



**NATIONAL
TREASURY**

Quarterly Borrowing Return Form

(Version 210405_1300)

Purpose

The purpose is to collect information and to analyse the overall municipal borrowing market with a view to increasing access to capital for infrastructure projects. The intent is to facilitate the speeding up of service delivery through the reduction of backlogs.

Municipalities may also find this return form useful for keeping track of and analysing borrowings.

Format of Return Form

The return is an Excel spreadsheet with three worksheets and must be submitted electronically each quarter to National Treasury even if the municipality has no borrowings to report.

Only the first sheet is uploaded in the database. Please do not rename this worksheet.

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

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

Worksheet 1 (Input):

The first worksheet “**Input**” requires each individual debt instrument to be listed and certain attributes for each completed. The columns are wide enough to display the full descriptions of the drop down lists. This worksheet has been protected, as it will be uploaded to the National Treasury database.

- Following the instructions at the top of the worksheet in red for renaming the file.
- In row 7, insert the municipal demarcation code, year-end, and quarter-end as appropriate. In column D, row 7 – select “No” if submitting a NIL return
- The columns not highlighted in yellow should only be entered once for each borrowing instrument. The yellow columns will be updated each quarter as appropriate.
- The loan instrument number on the left is the system number. This is a unique number and should always remain the same for a particular borrowing instrument.
- The municipality loan reference number is the number that the municipality and the lending institution use to identify the particular instrument.
- The start date and planned end date must be completed in the format stated in the column heading.
- Column E for loan term requires a selection from the drop down list of Year, Month or Day.
- Column F requires the term number of Years, Months or Days.
- Select the Debt Type from the drop down list
- Select the reason the debt is being raised.
- Select the appropriate enhancement feature
- Select the borrowing Source
- Enter the Borrowing Institution (max of 40 characters).
- Select the borrowing purpose. This is different for the reason being raised in column H. Many municipalities have commented that it is not possible to select one purpose of the loan as it is used to fund the entire capital programme. In this case, choose “Combination”.
- The columns in Yellow will be updated for each instrument for each quarter
- Enter the interest rate per annum to 2 decimal places (the interest rate applied for this quarter).
- Enter the interest paid during the quarter.
- Enter the balance of principal outstanding at the beginning of the quarter. The NT database will verify that this agrees to the closing balance for the last quarter before uploading.
- Enter the amount repaid or redeemed during the quarter.
- Enter any additional principal accrued during the quarter.
- The balance at the end of the quarter will calculate automatically. There is a note showing how this ending balance is calculated: Begin Balance – Debt Raised + Additional Principal Accrued

- There are totals at the bottom of the worksheet. The average interest rate on the total row is calculated as total interest paid / total beginning balance.

Worksheet 2 (Print):

The second worksheet “**Print**” can be used for printing purposes. In this sheet the columns are not as wide to allow for printing. Follow the instructions at the top of the worksheet to resize for printing. This worksheet will NOT be uploaded to the database and is for information purposes only to be used by the municipalities.

Worksheet 3 (Graphs):

The third worksheet “**Graphs**” summarises all the loans per type, source, etc and can also be used for printing. This worksheet will NOT be uploaded to the database and is for information purposes only to be used by the municipalities.

Currency and signing Convention

- All figures are to be entered in whole Rands.
- All figures are to be entered as positive (+)

Submitting a NIL Return

All municipalities must submit this return each quarter regardless of whether or not they have borrowings. If a municipality does not have borrowings a NIL return must be submitted.

To submit a NIL return select “NO loans” in cell D7 of the Input worksheet.

Submission Process

Electronic Submission

Ensure the file is saved in the correct format (Muncde_BM_ccyy_Qn.xls) by selecting the correct **MunCode**, **Financial year**, **period** and **NO** in the case of a NIL return from the drop-down lists. You may use the inbuilt macro to automatically save using the correct file name. Simultaneously press **Shift+Ctrl+S** (With “**Caps Lock**” off) to invoke the macro. This will save the file in your current working directory. The **Muncode**, **Financial year** and **period** MUST be completed / selected to save correctly.

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 quarter within 15 working days of the end of the quarter.