

# MFMA IMPLEMENTATION AND MONITORING LONG TERM CONTRACTS QUARTERLY RETURN

Municipalities must report on all long term contracts (LTC) with a **contract period exceeding 3 years and a total contract value of R1million and above** (a quarterly return must be completed for the term of the LTC).

**Each quarter every municipality must submit this return to National Treasury disclosing for that quarter:**

1. any new LTC established, and
2. any LTC terminated or that came to an end, or
3. Changes to detail of existing LTC
4. Existing LTC(s) but no activity for this quarter, or
5. that there are no LTC(s)
6. *Specifically for the quarter ending 30 September 2006 details of **all** LTCs existing as at 30 September 2006 must be submitted once off, thereafter for each quarter select the applicable return(s) from 1-5 above.*

To save the file press the following keys at the same time with Caps Lock off: **Ctrl-Shift-S**.

The file will be saved as e.g. EC000\_LTC\_2007\_Q1\_1.xls

The electronic return must be emailed to [lgdatabse@treasury.gov.za](mailto:lgdatabse@treasury.gov.za)

*Please refer to the Guidelines for completing this return available on the website [www.treasury.gov.za/mfma](http://www.treasury.gov.za/mfma) (NT returns)*

<b>RETURN TYPE:</b>	5.No LTC(s)	
<b>Financial Year and Quarter</b>	2009/10	Q2 Oct-Dec
<b>Municipality</b>	DC8 Siyanda	
<b>Long Term Contract Number</b>	0	
<i>Number between 1 and 100, start at number 1</i>		
<b>CONTRACT DETAILS</b>		
Head Contractor Name		<div style="border: 1px solid black; padding: 5px; font-size: small;"> <i>Information on purpose additional to subfunction. If the purpose does not neatly fit into a subfunction, choose 'Other' and provide detail here.</i> </div>
Main / Sub Function		
Purpose, Extent and Other Particulars		
Date Established <i>(ccyy/mm/dd)</i>		
Date Terminated/ came to an end <i>(ccyy/mm/dd)</i>		
Feasibility Study Done <i>(Yes/No)</i>		
LTC compliant with MFMA <i>(Yes/No)</i>		
Total Value <i>(Whole Rand)</i>		
Duration <i>(Number of Whole Years)</i>		
Participating Parties <i>(Specify Subcontractors)</i>		
<b>HEAD CONTRACTOR CONTACT DETAILS</b>		
<b>Postal address:</b>		
Post Box/Private Bag		<div style="border: 1px solid black; padding: 5px; font-size: small;">Specify Position</div>
Box/Bag No		
City / Town		
Postal Code		
<b>Street address</b>		
Building		
Street No. & Name		
City / Town		
Postal Code		
<b>General Contacts</b>	<i>Phone, fax and cell no's: nnn nnn nnnn (example 011 315 2341)</i>	
Telephone number		
Fax number		
E-mail address		
<b>Position 1</b>		
Name		
Telephone number		
Cell number		
Fax number		
E-mail address		
<b>Position 2</b>		
Name		
Telephone number		
Cell number		
Fax number		
E-mail address		
<b>Position 3</b>		
Name		
Telephone number		
Cell number		
Fax number		
E-mail address		
<b>Contact Person:</b>		
<b>Contact Person:</b>	P Beukes	<div style="border: 1px solid black; padding: 5px; font-size: small;">                     Please provide details of the contact person who completed this return, should further information be required.                 </div>
Email:	pb@siyanda.gov.za	
Phone:	(054) 3372816	
Date: <i>(ccyy/mm/dd)</i>	2010/01/15	





