

*Uganda Retirement Benefits Regulatory Authority (Preparation of Retirement Benefits Annual Report) Guideline No. 2 of 2017*



**GUIDELINES ON PREPARATION OF RETIREMENT BENEFITS SCHEMES' ANNUAL REPORT**

TO: Retirement Benefits schemes

- 1.1 These guidelines on Preparation of Retirement Benefits Annual Report provide a template to be followed in preparation of the Annual Report of a Retirement Benefits Scheme (RBS) for purposes of Section 66 (2) of the URBRA Act 2011 including such other information required by the Authority.
- 1.2 The aim of these guidelines is to ensure that the retirement benefits schemes have their Annual Reports prepared in accordance with the Act, Regulations, the International Financial Reporting Standards and any guidelines issued by the Authority.
- 1.3 Accordingly, Uganda Retirement Benefits Regulatory Authority issues these guidelines on Preparation of RBS Annual Report to be effective from June 1, 2017

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*These Guidelines are not a legal document nor do they substitute the provisions of the Uganda Retirement Benefits Regulatory Authority Act 2011 and the Regulations made thereunder. The Guidelines should be read together with the URBRA Act 2011 and the Regulations made thereunder.*

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*Issued on the 24<sup>th</sup> day of May, 2017*

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# ***Uganda Retirement Benefits Regulatory Authority (Preparation of Retirement Benefits Scheme Annual Report) Guideline No. 2 of 2017***

## **1.0 AUTHORIZATION**

IN EXERCISE of the powers conferred by sections 5(1) (d) and 66(2) of the Uganda Retirement Benefits Regulatory Authority Act, 2011(URBRA Act) the Uganda Retirement Benefits Regulatory Authority (herein referred to as URBRA) issues the Guidelines set out here below, for observance by all retirement benefits schemes registered under the URBRA Act, 2011 in respect to preparing the Annual Report.

## **2.0 INTRODUCTION**

- 2.1 Section 66(2) of the URBRA Act requires trustee within four months after the end of each financial year, to submit to the Authority, an annual report on the transactions of the retirement benefits scheme during the preceding year, which shall include, among other things, an audited financial statement and such other information as the Authority may require.
- 2.2 The purpose of these guidelines is to provide a template for preparing the Annual Report of a Retirement Benefits Scheme (RBS) for purposes of Section 66 (2) of the URBRA Act 2011 including such other information required by the Authority.
- 2.3 In developing these Guidelines, the Uganda Retirement Benefits Regulatory Authority has avoided taking an overly prescriptive approach and has, instead, provided RBS with minimum requirements as to how it could achieve the prudential requirements of preparing an Annual Report.
- 2.4 Furthermore, these guidelines are not intended to be all encompassing, references to the International Financial Reporting Standards, URBRA Act

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and regulations made under the Act should always be taken into consideration.

### **3.0 OBJECTIVES**

The objective of these guidelines is to ensure that:

- i. To provide a template for preparing the Annual Report of a Retirement Benefits Scheme (RBS) for purposes of Section 66 (2) of the URBRA Act 2011 including such other information required by the Authority.
- ii. To provided RBS with minimum requirements as to how to achieve the prudential requirements of preparing an Annual Report.

### **4.0 Financial statements of a Retirement Benefits Scheme**

- (1) The trustee of a retirement benefits scheme shall ensure that financial statements prepared are in accordance with the Act, Regulations, the International Financial Reporting Standards and any guidelines issued by the Authority
- (2) The financial statements of a retirement benefits scheme shall include-
  - (a) statement of changes in net assets outlining the revenue and expenditure for the period;
  - (b) statement of net assets so as to be able to determine the total assets, the total liabilities and the net assets available for the payment of benefits of the retirement benefits scheme at the end of the period;
  - (c) statement of cash flow;
  - (d) Statement of changes in members Funds.
  - (e) a summary of the significant accounting policies adopted by the trustee for the scheme;

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- (f) notes to the financial statements setting out other details as required by IFRS or by these guidelines;
- (3) The financial statements shall be in English and Reporting currency shall be Uganda shillings.
- (4) The financial statements shall be audited by an auditor authorised by the Institute of Certified Public Accountants of Uganda, appointed by the trustee and approved by the Authority.

**5.0. Notes to the financial statements**

- (1) The notes to the financial statements shall disclose-
  - (a) the value of each investment held at year end;
  - (b) the change in fair value attributable to each investment;
  - (c) the methods adopted for determining the value of each class of investments;
  - (d) the dates of the last independent valuations of property investment together with the names and qualification of the valuers;
  - (e) Details of investment in the Employer (if any)
  - (f) investment expenses of the fund manager, including all fees, brokerage and commissions;
  - (g) the individual remuneration paid to each trustee;
  - (h) details of any trustee related entities;
  - (i) details of any related party transactions with the trustee including the amounts involved;
  - (j) details of income tax payable, deferred tax liabilities and benefits;
  - (k) details of contingent liabilities and capital commitments;
  - (l) details of any significant events occurring after the balance date;
  - (m) details of financial instruments and exposures in respect thereto;

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- (n) depreciation of property, plant and equipment other than investment property;
- (o) details of investments that exceed 5% of net assets available for benefits;
- (p) the annual return on funds employed and the annual crediting rate;
- (q) details of the changes in members' funds disclosing-
  - (i) how the changes in net assets have been apportioned to members' accrued benefits and reserves;
  - (ii) interest credited or provided for crediting to members; details of contributions not yet allocated to members' accounts;
  - (iii) details of other funds not yet allocated to members' accounts; and
  - (iv) other changes in members' funds details which are to be provided;
- (r) in respect of any unallocated members' funds, the circumstances leading to the unallocated amount;
- (s) the balances of any reserve accounts and precise description of the reason for each such account;
- (t) a summary of the benefit payments by class of benefit;

(2) Other relevant disclosures shall also disclose-

- (a) the remuneration paid to the auditor for auditing the financial statements and for any other services;
- (b) in case of a defined retirement benefits scheme, details of the last actuarial report in respect of members' benefits setting out-
  - (i) the date of the report;
  - (ii) the name and qualifications of the actuary;
  - (iii) a description of the significant actuarial assumptions;
  - (iv) the method used to calculate the actuarial present value of the liabilities;

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- (v) any comments by the actuary in respect of the estimated surplus or deficit in assets compared with the liability for members' benefits;  
and
- (vi) the actuary's recommendation of the level of future contributions.

**TEMPLATE OF ANNUAL REPORT FOR  
RETIREMENT BENEFITS SCHEMES**

XYZ RBS Trustees' annual report for the year ended  
*DD/MM/YY*

**Licence number RBS.XXXX**



# ***Uganda Retirement Benefits Regulatory Authority (Preparation of Retirement Benefits scheme Annual Report) Guideline No. 2 of 2017***

## **Particulars of Trustees and advisers**

### **a) Trustees**

*If a scheme appointed individual trustees, clearly specify between member and employer nominees, date of appointment or resignation.*

*If a scheme appointed corporate trustee, the names of directors of corporate trustees must be disclosed.*

### **b) Fund manager**

### **c) Administrator**

### **d) Custodian**

### **e) Auditor**

### **f) Actuary (where applicable)**

### **g) Principal Legal Advisor (where applicable)**

### **h) Bankers etc.**

*From b)-h) provide names, physical and postal address, and telephone number.*

### **Scheme offices**

*Provide scheme address and telephone number*

### **Enquiries**

*The electronic address could be an email address, telephone or a website if it has the facility for asking questions. Provide mode of communication for members with enquiries about the Scheme, individual's entitlements, etc.*

# **Uganda Retirement Benefits Regulatory Authority (Preparation of Retirement Benefits Scheme Annual Report) Guideline No. 2 of 2017**

## **Trustees' Annual report**

*Example: The Trustees present their annual report on the XYZ RBS ('the Scheme'), together with the financial statements of the Scheme for the year ended DD/MM/YY.*

### **Introduction**

#### **Constitution of the Scheme**

*Provide details of the establishment, nature and status of the RBS*

#### **Amendments to Trust Deed and scheme rules**

*Provide details of any amendments to the scheme Rules.*

<b>Amendment no.</b>	<b>Motivation and description of rule amendment</b>	<b>Date of Board of Trustees 's resolution</b>	<b>Effective date</b>	<b>Date of approval by URBRA</b>

#### **Transfers and Recent developments**

*Provide details of transfers from or to the scheme, new subscribers to or leavers from the umbrella scheme etc.*

#### **Management of the Scheme**

*Provide details on the following;*

- *Board of Trustees who served during the year.*
- *Board Committees, Composition and their respective duties*
- *Meetings of the Board of trustees*

# **Uganda Retirement Benefits Regulatory Authority (Preparation of Retirement Benefits Scheme Annual Report) Guideline No. 2 of 2017**

## **Financial development of the Scheme**

*Provide a summary of the Scheme's financial performance highlights for a period of at least five years as set out in the table below.*

**XYZ RBS financial performance for the year ended DD/MM/YY**

	Xx04	Xx03	Xx02	Xx01	Xx00
	'000	'000	'000	'000	'000
<i>Contributions</i>					
<i>Member related payments</i>					
<i>Transfer to or from the scheme</i>					
<b><i>Net (withdrawals)/additions from dealings with members</i></b>					
<i>Net returns on investments</i>					
<b><i>Net increase/(decrease) in fund</i></b>					
<b><i>Net assets at start of year</i></b>					
<b><i>Net assets at the end of year</i></b>					

*Provide information on the scheme performance overview for a period of at least five years i.e. expense ratio, operation ratio, Return on investment.*

*Self-investment, breach of the Statement of Investment regulations and investment asset class allocations at year end.*

### **Interest to members**

*Example: The board has declared an interest of xxx% to be credited into members account for the year ended DD/MM/YY.*

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### **Membership**

The change in membership during the year as set out below.

See example below.

<b>MEMBERSHIP</b>		
	Xx01	Xx00
<b>Contributing member pensioners</b>	181	171
<b>Deferred members</b>	12	10
<b>Total members</b>	<b>204</b>	<b>191</b>
<b>PENSIONERS</b>		
Start of the year:	10	11
Additional pensioner	1	2
Deceased pensioners	(2)	(3)
<b>Pensioners at the end of the year</b>	<b>11</b>	<b>10</b>
<b>CONTRIBUTING MEMBERS</b>		
Start of the year	171	168
Joiners	29	10
Less Leavers	(10)	(5)
Less deferred	(5)	(2)
Less Deceased	(4)	-
<b>Contributory members at end of year</b>	<b>181</b>	<b>171</b>
<b>DEFERRED MEMBERS</b>		
Start of the year	10	8
Leavers/new deferred members	5	2
Less active pensioner	(3)	-
<b>Deferred members at end of year</b>	<b>12</b>	<b>10</b>

Due to the difference in the scheme designs and nature, "**Deferred members**" should be defined

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## Actuarial review (DB schemes)

Provide details On the following:

- *Summary Objectives of Actuarial review*
- *Assumptions and methods used*
- *Funding status,*
- *For deficits provide recovery plans agreed between trustee and employer*

.....

<signature>	<signature>	<signature>
<b>CHAIRPERSON</b>	<b>BOARD MEMBER</b>	<b>BOARD MEMBER</b>
<Insert name>	<Insert name>	<Insert name>
<insert date>	<insert date>	<insert date>

Notes: It is recommended that:

- *the chairperson signs the financial statements together with an employer appointed board member and a member elected board member.*
- *in the case a scheme has independent board members, one independent trustee must signs the financial statements together with the chairperson.*

## ***Uganda Retirement Benefits Regulatory Authority (Preparation of Retirement Benefits Scheme Annual Report) Guideline No. 2 of 2017***

### **Statement of Trustees' responsibilities for the Financial Statements**

URBRA Act and Regulations require the Trustees to make available to scheme members and other parties, audited financial statements for each Scheme year which show a true and fair view, of the financial transactions of the Scheme during the reporting period and of the amount and disposition at the end of the Scheme year of the assets and liabilities.

It also requires the Trustees to ensure that the scheme keeps proper accounting records which disclose with reasonable accuracy at any time the financial position of the scheme and safeguarding the assets of the scheme.

### **Responsibilities**

The trustees are responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards and in the manner required by URBRA Act and regulations, and for such internal control as trustees determined is necessary to enable the preparation of financial statements, whether due to fraud or error.

The Board of Trustees hereby confirm that, during the period under review, in the execution of their duties they have complied with the duties imposed by URBRA Act 2011, Regulations and the rules of the fund, including the following:

- ensured that adequate accounting records are kept inclusive of proper minutes of all resolutions passed by the Board of Trustees; and for taking such steps as are reasonably open to them to safeguard the assets of the Scheme and to prevent and detect fraud and other irregularities,
- ensured that proper internal control systems were employed by or on behalf of the fund;
- ensured that adequate and appropriate information was communicated to the members including their rights, benefits, duties in terms of the rules of the fund etc.
- took all reasonable steps to ensure that contributions, where applicable, were paid timely to the fund
- obtained expert advice on matters where they lacked sufficient expertise;
- ensured that the rules, operation and administration of the fund complied with the URBRA Act and all applicable legislations; and
- ensured that Scheme funds were invested and maintained in accordance with the fund's investment policy statement and Investment Regulations issued by URBRA.

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## Approval of the annual financial statements

The Board of Trustees accept responsibility for the annual financial statements, which have been prepared using appropriate accounting policies supported by reasonable and prudent judgements and estimates, in conformity with IFRS and scheme rules. The trustees are of the opinion that the financial statements give a true and fair view of the financial affairs of the scheme and its operating results.

These financial statements have been reported on by <insert name of auditing firm>, who were given unrestricted access to all financial records and related data, including minutes of all relevant meetings. The Board of Trustees believes that all representations made to the independent auditors in the representation letter during their audit were valid and appropriate. The report of the independent auditor is presented on page <insert page no>.

Notwithstanding the above-mentioned information, the Board of Trustees wish to draw attention to the following:

Specific instances of non-compliances	Remedial action taken

These financial statements:

- were approved by the Board of Trustees on <insert date>;
- are to the best of the Board of Trustees knowledge and belief confirmed to be complete and correct;
- fairly represent the net assets of the fund as at <insert date> as well as the results of its activities for the period then ended in accordance with IFRS.

We confirm that for the period under review, the <insert name of fund> has submitted all regulatory and other returns and any other information as required by the provision of the URBRA Act 2011 and to the best of my knowledge all applicable legislation except for the following (where applicable):

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Nothing has come to the attention of the Trustees to indicate that the scheme will not be able to meet its obligations for the next twelve months from the date of this statement and the requirements of the URBRA Act.

.....

.....

.....

<signature>

<signature>

<signature>

CHAIRPERSON

BOARD MEMBER

BOARD MEMBER

<Insert name>

<Insert name>

<Insert name>

<insert date>

<insert date>

<insert date>



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**Independent Auditor's report to the Members of XYZ RBS**

To the Trustees of the XYZ RBS

a) Report on the Audit of the Financial Statements

- Opinion on financial statements
- Basis for the opinion < Conduct of the audit and audit evidence, affirmative statement about the auditor's independence and fulfilment of relevant ethical responsibilities>,
- Material Uncertainty Related to Going Concern (if applicable)
- Emphasis of Matter (if applicable)
- Key Audit Matters include matters which were most significant during the Audit.
- Trustees' responsibilities for the financial statements
- Auditors' responsibilities for the audit of financial statements

b) Report on Other Legal and Regulatory Requirements

<signature>

CPA

<Date>

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**Statement of Changes in Net Assets or Fund Account for the period ended DD/MM/YY. (Ref. IAS 26)**

	Notes	XX01 Shs'000	XX01 Shs'000
<b>Contributions and benefits</b>			
Contributions receivable	2		
Individual transfers in			
Group transfer in	3		
Benefits payable	4		
Individual transfers out			
<b>Net (withdrawals)/additions from dealings with members</b>			
<b>Returns on investments</b>			
Investment income	5		
Change in market value of investments	15(a)		
Gain/ loss on sale of investment	15(a)		
Foreign exchange loss/ gain ( <i>specify between realized and unrealised</i> )	17		
Other income <specify>	10		
<b>Total investments income</b>			
<b>Administrative expenses</b>	8		
<b>Provisions</b>	13		
<b>Other &lt;specify&gt;</b>			
<b>Surplus before tax</b>			
<b>Income Tax expenses</b>	14		
<b>Net increase/(decrease) in the fund during the year</b>			

**Uganda Retirement Benefits Regulatory Authority (Preparation of Retirement Benefits Scheme Annual Report) Guideline No. 2 of 2017**  
**Statement of Net Assets available for Benefits as at DD/MM/YY**

	Notes	XX01	XX00
ASSETS		Shs'000	Shs'000
<b>Non-current Assets</b>			
Investment assets: < maturing after 12 months>			
Equities	15		
Bonds & Bills	15		
Investment & owner occupied Property	7		
Pooled investment vehicles < provide a note>			
Associates < provide a note>			
Deposits with commercial banks < provide a note>			
Plant and equipment	6		
Others <specify>	11		
<b>Current Assets</b>			
Investment < maturing within 12 months)	15		
Contributions receivable	11		
Cash & bank balances			
Account receivables < provide a note>			
<b>Total Assets</b>			
<b>Non-current Liabilities:</b>			
Deferred tax	14		
<b>Current Liabilities</b>			
Benefits payable	12		
Transfers payable	3		
Other account payables < specify>	9		
<b>Total Liabilities</b>			
<b>Net Assets</b>			
<b>Members Fund and Reserves</b>			
Accumulated Members' funds	SCMFR		
Reserve account	SCMFR		
<b>Total Members Fund and Reserves</b>			
<signature>	<signature>	<signature>	
CHAIRPERSON	BOARD MEMBER	BOARD MEMBER	

***Uganda Retirement Benefits Regulatory Authority (Preparation of Retirement Benefits Scheme Annual Report) Guideline No. 2 of 2017***  
**Statement of Changes in Members' Funds and Reserves for the period ended DD/MM/YY**

	Accumulated members' Fund	Reserve Account	Total
	000	000	000
<b>Opening balance as at 1<sup>st</sup> Jan xxx1</b>	<b>Xxx</b>	<b>xxx</b>	<b>xxx</b>
Net dealings with members	Xxx	-	
Interest declared	Xxx	xxx	xxx
Others <specify>	Xxx	xxx	xxx
<b>At end of period 31<sup>st</sup> Dec xxx1</b>	<b>XXX</b>	<b>XXX</b>	<b>XXX</b>
<b>Opening balance as at 1<sup>st</sup> Jan xxx0</b>	<b>Xxx</b>	<b>xxx</b>	<b>xxx</b>
Net dealings with members	Xxx	-	
Interest declared	Xxx	xxx	xxx
Others <specify>	Xxx	xxx	xxx
<b>At end of period 31<sup>st</sup> Dec xxx0</b>	<b>XXX</b>	<b>XXX</b>	<b>XXX</b>

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**Statement of Cash flows for the period ended DD/MM/YY**

Notes XX01 XX00

**Cash Flows from Operating Activities**

increase / (decrease) in net assets before tax

**Adjustments for non-Cash items:**

Depreciation

changes in fair value of investment

Unrealised forex loss/(gain)

Other <Specify>

**Cash Flows from Operating Activities before changes in working capital**

**Adjustments for changes in working capital**

changes in Receivables

changes in Payables

changes in inventories

Others specify

**Net Cash from Operating Activities**

**Cash from Investing Activities**

Maturity of investments < specify>

Purchase of an asset < specify>

Others specify

**Net Cash Used for Investing Activities**

Cash and Cash Equivalents for the year

Cash and Cash Equivalents at the beginning of the year

Cash and Cash Equivalents at the end of the year.

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## Notes (forming part of the Financial Statements)

### 1. PRINCIPAL ACCOUNTING POLICIES (*The following statements are examples only*)

*Example <The following are the principal accounting policies have been applied consistently by the fund to all years presented, unless otherwise stated. The principal accounting policies applied in the preparation of these financial statements are set out below>.*

#### a. Basis of preparation

*<Insert a statement disclosing a framework used>*

#### b. Basis of measurement

*<Example: The financial statements are prepared on the historical cost and going concern bases, except where specifically indicated otherwise in the accounting policies >*

#### c. Plant and equipment

- All plant and equipment are initially recorded at cost. Land and buildings are subsequently shown at market value, based on valuations by external independent valuers, less subsequent depreciation. The remaining plant and equipment is stated at historical cost less depreciation.*
- Depreciation is calculated on the straight-line method to write off the cost of each asset, or the re-valued amounts, to their residual values over their estimated useful life as follows:*

<i>Items</i>	<i>Useful life</i>
<i>Computer equipment and software</i>	<i>3 years</i>
<i>Office equipment</i>	<i>3 - 8 years</i>
<i>Furniture and fittings</i>	<i>10 years</i>

- Where the carrying amount of an asset is greater than its estimated recoverable amount, it is written down immediately to its recoverable amount. Impairment losses are recognised.*
- Gains and losses on disposal of plant and equipment are determined by reference to their carrying amount and are taken into account in determining the net surplus or deficit.*

#### d. Financial instruments

- Measurement*
  - Financial instruments include cash and bank balances, investments, receivables, accounts payable etc.*

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- *Financial instruments are initially measured at cost as of trade date, which includes transaction costs. Subsequent to initial recognition, these instruments are measured as set out below.*

- **Investments** (Refer to IFRS 9)

*Available for sale and held for trading investments are measured at fair value. The fair value of marketable securities is calculated by reference to the applicable Stock Exchange quoted selling prices at the close of business on the net assets date or selling prices ruling at the year-end date.*

*Describe valuation method for valuation of unlisted equities*

### **e. Foreign currencies**

*Transactions in foreign currencies during the year are translated into Uganda shillings at the exchange rate ruling at the date of the transaction. Monetary asset and liabilities denominated in foreign currencies at a reporting date are translated into Uganda shillings at the rate ruling at the year-end date. Differences arising on investment balance translation are accounted for in the change in market value of investments during the year.*

### **f. Contributions**

*Normal contributions are accounted for in the period in which they fall due.*

*Employer deficit funding contributions are accounted for on the due dates on which they are payable in accordance with the Remedial Plan under which they are being paid.*

### **g. Payments to members**

*Benefits are accounted for in the period in which they fall due for payment. Where there is a choice, benefits are accounted for in the period in which the member notifies the Trustees of his decision on the type or amount of benefit to be taken or, if there is no member choice, they are accounted for on the date of retirement or leaving.*

*Individual transfers in or out are accounted for when paid or received which is normally when member liability is accepted/discharged.*

*Group transfers are accounted for in accordance with the terms of the transfer agreement.*

### **h. Expenses**

*Expenses are accounted for on an accruals basis.*

### **I. Investment property**

*Investment properties are held to earn rental income and appreciate capital value. Owner-occupied properties are held for administrative purposes. This distinguishes owner-occupied properties from investment properties.*

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Investment properties are accounted under fair value model and are carried at market value determined annually by external independent professional valuers. Fair value adjustments are included in the statement of changes in net assets available for benefits.

## J. Critical accounting estimates and judgements

Note: The scheme should disclose any accounting estimates and judgements used in applying accounting principles and reported amounts in relation to impairment losses on financial assets, fair value determination and financial risk management among others.

### 2. Contributions received and receivable

	Xx01	Xx00
	Shs'000	Shs'000

**Employer:**

Normal

Deficit Funding

Other (specify)

**Members:**

Normal

Additional Voluntary Contributions

**Total contributions.**

Deficit funding contributions are being paid by the Employer into the DB Scheme for a period in accordance with a recovery plan in order to improve the Scheme's funding position. The notes to the financial statements should explain for how long deficit funding contributions are payable

Umbrella Retirement Benefits Scheme should further disclose contributions relating to each participating employer.

Other contributions into the scheme should be clearly specified.

### 3. Group transfer in

The group transfer represents the assets transferred to the Scheme in respect of members of another Scheme. The bulk transfer can comprise of investment assets and cash.



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**4. Benefits paid and payable**

	<b>Xx01</b>	<b>Xx00</b>
	shs'000	shs'000
Pensions		
Commutations and lump sum retirement benefits		
Purchase of annuities		
Lump sum death benefits		
Others <specify>		

**5. Investment income**

	<b>Xx01</b>	<b>Xx00</b>
	Shs'000	Shs'000
Dividends from equities		
Income from gov't bonds		
Income from corporate bonds		
rental income		
Interest on cash deposits		
income from gov't bills		
Income from pooled investment vehicles		
Other Income <specify>		

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**6. Plant and equipment**      < Provide details for current and previous periods >

<b>Computer equipment and software</b>	<b>Furniture and fittings</b>	<b>Other</b>	<b>Total</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>A+B+C</b>

**Gross carrying amount**

At beginning of period  
 Additions  
 Disposals  
 Others <specify>

**At end of period**

**Accumulated depreciation & impairment**

At beginning of period  
 Depreciation charges  
 Accumulated depreciation on disposals  
 Impairment

**Net carrying amount at end of period**

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**7. Investment properties and Owner Occupied Investments**

				A	B	C	D	E	A+B-C+ D+E
<b>Instrument</b>	<b>Addresses</b>	<b>Valuation method</b>	<b>Date of last valuation</b>	<b>At beginning of period</b>	<b>Additions</b>	<b>Disposals</b>	<b>Fair value adjustment</b>	<b>Transfer to/from owner occupied properties or Investment properties</b>	<b>At end of period</b>
<b>Investment Properties (List)</b>									
<b>Owner Occupied Properties (List)</b>									
<b>TOTAL</b>									

**Note. Similar schedule for the previous year to be reproduced for comparison.**

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**8. Administration expenses**

	Notes	Current period	Previous period
Actuarial fees			
Administrator fees			
Audit fees			
Custodial fees			
Fund manager fees			
Consultancy fees <specify the nature of services>			
Depreciation			
URBRA Levy			
Operating lease payments			
Penalties			
Principal Officer Expenses	8.3		
Staff expenses	8.2		
Board of Trustees expenses	8.1		
Other ( <i>Provide details</i> )			
<b>Total</b>			

**8.1 Board of Trustees expenses**

	Current period	Previous period
Remuneration		
Meeting allowances		
Expenses		
Other payments <specify>		
<b>Total</b>		

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**8.2 Staff expenses**

	<b>Current period</b>	<b>Previous period</b>
Remuneration (specify between salaries, wages, leave pay, gratuity etc.)		
Contributions to retirement fund (clearly specify for mandatory and voluntary contributions)		
Training expenses		
Staff medical insurance		
Other payments <specify>		
<b>Total</b>		

**8.3 Principal Officer expenses**

	<b>Current period</b>	<b>Previous period</b>
Remuneration		
Allowances		
Other payments		
<b>Total</b>		

**9. Other Accounts payable**

	<b>Current period</b>	<b>Previous period</b>
<i>(Provide details)</i>		

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**10. Other income**

	<b>Current period</b>	<b>Previous period</b>
Bad debts recovered		
Other ( <i>Provide details</i> )		

**11. Contributions receivable**

	<b>Current period</b>	<b>Previous period</b>
<i>Contributions due for 30 days</i>		
<i>Contributions due for 60 days</i>		

Contributions receivable should be classified according to period with which they have been outstanding i.e. due within 30 days, within 60 days, over 60 days or over one year.

**12. Benefits Payable**

	<b>Current period</b>	<b>Previous period</b>
Retirement income		
Death benefits		

Benefits payable should be classified according to period with which they have been outstanding i.e. due in 60 days, within 90 days. and over 90 days or over one year.

**13. Provisions**

	<b>Current period</b>	<b>Previous period</b>
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*(Provide details)*

**Note 13.** Provisions should end with the movement which reconciles with losses that would have materialised during the period and included in the statement of changes in net asset. For each class of provision, disclose the following:

- Description of the underlying obligation and expected timing of the settlement thereof.
- Indication of uncertainties about the amount or timing of those settlements
- Amount of expected reimbursements

**14. Tax**

Details of tax computations clearly showing income tax payable, deferred tax liabilities and all the adjustments made.

**15. Investment**

*Details of the values of investment by major class held by the fund at the end of the reporting period,*

*Funds with more than one fund manager should clearly separating investments as per portfolio held by a fund manager.*

*For investment measured at fair value, provide details on how fair value of financial instruments has been determined using the fair value hierarchy*

**15 (a) Investment reconciliation**

Reconciliation of investments held at the beginning and the end of the year showing the fair value of each investment held at year end and the change in fair value attributable to each investment; purchase at cost and sales proceeds.

The change in market value of investments during the year comprises all increases and decreases in the market value of investments held at any time during the year, including profits and losses realised on sales of investments during the year.

**16. Prior period adjustment**

	<b>Current period</b>	<b>Previous period</b>
<i>Provide details</i>		

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## Example:

During the period, the fund changed its accounting policy with respect to (mention the specific standard or interpretation, *nature of change, amount of the adjustment for each financial statement line and reason for change*).

## **17. Foreign exchange gain/ (loss)**

*Provide details on the movement clearly categorising between realised and unrealised gains and loss*

## **18. Financial risk management**

Disclose information in relation to Scheme's exposures to certain investment risks and Trustees' approach to risk management. See IFRS 7.

## **19. Related party transactions**

*<The following are examples only>*

<u>Related party</u>	<u>Relationship</u>	<u>Description</u>	<u>Transactions</u>
			UGX

The chairperson BOT owns the company, which provides consulting services to the fund. Consulting fees for XX01 amounted to Ugshs XXX (xx00: Ugshs XXX) (refer to note XX to the financial statements).

The employer purchased a property owned by the fund during the current period. The purchase price of ugshs XXX was a market related price. The profit on the sale of the property is reflected in note XX to the financial statements.

## **20. Contingencies and commitments**

*Provide details on whether there was contingent liabilities or capital commitment at the end of the reporting period. Examples of contingent liabilities include claims against the scheme or the costs of litigation.*

## **21. Self-investment**

The Scheme holds an investment of Ugshs xxx <number of shares> of the sponsors ordinary shares at the year end, the value of which represents 2% of the Scheme's net assets.



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*The basic requirement is to disclose the percentage of the Scheme's resources invested in employer-related investments at the end of the year. Further disclosures are required if the percentage exceeds 5%*

**EFFECTIVE DATE**

These guidelines are effective for annual reports for periods ending on or after **30<sup>th</sup> June 2017**

**ENQUIRY**

**Enquiries on any aspect of these guidelines should be referred to;**

**Address:**

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Uganda Retirement Benefits Regulatory Authority  
P.O. Box 7561 Kampala.  
Tel. +256417304525  
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Issued on the 24<sup>th</sup> day of May, 2017



Signed

**David Nyakundi Bonyi  
CHIEF EXECUTIVE OFFICER**