLIC OF UGANDA

**Register For Fixed Assets:  
Intangible Assets**

Vote Name: ..... Vote Code: .....

Assets Sub category: .....

S/N	Sub- class	Asset Description	Code	Date of Reservation	Type	Categorization / Classification	Life Span	Special Feature
1	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
	Trade mark	Symbol / word		15 <sup>th</sup> Jan 1900		Business / Art		
	Trade mark	Integrated Financial	IFMS / PBS	15 <sup>th</sup> Jan 2001	Financial Information	Public Sector FMS		
	Copy rights							

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

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

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



THE REPUBLIC OF UGANDA  
**Register For Fixed Assets:**  
**Information Assets**

Vote Name: ..... Vote Code: .....

Assets Sub category: .....

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

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

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

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



THE REPUBLIC OF UGANDA  
**Register For Fixed Assets:**  
**Natural Assets - Forests**

Vote Name: ..... Vote Code: .....

Assets Sub category: .....

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

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

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

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



THE REPUBLIC OF UGANDA  
**Register For Fixed Assets:**

**Natural Assets – Water Resources**

Vote Name: ..... Vote Code: .....

Assets Sub category: .....

S/N	Asset Class	sub-class	Name / Location	Date of Gazeting	Length / Area Occupied	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 / Volcanicity
		Swamp /	Lubigi / Kampala	20th Feb	1,000 sq	315000, 87000,	45600		Depositing

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

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

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



THE REPUBLIC OF UGANDA

**Register For Fixed Assets:**

**Natural Assets: Mineral Deposits**

Vote Name: ..... Vote Code: .....

Assets Sub category: .....

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

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

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

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





THE REPUBLIC OF UGANDA  
**Register For Fixed Assets:**

**Assets under Construction (CIP)**

Vote Name: ..... Vote Code: .....

Assets Sub category: .....

S/N	Asset Class / sub- class	Asset Descriptio	Plot No.	Date of Commence	Total Value UGX	Accrued Value to date	Percentage of Completed work	Proposed Completion Date
001	Building (Office /	Office / Factory	001/01/0006/ LT	20th Feb 2020		82m	Finance & Administration	20th Feb 2020
		Asset-sub-						

*Especially for Acquisitions not in the financial management System*

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

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

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















THE REPUBLIC OF UGANDA

**Register of Losses**

Vote Name:..... Vote Code:.....

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	Status
001	Machinery & Equipment	Generator	Ministry power back up	001/01/0006/ 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





THE REPUBLIC OF UGANDA

**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 20....Shs	30 June 20.....Shs
	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			

*Statement of losses shall pick its information from the Register of losses TF 39A and attach relevant documents in accordance with regulation 34 as per PFMR 2016*

(Signature and date).....Responsible Officer

(Signature and date)..... Accounting Office



THE REPUBLIC OF UGANDA

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

Vote Name:..... Vote Code:.....

To:..... (Original and 3 copies)

(Secretary to Treasury/Accountant General) On your instruction as per section 34 of PFMA 2017

We, the undersigned, have inspected the assets on charge at

.....

We certify that we have made \*complete/..... % test check of the assets, that where the balances agreed, they have been initialed in assets register and that the assets on hand agreed with the register.

We certify that in our opinion, a continuous independent departmental check on the assets balances \*has/has not been carried out during the year by an officer other than the immediate stores in charge.

In our opinion, the assets \* are/are not adequate. The condition of the assets is \*good/bad. The items\*are/are not stored in an efficient manner. (A separate report should be attached if necessary). There \*are/are not excessive or 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)*



THE REPUBLIC OF UGANDA

**BOARD OF SURVEY CHECKLIST- STORES**

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

Vote Name:..... Vote Code:.....

Item / Issue	Name & Location: e.g. Namanve	
	Observation	Remarks
What percentage of the store have you inspected?	10%	
Do the store balances agree with the ledger balances?	Yes	
How often does the stores person carry out a check on the stores during the financial year?	Quarterly	
Basing on your observation is the storeroom adequate and well organized?	Yes	
How much of excessive or obsolete stock is held by the entity? If any please attach a list.	20% (see list)	
Other general observations		

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



THE REPUBLIC OF UGANDA

**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 instruction as per section 34 of PFMA 2017

We, the undersigned, have inspected the stores & inventories on charge at

.....

We certify that we have made \*complete/..... % test check of the stores /inventories, that where the balances agreed, they have been initialed in the stores ledgers and that the inventories on hand agreed with the ledger.

We certify that in our opinion, a continuous independent departmental check on the stock balances \*has/has not been carried out during the year by an officer other than the immediate stores in charge.

In our opinion, the store accommodation \* is/is not adequate. The condition of the store is \*good/bad. The items\*are/are not stored in an efficient manner. (A separate report should be attached if necessary). There \*are/are not excessive or obsolete stocks (See list attached).

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*

S/N	Item	Condition	Qty	Book Value (cost)	Reference No.	Recommendation of the Board

.....Chairperson

.....Member





THE REPUBLIC OF UGANDA

**Annual Assets Management Plan**

Vote Name:..... Vote Code:.....

Assets – Class:.....

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

(Signature and date).....Responsible Officer

(Signature and date)..... Accounting Officer











THE REPUBLIC OF UGANDA  
**Assets Maintenance Form**

Vote Name:..... Vote Code:.....

S/N	Asset Class	Asset Subclass	Asset Description	Asset Code	Serial No.	Date acquired	Date last maintained	Maintenance Details	Next maintenance date	Comments
078	Transport Equipment	Omnibus	Staff Van	01051987N	48762G	June 2017	February 2020	Routine	June 2020	Very good condition

\_\_\_\_\_  
 Accounting Officer [Names & Signature]



THE REPUBLIC OF UGANDA

**Assets Monitoring and Inspection Report**

Vote Name:..... Vote Code:.....

S/N	Asset class	Asset-subclass	Asset Description	Asset Code	Location	Date of Acquisition	Inspection Date	Condition	Next Inspection Date	Comments
008	Machinery & Equipment	Excavator	LG road-works	24111982	Kasese LG	April 2018	May 2020	Good	May 2021	Needs minor repairs

(Signature and date).....Responsible Officer

(Signature and date)..... Accounting Officer



TF 57

THE REPUBLIC OF UGANDA

**Extract of assets in a balance sheet**

Vote 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				
<b>Buildings &amp; Structures</b>				
Non Residential buildings				
Residential buildings				
Roads and bridges				
Other structures				
<b>Transport equipment</b>				
Motor Vehicles				
Trailers/ Semi-trailers				
Ships and other marine vessels				
Railway locomotives				
Aircrafts				
Motor cycles and Bicycles				
Other transport equipment				
<b>Machinery and equipment</b>				
Office equipment				
Medical equipment				
ICT Equipment				
Laboratory and research equipt				
Other Machinery & equipment				
<b>Other Physical Assets</b>				
Furniture and fittings				
Classified Assets				
Cultivated Assets				
Others				
<b>Non-Physical Assets</b>				
Cultivated Assets				
Other Natura Occurring Assets				
Intangible-Non-Produced Asset				
<b>Other Assets</b>				
Classified Assets				
Cultivated Assets				
<b>Total Units</b>				

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



THE REPUBLIC OF UGANDA  
**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
<b>LAND AND BUILDINGS</b>				
Land	10	10	0	0
Buildings	10	8	1	1
<b>TRANSPORT EQUIPMENT</b>				
Double cabin	10	5	3	2
Wheel Loader	10	2	3	5
<b>ICT EQUIPMENT</b>				
Computers	10	6	4	0
Printers	10	4	2	4
<b>OFFICE EQUIPMENT</b>				
Shredder	10	1	2	7
Photocopier				
<b>MACHINERY</b>				
Generator	10	4	2	4
Air conditioner	10	1	6	3
<b>MEDICAL EQUIPMENT</b>				
Blood Pressure Machine	10	4	1	5
Incubator	10	2	2	6

(Signature and date).....Responsible Officer

(Signature and date)..... Accounting Officer