

*To be submitted to Perw Ref: 01167/12 Wk median*

All communications should be addressed to  
 "The Secretary for Education Sport and Culture"  
 Telephone: 734051/59 and 734071  
 Telegraphic address: "EDUCATION"  
 Fax: 794505 /791923



ZIMBABWE

Ministry of Education, Sport and Culture  
 P.O Box CY 121  
 Causeway  
**Zimbabwe**

**MR. KASIRIMORI - URGENT!***To be submitted about 5 days before deadline!* 5 January, 2007**DIRECTORS CIRCULAR MINUTE NO 2 OF 2007****Distribution:**

Head Office Directors  
 Provincial Education Directors  
 District Education Officers

**SUBMISSION OF STATUTORY RETURNS FOR THE REPORT OF THE  
 COMPTROLLER AND AUDITOR GENERAL.**

Following the end of each financial year, the following accounts and returns are required to be submitted to the Comptroller and Auditor General within specified time limits prescribed by either Section 31 of the Audit and Exchequer Act (Chapter 22:03)

NO.	RETURN	DUE DATE
1.	Main Appropriation Accounts	28 February
2.	Outstanding Advances including Disallowances	31 January
3.	Outstanding Temporary Deposits	31 January
4.	Losses and Damages to State Property	28 February
5.	Departmental Assets	28 February
6.	Payments by Ministers and Members of Parliament	28 February
7.	Payments to Ministers and Members of Parliament	28 February
8.	Compensatory or Ex-Gratia payments	28 February
9.	Gifts, Legacies and Donations	28 February
10.	Statement of Donor funded projects	28 February
11.	Receipts and disbursements	28 February
12.	Revenue Received	28 February
13.	Revenue written off	28 February
14.	Outstanding Revenue	28 February
15.	Outstanding Departmental Surcharges	31 January
16.	Statutory Funds (Housing fund, school services fund, Education materials fund, Independent and correspondences colleges fund)	31 March
17.	Paymaster General Account	28 February
18.	Semi-official Account Return	31 January

Please be advised that adhering to the specified dates is important because the Comptroller and Auditor General is required to prepare and submit to the Ministry of Finance by not later than 30 September of each year, a report of her examination and audit of the accounts of the previous financial year.

The bi-annual returns for all suspense accounts are to be submitted not later than 31 July of each year.

*Z. Muzenda*

Z. Muzenda (Ms)

Director – Finance and Administration

**FOR: SECRETARY FOR EDUCATION, SPORT AND CULTURE**

(Signature: Returns Office)