



**NATIONAL
TREASURY**

General Input Forms Uploading Guidelines

(Version 250505_0900)

Purpose

The purpose of these general uploading guidelines is to give the user an overview of all of the return forms must be submitted to the National Treasury for uploading to the Local Government Database.

Individual guidelines have been prepared for each return form. These are available for download at www.treasury.gov.za/local_gov/return_forms/default.html.

Budget & In-Year Reporting Returns

<u>File Name</u>	<u>Frequency</u>	<u>Description</u>
AppA_Muncde_ccyy	Annual	Standard Budget Return (Appendix A)
Muncde_SP_ccyy_Y	Annual	Strategic Plan (IDP) Reconciliation to Budget
Muncde_OSB_ccyy_Y	Annual	Statement of Financial Performance Budget
Muncde_GSR_ccyy_Y	Annual	Grants and Subsidies Received Budget
Muncde_GSG_ccyy_Y	Annual	Grants and Subsidies Given Budget
Muncde_CA_ccyy_Y	Annual	Capital Acquisitions Budget
Muncde_CAAA_ccyy_Y	Annual	Capital Acquisitions Audited Budget
Muncde_AM_ccyy_Y	Annual	Asset Management Budget
Muncde_BS_ccyy_Y	Annual	Statement of Financial Position Budget
Muncde_CFB_ccyy_Y	Annual	Cash Flow Budget
Muncde_OSAA_ccyy_Y	Annual	Statement of Financial Performance Audited Actual
Muncde_OSA_ccyy_Mnn	Monthly	Statement of Financial Performance Actual
Muncde_CAA_ccyy_Mnn	Monthly	Capital Acquisitions Actual
Muncde_CFB_ccyy_Y	Monthly	Cash Flow Actual
Muncde_AC_ccyy_Mnn	Monthly	Aged Creditors
Muncde_AD_ccyy_Mnn	Monthly	Aged Debtors
Muncde_FMG_ccyy_Mnn	Monthly	Finance Management Grant Return
Muncde_RG_ccyy_Mnn	Monthly	Restructuring Grant Return (muni's who receive grant)
Muncde_SUM_ccyy_Mnn	Monthly	Summary Return for low and medium capacity muni's
Muncde_BM_ccyy_Qn	Quarterly	Borrowing Return
Muncde_OSR_ccyy_Y	As Req'd	Statement of Financial Performance Adjustment Budget
Muncde_MFM1_ccyy_Qn	On Request	MFMA 12 Urgent Implementation Priorities
Muncde_CE_ccyy_Qn_nnn	On Request	Corporate Entity
Muncde_LTC_ccyy_Qn_nnn	On Request	Long Term Contracts
Muncde_PPP_ccyy_Qn_nnn	On Request	Public-Private Partnership

Format of Returns

Explanation of The file name

- “Muncde” represents the municipal demarcation code.
- “ccyy” represents the century and the year (2005 represents the year ending 30 June 2005).
- “Qn” indicates the form is submitted quarterly (Q1 indicates July – September, Q4 indicates April – June. Therefore January - March will be Q3)
- “Mnn” indicates the form is submitted monthly (M01 indicates July, M12 indicates June as per the municipal financial year. Therefore January will be M07).

File types uploaded by the system

The database is expecting specific data with specific attributes. If this is not found, problems will arise.

The objective is to collect information from all municipalities in the same format for comparison, reliability, and transparency purposes.

The heading of each template includes instructions for completion. Further guidelines are provided for each individual form at www.treasury.gov.za/local_gov/return_forms/default.html. Please conform to the standards required for successful submission and upload.

Submission Process

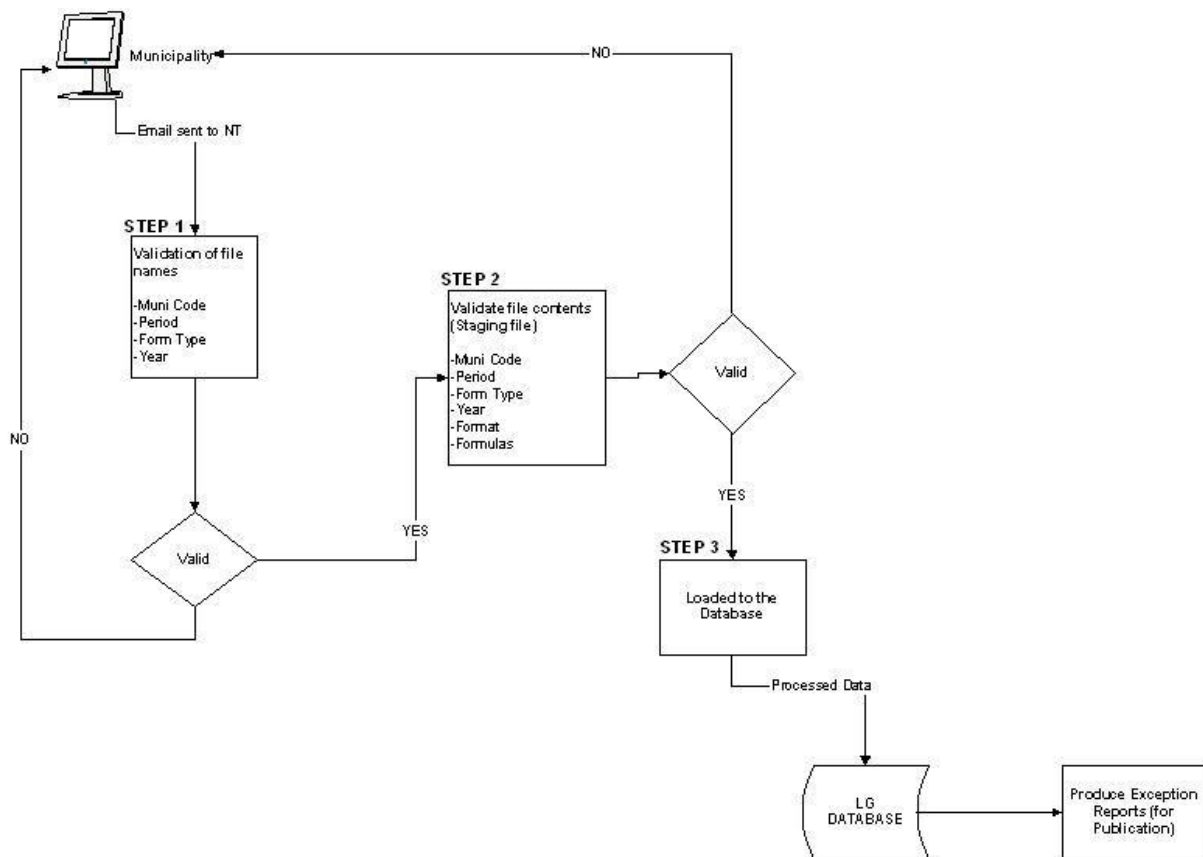
Electronic Submission

Ensure the file is saved in the correct format (Muncde_AD_ccyy_Mnn.xls) by selecting the correct **Municipal code**, **Financial year end** and **Period** from drop-down lists (the return form abbreviation is already there) and using the inbuilt macro to automatically save using the correct file name. Simultaneously press **Shift+Ctrl+S** (with “**Caps Lock**” off) to invoke the macro. The file will be saved in the current active directory.

The file will be saved with the correct naming convention:

➤ GT001_AD_2006_M01

Email the Excel (.xls) file to lgdatabase@treasury.gov.za with a subject heading of **Financial Reporting Database Input**.



Timing of Submission

Those listed with annual frequency must be submitted for both the tabled budget (when tabled for consultation at least 90 days before the start of the budget year) and for the approved budget. Submit within one week of tabling or approval.

Those with Monthly frequency must be submitted within 10 working days of the end of each month. The quarterly borrowing return must be submitted within 20 working days after the end of each quarter.

Certain returns must be submitted regardless of whether or not there is anything to report. These are:

- Finance Management Grant Return
- Borrowing Return (A Nil Report must be submitted if the municipality has no loans)

Other requested returns without anything to report should be submitted as a NIL return. These are:

- Corporate Entity
- PPP's
- Long Term Contracts

Municipalities should only submit CE, PPP and LTC forms upon request from NT. A nil return would indicate that the municipality has no CE or PPP or LTC.

For Assistance Please Contact

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