



**NATIONAL
TREASURY**

MFMA 12 Urgent Priorities

Return Form

(Version 210405_1300)

Purpose

This checklist was developed to provide assistance to all municipalities when implementing the urgent priorities of the MFMA. These priorities were discussed at the MFMA Consultative Workshops held during May and June 2004.

Further elaboration of these priorities can be obtained from the “Modernising Financial Governance” guide available on the National Treasury website. It should be noted however that the priorities as listed in the above guide have been amended to reflect comment from municipalities and therefore, this checklist should be used as the primary reference source.

Municipalities should use the checklist to assist in their planning to address the urgent priorities for MFMA implementation.

National Treasury will also use the checklist to monitor implementation progress and determine further areas of targeted assistance.

Format of Return Form

The checklist is an easy to use Excel spreadsheet, which should be completed by the municipal manager or a delegated senior finance official, both electronically and in writing and endorsed by the mayor.

Enter the appropriate response against each question using the drop down selection provided, and on the hard copy initial the response.

The municipal manager and the mayor respectively should then review and endorse the checklist as appropriate and sign and date the hard copy return on the last page in the area provided.

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.

- In the Financial **Year end** column, change the year end to the financial year end (e.g. 2005 for the year ended June 2005) from the drop down list
- Change **Muncde** to your own Municipal demarcation code from the drop down list.
- Select the applicable **quarter** from the drop-down list.
- When answering questions, select answer from the drop-down list on the applicable cell. Please note if NO is selected as an answer, the date must be entered next to the answer.

MFMA circular 5 provides an example and further explanatory notes.

Submission Process

The checklist must be submitted both as a signed hard copy and electronically for upload to the Local Government Database.

Signed Hard Copy Submission

Once completed, the hard copy must be signed and dated by the municipal manager and mayor and forwarded either by mail or fax to:

National Treasury
Chief Director: Local Government
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_MFM1_ccyy_Qn.xls) by selecting the correct **MunCode**, **Financial year** and **period** from 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 lqdatabase@treasury.gov.za with a subject heading of **Financial Reporting Database Input**.

Timing of Submission

The initial due date for this checklist to be submitted was 31 October 2004.

Further ad-hoc requests may be made to update the checklist to measure progress in implementing the 12 Urgent priorities.