

CASH FLOW DETAILS	Monthly Cash Flow (Lm 000's) for Department: []												Quarter Ending Month			
	CURRENT YEAR												SUCCEEDING YEAR			
	TOTAL	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4			QUARTER 1		
		Revenue	JAN Revenue	FEB Revenue	MAR Revenue	APR Revenue	MAY Revenue	JUN Revenue	JUL Revenue	AUG Revenue	SEP Revenue	OCT Revenue	NOV Revenue	DEC Revenue	JAN Revenue	FEB Revenue
INFLOWS																
REVENUE: <small>note 1</small>																
Tax Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Taxes (0101 - 0191)	0															
Non Tax Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Licences & Fees (0201 - 0269)	0															
Fees of offices (0301 - 0349)	0															
Receipts from goods or services (0401 - 0499)	0															
Receipts from activities (0501 - 0525)	0															
Rent (0611 - 0618)	0															
Interest & Dividend received (0601, 0621 - 0639, 0681 - 0696, 0904)	0															
Repayment of loans (0641 - 0679)	0															
Grants (0701 - 0708)	0															
Borrowings (0801 - 0807)	0															
Proceeds from sale of assets (0901 - 0902)	0															
Proceeds from sale of investments (0531 - 0532, 0903)	0															
Other Revenue	0															
Below-the-line: <small>note 2</small>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other deposits <small>note 3</small>	0															
8598 - Retention of monies	0															
8599 - Receipts obo departments	0															
86 - Special advances	0															
90 - Lotto and lotteries	0															
91 - 95 - Public Debt Servicing	0															
96 - Imprest accounts <small>note 4</small>	0															
97 - Departmental bank accounts <small>note 5</small>	0															
Other Below-the-line accounts <small>note 6</small>	0															
Other Departmental bank accounts <small>note 7</small>	0															
Total Cash Inflow:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
UNALLOCATED RECEIPTS: <small>note 8</small>																

Instructions:

- [A] Fill in the yellow cells in Annex 5A and Annex 5B.
- [B] In Annex 5A insert - the department's / ministry's name in cell **I2**.
- the quarter ending month i.e. March 20XX, June 20XX, September 20XX, and December 20XX in cell **P2**.
- [C] In Annex 5B:
- distinguish between fixed asset expenditure and expenditure of a recurrent nature by entering the data in the corresponding cells.
- insert the programmes', contributions' and projects' names in cells available (i.e. **B51 - B112**).
- [D] Worksheet to be submitted within 10 working days of the following month of each quarter (e.g. Quarter 1 within the first 10 working days of April).
- [E] All values up to the end of quarter being submitted are to represent actual cash flows. All values for subsequent months are forecasts.

Notes:

- [1] - **Revenue** - the figures in brackets represent the account numbers as per chart of accounts e.g. the licences & fees figure is the total of the accounts ranging from 0201 to 0269.
- [2] - **Below-the-line** - the 2 digit figures in front of the account name represent the total for that type of category the 4 digit figures in front of the account name represent the account number.
- [3] - **Other deposits** - these include courts deposits, payments / income to individuals, gov. institutions & non-gov. institutions, etc. A report to extract this information is available in the DAS application. Kindly contact DAS Team at M.I.T.T.S. for further explanation.
- [4] - **Imprest accounts** - these include balances of missions abroad.
- [5] - **Departmental bank accounts** - these represent bank accounts that are within the Below-the-line chart of accounts e.g. C.I.R. foreign bank accounts.
- [6] - **Below-the-line (Others)** - these include movements in other below-the-line accounts e.g. VAT accounts.
- [7] - **Other Departmental bank accounts** - these include bank accounts at commercial banks held by ministries which are not included in the chart of accounts.
- [8] - **Unallocated Receipts** - these represent receipts in hand not yet allocated to any specific account.