



**NATIONAL
TREASURY**

Cash Flow Statement Actuals/Forecasts (CFA)

(Version 200505_0900)

Purpose

The purpose is to set out the monthly actual cash flow for the current and previous months and forecast for the remainder of the financial year.

Users will be able to: -

- Compare the budgeted cash flow for each month with the actual cash flow achieved;
- Compare the forecasted cash position for the end of the year (based on actual results to date) with the original budgeted cash flow position for the end of the year;
- Identify problem areas in terms of revenue collection and spending patterns and take corrective action in a timely manner.

Format of Return Form

- All figures are to be entered in whole Rands.
- All figures are to be entered as positive. This may require a change in sign if municipal systems record expenditure as negative.
- In the Financial **Year end** column, change the year end to the financial year end (e.g. 2005 for the year ended June 2005) from the drop down list
- In the **Month End** column, select the current month from the drop down list.

- Change **Muncde** to your own Municipal demarcation code from the drop down list.
- The line items represent classifications of receipts and payments. Provide actual figures for each month completed. Provide forecast figures for each month still to be completed.
- **NOTE:** Figures must be completed for each of the 12 months. Actual figures for months completed and forecast figures for months still to be completed.
- The shaded columns are the only columns that will be uploaded and these cells are protected to only allow values.
- Figures may be keyed in manually or populated through the use of look up tables or other similar method. However, formulas cannot be used in the shaded cells. To use look up tables or formula, utilise the unprotected cells to the right of the shaded cells.

Submission Process

Electronic Submission

Ensure the file is saved in the correct format (Muncde_CFA_ccyy_Mnn.xls) by selecting the correct **Year End**, **Month End** and **MunCode** from drop-down lists 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_CFA_2006_M01

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

Timing of Submission

This monthly return form is to be submitted not later than the 10th day of every month following the end of the month being reported on.