



## KwaZulu Natal Provincial Treasury

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**TO: MUNICIPAL MANAGERS  
CHIEF FINANCIAL OFFICERS  
KWAZULU NATAL MUNICIPALITIES**

### PROVINCIAL TREASURY CIRCULAR TC/RM 4 of 2007/08

#### SUBMISSION OF 2008/09 ANNUAL BUDGET RETURNS

Please be advised that section 22(b)(i) of the MFMA state that "... *immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must submit the annual budget –*

- (i) *in both printed and electronic formats to the National Treasury and the relevant provincial treasury ...*"

In this regard municipalities are reminded that the over and above the Appendix A budget return form, the following forms need to be completed and uploaded to the local government database:

#### Forms applicable for 2008/09 financial year

Form name	Form Code
Budgeted Capital Acquisition	CA
Cash Flow Budget	CFB
Statement of Financial Performance Budget	OSB
Reconciliation of IDP to Budget	SP
Grants and Subsidies Given	GSG
Grants and Subsidies Received	GSR
Asset Management	AM
Statement of Financial Position	BS

#### Forms applicable for 2007/08 financial year

Form name	Form Code
Statement of Financial Position Revised	BSR
Statement of Financial Position Audited	BSA
Budgeted Capital Acquisition Revised	CAR
Capital Acquisition Audited	CAA
Statement of Financial Performance Revised	OSR
Statement of Financial Performance Audited	OSAA

The return forms and the relevant guidelines for completing these forms, may be accessed on the National Treasury website [www.treasury.gov.za/mfma/returnforms](http://www.treasury.gov.za/mfma/returnforms).

Please note that it is imperative that municipalities complete these forms as the return forms form the basis for data consolidation by National Treasury for purposes of reporting and decision making. These returns would also assist Provincial Treasury in, amongst other things, ensuring that municipal budgets and expenditure data is accurately reported on.

Your assistance and co-operation in submitting these returns immediately after the budgets are approved would be appreciated. Should municipalities not comply, Provincial Treasury would report the matter to Legislature and the Office of the Auditor-General.

Yours faithfully

“Signed Mr F. Cassimjee - General Manager: Municipal Budget”  
**DSD SHABALALA**  
**HEAD OF PROVINCIAL TREASURY**