

Guideline for preparing the EXCEL template (2014/15)

The objective of this document is to guide users on how to complete the 2014/15 Annual Financial Statements (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 Working Papers to the Notes and from the Notes to the Financial Statements.
- Each of these processes are described in the sections below:
 - 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 system.
 - All the relevant Working papers (1-11) should be completed by the province before proceeding to complete the notes.
 - The Working papers are not protected and rows can be inserted except for Working Paper 11.



To ensure that balances carry through from the working papers to the Financial Statements:

1. **Rows must be inserted before the total, which is a formula.**
2. **Copy the formulas to the inserted rows before total line.**

- Amounts cannot be captured directly in any of the notes to the financial statements, except for the following which must be completed first:
 - Applicable rows in note 14 for Cash and cash equivalents;
 - Prior year opening balances for all balance sheet items.
- Amounts cannot be captured directly in any of the financial statements, except for the following which must be completed first:
 - 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 above, the Financial Statements and notes 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, the description applicable to the specific Revenue Fund should be selected. For the remaining accounting policies kindly delete what is not applicable.


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 Working papers.
- 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”) and Statement of Financial Position (Tab name “Pos”)

- Both these statements are protected and no figures can be entered into these statements.
- The template is setup in such a way as to draw information from the Notes to the Financial Statements.

	<p>The Statement of Financial Position will not balance until some specific notes are completed.</p>
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4. 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.

5. 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.

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

 A colorful illustration of a lit lightbulb with yellow rays emanating from it, set against a circular background with a rainbow gradient.	<p>Before the notes are completed, the Working papers should be completed as the notes are linked to the Working papers.</p> <p>The opening balances for notes reflected in the Statement of Position must be completed manually.</p>
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STATEMENT OF FINANCIAL PERFORMANCE

REVENUE

1. Appropriated Funds

1.1 Equitable Share

- Complete the information for Equitable Share / Voted Funds in Working Paper 1A and for Equitable Share / Statutory Funds in Working Paper 1B.
- Complete the information for both years.
- The figures will pull through to the notes.

1.2 Conditional Grants

- Complete the information in Working Paper 1D for both years.
- The figures will pull through to the note.
- The figures that will pull through to the PER will be net of the amount withheld by the National departments.

2. Revenue collected

2.1 By SARS

- Complete the information in Working Paper 2A for both years.
- The figures will pull through to the notes.

2.2 Provincial Taxes and revenue in terms of section 12(3) of the PFMA

- Complete the information in Working Paper 2E and 2F for both years.
- The figures will pull through to the notes.

2.3 Departmental Revenue

- Complete the information in Working Paper 2B for both years. The total amount on Working Paper 2C and 2D must also form part of Departmental revenue. (National Revenue Fund receipts and Other Non – Operating receipts).
- The figures will pull through to the notes.

2.4 CARA Receipts

- Complete the information in Working Paper 1C for both years.
- The figures will pull through to the notes.

3. Other Revenue

3.1 Surrenders (Unauthorised expenditure approved without funding)

- Revenue Fund must reduce the payable raised when the vote was exceeded and it was approved without funding.
- Complete the information in Working Paper 5A under the header approved without funding.
- The figures will pull through to the note.

3.2 Other

- Complete the information for other surrenders in Working Paper 3B. An example of this is Legislature surrendering funds as in terms of the PFMA they do not need to surrender unused funds.
- Complete the information for other revenue received in Working Paper 3C. An example of this is a binding arrangement, which includes legislation, may require that money collected by the department's entity be transferred to the department that will in turn transfer the money to the Revenue Fund. This however does not form part of the departmental revenue for the department.
- Complete the information for both years.
- The figures will pull through to the note.

EXPENDITURE

4. Annual appropriation

- Complete the information in Working Paper 1A for both years.
- The outstanding surrender and the annual appropriation figures will pull through to the note.
- On the face of the Performance Statement only the actual expenditure will reflect.

5. Statutory appropriation

- National Revenue Fund payments are included in the sheet on statutory appropriation.
- Complete the information in Working Paper 1B and 4F for both years.
- The outstanding surrender and annual appropriation figures will pull through to the note.
- On the face of the Performance Statement only the actual expenditure will reflect including Direct Exchequer Payments from Working Paper 4F.

6. Conditional grants

- Complete the information in Working Paper 1D for both years.
- The outstanding surrender and annual appropriation figures will pull through to the note.
- On the face of the Performance Statement only the actual expenditure will reflect.

7. Own Funds Appropriated

- Complete the information in Working Paper 1E for both years.
- The figures will pull through to the note.

8. CARA Payments

- Complete the information in Working Paper 4C for both years.
- The figures will pull through to the note.

9. Expenditure in terms of a separate Act of Parliament

- Complete Working Paper 4E for both years.
- The information will pull through to the note.

10. Voted Funds surrendered reconciliation as per Performance Statement

- This is mainly to reconcile the unauthorised expenditure approved without funding.
- Complete Working Paper 5A for both years.
- The information will pull through to the note.

11. Other expenditure

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

12. Unspent conditional grants to be surrendered to National Departments

- Complete Working Paper 1D for both years.
- The information will pull through from column N to the note.
- The figure that will pull through to the PER will be net of the amount approved for roll over.

13. Foreign Exchange Revaluation

- Complete Working Paper 6 for both years.
- The information will pull 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.

STATEMENT OF FINANCIAL POSITION

	Debit	Credit
If after revaluation the current foreign liabilities needs to be increased herewith the journal:		
Foreign Exchange Revaluation (Statement of Financial Performance)	XXXXX	
Revaluation of Foreign Loans (Statement of Financial Position)		XXXXX
If after revaluation the current foreign liabilities needs to be decreased herewith the journal:		
Revaluation of Foreign Loans (Statement of Financial Position)	XXXXX	
Foreign Exchange Revaluation (Statement of Financial Performance)		XXXXX

14. 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

15. Investments - Current

- Complete the information for Domestic and Foreign Investments in Working Paper 7A for both years.
- The information will pull through to the note.

16. Receivables

16.1.1 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 pull through from Working Paper 1A, 1B, 1D and 1E for both years.
- Complete the amounts received during the year in Working Paper 3A for both years. The amounts will pull 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 (Statement of Financial Position)	XXXXX	
Actual Expenditure (Statement of Financial Performance)		XXXXX

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

	Debit	Credit
Bank (Statement of Financial Position)	XXXXX	
Receivables (Statement of Financial Position)		XXXXX

16.1.2 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 pull through from Working Paper 1D for both years.
- Complete the amounts received during the year in Working Paper 3A, column C, for both years. The amounts will pull through to the note.
- The opening balance for the current year is automatically calculated.

16.1.3 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 pull through from Working Paper 2B for both years.
- Complete the amounts received during the year in Working Paper 2B for both years. The amounts will pull through to the note.

- 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 (Statement of Financial Position)	XXXXX	
Departmental Revenue (Statement of Financial Performance)		XXXXX

16.1.4 Other

This note should be completed as follows:

- For the prior year, complete the opening balance in the note.
- Amounts to be surrendered will pull through from Working Paper 9A for both years.
- Complete any other amounts to be surrendered in Working Paper 9A for both years. The amounts will pull through to the note.
- Complete the amounts received in Working Paper 9A for both years. The amounts will pull through to the note.
- The opening balance for the current year is automatically calculated.

16.1.5 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 Working Paper 5B- column C for both years. (Kindly note these should be the amounts reflected in Working paper 1A-column F & 1D-column G). 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 Working Paper 5B-column E to reduce the receivable.
- The amount reported by the departments which are funded by NRF/PRF will be raised as a receivable by debiting receivables and crediting Unauthorised Expenditure by means of a journal entry

	Debit	Credit
Receivables (Statement of Financial Position)	XXXXX	
Unauthorised Expenditure (Actual Expenditure) (Statement of Financial Performance)		XXXXX

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

	Debit	Credit
Bank (Statement of Financial Position)	XXXXX	
Receivables (Statement of Financial Position)		XXXXX

17. Investments – Non-current


- Complete the information in Working Paper 7B for both years.
- The information will pull through to the note.

18. Payables

18.1.1 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 pull through from Working Paper 1A, 1B and 1E for both years.
- Complete the amounts transferred during the year in Working Paper 4A for both years. The amounts will pull 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.
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- 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
Actual expenditure (Statement of Financial Performance)	XXXXX	
Payables (Statement of Financial Position)		XXXXX

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

	Debit	Credit
Payables (Statement of Financial Position)	XXXXX	
Bank (Statement of Financial Position)		XXXXX

18.1.2 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 pull through from Working Paper 1D for both years.
- Complete the amounts transferred to departments during the year in Working Paper 4A for both years. The amounts will pull through to the note.
- The opening balance for the current year is automatically calculated.

18.1.3 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 pull through from Working Paper 2E, 2F and 9C for both years.
- 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 (Statement of Financial Performance)	XXXXX	
Payable (Statement of Financial Position)		XXXXX

- Complete the amounts paid during the year in Working Paper 9C for both years. The amounts will pull through to the note.
- The opening balance for the current year is automatically calculated.

18.1.4 Unauthorised Expenditure Not funded by Revenue Fund (Exceeding of the vote/ main division within a vote)

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 Working Paper 1A-column L & 1D-column O) should be captured in Working Paper 5B-column B. This will then automatically pull through to the note.
- If the department overspent their vote the amount is raised as a payable by means of a journal entry.

	Debit	Credit
Unauthorised Expenditure (Statement of Financial Performance)	XXXXX	
Payables (Statement of Financial Position)		XXXXX


For exceeding of the vote when approved by a Finance Act with funding:

- Complete the amounts transferred to the respective departments in Working Paper 5A column G for both years. The amounts transferred will pull through to the note.
- When approved by a Finance Act without funding:
- Complete the amounts approved during the year in Working Paper 5A-column H. The amounts will pull through to the note.

18.1.5 Unauthorised expenditure funded by the Revenue Fund (Expenditure not in accordance 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.

	<p>The approved amount can only be transferred to the department provided that it was surrendered to the revenue fund when incurred.</p> <p>If NOT no payable is raised and no payment will be made.</p>
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- When approved, unauthorised funded by the Revenue Fund should be captured in Working Paper 5A-column D to raise a payable. This will then automatically pull through to the note.
- The following journal is raised:

	Debit	Credit
Unauthorised Expenditure (Statement of Financial Performance)	XXXXX	
Payables (Statement of Financial Position)		XXXXX

- When transferred the amount will pull through from working Paper 5A column E for both years.
- The following journal is raised:

	Debit	Credit
Payables (Statement of Financial Position)	XXXXX	
Bank (Statement of Financial Position)		XXXXX

18.1.6 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 pull through from Working Paper 1D for both years.
- Complete the amounts transferred during the year in Working Paper 9B for both years. The amounts will pull through to the note.
- The opening balance for the current year is automatically calculated.

18.1.7 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 Working Paper 9D. The amounts payable will be calculated through to the note.
- The opening balance for the current year is automatically calculated.

19. 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 14.

20. Borrowings – Current

- Complete the information for Domestic borrowings in Working Paper 8A, column F, and for foreign borrowings in Working Paper 8B, column F.
- Complete the information for both years.

- The information will pull through to the note.

NON CURRENT LIABILITIES

21. Multi - Lateral Institutions

- For multilateral institutions, complete Working Paper 8D for both years.
- The amounts will pull through to the note, e.g. Special drawing rights.

22. Borrowings

- Complete the information for Domestic borrowings in Working Paper 8A, column G and for foreign borrowings in Working Paper 8B, column G.
- Complete the information for both years.
- The information will pull through to the note.

CASH FLOW STATEMENT

23. Appropriated funds

- This note contains the following line items and the information for Equitable Share and conditional grants received from National Departments should be completed in the Working Paper 1A, 1B and 1D for both years:
- Once the Working Papers are completed, the information will then pull through to the note.

24. Revenue collected

This note contains the following line items and the information should be completed in the Working papers for both years:

- By SARS – complete the applicable field in note 24.
- Departmental revenue collected – Working Paper 2B which includes the breakdown of Revenue Fund Receipts as per

Working Paper 2C. Other non-operating receipts – Working Paper 2D are also included under this item.

- Provincial Taxes and revenue collected in terms of section 12(3) of the PFMA – Working Paper 2E and 2F.
- CARA Fund assistance – Working Paper 1C.
- Once the Worksheets are completed, the information will pull through to the note.

25. Surrenders from departments

- The information is pulled through from Working Paper 3A and 3B for both years.
- Once the working papers are completed, the information will pull through to the note.

26. Other revenue received by the Revenue Fund

- The information for other surrenders received pulls through for both years from Working Paper 3B.
- The information for other revenue received pulls through from Working Paper 3C.

27. Appropriated Payments

This note contains the following line items and the information should be completed in the applicable Working Papers for both years:

- Equitable Share / Voted Funds Appropriation transferred - complete the information in Working Paper 1A, column D.
- Statutory Appropriation transferred – complete the information in Working Paper 1B, column D.
- Conditional Grants transferred – complete the information in Working Paper 1D, column E.
- Own Funds Appropriated transferred – complete the information in Working Paper 1E, column D.
- CARA Fund assistance transferred – complete the information in Working Paper 4C, columns D and F.
- Appropriation for unauthorised expenditure approved with funding and transferred – complete Working Paper 5A.

- Once the Working Papers are completed, the information will pull through to the note.

28. Expenditure in terms of an Act of Parliament

- Complete the amount transferred for both years in Working Paper 4E, columns D and F.
- The information will pull through to the note.

29. Other Payments

- Complete the information for amounts transferred to departments for previous appropriated funds in Working Paper 4A, columns D and G.
- Complete the amount transferred by Revenue Fund for any other expenditure in Working Paper 4B, columns C and E.
- The figures will pull through to the notes.

30. Other investing activities

- Complete the information in Working Paper 7C for both years.
- The information will pull through to the note.

31. Increase/Decrease in borrowings

- Complete the information in Working Paper 8C for both years.
- The information will pull through to the note.

32. Adjustments and Restatements

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

- For more information review the prior year errors guide issued to assist to meet the Modified Cash Standard.

33. Net Cash flow available from operating activities

- Complete note 33 directly.
- This note reconciles the surplus/deficit as per Statement of Financial Performance to the net cash flow.


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


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

Event after reporting date

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

WORKING PAPERS TO THE FINANCIAL STATEMENTS

	<p>PLEASE NOTE THAT THE WORKING PAPERS ARE NOT PROTECTED, AND YOU WILL BE ALLOWED TO INSERT ROWS, EXCEPT FOR WORKING PAPER 11.</p> <p>HOWEVER ROWS SHOULD BE INSERTED BEFORE THE TOTAL LINE TO ENSURE THAT THE LINKS PULLING THROUGH TO THE FINANCIAL STATEMENTS ARE CORRECT.</p> <p>REMEMBER TO COPY FORMULAS TO THE NEW INSERTED ROWS.</p>
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	<p>In the following Working Paper to be received/to be transferred equals to the receivable and payable of the revenue fund.</p> <p>Transferred/received equals to cash received/paid.</p>
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1. Working Paper 1A – Equitable Share / Voted funds transferred to departments (Tab name “1A”)

- 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 and transferred to 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 Working Paper 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.

2. Working Paper 1B – Equitable Share / Statutory funds transferred to departments (Tab name “1B”)

- 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 only in Working Paper 1A.
- Being a direct charge, should the actual expenditure be more than the amount appropriated this difference will be funded by the Provincial Revenue Fund / National 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.

3. Working Paper 1C – CARA Receipts (Tab name “1C”)

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

4. Working Paper 1D – Conditional grants received (Tab name “1D”)

- 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). Kindly note if the actual expenditure for a conditional grant exceeds the appropriated amount it should be reflected as unauthorised expenditure not funded by the Revenue Fund.
- 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 and transferred to 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 Working

Paper 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 receivable/payable for funds that are due to/by the revenue fund and has not yet been transferred.
- The column “Voted funds to be surrendered” is a formula. This column will automatically raise a receivable for unused funds of the department.
- 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 not funded by the revenue fund” 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 within the National Treasury 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.
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- To address the above mentioned process the following columns were added to Working Paper 1D.
 - 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 12).
 - 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.
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5. Working Paper 1E – Own Funds Appropriated (Tab name “1E”)

- 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

6. Working Paper 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/receivable by SARS to RAF” as well as “Amount collected by SARS” is captured.

7. Working Paper 2B – Departmental revenue 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 2.3)
- Please note that the “Total received” column contains formulas and the formulas should be copied to every row inserted.
- 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.
- Actual departmental revenue received by departments less actual departmental revenue received by the revenue fund determines the receivable or payable to be raised.

8. Working Paper 2C – Revenue Fund Receipts (Tab name “2C”)

- Complete all the detail in the table 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.
- Although the working paper is completed separately, the amount is included on Working Paper 2B as part of Departmental revenue. Separate disclosure is only for ease of reference.

9. Working Paper 2D – Other non-operating receipts (Tab name “2D”)

- 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.

10. Working Paper 2E – Provincial taxes collected (Tab name “2E”)

- 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.

11. Working Paper 2F – Revenue in terms of section 12(3) of the PFMA (Tab name “2F”)

- Complete all the detail in the tables provided 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.

12. Working Paper 3A – Voted funds surrendered (Tab name “3A”)

- The surrenders for normal votes and statutory votes are done separate from conditional grants.
- Complete the detail separately in the table provided for both years

13. Working Paper 3B – Other surrenders (Tab name “3B”)

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

14. Working Paper 3C – Other revenue received – (Tab name “3C”)

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

15. Working Paper 4A – Amounts transferred to departments for previous appropriated funds (Tab name “4A”)

- The late transfers for normal votes and statutory votes are done separately from conditional grants.

- Complete the detail in the table provided for normal votes and statutory votes and conditional grants 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. Working Paper 4B – Other expenditure (Tab name “4B”)

- 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.
- 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 to be transferred” should be completed to ensure that the amounts are pulled through to the notes of the Statement of Financial Performance.
- Journal entries will be included in the column “Amount to be transferred” and is linked to the notes of the Statement of Financial Performance.

17. Working Paper 4C – CARA Payments (Tab name “4C”)

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

18. Working Paper 4D – Appropriated funds not received from National Government (Tab name “4D”)

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

19. Working Paper 4E – Expenditure in terms of a separate Act of Parliament (Tab name “4E”)

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

20. Working Paper 4F – National Revenue Fund payments (Tab name “4F”)

- 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. The total amount must be included as Statutory Appropriation on PER.

21. Working Paper 5A – Appropriation for unauthorised expenditure (Tab name “5A”)

- 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 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 accordance with the Finance Act e.g. should savings be generated over three years it should be captured in the template over three years. It should be remembered that when this unauthorised was originally incurred it increased the actual expenditure and reduced/increased the surplus/deficit. Therefore the effect on the surplus/deficit should be corrected.

22. Working Paper 5B – Unauthorised expenditure (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 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. Working Paper 6 – Foreign Exchange Revaluation (Tab name “6”)

- These transactions are all non-cash items and are journal transactions.
- Complete the detail in the table provided for both years, e.g. Revaluation of Foreign loans, Losses on GFECRA.

24. Working Paper 7A – Current Investments (Tab name “7A”)

- 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.

25. Working Paper 7B – Non-current Investments (Tab name “7B”)

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

26. Working Paper 7C – Other investing activities (Tab name “7C”)

- Complete the detail in the table provided for both years.
- Kindly note this should only be for cash transactions.
- Therefore record amounts for investments that have matured and are withdrawn in order to pull through to the Cash Flow Statement.

27. Working Paper 8A – Domestic Borrowings (Tab name “8A”)

- 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.

28. Working Paper 8B – Foreign Borrowings (Tab name “8B”)

- 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.

29. Working Paper 8C – Changes in Borrowings (Tab name “8C”)

- Complete the detail in the table provided for both years, eg Treasury Bills and Bonds.

30. Working Paper 8D – Multi - Lateral Institutions (Tab name “8D”)

- Complete the detail in the table provided for both years, e.g. IMF, Special drawing rights.
- The net movement between the two financial years is reflected in the increase/decrease column.

31. Working Paper 9A – Other receivables (Tab name “9A”)

- 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.

32. Working Paper 9B – Other funds transferred to National Government (Tab name “9B”)

- Complete the information for both years.

33. Working Paper 9C – Other payables (Tab name “9C”)

- Complete the information for both years e.g. Amount payable by SARS to RAF.

34. Working Paper 9D – Local and Foreign aid assistance receivable/(payables) (Tab name “9D”)

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

35. Working Paper 10 – Reconciliation to net Surplus/(Deficit) as reflected in the Budget Review (Tab name “10”)

- 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.

36. Working Paper 11 – Consolidation Data Sheet (Tab name “11”)

- The figures will pull through from the Annual Financial Statements

37. SUMMARY

Information must be completed on the Working Papers, 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 Working Paper should be above the total and copy formulas to inserted rows.
- All journal entries must be compiled by NRF / PRF officials and reviewed by the supervisor.
- For enquiries and comments on the template please forward to:

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