



**NATIONAL
TREASURY**

Strategic Plan / IDP to Budget (SP)

(Version 200505_0900)

Purpose

To provide a brief overview of the actions the municipality intends to pursue in terms of its strategic plan / IDP and to link them to the budget.

This will help ensure that the needs of the communities have been considered and that Government's priorities and policies have been taken into account in determining the priorities and budget of the municipality. The focus should be on the financial impact of the strategic plan / IDP on the proposed budgets.

Format of Return Form

This return will be specified as supporting documentation to be provided electronically to National Treasury along with the submission of the municipality's budget documentation that is tabled (draft budget) and approved.

Municipalities must not change the template (except for adding strategic objectives and action plans that are consistent with the municipality's own IDP). The database is expecting specific data with specific attributes. If this is not found, problems will arise. If unsure of exactly how to complete, contact lgdatabase@treasury.gov.za immediately and seek assistance.

- All figures are to be entered in whole Rands, and 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

- Change **Muncde** to your own Municipal demarcation code from the drop down list.
- The third column shows the sequence number for line items.
- Change the strategic objectives to the main headings in your IDP.
- Change action plans to the sub-headings in your IDP.
- This return will show the budget for revenue, operating expenditure and capital expenditure split according to the headings in your IDP and must balance to your approved budget. Therefore all aspects of the municipality's operation must be included, even the corporate overhead functions such as finance, human resources, IT etc.
- The totals of this return must agree to the totals of the approved budget.
- 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 formulae, utilise the unprotected cells to the right of the shaded cells.
- Information for four financial years must be provided. The example below relates to the information that must be provided in relation to the 2005/06 budget submission.
 - Estimated Year End - Is for the year ended June 2005
 - Budget Year – Is for the year ending June 2006
 - First Indicative Budget Year – Is for the year ending June 2007
 - Second Indicative Budget Year – Is for the year ending June 2008
- Only the information in the shaded cells will be uploaded. Municipalities may use the un-shaded cells to the left to enter further comparative information to assist with analysis.
- For each of the four financial years, four columns must be completed:
 - Capital Expenditure
 - Operating Expenditure
 - Income

Submission Process

Electronic Submission

Ensure the file is saved in the correct format (Muncde_SP_ccyy_Y.xls) by selecting the correct **Year 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_SP_2006_Y

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

Timing of Submission

The Return form is to be submitted electronically only

1. Immediately after the budget has been tabled and at the same time that draft budget documentation is submitted.
2. Immediately after the budget has been approved and at the same time that the approved budget documentation is submitted.