

ADDENDUM TO THE PUBLIC ENTITIES QUARTERLY REPORTING DATA WORKBOOK AND GUIDELINES

1. ADDITION TO THE PUBLIC ENTITIES QUARTERLY REPORTING TOOL

In the past, the National Treasury collected information on the Official Development Assistance (ODA) from selected public entities that were development partners. This sheet was subsequently removed because the ODA activities had subsided. It has become imperative that the information on ODA be recollected, as the interest in continuing with the partnerships and aiding with developmental projects is still relevant and high. The ODA sheet is therefore being re-introduced for the development partners and the following information must be completed on the sheet:

- Partner (country): The foreign country from which the funds originate.
- Partner (Institution): The name of the foreign government department or agency.
- Programme/Project: The programme/project as it appears in the allocation letter/notice of award/agreement with the partner (institution).
- Total Commitment (amount): Total funds committed by the partner (institution) to the programme/project denominated in the relevant currency per the allocation letter/notice of award/agreement with the partner (institution).
- Currency: The currency of the institution that was sending the funds.
- Budget Receipt: The budgeted receipts for the financial year in Rands.
- Budget Payments: The budgeted payments for the financial year in Rands.
- YTD Payments: Payments made by the entity as of that particular quarter in Rands.
- YTD Receipts: Funds received by the entity from the partner (institution) in Rands.

The ODA sheet will only be visible to the identified public entities that are in partnership with foreign governments to assist with the developmental projects. If the sheet is not visible for an entity that has ODA partnerships, the entity should contact the technical assistant to include the sheet in their template accordingly.

2. INDIVIDUAL DASHBOARD REPORTS FOR PUBLIC ENTITIES

The National Treasury distributes the quarterly reports of public entities to various stakeholders each quarter. However, these reports have not been distributed to the public entities themselves, who are responsible for compiling the information.

The purpose of this communication is to inform public entities that starting with the recent quarter four submissions, public entities will be recipients of dashboard reports using the data submitted through the quarterly reporting tool. It is crucial that public entities have a view of the outcome of information submitted to the National Treasury in the same format that is consumed by other stakeholders. Through this view, the endeavor is to encourage public entities to appreciate the efforts and input made into in-year reporting submissions and will also have a better view of areas of improvement, if any.

3. PEQR SUBMISSION

Public entities and constitutional institutions should email the completed and signed off template to the email address provided on the Information sheet of the template i.e. datafilepe@treasury.gov.za.

4. REPORTING TIMELINES

All quarterly information must be signed off by the Accounting Officer, the Accounting Authority or the Chief Executive Officer of the institution and submitted in the required format, to the Executive Authority and to the National Treasury within 30 days after the end of each quarter.

4.1. PUBLIC ENTITIES

The due dates for submission of all other public entities are as follows:

QUARTER	DUE DATE FOR SUBMISSION
Q1: Quarter ending 30 June	31 July
Q2: Quarter ending 30 September	31 October
Q3: Quarter ending 31 December	31 January
Q4: Quarter ending 31 March	30 April
Pre-Audited Annual Performance	31 May

4.2. WATER BOARDS

Water boards are located in municipalities with a financial year from 01 July to 30 June. As such, the submission dates for the water boards have a 3-month lag and are as follows:

QUARTER	DUE DATE FOR SUBMISSION
Q1: Quarter ending 30 September	31 October
Q2: Quarter ending 31 December	31 January
Q3: Quarter ending 31 March	30 April
Q4: Quarter ending 30 June	31 July
Pre-Audited Annual Performance	30 August