

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

BM : EXTERNAL DEBT CREATED, REPAID OR REDEEMED AND EXPECTED BORROWING													
Save File as : Muncde_BM_ccyy_Qn.XLS (e.g.: GT411_BM_2010_Q1)													
Change Year End (ccyy) to Financial Year End (e.g.: 2010 for year 2009/2010) and Quarter (Qn) to Quarter End (e.g.: Q1 for Quarter 1)													
Change Muncde 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						
DC22	2016	Q1 July-Sept	Yes										
Loan Instrument	Municipality	Start Date	Planned End Date	Loan Term Year/Month/Day	Term (no)	Debt raised at the Inception (Rand)	Resolution Date (ccyy/mm/dd)	Loan Fees (Rand)	Commitment Fees (Rand)	Loan Type	Loan Raised for	Loan Security	Loan Source
No	Reference No	(ccyy/mm/dd)	(ccyy/mm/dd)										
1	10155	1995/01/04	2015/03/31	Y	20	4 260 519				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)
2	10157	1995/01/04	2015/03/31	Y	20	1 600 000				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)
3	10158	1996/01/10	2016/09/30	Y	21	5 337 657				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)
4	10180	1996/01/04	2016/03/31	Y	20	4 500 000				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)
5	10181	1995/01/14	2015/03/31	Y	20	284 880				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)
6	10392	1995/01/10	2015/09/30	Y	21	552 000				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)
7	10394	1996/01/04	2016/03/31	Y	20	88 905				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)
8	10395	1997/01/04	2017/03/31	Y	20	1 769 702				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)
9	10434	1996/01/04	2016/03/31	Y	20	4 500 000				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)
10	13851	2006/01/10	2018/09/30	Y	13	7 500 000	2005/09/22			LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)
11	12007528	2015/03/01	2017/03/21	Y	2	104 770 000				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)
12	12007869	2015/01/09	2016/06/30	Y	1	21 864 000				LT - Long-Term Loans (07)	New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)
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BM: EXTERNAL DEBT CREATED, REPAYED OR REDEEMED AND EXPECTED BORROWING

BM : EXTERNAL DEBT CREA		
Save File as : Muncde_BM_ccy		
Change Year End (ccyy) to Fin		
Change Muncde to your own m		
To Save File press the followin		
Municipality	Year End	
DC22	2016	
Loan	Municipality	Loan
Instrument	Loan	Institution
No	Reference No	(max 40 chars)
1	10155	
2	10157	
3	10158	
4	10180	
5	10181	
6	10392	
7	10394	
8	10395	
9	10434	
10	13851	
11	12007528	
12	12007869	
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BM: EXTERNAL DEBT CREATED, REPAID OR REDEEMED AND EXPECTED BORROWING

BM : EXTERNAL DEBT CREA										
Save File as : Muncde_BM_coy										
Change Year End (ccyy) to Fin										
Change Muncde to your own m										
To Save File press the followin										
Municipality	Year End								Additional	
DC22	2016						Interest	Balance	Debt Repaid	Principal
Loan	Municipality	Loan	Amortization	Type of	Timing of	% Interest	Paid	at Begin	or redeemed	Accrued
Instrument	Loan	Purpose	Structure	interest	Interest	Rate (2 dec)	This Quarter	of Quarter	This Quarter	This Quarter
No	Reference No				payment	Per Annum	(Rand)	(Rand)	(Rand)	(Rand)
1	10155	Provision of Infrastructure (01)	Annuity/Compound (01)	Fixed (01)	Semi-annually (02)	10.00	0	0	0	0
2	10157	Provision of Infrastructure (01)	Bullet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	0	0	0	0
3	10158	Provision of Infrastructure (01)	Bullet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	54 465	1 113 398	344 542	27 381
4	10180	Provision of Infrastructure (01)	Bullet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	31 680	647 641	308 217	15 927
5	10181	Provision of Infrastructure (01)	Bullet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	0	0	0	0
6	10392	Provision of Infrastructure (01)	Bullet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	1 727	35 310	34 451	868
7	10394	Provision of Infrastructure (01)	Bullet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	557	11 384	5 418	280
8	10395	Provision of Infrastructure (01)	Annuity/Compound (01)	Fixed (01)	Semi-annually (02)	10.00	21 139	432 150	97 798	10 627
9	10434	Provision of Infrastructure (01)	Bullet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.00	31 681	647 641	308 217	15 927
10	13851	Provision of Infrastructure (01)	Bullet/Straight Line (02)	Fixed (01)	Semi-annually (02)	12.07	176 109	2 997 742	346 139	88 536
11	12007528	Provision of Infrastructure (01)	Bullet/Straight Line (02)	Fixed (01)	Semi-annually (02)	8.72	1 794 146	104 770 000	79 539 000	2 003 860
12	12007869	Provision of Infrastructure (01)	Bullet/Straight Line (02)	Fixed (01)	Semi-annually (02)	10.89	0	21 864 000	0	0
13								0		0
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Municipality	Year End	Quarter	Loans			Principal	Council							
DC22	2016	Q1 July-Sept	Yes											
Loan	Municipality		Planned	Loan Term	Term	Debt raised	Resolution	Loan	Commitment	Loan		Loan		Loan
Instrument	Loan	Start Date	End Date	Year/Month/	Value	at the Inception	Date	Fees	Fees	Type		Raised for	Security	Source
No	Reference No	(ccyy/mm/dd)	(ccyy/mm/dd)	Day	(no)	(Rand)	(ccyy/mm/dd)	(Rand)	(Rand)					
58					0									
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TOTAL														

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

Municipality	Year End	
DC22	2016	
Loan	Municipality	Loan
Instrument	Loan	Institution
No	Reference No	(max 40 chars)
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<b>TOTAL</b>		

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

Municipality	Year End									Additional	
DC22	2016										
Loan	Municipality	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)
58											0
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<b>TOTAL</b>						1.593356245	2 111 504	132 519 266	80 983 782	2 163 406	51 587 386

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

Municipality	Year End	Quarter	Bonds			Issue	Council								
DC22	2016	Q1 July-Sept	Yes												
Bond			Planned	Bond Term	Term	(Total Principal	Resolution	General	Arranger	Bond				Amortization	Type of
Instrument	Bond	Start Date	End Date	Year/Month/	Value	Approval)	Date	Fees	Fees	Type	Bond	Name of Lead Arranger	Bond	Structure	coupon
No	Code	(ccyy/mm/dd)	(ccyy/mm/dd)	Day	(no)	(Rand)	(ccyy/mm/dd)	(Rand)	(Rand)		Security		Purpose		
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BM: EXTERNAL DEBT CREATED, REPAID OR REDEEMED AND EXPECTED BORROWING

Municipality	Year End			Coupon	Balance	Debt Repaid	Balance
DC22	2016			Paid	at Begin	or redeemed	at End
Bond		Timing of	% Coupon				
Instrument	Bond	coupon	Rate (2 dec)	This Quarter	of Quarter	This Quarter	of Quarter
No	Code	payment	Per Annum	(Rand)	(Rand)	(Rand)	(Rand)
1							0
2							0
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62							0



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

Municipality	Year End	Quarter	Bonds			Issue	Council									
DC22	2016	Q1 July-Sept	Yes													
Bond			Planned	Bond Term	Term	(Total Principal	Resolution	General	Arranger	Bond		Bond	Name of Lead Arranger	Bond	Amortization	Type of
Instrument	Bond	Start Date	End Date	Year/Month/	Value	Approval)	Date	Fees	Fees	Type		Security		Purpose	Structure	coupon
No	Code	(ccyy/mm/dd)	(ccyy/mm/dd)	Day	(no)	(Rand)	(ccyy/mm/dd)	(Rand)	(Rand)							
63					0											
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TOTAL																

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Municipality	Year End			Coupon	Balance	Debt Repaid	Balance
DC22	2016			Paid	at Begin	or redeemed	at End
Bond		Timing of	% Coupon				
Instrument	Bond	coupon	Rate (2 dec)	This Quarter	of Quarter	This Quarter	of Quarter
No	Code	payment	Per Annum	(Rand)	(Rand)	(Rand)	(Rand)
63							0
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65							0
66							0
67							0
68							0
69							0
70							0
71							0
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73							0
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98							0
99							0
100							0
<b>TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# 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 (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. Email the Excel (.xls) file to lgdatabase@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 dropdown list
Financial Year End	Select Financial Year from dropdown list.
Quarter	Select Quarter from dropdown list.
Loans	Select Yes for Loans and No if no loans exist.
Loan Instr No.	The loan instrument number is the system number. This is a unique number and should always remain the same for a particular borrowing 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 (ccyy/mm/dd)	The start date of the loan must be completed in the format stated in the column heading.
Planned End Date (ccyy/mm/dd)	The end date of the loan must be completed in the format stated in the column heading.
Term Unit	This is the auto-generated column that indicated whether the loan is a short or long term. <b>Do not input data on this column.</b>
Term Value	This is the auto-generated column that indicated the tenure of the loan. <b>Do not input data on this column.</b>
Principal Debt raised at the inception	The amount of the loan (capital). The amount should be typed in full rand currency.
Council Resolution Date (ccyy/mm/dd)	The date of the council resolution for the particular loan.
Loan/General 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: <b>ST - Bank Overdraft (01).</b> Overdrafts payable within 12 months <b>ST - Other Short-Term Loans (02).</b> Short term loans maturing within 12 months <b>ST - Other Securities (06).</b> Any other instrument that is maturing within 12 months and is not included in the list <b>LT - Long-Term Loans (07).</b> Loans maturing over 12 months and used to acquire/build Property, Plant and Equipment <b>LT - Instalment Credit (08).</b> Higher Purchase Instalment. <b>LT - Financial Leases (09).</b> 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 <b>LT - Other Securities (14).</b> 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.
Amortization 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 (2 dec) Per Annum	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 Accrued This Quarter	Any <b>additional</b> 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 Raised for	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 (2 dec) Per Annum	Coupon rate fixed at date of issuing the bond