

BM: EXTERNAL DEBT CREATED, REPAID OR REDEEMED AND EXPECTED BORROWING

BM - EXTERNAL DEBT CREATED, REPAID OR REDEEMED AND EXPECTED BORROWING														
Save File as: Muncipal BM copy On XLS (e.g.: GT411 BM 2010_Q1)														
Change Year End (copy) to Financial Year End (e.g.: 2010 for year 2009/2010) and Quarter (Qn) to Quarter End (e.g.: Q1 for Quarter 1)														
Change Muncipal to your own municipal code (e.g.: GT411)														
To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S														
Municipality	Year End	Quarter	Loans		Principal	Council	Loan	Commitment	Loan	Loan	Loan	Loan	Loan	
DC22	2015	Q4 Apr-June	Planned	Loan Term	Term	Debt raised	Resolution	Loan	Commitment	Loan	Loan	Loan	Loan	
Instrument	Loan	Start Date	End Date	Year/Month	Value	at the Inception	Date	Fees	Fees	Type	Raised for	Security	Source	Institution
No	Reference No	(ccyy/mmdd)	(ccyy/mmdd)	Day	(no)	(Rand)	(ccyy/mmdd)	(Rand)	(Rand)					(max 40 chars)
1	10155	1/4/1995	3/31/2015	Y	20	4,260,519				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	
2	10157	1/4/1995	3/31/2015	Y	20	1,600,000				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	
3	10158	1/10/1996	9/30/2016	Y	21	5,337,657				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	
4	10180	1/4/1996	3/31/2016	Y	20	4,500,000				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	
5	10181	1/14/1995	3/31/2015	Y	20	284,880				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	
6	10392	1/10/1995	9/30/2015	Y	21	552,000				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	
7	10394	1/4/1996	3/31/2016	Y	20	88,905				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	
8	10395	1/4/1997	3/31/2017	Y	20	1,769,702				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	
9	10434	1/4/1996	3/31/2016	Y	20	4,500,000				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	
10	13851	1/10/2006	9/30/2016	Y	13	7,500,000	9/22/2005			LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	
11	umdm	3/1/2015			0	36,376,000				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	
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BM - EXTERNAL DEBT CREA											
Save File as: Mundep BM .xl											
Change Year End (copy) to Fit											
Change Mundep to your own											
To Save File press the followi											
Municipality	Year End										
DC22	2015	Loan	Amortization	Type of	Timing of	% Interest	Interest	Balance	Debt Repaid	Principal	Balance
Instrument	Loan	Purpose	Structure	interest	interest	Rate (2 dec)	Paid	at Begin	or redeemed	Accrued	at End
No	Reference No				payment	Per Annum	This Quarter	of Quarter	This Quarter	This Quarter	of Quarter
						(Rand)	(Rand)	(Rand)	(Rand)	(Rand)	(Rand)
1	10155	Provision of Infrastructure (01)	Annuity/Compound (01)	Fixed (01)	Semi-annually (02)	10.00	0	0	0	0	0
2	10157	Provision of Infrastructure (01)	Bulet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	0	0	0	0	0
3	10158	Provision of Infrastructure (01)	Bulet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	0	1,086,315	0	27,083	1,113,398
4	10180	Provision of Infrastructure (01)	Bulet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	0	631,887	0	15,754	647,641
5	10181	Provision of Infrastructure (01)	Bulet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	0	0	0	0	0
6	10392	Provision of Infrastructure (01)	Bulet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	0	34,452	0	859	35,311
7	10394	Provision of Infrastructure (01)	Bulet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	0	11,108	0	277	11,385
8	10395	Provision of Infrastructure (01)	Annuity/Compound (01)	Fixed (01)	Semi-annually (02)	10.00	0	421,638	0	10,512	432,150
9	10434	Provision of Infrastructure (01)	Bulet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	0	631,887	0	15,754	647,641
10	13851	Provision of Infrastructure (01)	Bulet/Straight Line (02)	Fixed (01)	Semi-annually (02)	12.07	0	2,910,169	0	87,573	2,997,742
11	umdm	Provision of Infrastructure (01)	Bulet/Straight Line (02)	Fixed (01)	Semi-annually (02)		0	79,539,000	0	0	79,539,000
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TOTAL						0	0	85,266,456	0	157,812	85,424,268

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Municipality	Year End	Quarter	Bonds			Issue	Council														
DC22		2015 Q4 Apr-June	Yes																		
Bond Instrument No	Bond Code	Start Date (ccyymmdd)	Planned End Date (ccyymmdd)	Bond Term Year/Month/Day	Term Value (no)	Total Principal Approval (Rand)	Resolution Date (ccyymmdd)	General Fees (Rand)	Arranger Fees (Rand)	Bond Type	Bond Security	Name of Lead Arranger	Bond Purpose	Amortization Structure	Type of coupon	Timing of coupon payment	% Coupon Rate (2 dec) Per Annum	Coupon Paid This Quarter (Rand)	Balance at Begin of Quarter (Rand)	Debt Repaid or redeemed This Quarter (Rand)	Balance at End of Quarter (Rand)

Quarterly Borrowing Monitoring Return Form (Version 210405_1300)

Purpose

In terms of Circular 26 of the Municipal Finance Management Act (MFMA), municipalities are required to submit the borrowing form upon completion. National Treasury (NT) uses this information to analyse the overall municipal borrowing market with a view to increasing access to capital for infrastructure. This will enable National Treasury to make proper analysis that informs policy developments on the overall municipal borrowing market. This will assist NT to provide sound advice to municipalities that intend to incur additional borrowings as required by section 46(3)(a)(ii) of the MFMA.

Format of Return Form

The return is an Excel spreadsheet with three worksheets (Loans, bonds and instructions) and must be submitted electronically each quarter to National Treasury even if the municipality has no borrowings to report. The database is expecting specific data with specific attributes, the templates should not be changed. If this is not found, problems will arise. This return form must be submitted each quarter within 15 working days of the end of the quarter. Ensure the file is saved in the correct format (MunCode_BM_cyqy_Qn-kt) 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. Email the Excel (.xls) file to kptabase@treasury.gov.za with a subject heading of Financial Reporting Database Input.

Loans bonds worksheets

The loans worksheet requires each individual loan 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.

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

The form is according to the municipal financial year

Column Heading	Instruction
Municipal Code	Select Municipal Code from drop-down list
Financial Year	Select Financial Year from drop-down list
Quarter	Select Quarter from drop-down list
Loans	Select Yes for Loans and No if no loans exist
Loan Inst No.	The loan instrument number is the system number. This is a unique number and should always remain the same for a particular instrument
Muni loan ref No.	The municipality loan reference number is the number that the municipality and the lending institution use to identify the particular instrument
Start Date (ccyymmdd)	The start date of the loan must be completed in the format stated in the column heading.
Planned End Date (ccyymmdd)	The end date of the loan must be completed in the format stated in the column heading.
Term List	This is the auto-generated column that indicated whether the loan is a short or long term. Do not input data on this column.
Term Value	This is the auto-generated column that indicated the tenure of the loan. Do not input data on this column.
Principal (incl interest) at the inception	The amount of the loan (capital). The amount should be typed in full rand currency.
Council Resolution Date (ccyymmdd)	The date of the council resolution for the particular loan.
Loan Related Fees	All the admin and other fees associated with the raising of the loan. This could be tender costs, advertising, consultant fees etc.
Commitment Fees	Fees that a lender charges a borrower to keep a line of credit open, or to guarantee a loan at a certain future date even though the credit is not being used at that particular time.
Debt Type	Select from the drop-down list. ST - Bank Overdraft (91) Overdrafts payable within 12 months ST - Other Short Term Loans (92) Short term loans maturing within 12 months ST - Other Securities (96) Any other instrument that is maturing within 12 months and is not included in the list LT - Long Term Loans (97) Loans maturing over 12 months and used to acquire/build Property, Plant and Equipment LT - Insurance Credits (98) Higher Purchase Installment LT - Financial Leases (99) This is an agreement between a finance institution and a municipality whereby the municipality is given use of an asset for an agreed rental amount over a fixed period of time. The municipality must keep the asset for the full LT - Other Securities (14) Any other instrument not included in the list that that is used to finance capital assets and matures over 12 months.
Debt Raised for	Select from the drop-down list
Security	Select from the drop-down list
Loan Source	Select from the drop-down list
Institution	Select from the drop-down list
Loan Purpose	Select from the drop-down list
Amortisation	Select from the drop-down list
Structure	Select from the drop-down list
Type of Interest	Select from the drop-down list
Timing of Interest Payment	Select from the drop-down list

Columns T – Y apply to Quarter and Financial year selected to report on.

Interest Rate of debt raised	Interest rate charged that Quarter
Interest Paid This Quarter	Amount of interest in Rand value that was paid that quarter
Balance at Begin of Quarter	Opening balance at the beginning of Quarter
Debt Repaid or redeemed This Quarter	From the total amount that was paid to service the debt, how much of it has contributed into reducing the principal or capital that Quarter
Additional Principal Received This Quarter	Any additional drawdowns claimed that Quarter
Balance at End of Quarter	Closing balance at end of Quarter

Bond worksheet

This section describes the columns that are specific to bonds only.

Arranger Fees	Fees paid to the lead arranger of the bond
Bond Type	Select from the drop-down list
Bond Issuance	Select from the drop-down list
Name of Lead Arranger	Name of the bank that arranged the bond
Bond Purpose	Select from the drop-down list
Coupon Rate of debt raised	Coupon rate fixed at date of issuing the bond per annum

Ensure the file is saved in the correct format (MunCode_BM_cyqy_Qn-kt) 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.