



**NATIONAL
TREASURY**

Finance Management Grant Return Form

(Version 210405_1300)

Purpose

The Division of Revenue Act requires monthly reporting on the Finance Management Grant to ensure that:

- Funds are transferred to municipalities according to the payment schedule;
- Municipalities spend funds received;
- The conditions of the grant are achieved

The grant may be withheld if the Division of Revenue Act is breached including failure to meet monthly reporting requirements.

Format of Return Form

The Excel (.xls) template conforms to the following specification. Municipalities should not change the template.

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

Use the drop down lists and follow instructions on the form.

- Select the municipality, Financial Year and Month End
- Enter the amounts received and spent in prior periods for the entire history of the grant (since inception). These amounts will be compared against figures already stored in the Local Government Database.

- Enter the amounts received and spent in the current month. These will be uploaded to the Local Government Database.
- Total received, total spent, the amount unspent and the percentage spent will be calculated.
- All figures are to be entered in whole Rands and as positive (+).
- The date format must be the same as specified on the form. Either Actual date or Target date column should be filled-in not both of them.
- If additional documents are attached, indicate in the appropriate section.

Submission Process

Signed hard copies are required to ensure accountability and an electronic submission is required to enable streamlined monitoring.

Signed Hard Copy Submission

Once completed, ensure that the hard copy is signed and dated by the municipal manager and forwarded either by mail or by fax to the numbers below.

National Treasury
Private Bag X115, Pretoria 0001
Phone: 012 315 5850
Facsimile: 012 315 5957 or 012 315 5230

Electronic Submission

Ensure the file is saved in the correct format (Muncde_FMG_ccyy_Mnn_.xls) by selecting the correct **MunCode**, **Financial year**, and **period** from the 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.

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

Timing of Submission

This return form must be submitted each month within 10 days of the end of the month.