



**NATIONAL
TREASURY**

Long Term Contract Return Form – MFMA s 178(2)

(Version 210405_1300)

Purpose

Municipalities are required to complete this return form to comply with s 178(2) of the MFMA.

Format of Return Form

The checklist is an easy to use Excel spreadsheet, which should be completed electronically and reviewed by the municipal manager or a delegated senior finance official. A signed hard copy is not required.

Enter the appropriate response against each question using the drop down selection provided and or follow the instructions on the form.

Municipalities should not change the template; only the original template will be uploaded.

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

- Complete a separate return for each contract. Each contract must be allocated a sequential number (e.g. Contract Number 1, Contract Number 2, etc). Enter this number in the cell “Contract Number”
- A NIL return must be submitted where the municipality has no Long Term Contracts. To submit a NIL return, select the municipality, the financial year, the period and enter the Contract Number as zero (0). All others cells must be left blank.
- Complete each required cell as per the instructions on the return.

Submission Process

Electronic Submission

Ensure the file is saved in the correct format (Muncde_LTC_ccyy_Qn_nnn.xls) by selecting the correct **MunCode**, **Financial year** and **period** from drop-down lists, entering the number of the Long Term Contract (zero (0) for a NIL return) 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. This will save the file in your current working directory. The **Muncode**, **Financial year** and **period** MUST be completed / selected to save correctly.

The file will be saved with the correct naming convention:

- GT001_LTC_2005_Q1_1.xls (for Contract Number 1)
- GT001_LTC_2005_Q1_2.xls (for Contract Number 2)
- GT001_LTC_2005_Q1_0.xls (for a NIL return Only municipalities with no previous long term contracts.)

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

Timing of Submission

The initial due date for this return was 31 October 2004 and it is intended to request this information annually. The municipalities will only submit the LTC form when requested to do so by National Treasury. However, the frequency of the form is Quarterly. National Treasury may request the submission every quarter or once a year in the quarter specified. ALL EXISTING Long Term Contracts must be submitted for the requested quarter.

NOTE

- Nil returns: Only valid if the municipality has NO previous registered LTC's.
- No LTC number may be re-used e.g. if LTC number 3 stops, DO NOT re-use the number 3. Assign the next sequential number not already assigned to any new LTC.