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REPUBLIC OF SOUTH AFRICA

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Ref No: 16/1/2/2/3

ALL MUNICIPAL MANAGERS

NEW DEVELOPMENTS ON THE LG DATABASE AND REPORTING SYSTEM (LGDRS)

Kindly be informed of the following deadlines and updates to the LGDRS:

1.   Closing of periods on LGDRS:

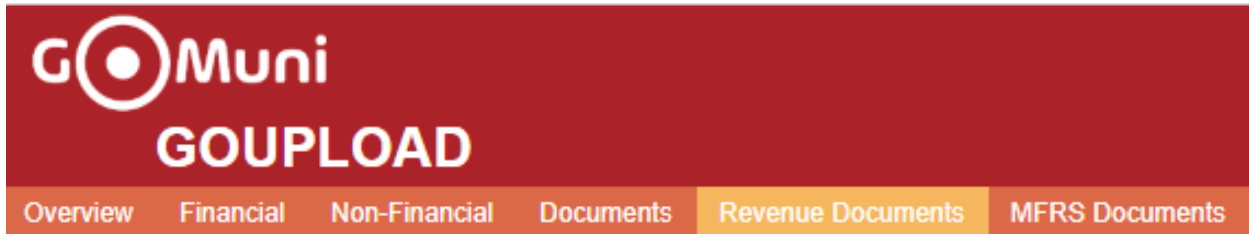The LGDRS will be closed for further submission of the following periods on 14 July 2023:

- Tabled budget and project file for 2023/24 (TABB and PRTA);
- Original/ adopted budget and project file for 2023/24 (ORGB and PROR);
- 2022/23 Fourth Quarter information (M10 – M12, CR10 – CR12, DB10 – DB12, IMQ4 and BMQ4); and
- Audited and Restated audit data strings (2021/21 AUDA and 2020/21 RAUD).

2. New upload portals for documents submissions:

As communicated in MFMA Budget Circulars No. 122 and 123, municipalities are required to upload several documents on GoMuni as part of their 2023/24 MTREF budget submission. Some of these documents were previously submitted via emails or to LG documents but must now be uploaded via the GoMuni Upload portals.

Towards this end, as per the screen shot below, two (2) new upload portals have been made available on GoMuni, namely:

1)   Revenue Documents – to support oversight and analysis; and
2)   MFRS Documents – to allow for the upload of financial recovery plans, monthly progress reports and other relevant supporting documentation pertaining to the MFRS. The MFRS recovery plans and progress reports will also be available on GoPublic that can be accessed by the public.

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The documents that were uploaded in the past will still be uploaded under the 'Documents' portal. The *m*SCOA road maps that must be submitted annually with the MTREF budget and quarterly reports on the progress against the road map has been added under 'Documents'.

It is important that the uploaders of these documents adhere to the following rules to avoid their submission being rejected:
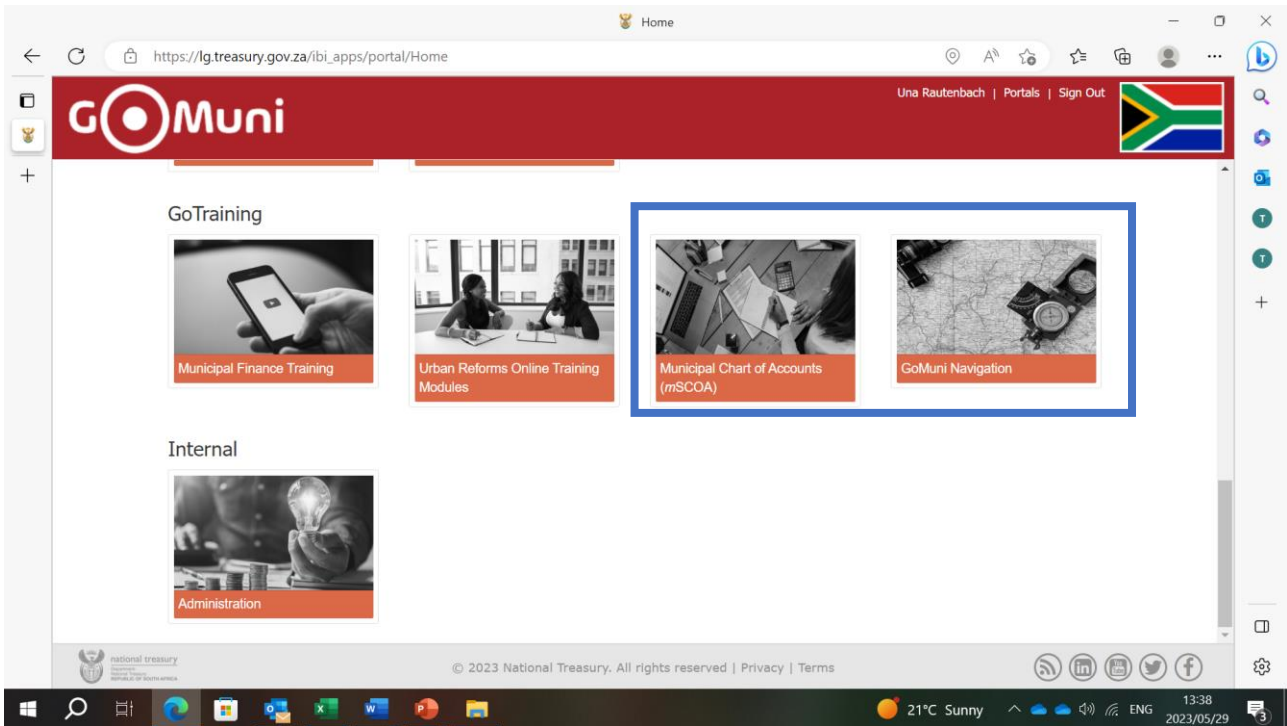
- Use the correct naming convention and ensure that a full stop is only used when it is followed by .PDF. *The naming convention is: MunCde_Municipality Name_Document Description_latter part if financial year. PDF. E.g. GP01_BathoPele_A1 Schedule_2024.PDF;*
- Only a single document can be uploaded at a time. Multiple documents submitted as one submission will be rejected; and
- Complete and submit the *Not Applicable Documents* Form available on GoMuni when a document is not applicable to your municipality to ensure that the municipality will not have an outstanding status on the documents status report.

Documents will reflect after 24 hours from successful submission, meaning that the validation tests have been passed. Municipalities should therefore ensure that they submit their documents timeously and not miss legislative deadlines.

3. Updates on GoTraining:

As per the screen shot below, the following sub-portals are now available under the GoTraining portal on GoMuni:

1. LGDRS Navigation – consisting of a user manual to guide LGDRS users to navigate and use GoMuni and links to the monthly training on the LGDRS to new users and users that require refresher training; and
2. *m*SCOA – where presentations and recordings of municipal masterclasses on *m*SCOA, including the classes hosted for free by CIGFARO and training materials on the fundamentals of *m*SCOA are available.

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4.   Downloading of large files on GoMuni:

We have noted that some PCs (not all) of end users have their own time-out settings which causes these PCs to resend requests after a certain time (usually 2 mins). This then does not allow the report to be generated due to this constant regeneration of the request. Some of the LGDRS reports take 20 mins or longer to generate due the file size. We have tried to identify where these settings can be changed without success.

However, the Firefox Application seem to be able to generate large reports without regenerating the request. It still takes time to draw large reports, but at least users manage to generate the required reports without their PCs timing out. Should any LGDRS users in your organisation experience a time out when generating reports from LGDRS, kindly try using Firefox. You might have to discuss the downloading of Firefox with your IT department, depending on your IT policy on administrative rights to download applications.

5.   Updating of contact details on GoMuni:

Municipalities are reminded to ensure that their contact details on GoMuni is updated at all times. Often emails containing important information and deadlines are returned and do not reach the

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intended GoMuni users due to outdated contact information of users. To update the contact details of users on your organization, please verify and update the quarterly contact information that are send to your organisation.

Yours sincerely

JAN HATTINGH
CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS
DATE: 30 May 2023

CC: The Chief Financial Officer
The MFMA Coordinator: Provincial Treasury
Municipal System Vendors
LGDRS Users