



KwaZulu Natal Provincial Treasury

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Reference: TC/RM1

14 August 2009

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

PROVINCIAL TREASURY CIRCULAR TC/RM 1 OF 2009/10

MFMA RETURNS FORMS : 2009/10 BUDGET

The abovementioned matter refers.

It has been observed that many municipalities have been successfully uploading the MFMA return forms to the local government database, centralised at National Treasury. It has however been noted, that some municipalities are either not submitting these returns timeously or not submitting these returns at all.

Cognisance must be taken of the fact that the local database is a powerful resource that assists stakeholders, senior administrative, political leadership, Parliament and municipal councils in planning and decision making for the local government sector. It is therefore incumbent upon all municipalities to ensure that they upload data timeously, to enable the correct decisions to be taken.

To ensure that the database has all current data, municipalities are urged to upload the following MFMA return forms that relate to the 2009/10 budget year, if not already uploaded:

- Standard Budget Return Form (Appendix A)
- Budget Evaluation Checklist
- MFMA Implementation Plan
- Statement of Financial Position
- Budgeted Capital Acquisition
- Cash Flow Budget
- Grants and Subsidies Given
- Grants and Subsidies Received
- Statement of Financial Performance Budget
- IDP to Budget

- Asset Management Return

In addition to the above MFMA returns, the following documents are required to be submitted to the address: lgdocuments@treasury.gov.za

- Draft and adopted budget 2009/10 budgets
- Budget resolution adopting the budget
- Draft and final IDP for 2009/10
- Draft and final SDBIP for 2009/10

The Provincial Treasury encourages municipalities to upload the said returns by **no later than 18 August 2009**. The Budget Analysts from Provincial Treasury would be reporting on non-compliance by municipalities to the Legislature. The non submission would also be reported on as part of the "MFMA 16 Priority Toolkit" that is currently being rolled out to municipalities.

The relevant return forms can be accessed on the National Treasury website www.treasury.gov.za. Should you require any assistance on the submission of these return, please contact the Budget Analyst at Provincial Treasury responsible for your municipality.

Your urgent assistance and co-operation in this regard would be appreciated.


L S MAGAGULA
ACTING HEAD: PROVINCIAL TREASURY
cc National Treasury
cc Auditor- General