

**BANK OF BOTSWANA
BANKING SUPERVISION DEPARTMENT**

DATE OF SUBMISSION:

Quarterly Returns as at :.....

Reporting Bureau :.....

Head Office Location :.....

Address :.....

Prepared by:

Checked by:

Position:

Authorised Signature:

In case of the Bank enquiry, please contact.....at

tel.....E-mail Address.....

To be submitted by the 15th of the month following the quarter end reporting date

(1) QUARTERLY SCHEDULE: STATEMENT OF INCOME AND EXPENSES

		Quarterly	Year To Date
1.	Total Income		
	(a) Sales Income		
	(b) Agency Commission		
	(c) Interest Income on Bank Deposits		
	(d) Other Income (specify)		
	(i)		
	(ii)		
	Total Income		
2.	Expenditure		
	(a) Cost of Sales		
	(b) Operating Expenses (attach a list)		
	(c) Interest Paid on borrowed funds		
	(d) Other Expense (Specify)		
	(i)		
	(ii)		
	Total Expenditure		
3.	Profit (Loss) before Taxation		
4.	Taxation		
5.	Net Profit (or Loss)		
6.	Retained Income		

(2) QUARTERLY SCHEDULE: STATEMENT OF FINANCIAL POSITION AS AT.....

	QUARTER-END
ASSETS	
1. Fixed Assets/Non-current Assets	
(a) Property, Plant and Equipment	
(b) Others (specify)	
2. Current Assets	
(a) Foreign Currency Stock (Pula equivalent)(attach a list)	
(b) Cash In Hand	
(c) Deposit Account	
(d) Other Bank Accounts	
(e) Trade receivables and Prepayments	
(f) Others (specify)	
3. TOTAL ASSETS	
EQUITY AND LIABILITIES	
4. Equity	
(a) Share Capital	
(b) Retained Profits	
(c) Others (specify)	
5. Non-Current Liabilities	
(a) Shareholders loans	
(b) Long-term borrowings	
(c) Deferred Tax	
6. Current Liabilities	
(a) Trade Creditors and Other Payables	
(b) Current Tax Payable	
(c) Short-Term Borrowings	
(d) Others (specify)	
7. TOTAL LIABILITIES	
8. TOTAL EQUITY AND LIABILITIES	

(3) QUARTERLY SCHEDULE: P10 000 AND ABOVE TRANSACTIONS (WITH INDIVIDUALS)

	No. of Transactions	Value of Transactions (Pula Equivalent)
1. SALES		
(a) US Dollar		
(b) Pound Sterling		
(c) South African Rand		
(d) Euro		
(e) Other (Specify)		
(f) Total Sales		
2. PURCHASES		
(a) US Dollar		
(b) Pound Sterling		
(c) South African Rand		
(d) Euro		
(e) Other (Specify)		
(f) Total Purchases		
TOTAL		

(4) QUARTERLY SCHEDULE: STAFFING

	Local	Expatriates	Total	Salaries, Wages and Benefits (Pula)
Managers				
Supervisors				
Clerical				
Non-clerical				
Total				

NOTES TO THE QUARTERLY RETURN

Schedule 1

1. Quarter – report income and expenditure relating to the current quarter only
2. Year to Date – report cumulative income and expenditure (from January to reporting quarter)
3. Sales Income – Foreign currency sales less foreign currency purchases.
4. Operating Expenses – itemise all major expenses (items exceeding 10 percent of total operating expenses category)

Schedule 2

1. Cash stock – attach a list indicating amount of each currency as well as pula equivalent. Foreign currency must be converted at the rate prevailing as at reporting period.

Schedule 3

1. Number and value of transactions- Report current quarter transactions with individuals only.
2. In instances where there are no such transactions, the schedule must nevertheless be returned with the notation - NIL

Schedule 4

1. Salaries, wages and benefits – report for the current quarter only.