

**On approval of the Rules for preparation and submission of reports on presence and movement of material assets of the state material reserve**

*Invalidated Unofficial translation*

Decree of the Government of the Republic of Kazakhstan dated October 24, 2014 No. 1135. Abolished by the Decree of the Government of the Republic of Kazakhstan dated 07/14/2023 No. 580

Unofficial translation

**Footnote. Abolished by the Decree of the Government of the Republic of Kazakhstan dated 07/14/2023 No. 580.**

In accordance with subparagraph 64) of Article 11 of the Law of the Republic of Kazakhstan dated April 11, 2014 "On civil protection", the Government of the Republic of Kazakhstan **DECIDES**:

1. To approve the attached Rules for preparation and submission of reports on presence and movement of material assets of the state material reserve.

2. This decree enters into force ten calendar days after the day of its first official publication.

*Prime-Minister of the  
Republic of Kazakhstan*

*K. Massimov*

Approved  
by the decree of the Government  
of the Republic of Kazakhstan  
dated October 24, 2014 № 1135

**The Rules for preparation and submission of reports on presence and movement of material assets of the state material reserve**

**1. General provisions**

**Note of RCLI!**

**The Rules were amended in the Kazakh language, the text in Russian is not changed in accordance with the Decree of the Government of the Republic of Kazakhstan dated 09.04.2015 No. 205.**

1. These Rules for preparation and submission of reports on presence and movement of material assets of the state material reserve (hereinafter referred to as the Rules) are developed in accordance with the Law of the Republic of Kazakhstan dated

April 11, 2014 "On Civil Protection" and establish the procedure for preparing and submitting reports on presence and movement of material assets of the state material reserve.

2. Material values of the state material reserve, regardless of the place of their storage, are the republican property.

3. The following concepts are used in these Rules:

1) report - a form of reporting documentation of the authorized body, state bodies that have mobilization tasks, storage points, which reflects the presence and movement of material assets of the state material reserve;

2) department in the field of the state material reserve of the authorized body that manages the system of the state material reserve (hereinafter referred to as the department) - a structural unit that implements functions in the field of the state material reserve;

3) subordinate organization of the state material reserve system (hereinafter referred to as the subordinate organization) - a legal entity that forms and stores material assets of the state material reserve;

4) state body - a central executive body that performs the mobilization task or from which the mobilization task was removed;

5) storage points of material assets of the state material reserve (hereinafter referred to as storage points) - legal entities that store the material assets of the state material reserve on a contractual basis and provide services related to storage.

**Footnote. Paragraph 3 as amended by the Decree of the Government of the Republic of Kazakhstan dated 15.11. 2016 No. 704.**

## **2. Procedure for preparation and submission of reports on presence and movement of material assets of the state material reserve, except for the mobilization reserve**

4. When preparing a report on the presence and movement of material assets of the state material reserve, storage points or a subordinate organization conduct an inventory of the material assets of the state material reserve on a monthly basis.

5. To conduct an inventory, an inventory commission is created by order of the head of the storage point or a subordinate organization, and the start and end dates for the inventory are set.

The inventory commission is created from the employees of the storage point or subordinate organization, includes the chief accountant (if any) and is headed by the head of the storage point and subordinate organization.

6. The inventory is carried out by the inventory commission only in its full strength . Verification of the actual availability of material assets is carried out with the direct participation of materially responsible persons.

7. The presence of material assets during the inventory is determined by mandatory calculation, weighing, measurement. Determination of the mass (weight or volume) of bulk materials is allowed to be carried out on the basis of measurements and technical calculations, about which a corresponding note is made in the inventories.

Information about the actual availability of accounting items is recorded in inventory records (collation sheets) or inventory acts (hereinafter - inventories).

8. Inventories are compiled in accordance with the form, in accordance with Appendix 1 to these Rules, in two copies separately at the locations of material assets and materially responsible persons responsible for their safety.

The inventories are signed by the chairman and all members of the inventory commission. At the end of the inventory, the materially responsible persons give a receipt confirming the inspection by the inventory commission of material assets in their presence, that there are no claims against the members of the inventory commission and that the material assets listed in the inventory are accepted for safekeeping.

For valuables that have become unusable, a separate inventory list is compiled. In the protocol of the inventory commission, they are noted separately, indicating the reasons for their damage and / or the persons responsible for this.

9. Inventories are filled in manually or using computer technology, without erasures and blots.

On each page of the inventory, the number of serial numbers of material assets and the total number of values in natural terms recorded on this page are indicated in words, regardless of the units of measurement (in pieces, kilograms, meters) these values are shown.

Correction of errors is made in all copies of the inventories by crossing out the wrong entry and placing correct entries over the crossed out data. Corrections must be agreed and signed by all members of the inventory commission and materially responsible persons.

It is not allowed to leave blank lines in the descriptions. On the last sheets of the inventories, dashes are put in the blank lines.

10. Upon completion of the inventory, one copy of the completed inventories is handed over to the accounting service of the storage point or subordinate organization for verification, identification and reflection in the accounting of the results of the inventory, and the second copy remains with the materially responsible person.

11. Storage points or a subordinate organization draw up a monthly report on the presence and movement of material assets of the state material reserve, with the exception of the mobilization reserve, in the form in accordance with Appendix 2 to these Rules, based on data on delivered and released material assets, submit to the department no later than the 15th day of the month following the reporting period, with

a cumulative total from the beginning of the year, with a breakdown by types of material assets. The report is signed by the head and chief accountant.

An explanatory note is attached to the report, which indicates information on the state, movement of material assets of the state material reserve stored in storage points or a subordinate organization, as well as the timing of their storage.

**Footnote. Paragraph 11 as amended by the Decree of the Government of the Republic of Kazakhstan dated 15.11.2016 No. 704.**

12. On the basis of the submitted reports of the storage points and the subordinate organization, the department analyzes and reconciles the reporting data of the material assets of the state material reserve, draws up a summary report on the presence and movement of material assets of the state material reserve, with the exception of the mobilization reserve, in the form in accordance with Appendix 3 to these Rules, which is accompanied by an explanatory note indicating information on the state and movement of material assets of the state material reserve stored at storage points and subordinate organizations, as well as the timing of their storage. The consolidated report is submitted by the department to the authorized body in the field of state property of the Republic of Kazakhstan no later than February 20 of the year following the reporting period.

**Footnote. Paragraph 12 as amended by the Decree of the Government of the Republic of Kazakhstan dated 15.11.2016 No. 704.**

### **3. Procedure for preparation and submission of reports on presence and movement of material assets of the mobilization reserve**

13. When preparing a report on the presence and movement of material assets of the mobilization reserve, storage points or a subordinate organization annually conduct an inventory of the material assets of the mobilization reserve in accordance with paragraphs 5-10 of these Rules.

14. On the basis of the inventory list, storage points annually draw up in 3 (three) copies a report on the presence and movement of material assets of the mobilization reserve as of January 1 in the form in accordance with Appendix 4 to these Rules, one of which remains at the storage point, the second copy is submitted to the state body, the third copy is submitted to the department no later than January 10.

Based on the inventory list, the subordinate organization annually draws up in 2 (two) copies a report on the presence and movement of material assets of the mobilization reserve as of January 1 in the form in accordance with Appendix 4 to these Rules, one of which remains in the subordinate organization, the second copy is submitted to department no later than January 10.

An explanatory note is attached to the report indicating information on the state and movement of material assets of the mobilization reserve stored in storage points or a

subordinate organization. The report is signed by the head, the chief accountant and the person responsible for the safety of the material assets of the mobilization reserve.

**Footnote. Paragraph 14 as amended by the Decree of the Government of the Republic of Kazakhstan dated 15.11.2016 No. 704.**

15. On the basis of the reports submitted by the storage points and the subordinate organization, the department analyzes and reconciles the reporting data of the material assets of the mobilization reserve, draws up a summary report on the presence and movement of the material assets of the mobilization reserve in the form in accordance with Appendix 4 to these Rules, which is accompanied by summary tables with information about the presence and movement of material assets of the mobilization reserve in monetary terms and on the reporting of storage points and subordinate organization. An explanatory note is attached to the summary report, reflecting the state of the mobilization reserve as a whole and in individual sectors, current problems and proposals for improving work in the field of the mobilization reserve.

**Footnote. Paragraph 15 as amended by the Decree of the Government of the Republic of Kazakhstan dated 15.11.2016 No. 704.**

16. A consolidated report no later than February 20 is submitted by the department to the authorized body in the field of public property of the Republic of Kazakhstan.

**Footnote. Paragraph 16 as amended by the Decree of the Government of the Republic of Kazakhstan dated 15.11.2016 No. 704.**

17. In the event of further withdrawal of the mobilization order from the storage point, the storage of material assets of the mobilization reserve and the submission of reports on their presence and movement is carried out until the complete release of material assets.

Appendix 1  
to the Rules for preparation and  
submission of reports on the  
presence and movement of  
material assets of the state material  
reserve

---

(classified for completing)

---

(name of storage point or subordinate organization)

**Inventory list (collation sheet) № \_\_\_\_\_**

**as of " \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_**

Commission consisting of \_\_\_\_\_

(position, full name)

---

(position, full name)

(position, full name)

Based on the order dated "\_\_\_" \_\_\_\_\_ 20\_\_ checked the presence of

Place of inventory \_\_\_\_\_

Surname, name, patronymic of the materially responsible person \_\_\_\_\_

№	name of material assets	When checking the actual availability is					According to accounting data		Inventory results				Note
		nomenclature (inventory) number	unit of measurement	price	quantity	sum	quantity	sum, tenge	shortages		surpluses		
									quantity	sum, tenge	quantity	sum, tenge	
Total...													

Total: a) serial numbers \_\_\_\_\_

(in words)

b) total number of units, actually \_\_\_\_\_

(in words)

c) the sum, tenge \_\_\_\_\_

(in words)

Chairman of the Commission \_\_\_\_\_

(position) (signature) (full name)

Members of the commission: \_\_\_\_\_

(position) (signature) (full name)

(position) (signature) (full name)

(position) (signature) (full name)

All material assets named in this inventory list from No. \_\_\_ to No. \_\_\_ were checked by the commission in kind in my (our) presence and included in the inventory, and therefore I have no claims against the inventory commission (we do not have).

The material assets listed in the inventory are in my (our) safe custody.

Materially responsible person (persons) \_\_\_\_\_ "\_\_\_" \_\_\_\_\_



№	Name of material assets	Unit of measurement	Availability (Operations for 20__)				Availability (Storage volume)		Storage volume, according to the approved nomenclatures	(% of fulfillment of the storage norm)		
			according to accounting for _____ year		Delivery		Release				according to _____ year	
			Quantity	Sum, in thousands tenge	Quantity	Sum, in thousands tenge	Quantity	Sum, in thousands tenge			Quantity	Sum, in thousands tenge
Total												

Head \_\_\_\_\_ (full name, signature)

Place of seal

Chief accountant \_\_\_\_\_ (full name, signature)

Appendix 4  
to the Rules for preparation and submission of reports on the presence and movement of material assets of the state material reserve

\_\_\_\_\_  
(classified for completing)

Sent to .....

(name and address of the recipient)

Storage point .....

(name)

Ministry (department) \_\_\_\_\_

Address of the storage point \_\_\_\_\_

**Report on presence and movement of material assets of the mobilization reserve for 20\_\_ year**

№	Name of material assets	Unit of measurement	Storage volume, according to the approved nomenclatures	Year of foundation	At the beginning of the year					
					cancel reservation		not to cancel reservation		Total saved	
					Quantity	Sum	Quantity	Sum	Quantity	Sum
1	2	3	4	5	6	7	8	9	10	11

Table continuation:

At the end of the year						Shortage		Note
cancel reservation		not to cancel reservation		Total saved				
Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum	
12	13	14	15	16	17	18	19	20

Place of seal Head of the enterprise



Chief accountant

Mobilization worker / person responsible for the safety of material assets of the mobilization reserve

© 2012. «Institute of legislation and legal information of the Republic of Kazakhstan» of the Ministry of Justice of the Republic of Kazakhstan