


## Guideline for preparing the EXCEL template (2011/12)

*The objective of this document is to guide users on how to complete the 2011/12 Annual Financial Statement (Microsoft Excel) Template.*

### 1. Overview of Procedure to complete the template

- The following is a brief overview of the process involved in completing this template. The template is setup in such a way as to draw information from the Notes to the Financial Statements.
- Each of these processes is described in detail in the sections which follow:
  - Open up template.
  - **Select the name of the Provincial Revenue Fund.**
  - Obtain the current year trial balance and the prior trial balance from your financial systems.
  - Annexures 1-17 should be completed. Please complete all information, on the Annexures, relevant to your department before proceeding to complete the notes.
  - The Annexures will not be protected and you will be allowed to insert rows, except for Annexure 17. Kindly ensure that you insert these rows above the total, which is a formula, to ensure that balances carry through to the Financial Statements.

|   |   |
|---|---|
|  | <p><b>Copy the formulas to the inserted rows before total line.</b></p> |
|---|---|

- Then proceed to the notes in the financial statements.
  - Cash and cash equivalents note 16;
  - Opening balances of Receivables note 18; and
  - Opening balances of Payables note 20
- No amounts can be captured directly in any of the financial statements except for:
  - Cash and cash equivalents at the beginning of the previous year as required in the Cash Flow statement;
  - The opening balance as required in the Statement of Changes in Net Assets; and
  - The Adjustment and Other line in the Statement of Changes in Net Assets.

- Except for the 3 items above, the Annexures, some of the notes and the disclosure note, all other parts of the worksheet are protected. If you do try to change the information, you will be given the following notice, “The cell or chart you are trying to change is protected and therefore read only”.
- For the Accounting Policies where a paragraph or phrase is underlined and in Italic font, it means that the description applicable to the Revenue Fund should be selected. The other paragraphs or phrases or part of it that is not applicable can be deleted.

## **2. Index (Tab name “Index”)**


- The Index Sheet is used to navigate between the various components of the template.
- By clicking on the various descriptions in Column B, you can proceed to the statements, notes and Annexures.
- To choose the name of the Provincial Revenue Fund, click on Cell A2.
- The following notice will appear: “Please select the name of your Provincial Revenue Fund from the provided list”.
- Click on the drop-down arrow on the right hand side and choose the name to be displayed.
- To choose the year, click on Cell A6.
- The following notice will appear: “Please select the applicable year end”.
- Click on the drop-down arrow on the right hand side and choose the year to be displayed.

## **3. Statement of Financial Performance (Tab name “Per”)**

- The Statement of Financial Performance is protected and no figures can be entered into this statement.
- The template is setup in such a way as to draw information from the Notes to the Financial Statements.

## **4. Statement of Financial Position (Tab name “Pos”)**

- The Statement of Financial Performance is protected and no figures can be entered into this statement.
- The template is setup in such a way as to draw information from the Notes to the Financial Statements.

|   |   |
|---|---|
|  | <p><b>The Statement of Financial Position will not balance until some specific notes are completed.</b></p> |
|---|---|


**5. Statement of Changes in Net Assets (Tab name “NA”)**

- You are only allowed to enter:
- The opening balance in Cell E10;
- Adjustments and restatement in Cell E12 and Cell E19; and
- Funding appropriated against accumulated surplus in Cell E13 and Cell E20.
- The remaining amounts of this statement are protected.
- The template is setup in such a way as to draw the surplus/ (deficit) from the Statement of Financial Performance.

**6. Cash Flow Statement (Tab name “CF”)**

- The Cash Flow Statement will be automatically calculated.
- You cannot enter any information into this statement except for the cash and cash equivalents at the beginning of the previous year.
- The template is setup in such a way as to draw information from the Notes to the Financial Statements.

**7. Notes to the Financial Statements (Tab name “N”)**

|   |   |
|---|---|
|  | <p><b>Before the notes are completed, the annexures should be completed as the notes are linked to the annexures. The opening balances for notes reflected in the Statement of Position must be completed manually.</b></p> |
|---|---|

## **1. Appropriated Funds**

### **1.1 Equitable Share**

- Complete the information for Equitable Share / Voted Funds in Annexure 3A and for Equitable Share / Statutory Funds in Annexure 3B.
- Complete the information for both years.
- The figures will be pulled through to the note.

### **1.2 Conditional Grants**

- Complete the information in Annexure 1 for both years.
- The figures will be pulled through to the note.

## **2. Revenue collected**

### **2.1 By SARS**

- Complete the information in Annexure 2A for both years.
- The figures will be pulled through to the note.

### **2.2 Provincial Taxes**

- Complete the information in Annexure 2B for both years.
- The figures will be pulled through to the note.

### **2.3 Departmental Revenue**

- Complete the information in Annexure 2C for both years
- The figures will be pulled through to the note.

### **2.4 CARA Receipts**

- Complete the information in annexure 3D for both years.
- The figures will be pulled through to the notes.

### **2.5 Direct Exchequer Receipts**

- Complete the information in Annexure 2E and 2F for both years.
- The figures will be pulled through to the note.

### **3. Other Revenue**

#### **3.1 Surrenders**

- The surrenders is calculated as follows:
  - Conditional Grants received - Annexure 1
  - Withheld: National Departments
  - Withheld: PRF
  - Equitable Share / Voted Funds transferred to departments - Annexure 3A
  - Equitable Share / Statutory Funds transferred to departments - Annexure 3B
  - Own Funds Appropriated – Annexure 3C; and
- Complete the information for both years in the Annexures.
- The figures will be pulled through to the note.

#### **3.2 Other**

- Complete the information for Other surrenders in Annexure 4B.
- Complete the information for Other revenue received in Annexure 4C.
- Complete the information for both years.
- The figures will be pulled through to the note.

### **4. Annual appropriation**

- Complete the information in Annexure 3A for both years.
- The figures will be pulled through to the note.

### **5. Statutory appropriation**

- Complete the information in Annexure 3B for both years.
- The figures will be pulled through to the note.

### **6. Conditional grants**

- Complete the information in Annexure 1 for both years.
- The figures will be pulled through to the note.

### **7. Own Funds Appropriated**

- Complete the information in Annexure 3C for both years.
- The figures will be pulled through to the note.

### **8. CARA Payments**

- Complete the information in Annexure 5B for both years.

- The figures will be pulled through to the note.

#### **9. Expenditure in terms of RDP Funds due prior to amendment of Act no.79 of 1998 and Schedule 5 of PFMA, Act 1 of 1999**

- Complete the information in Annexure 9 for both years.
- The information will be pulled through to the note.
- Funds transferred to the Provincial revenue fund from the RDP Fund must be reflected in Annexure 8.

#### **10. Expenditure in terms of a separate Act of Parliament**

- Complete Annexure 6 for both years.
- The information will be pulled through to the note.

#### **11. Direct Exchequer Payments**

- Complete Annexure 7 for both years.
- The information will be pulled through to the note, e.g. Gold and Foreign Exchange Losses.

#### **12. Voted funds surrendered reconciliation as per Performance Statement**

- Complete Annexure 3A, 3B and 5 for both years.
- The information will be pulled through to the note.

#### **13. Other**

- Complete Annexure 4E for both years.
- The information will be pulled through to the note, e.g. Payment in terms of Section 15(1)(A)(ii) of the PFMA (direct charges against the fund).

#### **14. Unspent conditional grants to be surrendered to National Departments**

- Complete Annexure 1 for both years.
- The information will be pulled through to the note.

#### **15. Foreign Exchange Revaluation**

- Complete Annexure 10 for both years.
- The information will be pulled through to the note, e.g. Revaluation of Foreign Loans, Revaluation of Inflation Bonds and etc.
- The total value of liability derived from State Debt AFS is compared with actual figures received by the Revenue Fund and the difference is recorded by means of a journal.

|  | Debit  | Credit |
|--|--------|--------|
| Foreign Exchange Revaluation <b>(Statement of Financial Performance)</b> | XXXXXX |        |
| Revaluation of Foreign Loans <b>(Statement of Financial Position)</b>    |        | XXXXXX |
| Revaluation of Foreign Loans <b>(Statement of Financial Position)</b>    | XXXXXX |        |
| Foreign Exchange Revaluation <b>(Statement of Financial Performance)</b> |        | XXXXXX |

## 16. Cash and cash equivalents

- Cash and cash equivalents contain the following line items that should be completed in the note for both years:
  - Exchequer account
  - Cash with commercial banks
  - Cash with SARB
  - Cash in transit
  - Cash on hand
  - Other

## 17. Investments-Current

- Complete the information for Domestic and Foreign Investments in Annexure 11A for both years.
- The information will be pulled through to the note.

## 18. Receivables

### 18.1.1 Voted funds to be surrendered to the Revenue Fund

- This note should be completed as follows:
  - For the prior year complete the opening balance in the note.
  - The amounts to be surrendered will be pulled through from Annexure 3A, 3B, 3C and 3D for both years.
  - Complete the amounts received during the year in Annexure 4A for both years. The amounts will be pulled through to the note.
  - The opening balance for the current year is automatically calculated.
  - The amount transferred to the departments is compared with the total expenditure obtained from the departments audited AFS.

- If the amount transferred to a department is more than what the departments have spent, then a receivable is raised by means of a journal entry.

|  | Debit | Credit |
|--|-------|--------|
| Receivables <b>(Statement of Financial Position)</b>   | XXXXX |        |
| Surrenders <b>(Statement of Financial Performance)</b> |       | XXXXX  |

- For the receivables raised in the previous financial year the journal entry is raised by crediting receivables and debiting surrenders, with the amount that was surrendered to the Revenue Fund.

|  | Debit | Credit |
|--|-------|--------|
| Bank <b>(Statement of Financial Position)</b>        | XXXXX |        |
| Receivables <b>(Statement of Financial Position)</b> |       | XXXXX  |

### 18.1.2 Conditional grants to be surrendered to the Revenue Fund

- This note should be completed as follows:
  - For the prior year complete the opening balance in the note.
  - The amounts to be surrendered will be pulled through from Annexure 1 for both years.
  - Complete the amounts received during the year in Annexure 4A for both years. The amounts will be pulled through to the note.
  - The opening balance for the current year is automatically calculated.

### 18.1.3 Departmental revenue to be surrendered to the Revenue Fund

- This note should be completed as follows:
  - For the prior year complete the opening balance in the note.
  - The amounts to be surrendered will be pulled through from Annexure 2C for both years.
  - Complete the amounts received during the year in Annexure 2C for both years. The amounts will be pulled through to the note.
  - Any **non-departmental revenue journal** should be made against revenue per department and amount received in Annexure 2C.
  - The opening balance for the current year is automatically calculated.
  - The amounts collected by the departments
  - If the total received, as per the Departments' financial statements, is more than the actual amount received by the



Revenue Fund, the difference should be raised as a receivable and the journal entry must be passed by debiting Receivable and crediting departmental revenue.

|  | Debit | Credit |
|--|-------|--------|
| Receivables <b>(Statement of Financial Position)</b>             | XXXXX |        |
| Departmental Revenue <b>(Statement of Financial Performance)</b> |       | XXXXX  |

#### 18.1.4 Other

- This note should be completed as follows:
  - For the prior year complete the opening balance in the note.
  - Amounts to be surrendered will be pulled through from Annexure 2B and 2D for both years.
  - Complete any other amounts to be surrendered in Annexure 4G for both years. The amounts will be pulled through to the note.
  - Complete the amounts received in Annexure 4G for both years. The amounts will be pulled through to the note.
  - The opening balance for the current year is automatically calculated.

#### 18.1.5 Appropriation for unauthorised expenditure (funded by NRF/PRF)

- This note should be completed as follows:
  - For the prior year complete the opening balance in the note.
  - Complete the amounts to be surrendered in Annexure 5A-column C for both years. (Kindly note these should be the amounts reflected in Annexures 1-column G & 3A-column F). This will then automatically pull through to the note.
  - The opening balance for the current year is automatically calculated.
  - When these amounts are surrendered to the Revenue Fund it should be captured in Annexure 5A-column E to reduce the receivable.
  - The amount reported by the departments which are funded by NRF will be raised as a receivable by debiting receivables and crediting Unauthorised Expenditure by means of a journal entry.

|  | Debit | Credit |
|--|-------|--------|
| Receivables <b>(Statement of Financial Position)</b>                 | XXXXX |        |
| Unauthorised Expenditure <b>(Statement of Financial Performance)</b> |       | XXXXX  |

- For the receivables raised in the previous financial year the journal entry is raised by crediting receivables and debiting unauthorised expenditure with the amount that has been surrendered by the relevant departments to NRF.

|  | Debit | Credit |
|--|-------|--------|
| Bank <b>(Statement of Financial Position)</b>        | XXXXX |        |
| Receivables <b>(Statement of Financial Position)</b> |       | XXXXX  |

## 19. Investments – Non-current

- Complete the information in Annexure 11B for both years.
- The information will be pulled through to the note.

## 20. Payables

### 20.1.1 Voted funds to be transferred

- This note should be completed as follows:
  - For the prior year complete the opening balance in the note.
  - The outstanding late request amounts will be pulled through from Annexure 3A, 3B and 3C for both years.
  - Complete the amounts transferred during the year in Annexure 4D for both years. The amounts will be pulled through to the note.
  - The opening balance for the current year is automatically calculated.
  - The amount transferred to the departments is compared with the total expenditure obtained from the departments audited AFS.
  - If the amount transferred to Departments is less than the actual expenditure **and** appropriated funds are still **available**, then a payable is raised by means of a journal entry.

|  | Debit | Credit |
|--|-------|--------|
| Late Request <b>(Statement of Financial Performance)</b> | XXXXX |        |
| Payables <b>(Statement of Financial Position)</b>        |       | XXXXX  |

- For the payables raised in the previous financial year the journal entry is raised by debiting payables and crediting late request, with the amount that has been transferred to the relevant department.

|  | Debit | Credit |
|--|-------|--------|
| Payables ( <b>Statement of Financial Position</b> )        | XXXXX |        |
| Late Request ( <b>Statement of Financial Performance</b> ) |       | XXXXX  |


### 20.1.2 Conditional grants to be transferred

- This note should be completed as follows:
  - For the prior year complete the opening balance in the note.
  - The outstanding late request amounts will be pulled through from Annexure 1 for both years.
  - Complete the amounts transferred to departments during the year in Annexure 4D for both years. The amounts will be pulled through to the note.
  - The opening balance for the current year is automatically calculated.

### 20.1.3 Other

- This note should be completed as follows:
  - For the prior year complete the opening balance in the note.
  - The amounts to be transferred will be pulled through from Annexure 2B, 2D, 2F and 4I for both years.
  - Complete the amounts paid during the year in Annexure 4I for both years. The amounts will be pulled through to the note.
  - The opening balance for the current year is automatically calculated.

### 20.1.4 Unauthorised Expenditure Not funded by Revenue Fund

|   |  |
|---|--|
|  | <p><b>The process for unauthorised not funded by Revenue Fund is :</b></p> <ul style="list-style-type: none"> <li>• <b>In the year the transaction takes place the template raises a payable</b></li> <li>• <b>When approved with funding the payable is reduced with actual transfer</b></li> <li>• <b>When approved without funding the payable is reduced with amount approved by the Finance Act.</b></li> </ul> |
|---|--|

- This note should be completed as follows:
  - For the prior year complete the opening balance in the note.
  - Unauthorised not funded by the Revenue Fund (calculated automatically in Annexure 1-column O & 3A-column L) should be captured in Annexure 5A-column B. This will then automatically pull through to the note.
  - For exceeding of the vote when approved by a Finance Act with funding:
    - Complete the amounts transferred to the respective departments in column G for both years. The amounts transferred will be pulled through to the note.
  - When approved by a Finance Act without funding:
    - Complete the amounts approved during the year in Annexure 5-column H. The amounts will be pulled through to the note.
  - The opening balance for the current year is automatically calculated.
  - If the department overspent their vote the amount is raised as a payable by means of a journal entry.

|  | Debit | Credit |
|--|-------|--------|
| Unauthorised Expenditure <b>(Statement of Financial Performance)</b> | XXXXX |        |
| Payables <b>(Statement of Financial Position)</b>                    |       | XXXXX  |

- For the payables raised in the previous financial years the journal entry is raised, on once the Finance Act has approved the unauthorised expenditure with funding and the amount has been transferred to the relevant department.

|   | Debit | Credit |
|---|-------|--------|
| Payables <b>(Statement of Financial Position)</b> | XXXXX |        |
| Bank <b>(Statement of Financial Position)</b>     |       | XXXXX  |

### **20.1.5 Unauthorised Expenditure funded by Revenue Fund (Expenditure not in line with the main division of the vote)**

- This note should be completed as follows:
  - A payable can only be raised when approved by the Finance Act:
    - For the prior year complete the opening balance in the note.
  - When approved, unauthorised funded by the Revenue Fund should be captured in Annexure 5-column D to raise a payable. This will then automatically pull through to the note.
  - When transferred the amount will be pulled through from Annexure 5 column E for both years.

- The opening balance for the current year is automatically calculated.
- If the department overspent their vote the amount is raised as a payable by means of a journal entry.

|  | Debit | Credit |
|--|-------|--------|
| Unauthorised Expenditure <b>(Statement of Financial Performance)</b> | XXXXX |        |
| Payables <b>(Statement of Financial Position)</b>                    |       | XXXXX  |

- For the payables raised in the previous financial years the journal entry is raised, on condition that the Finance Act approved the unauthorised expenditure without funding.

|  | Debit | Credit |
|--|-------|--------|
| Payables <b>(Statement of Financial Position)</b>                    | XXXXX |        |
| Unauthorised Expenditure <b>(Statement of Financial Performance)</b> |       | XXXXX  |

#### **20.1.6 Unused conditional grants to be transferred back to National Government**

- This note should be completed as follows:
  - For the prior year complete the opening balance in the note.
  - The amounts for funds not spent will be pulled through from Annexure 1 for both years.
  - Complete the amounts transferred during the year in Annexure 4H for both years. The amounts will be pulled through to the note.
  - The opening balance for the current year is automatically calculated.

#### **20.1.7 Local and foreign aid assistance payable/(receivable)**

- This note should be completed as follows:
  - For the prior year complete the opening balance in the note.
  - Complete the amounts received or transferred during the year in Annexure 8. The amounts payable will be calculated through to the note.
  - The opening balance for the current year is automatically calculated.

## **21. Bank overdraft**

- This note should only be completed if the bank account is in overdraft.
- If the bank account is not in overdraft, complete Cash and cash equivalents – note 16.

## **22. Borrowings – Current**

- Complete the information for Domestic borrowings in Annexure 12A and for Foreign borrowings in Annexure 12B.
- Complete the information for both years.
- The information will be pulled through to the note.

## **23. Provisions**

- For the other provisions, complete Annexure 13 for both years. The amounts will be pulled through to the note, e.g. Special drawing rights.

## **24. Borrowings – Non-current**

- Complete the information for Domestic borrowings in Annexure 12A and for foreign borrowings in Annexure 12B.
- Complete the information for both years.
- The information will be pulled through to the note.

## **25. Appropriated Funds**

- This note contains the following line items and the information should be completed in the Annexures for both years:
  - Equitable Share and conditional grants received from National Departments – Annexure 1, 3A and 3B.
- Once the Annexures are completed, the information will then be pulled through to the note

## **26. Revenue Collected**

- This note contains the following line items and the information should be completed in the Annexures for both years:
  - By SARS – complete in the note.If the total received as per SARS financial statements is more than the actual amount received by the Revenue Fund, the difference should be raised as a receivable and the journal entry must be passed.

|  | Debit | Credit |
|--|-------|--------|
| Receivables ( <b>Statement of Financial Position</b> ) | XXXXX |        |
| Revenue ( <b>Statement of Financial Performance</b> )  |       | XXXXX  |

If the total received as per SARS financial statements is less than the actual amount received by the Revenue Fund, the difference should be raised as a payable and the journal entry must be passed.

|   | Debit | Credit |
|---|-------|--------|
| Revenue ( <b>Statement of Financial Performance</b> ) | XXXXX |        |
| Payable ( <b>Statement of Financial Position</b> )    |       | XXXXX  |

- Provincial Taxes – Annexure 2B
- Departmental revenue collected – Annexure 2C
- Revenue in terms of Section 12(3) of the PFMA – Annexure 2D
- Revenue Fund Receipts – Annexure 2E
- Other non-operating receipts – Annexure 2F
- CARA Fund assistance – Annexure 3D
- Once the Annexures are completed, the information will be pulled through to the note.

## **27. Surrenders from Departments**

- The information is pulled through from Annexure 4A and 5A for both years.
- Once the Annexures are completed, the information will be pulled through to the note.

## **28. Other revenue received by the Revenue Fund**

- The information is pulled through for both years, from Annexure 4B for other surrenders, from Annexure 4C for other revenue received and from Annexure 8 for local and foreign aid assistance receivable.

## **29. Appropriated Payments**

- This note contains the following line items and the information should be completed in the Annexures for both years:
  - Annual Appropriation transferred - complete the information in Annexure 3A.
  - Statutory Appropriation transferred – complete the information in Annexure 3B.

- Conditional Grants transferred – complete the information in Annexure 1.
- Own Funds Appropriated transferred – complete the information in Annexure 3C.
- CARA Fund assistance transferred – complete the information in Annexure 5B.
- Appropriation for unauthorised expenditure approves transferred – complete Annexure 5.
- Once the Annexures are completed, the information will be pulled through to the note.

### **30. Expenditure in terms of a separate Act of Parliament**

- Complete the amount transferred for both years in Annexure 6.
- The information will be pulled through to the note.

### **31. Direct Exchequer Payments**

- Complete the amount transferred for both years in Annexure 7.
- The information will be pulled through to the note.

### **32. Other**

- Complete the information for amounts transferred to departments for previous appropriated funds in Annexure 4D.
- Complete the amount transferred by Revenue Fund for any other expenditure in Annexure 4E.
- Complete the information for both years.
- The figures will be pulled through to the notes.

### **33. Proceeds from the sale of investments**

- Complete the information in Annexure 14 for both years.
- The information will be pulled through to the note.

### **34. Other investing activities**

- Complete the information in Annexure 16 for both years.
- The information will be pulled through to the note.

### **35. Increase/Decrease in borrowings**

- Complete the information in Annexure 17 for both years.
- The information will be pulled through to the note.



### 36. Adjustments and Restatements

- Adjustments, restatements and funding appropriated against accumulated surplus should be included under this note.


### 37. Net Cashflow available from operating activities

- The note must reflect the reconciliation of surplus/deficit as per Statement of Financial Performance.

### Disclosure Notes to the Financial Statements (Tab name “D”)

- Any information to be disclosed should be included under this note.

### Annexures to the Financial Statements

|  |   |
|--|---|
|  | <p>PLEASE NOTE THAT THE ANNEXURES ARE NOT PROTECTED, AND YOU WILL BE ALLOWED TO INSERT ROWS, EXCEPT FOR ANNEXURE 18. HOWEVER LINES SHOULD BE INSERTED BEFORE THE TOTAL LINE TO ENSURE THAT THE LINKS PULLING THROUGH TO THE FINANCIAL STATEMENTS ARE CORRECT. REMEMBER TO COPY FORMULAS TO THE NEW INSERTED ROWS.</p> |
|--|---|

### 1. Annexure 1 – Conditional grants received (Tab name “1”)

- Complete all the detail in the tables provided for both years.
- Please note that the following columns contains formulas and the formula should be copied to every inserted line:
  - Amended Appropriation
  - Total actual expenditure
  - Outstanding Request
  - Voted funds to be surrendered
  - Funds over/(under) received
  - Amount to be surrendered/not received by Prov Dept
  - Amount to be surrendered to Nat Dept
  - Over expenditure of the Vote (Unauthorised)
- The column “Appropriation Act” will include the final budget per department for the financial year.
- The column “Amount withheld by National Departments” will include the amounts withheld by the National Departments. If the National Department did not inform the Provincial Revenue Fund of any amounts

withheld, then the amounts should not be included in this column. This will reduce the amounts raised as a receivable in the Statement of Financial Position.

- The column “Available Appropriation” will include the total appropriation less amounts withheld by National Departments.
- The column “Funds transferred” will include the amounts requested by the departments.
- The column “Actual expenditure” will include the actual expenditure as reflected on the financial statements of the departments, **excluding unauthorised expenditure funded by the revenue fund.**
- Where a department exceeded the vote this should be included in the column “Actual expenditure “. The Annexure will automatically calculate the amount exceeded in the column “Unauthorised not funded by the revenue fund”
- The column “unauthorised expenditure funded by the Revenue Fund should reflect unauthorised expenditure **excluding** exceeding of the vote
- The column “Total Actual expenditure” will include the actual expenditure plus unauthorised funded by the NRF as reflected on the financial statements of the department.
- The column “Amount received by Revenue Fund from Nat Dept” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement and if applicable, the necessary receivable/payable is raised.
- The column “Amount to be surrendered/not received by Prov Dept” is a formula. This column will automatically raise a payable for funds that were received by Revenue Fund but not transferred to the Provincial Departments.
- The column “Amount to be surrendered to Nat Dept” is a formula. This column will automatically raise a payable for unused conditional grants that must be surrendered back to respective National Departments.
- The column “Unauthorised over expenditure” is a formula. This column will automatically raise a payable.

## **PROCESS TO ADDRESS ROLL OVER OF UNUSED CONDITIONAL GRANTS**

- The normal procedure for unused funds is:
  - Unused funds are surrendered to Revenue Fund
  - Department applies for roll over funds from specific Treasury
  - The approved roll over funds is then voted for the specific department in the adjusted estimates.
- The process followed for unused conditional grants is as follows:
  - The provincial department surrendered the unused conditional grants to the Provincial Revenue Fund

- The IGR office then inform the Provincial Treasury what part of the unused conditional grants are approved for use by the Provincial Revenue Fund (use column “Current financial year Funds approved for roll over”) and which part needs to be surrendered back to the National Department (use “Current financial year Funds **NOT** approved for roll over”).
  - These approved conditional grants are then voted by the Provincial Treasury in the adjusted estimates but is not voted by the National Treasury in the adjusted estimates.
- To address the above mentioned process the following columns were added to annexure 1.
  - The column “Funds Over/(Under) Received” is a formula. This column raises a receivable/payable depending on if the Revenue Fund received more or less than the budget. The formula also takes into account the column “Funds approved for roll over from previous financial year” and it will reduce the amounts raised as a receivable in the Statement of Financial Position.
  - The column “Current financial year Funds approved for roll over”. This column will include the amounts approved for roll over per letter from (Intergovernmental Relations) IGR in the current financial year. This implies that it does not go through the appropriation process at national level. This column will reduce the amounts raised as a payable in the Statement of Financial Position and it will reduce the expenditure in the Statement of Financial Performance (Note 14).
  - The column “Current financial year Funds **NOT** approved for roll over”. This column will include the amounts not approved for roll over in the current financial year.
  - The column “Funds approved for roll over from previous financial year”. This column will include the amounts approved for roll over from previous financial year.

## **2. Annexure 2A – Revenue collected by SARS (Tab name “2A”)**

- Complete all the detail in the table provided for both years.
- Please note that the line items “Amount payable by SARS to SETA’s” as well as “Amount collected by SARS” contains formulas and you will not be allowed to capture in these cells.

## **3. Annexure 2B – Provincial taxes collected (Tab name “2B”)**

- Complete all the details of the various taxes in the table provided for both years, as reflected in the annual financial statements of the respective National/Provincial Departments (See accounting policy 2.2)
- Please note that the Total received column contains formulas and the formula should be copied to every inserted line.

- The column “Amount received by Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement.

#### **4. Annexure 2C – Departmental revenue collected (Tab name “2C”)**

- Complete all the details of the various taxes in the table provided for both years, as reflected in the annual financial statements of the respective National/Provincial Departments (See accounting policy 2.3)
- Please note that the “Total received” column contains formulas and the formulas should be copied to every inserted line.
- The column “Amount received by Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement.
- If a department disclose certain amount as departmental revenue and paid it as such, this amount must be deducted from the category of departmental revenue and from “Amount received by Revenue fund”

#### **5. Annexure 2D – Revenue in terms of section 12(3) of the PFMA (Tab name “2D”)**

- Complete all the detail in the tables provided for Interest and Dividends for both years.
- The column “Amount received by Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement.
- The column “Total received” and “Amount received by Revenue Fund” should be the same amount, except if there are journal entries.
- Journal entries will be included in the column “Total received” and is linked to the notes of the Statement of Financial Performance.

#### **6. Annexure 2E – Direct Exchequer Receipts (Tab name “2E”)**

- Complete all the detail in the tables provided for both years, e.g. Special Restructuring proceeds.
- The column “Amount received by Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement.
- The column “Amount received” and “Amount received by Revenue Fund” should be the same amount, except if there are journal entries.
- Journal entries will be included in the column “Amount received” and is linked to the notes of the Statement of Financial Performance.

## 7. Annexure 2F – Other non-operating receipts (Tab name “2F”)

- Complete all the detail in the tables provided for both years, e.g. Exchange rate profit.
- The column “Amount received by Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement.
- The column “Amount received” and “Amount received by Revenue Fund” should be the same amount, except if there are journal entries.
- Journal entries will be included in the column “Amount received” and is linked to the notes of the Statement of Financial

## 8. Annexure 3A – Equitable Share / Voted funds transferred to departments (Tab name “3A”)

- Complete all the detail in the tables provided for both years.
- Please note that the following columns contains formulas and the formulas should be copied to every inserted line:
  - Outstanding Request
  - Voted funds to be surrendered
  - Funds over/(under) received
  - Over expenditure of the Vote
- The column “Appropriation Act” will include the final budget per department for the financial year.
- The column “Funds transferred” will include the amounts requested by the departments.
- The column “Actual expenditure” will include the actual expenditure as reflected on the financial statements of the departments, **excluding unauthorised expenditure funded by the revenue fund.**
- Where a department exceeded the vote this should be included in the column “Actual expenditure “. The Annexure will automatically calculate the amount exceeded in the column “Unauthorised not funded by the revenue fund”
- The column “unauthorised expenditure funded by the Revenue Fund should reflect unauthorised expenditure **excluding** exceeding of the vote
- The column “Total Actual expenditure” will include the actual expenditure plus unauthorised funded by the NRF as reflected on the financial statements of the department.
- The column “Amount received by Provincial Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement and if applicable, the necessary receivable/payable is raised.


## 9. Annexure 3B – Equitable Share / Statutory funds transferred to departments (Tab name “3B”)

- Complete all the detail in the tables provided for both years.

- Please note that the following columns contains formulas and the formulas should be copied to every inserted line:
  - Outstanding Request
  - Voted funds to be surrendered
  - Funds Over/Under received
- The column “Appropriation Act” will include the final budget per department for the financial year.
- The column “Funds transferred” will include the amounts requested by the departments.
- The column “Actual expenditure” will include the actual expenditure as reflected on the financial statements of the departments.
- As statutory is a direct charge there is normally no unauthorised expenditure, Therefore unauthorised expenditure is accounted for in annexure 3A.
- Being a direct charge, should the actual expenditure be more than the amount appropriated and received from National Government, this difference will be funded by the Provincial Revenue Fund.
- The column “Amount received by Provincial Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement.

**10. Annexure 3C – Own Funds Appropriated (Tab name “3C”)**

- Complete all the detail in the tables provided for both years.
- Please note that the following columns contains formulas and the formulas should be copied to every inserted line:
  - Outstanding Request
  - Voted funds to be surrendered

|   |  |
|---|--|
|  | <p><b>In the following annexures to be received/to be transferred equals to the receivable and payable of the revenue fund.</b></p> <p><b>Transferred/received equals to cash received/paid.</b></p> |
|---|--|

**11. Annexure 3D – CARA Receipts (Tab name “3D”)**

- Complete all the details in the tables provided for both years.

**12. Annexure 4A – Voted funds surrendered (Tab name “4A”)**

- Complete the detail in the table provided for normal votes and statutory votes for both years.

**13. Annexure 4B – Other surrenders (Tab name “4B”)**

- Complete the detail in the table provided for both years.

**14. Annexure 4C – Other revenue received – (Tab name “4C”)**

- Complete the detail in the table provided for both years, e.g. Loan deposit.
- The column “Amount received by Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement.
- The column “Amount received” and “Amount received by Revenue Fund” should be the same amount, except if there are journal entries.
- Journal entries will be included in the column “Amount received” and is linked to the notes of the Statement of Financial Performance.

**15. Annexure 4D – Amounts transferred to departments for previous appropriated funds (Tab name “4D”)**

- Complete the detail in the table provided for normal votes and statutory votes for both years.
- Column B and C reflects the amounts to be transferred to departments whilst column D reflects the amount actually transferred to the departments.

**16. Annexure 4E – Other expenditure (Tab name “4E”)**

- Complete the detail in the table provided for both years, e.g. Late request unauthorised, Payment in terms of Section 15(1)(A)(ii) of the PFMA.
- The column “Amount transferred by Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement.
- The column “Amount transferred” and “Amount transferred by Revenue Fund” should be the same amount, except if there are journal entries.
- Journal entries will be included in the column “Amount transferred” and is linked to the notes of the Statement of Financial Performance.

**17. Annexure 4F – Appropriated funds not received from National Government (Tab name “4F”)**

- Complete the detail in the table provided for both years.

**18. Annexure 4G – Other receivables (Tab name “4G”)**

- Complete the detail in the table provided for the amount to be surrendered and the amount actually received during the year, e.g. Income in transit.
- Complete the information for both years.

**19. Annexure 4H – Other funds transferred to National Government (Tab name “4H”)**

- Complete the detail in the table provided for both years.

**20. Annexure 4I – Other payables (Tab name “4I”)**

- Complete the detail in the table provided for the amount to be paid and the amount actually paid during the year, e.g. Cash over remitted, Amount payable by SARS to SETA’s.
- Complete the information for both years.

**21. Annexure 5 – Appropriation for unauthorised expenditure approved (Tab name “5”)**

- Complete the detail in the table provided for both years.
- Also see note 20.1.4 and 20.1.5
- The column “Amount transferred by Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement.
- The column “Amount approved funded by NRF/PRF” should be completed to ensure that the amounts are pulled through to the notes of the Statement of Financial Performance.
- Amounts not funded by Revenue Fund and approved by the Finance Act without funding, should be captured in line with the Finance Act eg should savings be generated over three years it should be captured in the template over three years.

**22. Annexure 5A – Appropriation for unauthorised expenditure approved (Tab name “5A”)**

- Complete the detail in the table provided for both years.
- Also see note 18.1.6 and 20.1.4
- The column “Amount transferred by Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement.
- The column “Amount Unauthorised funded by Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Statement of Financial Performance.

**23. Annexure 5B – CARA Payments (Tab name “5B”)**



- Complete the detail in the table provided for both years.
- The column “Amount transferred by revenue fund” should be completed to ensure that the amounts are pulled through to the notes of the Statement of Financial Performance.

**24. Annexure 6 – Expenditure in terms of a separate Act of Parliament (Tab name “6”)**

- Complete the detail in the table provided for both years.
- The column “Amount transferred by Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement.
- The column “Amount transferred” should be completed to ensure that the amounts are pulled through to the notes of the Statement of Financial Performance.

**25. Annexure 7 – Direct Exchequer Payments (Tab name “7”)**

- Complete the detail in the table provided for both years, e.g. Exchange rate loss.
- The column “Amount transferred by Revenue Fund” should be completed to ensure that the amounts are pulled through to the notes of the Cash Flow statement.
- The column “Amount transferred” should be completed to ensure that the amounts are pulled through to the notes of the Statement of Financial Performance.

**26. Annexure 8 – Local and Foreign aid assistance receivable/(payables) (Tab name “8”)**

- Complete the detail in the table provided for the amounts actually received and paid during the year.
- Complete the information for both years.

**27. Annexure 9 – RDP Funds due prior to Amendment Act no. 79 of 1998 (Tab name “9”)**

- Complete the detail in the table provided for both years.

**28. Annexure 10 – Foreign Exchange Revaluation (Tab name “10”)**

- Complete the detail in the table provided for both years, e.g. Revaluation of Foreign loans, Losses on GFECRA.

**29. Annexure 11A – Current Investments (Tab name “11A”)**

- Complete the detail in the table provided for domestic and foreign investments for both years.
- Please note that the “Total” column contains formulas and the formulas should be copied to every inserted line.

**30. Annexure 11B – Non-current Investments (Tab name “11B”)**

- Complete the detail in the table provided for both years.

**31. Annexure 12A – Domestic Borrowings (Tab name “12A”)**

- Complete the detail in the tables provided for both years.
- For the closing balance, split the total amount between current and non-current.
- Please note that the “Total” column contains formulas and the formulas should be copied to every inserted line.

**32. Annexure 12B – Foreign Borrowings (Tab name “12B”)**

- Complete all the detail in the tables provided for both years.
- For the closing balance, split the total amount between current and non-current.
- Please note that the “Total” column contains formulas and the formulas should be copied to every inserted line.

**33. Annexure 13 – Other provisions (Tab name “13”)**

- Complete the detail in the table provided for both years, e.g. IMF, Special drawing rights.

**34. Annexure 14 – Proceeds from the sale of investments (Tab name “14”)**

- Complete the detail in the table provided for both years.

**35. Annexure 15 – Other investing activities (Tab name “15”)**

- Complete the detail in the table provided for both years.

**36. Annexure 16 – Changes in Borrowings (Tab name “16”)**

- Complete the detail in the table provided for both years, eg Changes in Borrowing.

**37. Annexure 17 – Reconciliation to net Surplus/(Deficit) as reflected in the Budget Review (Tab name “17”)**

- Always use the latest Budget Review.

- Complete the Original Estimate from the Budget Review for both years.
- Please note that the “Actual” column, the totals and the “Deviation” column are protected for both years and hence you will not be able to input anything in it as it contains formulas.
- The amounts for the “Actual” column are pulled from the Statement of Financial Performance for both years.
- Ensure that the Budget deficit amount for both years balance to the Net Surplus/(Deficit) for the year as reflected in the Statement of Financial Performance.
- In the “Original Estimate” column at the second last line, type the Gross Domestic Product (GDP) amount from the Budget Review. You need to type this amount first to ensure that the deficit as a percentage of GDP can be calculated.
- The deficit as percentage of GDP is calculated by dividing the Actual Surplus/(Deficit) by the GDP.
- Complete information to finance the deficit.

### **38. Annexure 18 – Consolidation Data Sheet (Tab name “18”)**

- The figures will be pulled through from the Annual Financial Statements.

#### **SUMMARY**

Information must be completed on the Annexures, then proceed to the notes in the financial statements for:

- cash and cash equivalent; and
- The opening balance of Receivables and Payables for comparative year.

No amounts can be captured directly in any of the financial statements except for:

- Cash and cash equivalents at the beginning of the previous year as required in the Cash Flow statement;
- The opening balance as required in the Statement of Changes in Net Assets; and
- The Adjustment and Other line in the Statement of Changes in Net Assets.

All rows inserted in the Annexure should be above the total and copy formulas to inserted rows.

All journal entries must be compiled by NRF officials and reviewed by the supervisor.

For enquiries and comments on the template please forward to:

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