

# MUNSOFT

municipal financial software

## CIRCULAR 93 RECONCILIATION PROCESSFLOW

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## 1. INTRODUCTION

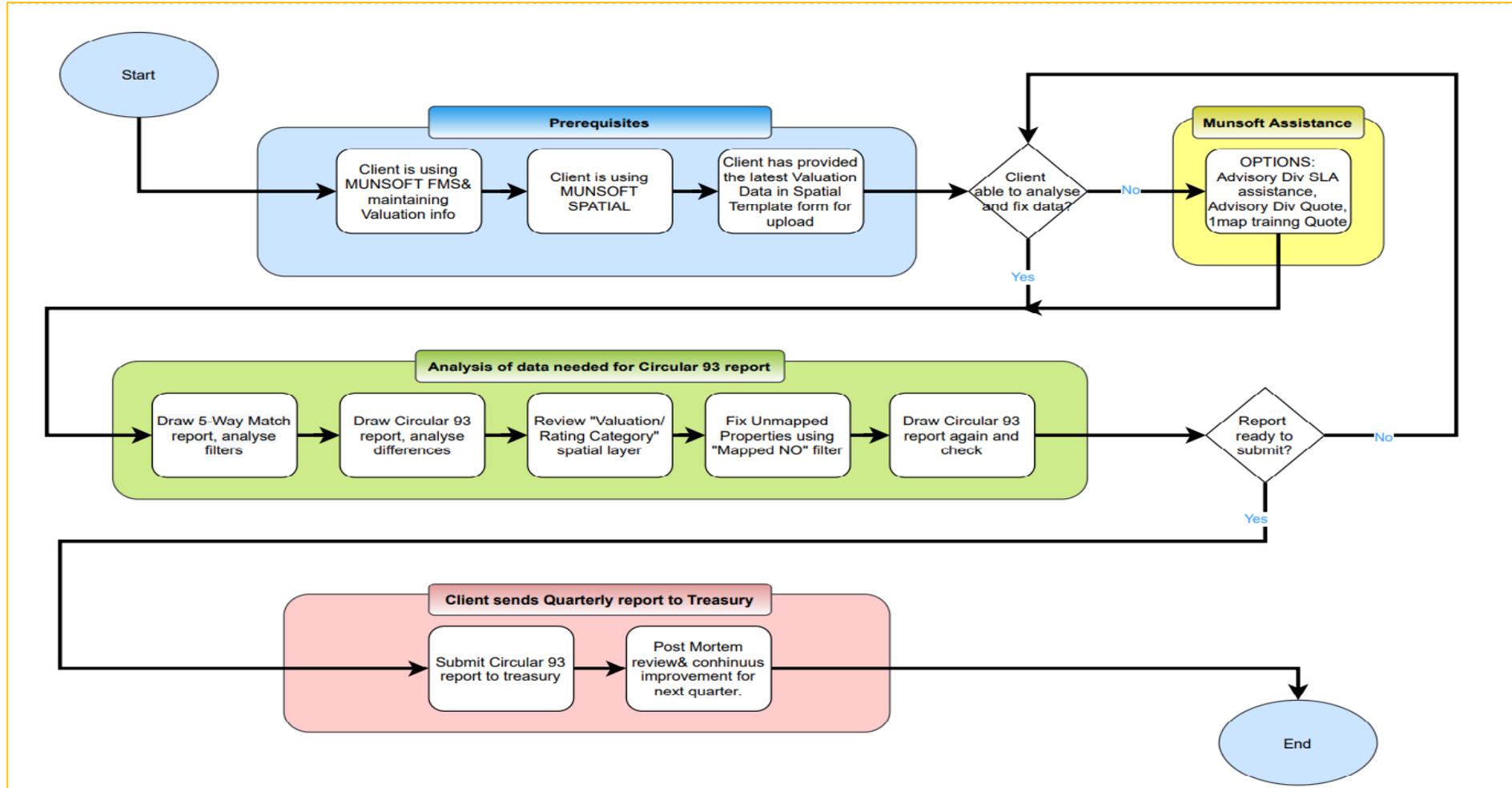
A Munsoft client with the Financial Management Application and the Munsoft Spatial Application at their disposal, has the tools in place to draw the Circular 93 report for submission to Treasury.

This document describes the matching process and reports available to you to analyse and correct any anomalies that appear in your data, to ensure that the information you are extracting from the financial system accurately matches the GV and SV Valuation Roll information, reflecting the municipality's current position as required for reporting to Treasury. The options for additional help available to you should you require assistance are also listed.

Once the internal Valuation Reconciliation process is complete, Municipalities are required to submit the final valuation reconciliation report to [linda.kruger@treasury.gov.za](mailto:linda.kruger@treasury.gov.za) or must be uploaded by approved registered users using the LG Upload Portal at: <https://lguploadportal.treasury.gov.za/>

For any assistance with the reconciliation process, please feel free to contact us on [support@munsoft.co.za](mailto:support@munsoft.co.za)

# PROCESS OVERVIEW



## 2. CIRCULAR 93 PROCESS

### CIRCULAR 93 SAMPLE REPORT

In the Valuations Data, one of the 12 Category Descriptions (above left) have been assigned to each property in the municipality.

In contrast, the financial system has 58 distinct possibilities in the Rating Category field assigned to properties and these may or may not match the Valuation roll descriptions.

Below is a sample of the distinct combinations found in FS191, drawn from a Spatial Layer called Valuation/Rating category (XREF):

Imap Report: Circular 93

Filter: VR category summary

#### MFMA CIRCULAR 93 REPORT - VALUATION ROLL RECON

DEMARICATION CODE: FS191  
MUNICIPALITY: SETSOTO LOCAL MUNICIPALITY (FS191)  
TYPE OF SUMMARY: VAL\_CAT  
DATE CREATED: 2022-06-08

VALUATION ROLL				FINANCIAL SYSTEM				DIFFERENCE	
Category	Description	Tally	Amount	Category	Description	Tally	Amount	Tally	Amount
	AGRICULTURAL	2,535	R 3,978,087,300			2,302	R 3,552,735,300	233	R 425,352,000
	BUSINESS	911	R 654,630,000			878	R 377,312,000	33	R 277,318,000
	EDUCATION	79	R 402,986,000			77	R 241,598,000	2	R 161,388,000
	INDUSTRIAL	187	R 272,084,000			180	R 181,583,000	7	R 90,501,000
	MUNICIPAL	18,186	R 1,314,534,500			17,623	R 903,339,500	563	R 411,195,000
	PBO	19	R 16,051,000			18	R 12,570,000	1	R 3,481,000
	PLACE OF WORSHIP	117	R 99,490,000			115	R 64,648,000	2	R 34,842,000
	PSI	112	R 9,088,800			104	R 3,935,500	8	R 5,153,300
	RESIDENTIAL	18,256	R 2,800,848,000			17,711	R 2,061,028,000	545	R 739,820,000
	SS	43	R 0			39	R 361,000	4	R -361,000
	STATE OWNED	188	R 272,123,600			174	R 137,483,400	14	R 134,640,200
	VACANT	814	R 66,179,100			785	R 37,257,100	29	R 28,922,000
<b>Total:</b>		<b>41,447</b>	<b>R 9,886,102,300</b>			<b>40,006</b>	<b>R 7,573,850,800</b>	<b>1,441</b>	<b>R 2,312,251,500</b>

### 3. UPDATE THE “MATCHING” FIELD IN “VALUATION/RATING CATEGORY” SPATIAL TABLE

Spatial Layer Valuation/Rating category (XREF) sample data uses the field name, **mt / cat / val** to interpret the category descriptions based on your input Y/N/U. This is what the Layer looks like in

Spatial:

Row	Action	Match Val / Rate...	Valuation land use	Fin Rating category	Municipal code	District code	Province code
34		U	MUNICIPAL	PBO	FS191	DC19	FS
35		U	MUNICIPAL	PSI	FS191	DC19	FS
36		U	MUNICIPAL	RESIDENSIEEL 1	FS191	DC19	FS
37		U	MUNICIPAL	STAAT BESIGHEDE	FS191	DC19	FS
38		U	MUNICIPAL	VACANT	FS191	DC19	FS
39		U	PBO		FS191	DC19	FS
40		Y	PBO	PBO	FS191	DC19	FS
41		U	PBO	RESIDENSIEEL 1	FS191	DC19	FS
42		U	PLACE OF WORSHIP		FS191	DC19	FS
43		Y	PLACE OF WORSHIP	CHURCH	FS191	DC19	FS
44		U	PLACE OF WORSHIP	RESIDENSIEEL 1	FS191	DC19	FS
45		U	PSI		FS191	DC19	FS
46		Y	PSI	PSI	FS191	DC19	FS
47		U	PSI	RESIDENSIEEL 1	FS191	DC19	FS
48		U	RESIDENTIAL		FS191	DC19	FS
49		U	RESIDENTIAL	BESIGHEDE	FS191	DC19	FS
50		U	RESIDENTIAL	CHURCH	FS191	DC19	FS

If this field is set to U, (Undefined) you will need to decide (Y or N) and action accordingly. Use the “Match Val / Rate Category” column to indicate Y / N where the Valuation Land use and Fin Rating Category column entries mean the same thing. e.g., CHURCH = PLACE OF WORSHIP.

**Y** indicates that you agree that, for example, CHURCH in FMS matches to PLACE OF WORSHIP in Valuations, for the purposes of the Circular 93 report.

However, if you set the Matching field to **N**, you would need to correct it in FMS as well.

**NOTE:** Ensure that you have the necessary layers available in your workspace for this process. If not, use the “Layer Actions” at the top of your Layers panel to add them.

See help article [Working with Workspaces](#)

## 4. INVESTIGATE “N” COMBINATIONS

Investigate “N” combinations at individual property level and correct in the FMS to align with the Valuation descriptions

Set “Active Layer” to “Compare Valuation (External vs In Financial system)”

Set Filter to Compare (U) and make a first pass setting all the obvious ones to Y, and potential mismatches to N.

Now set the filter to Compare (N) and investigate.

The screenshot displays a GIS application interface. At the top, the active layer is set to "Compare Valuation (External vs In Financial system)". The filter is set to "Compare (N)". Below the filter, there is a table with the following data:

Row	Action	Mun Prop ID	Mun Acct Nr	MinReg Code	Stand	Ptn	Rem	Unit	val...	Valuation v...	Fin market...	Valuation category description (GV/SV)	Fin category description (Rates)
1		08378-000000040-000000-0000		F0080000	00000040	00000	1	000000	0.00	0.00			
2				F0080000	00000040	00034	0	000000	0.00	0.00			
3		08342-000000044-000000-0000	0003005278	F0080001	00000044	00000	0	000000	300,000.00	300,000.00		BUSINESS	RESIDENSIEEL 1
4		08351-000000084-000000-0000		F0080001	00000084	00000	0	000000	290,000.00	0.00		BUSINESS	
5		08342-000000046-000000-0022		F0080001	00000046	00000	0	000022	0.00	0.00			

The map below the table shows an aerial view of a residential area with streets labeled "Second Street South", "First Avenue East", and "Third Street". A red box highlights a property at the intersection of First Avenue East and a street labeled "44".

For example, in row 1:

Stand 44, Municipal account number 0003005278 Valuation has categorised it as BUSINESS, but in has been marked as RESIDENSIEEL 1 in FMS.

Visually inspect the property using aerial photography (25cm if available) base layer in the map panel.

To find out more about it, click on the Sub-Layers button above the map:

Sub Layers for: Compare Valuation (External vs In Financial system)

Account Details (1Debtor) | 1map Valuations | Location Address | Valuation Financial Systems (1Property)

Sort by: Municipal Code | Filter: 1A) Active Account (Urban)

Row	Action	Account Nr	Account Opened	Account Closed	Account Status	Acc...	Account Type	Account Type Colour	Sub
1		0003005278			ACTIVE	000...	HOUSEHOLD		000

Page 1 of 1 | Displaying attributes 1 - 1 of 1 | Status: Ready

The **Account Details** sub layer has this described as Account type HOUSEHOLD, but **1map Valuations** sub layer has a comment calling it a Creche. The **Location Address** sub layer confirms its address, and the **Valuation Financial Systems** sub layer has the rates category set to RESIDENSIEEL 1.

It is up to you to determine which is correct. Is the creche a business which should be charged at a different rate?

Resolve these questions and update your financial system entry accordingly. Alternatively, if you are happy that the rates should be charged as Residential 1, then add a comment into the Remarks field in this table explaining the discrepancy

Where you decide that the Valuation category is wrong, this should be communicated to the Valuer to correct in subsequent Valuation Roll.

Work through each entry in the grid and correct the information or comment where necessary.

Sub Layers for: Compare Valuation (External vs In Financial system)

Account Details (1Debtor) | 1map Valuations | Location Address | Valuation Financial Systems (1Property)

Sort by: Mun Code, Min Reg, Standno, Portionno | Filter: No Filter

Row	Action	Comments	valuse_dsc	Stand	val_roll	Market Value	Value date	Extent	Tov
1		Chreche	BUSINESS	00000044	GV-2018/20	300,000	2017-07-01	747,000	

Page 1 of 1 | Displaying attributes 1 - 1 of 1 | Status: Ready

## 5. 5-WAY MATCH REPORT EXAMPLE

Total Records	Category
22203	NOT IN ANY
1972	ONLY IN SG
4341	ONLY IN MUN
51	ONLY IN DEEDS
15	ONLY IN VAL
5288	IN SG AND MUN ONLY
98	IN SG AND DEEDS ONLY
282	IN SG AND VAL ONLY
7	IN MUN AND DEEDS ONLY
122	IN MUN AND VAL ONLY
0	IN DEEDS AND VAL ONLY
120	IN SG, MUN AND DEEDS ONLY
8753	IN SG, MUN AND VAL ONLY
1098	IN SG, DEEDS AND VAL ONLY
49	IN MUN, DEEDS AND VAL ONLY
23754	IN SG, MUN, DEEDS AND VAL ONLY
0	IN ALL
0	ONLY IN DISTRICT
0	IN SG AND DISTRICT ONLY
0	IN DISTRICT AND MUN ONLY
0	IN DISTRICT AND DEEDS ONLY
0	IN DISTRICT AND VAL ONLY
0	IN SG, DISTRICT AND MUN ONLY
0	IN SG, DISTRICT AND DEEDS ONLY
0	IN DISTRICT, MUN AND DEEDS ONLY
0	IN DISTRICT, MUN AND VAL ONLY
0	IN DISTRICT, DEEDS AND VAL ONLY
0	IN SG, DISTRICT, MUN AND DEEDS ONLY
0	IN SG, DISTRICT, MUN AND VAL ONLY
0	IN SG, DISTRICT AND VAL ONLY
0	IN SG, DISTRICT, DEEDS AND VAL ONLY
0	IN DISTRICT, MUN, DEEDS AND VAL ONLY
68,153	

	In SG	In Fin System (Mun)	In Deeds	In Valuation	In Fin System (District)
Total:	41,365	42,434	25,177	34,073	0

## SPATIAL LAYERS TO LOOK AT BASED ON THE 5-WAY MATCH REPORT

These highlight differences between the Municipal property, deeds, valuation, and SG map data sources

Look at the layer called “Compare Municipal property, deeds, valuation, and SG map” where the records are grouped together in filters highlighting specific problems:

e.g., Records not in Municipal Financial System, Records not in the GV/SV Valuation Roll Layer, and records which have entries in other systems (SG, Deeds) but are not matched to MFS and/or Valuation.

### 6. RECORDS NOT IN MUNICIPAL FINANCIAL SYSTEM

#### 06) ONLY IN VAL

During valuation, the valuer may identify properties which do not appear in the deeds register. Such properties must be investigated, especially if there is a value attached, as this could represent lost revenue.

For example: Filter 06 - Has 14 entries: See entry 1 stand 513 portion 1 to portion 7. It appears that the portion number has been repeated in unit column by mistake

MinReg Co...	Stand	Ptn	Rem	Unit	Dee...	Val...	Map...	Mun F...	Distr ...
F0080001	00000513	00001	0	000001	0	1	0	0	0
F0080001	00000513	00002	0	000002	0	1	0	0	0
F0080001	00000513	00003	0	000003	0	1	0	0	0
F0080001	00000513	00005	0	000005	0	1	0	0	0
F0080001	00000513	00006	0	000006	0	1	0	0	0
F0080001	00000513	00007	0	000007	0	1	0	0	0
F0080001	00000785	00000	0	000001	0	1	0	0	0
F0120002	00000003	00002	0	000000	0	1	0	0	0
F0120002	00000037	00002	0	000000	0	1	0	0	0
F0120002	00000377	00000	0	000000	0	1	0	0	0
F0120002	00000377	00005	0	000000	0	1	0	0	0
F0120004	00000800	00000	0	000000	0	2	0	0	0
F0120000	00000215	00004	0	000000	0	1	0	0	0
F0120000	00000949	00001	0	000000	0	1	0	0	0
F0120000	00000952	00001	0	000000	0	1	0	0	0

Use the sub-layers function to see what the account details are for each record that is presented in the valuation roll, but not matched in your financial data, and correct it accordingly:

Sub Layers for: Compare municipal property, deeds, valuation and SG map.

1map Valuations | Valuation Financial Systems (1Property) | Account Details (1Debtor) | Location Address

Sort by: Mun Code, Min Reg, Standno, Portionno | Filter: No Filter

Row	Action	va_rol	Market ...	Value date	Extent	To...	MinReg cde	Stand	Portion	Unit no	Scheme	sectionno	tentpe_cde
1		GV-2018/20	750,000	2017-07-01	145.000		F0080001	00000513	00001	000001	SS HAART EN HUIL...		

Page 1 of 1 | Displaying attributes 1 - 1 of 1

Account no attached to portion 1 is 0003008352 but portion 2 etc have no account numbers matched. Resolve the issues in the unit number column so these records can be matched. (On further inspection you will find in the valuation data includes stand 513 which a Sectional Scheme with 8 units, with no matching entries in FMS. Correcting this here will then match these to the corresponding SS entries in Valuations.)

Sub Layers for: Compare municipal property, deeds, valuation and SG map.

1map Valuations | Valuation Financial Systems (1Property) | Account Details (1Debtor) | Location Address

Sort by: Mun, Valuation | Filter: All Urban Erven

Row	Action	Action Required	Municipal Property Id	Account Number	Market Value (Bil...	GV Value Stand	GV Value Improv...	SV Value Sta
1			08244-000000513-000001-0002		0.00			

Page 1 of 1 | Displaying attributes 1 - 1 of 1 | Status: Ready

Sub Layers for: Compare municipal property, deeds, valuation and SG map.

1map Valuations | Valuation Financial Systems (1Property) | Account Details (1Debtor) | Location Address

Sort by: Municipal Code | Filter: 1A) Active Account (Urban)

Row	Action	Municipal Property Id	Account Status	Account Holder	Account Status Col...	Owner Type	Owner Flag	Owner Typ
1		08244-000000513-000001-0002	ACTIVE	HIGGO A2 HUIS EN...		OCCUPIER	N	2

Page 1 of 1 | Displaying attributes 1 - 1 of 1

Sub Layers for: Compare municipal property, deeds, valuation and SG map.

1map Valuations | Valuation Financial Systems (1Property) | Account Details (1Debtor) | Location Address

Sort by: mun\_cde, allotmntno, standno, portionno, unitno | Filter: 01 - All Urban Erven

Row	Action	Action Required	MinReg Code	Stand no	Portion no	Unit no	Street no (Mun)	Street name (Mun)	Street No (M...	Street Name (Mc
1			F0080001	00000513	00001	000002		HUIS EN HAARD A2 HUIS EN...		

Page 1 of 1 | Displaying attributes 1 - 1 of 1 | Status: Ready

## 10) IN SG AND VAL ONLY

As the property appears in the Valuation roll, the municipality could charge rates, but the Deeds record is proof of ownership, which is required to confirm that the correct owner is being billed.

In FS191 case study, 282 properties are listed

MinReg Co...	Stand	Ptn	Rem	Unit	Dee...	Val...	Map...	Mun F...	Distr ...
F0080001	00000867	00000	0	000000	0	1	1	0	0
F0080001	00000868	00000	0	000000	0	1	1	0	0
F0080001	00000869	00000	0	000000	0	1	1	0	0
F0080001	00000870	00000	0	000000	0	1	1	0	0
F0080001	00000871	00000	0	000000	0	1	1	0	0
F0080001	00000872	00000	0	000000	0	1	1	0	0

## 16) IN DEEDS AND VAL ONLY

If missing in Municipal, a registered property with a market value is not being billed for rates. No properties fall into this group for this case study.

## 22) IN SG, DEEDS AND VAL ONLY

Valuation val...	Fin market ...	MinReg Co...	Stand	Ptn	Rem	Unit	D	V	Map...	Mun ...	Distr ...	Deeds status	Valuation category ...	Township Deeds	Valuation status	Map status (SG)	Mun Fin Prop status
90,000.00	0.00	F0120002	00001282	00000	0	000000	1	1	1	0	0	REGISTERED	RESIDENTIAL	FICKSBURG EXT 27	VALUED	APPROVED	NO MATCH

Registered property valued and missing in the municipal system. If not owned by the municipality and with a market value, this may be revenue which is not being realised.

There are 1098 properties in this filter. The majority are in the Rating category of Municipal or Agricultural, with a zero Market value in FMS but have a value in the Valuation data.

These should be verified and, if necessary, corrected in FMS.

However, there are examples (see below) where, for example, a residential property has a value in Valuations but is zero in FMS. These too, should be verified and corrected in FMS.

Valuation val...	Fin market ...	MinReg Co...	Stand	Ptn	Rem	Unit	D	V	Map...	Mun ...	Distr ...	Deeds status	Valuation category ...	Township Deeds	Valuation status	Map status (SG)	Mun Fin Prop status
370,000.00	0.00	F0230001	00000390	00000	0	000000	1	1	1	0	0	REGISTERED	RESIDENTIAL	MARQUARD	VALUED	APPROVED	NO MATCH

## 7. RECORDS NOT IN VALUATION ROLL

### 04) ONLY IN MUN

The municipality provides services, yet it appears that the property is not registered. This is often the case with fast-track RDP developments. The downside is that although the municipality may be paid for services, they cannot charge rates. Once the properties are registered in the names of the new beneficiaries, rates may be charged. In KZN, you need to follow up, and make sure you at least have a Valuation entry for these properties, so a rate can be determined.

IN this case study, 4341 properties are listed in this filter. Here is a sample:

Valuation val...	Fin market ...	MinReg Co...	Stand	Ptn	Rem	Unit	D	V.	Map...	Mun ...	Distr ...	Deeds status	MUN Address	Valuation category ...
0.00	0.00	F0120000	00000715	00017	0	000000	0	0	0	1	0	NO MATCH	715/1 FARM,	
0.00	0.00	F0120000	00000715	00017	0	000001	0	0	0	1	0	NO MATCH	715 FARM,	
0.00	2,640,000.00	F0120000	00000776	00001	0	000000	0	0	0	1	0	NO MATCH	776 OLIVIER...	
0.00	2,070,000.00	F0120000	00000778	00001	0	000000	0	0	0	1	0	NO MATCH	778 EMMA F...	
0.00	0.00	F0120000	00000835	00000	0	000001	0	0	0	1	0	NO MATCH	835 ANNEX ...	
0.00	0.00	F0120000	00000844	00002	0	000000	0	0	0	1	0	NO MATCH	844 PANDOR...	
0.00	0.00	F0120000	00000847	00002	0	000000	0	0	0	1	0	NO MATCH	847 BERWY...	

## 08) ONLY IN MUNICIPAL FINANCE AND SG NOT IN DEEDS, NOT IN VALUATIONS

Active Layer: Compare municipal property, deeds, valuation and SG map. 1map Users

Search: fs191 Filter: 08) IN SG AND MUN ONLY

Group by: No Grouping Sort by: No Index Edit Template: No Edit Template

Row	Action	MinReg Co...	Stand	Ptn	Rem	Unit	Dee...	Val...	Map...	Mun F...	Distr...	Mun ov
2451		F0120002	00000163	00000	0	000123	0	0	1	1	0	
2452		F0120002	00000171	00000	0	000100	0	0	1	1	0	
2453		F0120002	00000171	00000	0	000189	0	0	1	1	0	
2454		F0120002	00000224	00000	0	000010	0	0	1	1	0	

Page 50 of 97 | Visible Extent | Selected Features | Ungeocoded | Displaying attributes 2451 - 2500 of 4831

Layers: Active Workspace: Setsoto

Layer Actions:

- Compare Deeds, Properties & \
- Compare Deeds, SG, Valuatia
- Compare municipal property,
- Lookup Lists
- Meters
- Meter Books
- Debtors

Preview layer on mouse hover

Here's an example (page 50 of 97 of 4836 records listed in this filter): Check if there is a problem with the **unit** numbers, as the aerial photo shows what appears to be a single dwelling. Use sub-layers to determine the account number of owner/tenant of the property.

Only stand 163 with portion number 0 has a valuation (R770 000) There are 8 entries for this property, four use the "In Use" address 81 de Villiers, three use the "Alternative" address on Brand street as it's a corner stand and 1 incorrectly calls it 86 Brand street.

As you investigate one record, you may pick up patterns of issues that occur on multiple records in the financial system so although there are 4836 items listed in this filter, there may be a common problem that can be corrected for multiple records.

Sub Layers for: Compare municipal property, deeds, valuation and SG map.

Valuation Financial Systems (1Property) Account Details (1Debtor) 1map Valuations Location Address

Sort by: mun\_cde, allotmntno, standno, portionno, unitno Filter: 01 - All Urban Erven

Row	Action	Action Required	Street no (Mun)	Street name (Mun)	Street No (M...)	Street Name (Map)
1			81	DE VILLIERS STREET	88	BRAND STREET
2			81	DE VILLIERS Street	88	BRAND STREET
3			81	DE VILLIERS Street	88	BRAND STREET
4		MUN-FIX NUMBER	86	BRAND Street	88	BRAND STREET
5		MUN-FIX NUMBER	82	BRAND Street	88	BRAND STREET
6		MUN-FIX NUMBER	82	BRAND Street	88	BRAND STREET
7		MUN-FIX NUMBER	82	BRAND Street	88	BRAND STREET
8			81	DE VILLIERS Street	88	BRAND STREET

Page 1 of 1

Using a different "Sort by" which sorts the records by SG key and unit, the following screenshot shows records with unit numbers attached to this property, but unit numbers make no sense here, as it appears to be a single dwelling. Investigate why these unit numbers were entered in the financial system record and correct this.

Active Layer: Compare municipal property, deeds, valuation and SG map. © 1map Users

Search: fs191 Filter: 08 IN SG AND MUN ONLY

Sort by: No Index Group by: No Grouping Edit Template: No Edit Template

Row	Action	MinReg Co...	Stand	Ptn	Rem	Unit	Dee...	Val...	Map...	Mun F...	Distr...	Mun Accou...	Deeds status	Valuation status
166		F0120002	00000199	00000	0	000122	0	0	1	1	0	0	NO MATCH	NO MATCH
167		F0120002	00000199	00000	0	000123	0	0	1	1	0	0	NO MATCH	NO MATCH
168		F0120002	00000163	00000	0	000001	0	0	1	1	0	0	NO MATCH	NO MATCH
169		F0120002	00000167	00000	0	000001	0	0	1	2	0	0	NO MATCH	NO MATCH
170		F0120002	00000167	00000	0	000015	0	0	1	1	0	0	NO MATCH	NO MATCH
171		F0120002	00000202	00000	0	000168	0	0	1	1	0	0	NO MATCH	NO MATCH

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Visible Extent Selected Features Ungeocoded

Displaying attributes 151 - 200 of 427

Layers

Active Workspace: Municipal

Layer Actions:

- Overlays
- Municipal Management
  - Compare Deeds, Properties & \
  - Properties
  - Valuations
  - Meter Reading
  - Services
  - Meter Books

Preview layer on mouse hover

Coordinates (Lat, Lon): Scale: 1:4176.221231 Measurement: 100 m

## 14) IN MUN AND DEEDS ONLY

If missing in Valuation, we're missing the Market value required to calculate rates.

7 records appear in this filter in this case study.

The DEEDS history records have a zero value and should be ignored but **check whether their presence influences the tally.**

Valuation val...	Fin market ...	MinReg Co...	Stand	Ptn	Rem	Unit	D	V.	Map...	Mun ...	Distr ...	Deeds status	MUN Address	Valuation category ...	Township Deeds
0.00	0.00	F0080001	00000000	00000	0	000001	1	0	0	1	0	REGISTERED	FLAT 4 66 BOSCH Stre...		CLOCOLAN
0.00	0.00	F0120002	00000028	00001	0	000000	1	0	0	1	0	HISTORY	53 MC CABE-SITE Stre...		FICKSBURG
0.00	0.00	F0120002	00000125	00002	0	000000	1	0	0	1	0	HISTORY	62 ERWEE Street,		FICKSBURG
0.00	0.00	F0120002	00000126	00002	0	000000	1	0	0	1	0	REGISTERED	68 ERWEE Street,		FICKSBURG
0.00	0.00	F0120002	00000239	00000	1	000000	1	0	0	3	0	HISTORY	115 VELD Street,		FICKSBURG
0.00	0.00	F0120004	00002077	00000	0	000000	1	0	0	1	0	HISTORY	2077 MEQHELENG Str...		MEQHELENG
0.00	0.00	F0120004	00002078	00000	0	000000	1	0	0	1	0	HISTORY	2078 MEQHELENG Str...		MEQHELENG

## 20) IN SG, MUN AND DEEDS ONLY

Missing in Valuation, being the source of market value required to calculate the rates.

In this case study there are 120 entries in this filter. Some are DEEDS History records, but many are farms with a Market value in FMS but have not been matched to a Valuation record.

These farms must be researched and linked to the Valuation record so that they appear in the Circular 93 report. See sample below:

Valuation val...	Fin market ...	MinReg Co...	Stand	Ptn	Rem	Unit	D	V.	Map...	Mun ...	Distr ...	Deeds status	MUN Address	Fin category description ...	Valuation category ...	Township Deeds
0.00	0.00	F0230002	00000556	00000	0	000000	1	0	1	1	0	REGISTERED	556 MOEMANENG Stre...	RESIDENSIEEL 1		MOEMANENG
0.00	0.00	F0230002	00000557	00000	0	000000	1	0	1	1	0	REGISTERED	557 MOEMANENG Stre...	RESIDENSIEEL 1		MOEMANENG
0.00	0.00	F0300000	00000211	00000	0	000000	1	0	1	1	0	HISTORY	211 VAALKOP FARM,	FARM		SENEKAL RD
0.00	0.00	F0300000	00000543	00002	0	000000	1	0	1	1	0	REGISTERED	543/2 ZAAIBULT FARM,	FARM		SENEKAL RD
0.00	800,000.00	F0300000	00000556	00000	0	000000	1	0	2	1	0	REGISTERED	556 LIMA FARM,	FARM		SENEKAL RD
0.00	940,000.00	F0300000	00000909	00000	0	000000	1	0	2	1	0	REGISTERED	909 MONT KEMMEL FA...	FARM		SENEKAL RD
0.00	690,000.00	F0300000	00000967	00000	0	000000	1	0	1	1	0	REGISTERED	967 HANNIESRUST FA...	FARM		SENEKAL RD
0.00	650,000.00	F0300004	00000052	00001	0	000000	1	0	1	3	0	REGISTERED	1 MARK STREET, SENE...	RESIDENSIEEL 1		SENEKAL

## 8. OTHER FILTERS

These filters are informed from the SG and Deeds datasets. Correction of records that fall within these filters is a longer process and can be addressed at a later stage. (Filters dealing with District data comparison are omitted as not applicable here.)

### **02) ONLY IN SG**

Survey approved and not yet registered. If inspection of aerial photography indicates that development has taken place, this should be investigated.

1972 entries in this filter.

### **05) ONLY IN DEEDS**

If in deeds, in theory, the property must also be on the valuation roll. If not, there is either a problem in the deed's records (perhaps a replaced deed which should be removed as an active deed record) or the municipal valuation dept failed to identify a newly registered property. In case study, see the Map Remarks (SG) field for more information. There are 51 entries here.

Valuation val...	Fin market ...	MinReg Co...	Stand	Ptn	Rem	Unit	D	V.	Map...	Mun ...	Distr ...	Deeds status	MUN Address	Map Remarks (SG)
0.00	0.00	F0080001	00000000	00000	0	000002	1	0	0	0	0	REGISTERED		STAND NO INVALID
0.00	0.00	F0080001	00000000	00000	0	000003	1	0	0	0	0	REGISTERED		STAND NO INVALID
0.00	0.00	F0080001	00000000	00000	0	000004	1	0	0	0	0	REGISTERED		STAND NO INVALID
0.00	0.00	F0080001	00000000	00000	0	000005	1	0	0	0	0	REGISTERED		STAND NO INVALID
0.00	0.00	F0080001	00000000	00000	0	000006	1	0	0	0	0	REGISTERED		STAND NO INVALID
0.00	0.00	F0080001	00000000	00000	0	000007	1	0	0	0	0	REGISTERED		STAND NO INVALID
0.00	0.00	F0080001	00001983	00000	0	000000	1	0	0	0	0	REGISTERED	0 C CILLIERS Street, HL...	Research
0.00	0.00	F0120000	00000075	00119	0	000000	1	0	0	0	0	HISTORY		

## 09) IN SG AND DEEDS ONLY

In deeds, implies that it should be in the valuation roll. Once added to the valuation roll, depending on land use, the municipality could potentially charge rates.

98 entries

## 15) IN MUN AND VAL ONLY

If missing in Deeds, we cannot confirm legal ownership.

122 entries

Valuation val...	Fin market ...	MinReg Co...	Stand	Ptn	Rem	Unit	D	V.	Map...	Mun ...	Distr ...	Deeds status	MUN Address	Map Remarks (SG)	Fin category description ...	Valuation category ...
450,000.00	450,000.00	F0120002	00000159	00002	0	000000	0	1	0	1	0	NO MATCH	38 VISSER Street.		RESIDENSIEEL 1	RESIDENTIAL
500,000.00	500,000.00	F0120002	00000168	00005	0	000000	0	1	0	1	0	NO MATCH	70 KERK STREET.		RESIDENSIEEL 1	RESIDENTIAL
100.00	100.00	F0120002	00000168	00006	0	000000	0	1	0	1	0	NO MATCH	83 ERWEE STREET.		RESIDENSIEEL 1	MUNICIPAL
600,000.00	600,000.00	F0120002	00000168	00007	0	000000	0	1	0	1	0	NO MATCH	83 ERWEE Street.		BESIGHEDE	BUSINESS
980,000.00	980,000.00	F0120002	00000188	00004	0	000000	0	1	0	1	0	NO MATCH	28 KERK Street.		RESIDENSIEEL 1	RESIDENTIAL
700,000.00	700,000.00	F0120002	00000201	00001	0	000000	0	1	0	2	0	NO MATCH	100 BRAND Street.		RESIDENSIEEL 1	RESIDENTIAL
680,000.00	680,000.00	F0120002	00000201	00002	0	000000	0	1	0	1	0	NO MATCH	85 BESTER Street.		RESIDENSIEEL 1	RESIDENTIAL
600,000.00	600,000.00	F0120002	00000208	00005	0	000000	0	1	0	1	0	NO MATCH	98 FONTEIN Street.		RESIDENSIEEL 1	RESIDENTIAL

## 21) IN SG, MUN AND VAL ONLY

Missing in deeds, required for market value.

8756 entries

Valuation val...	Fin market ...	MinReg Co...	Stand	Ptn	Rem	Unit	D	V.	Map...	Mun ...	Distr ...	Deeds status	MUN Address	Map Remarks (SG)	Fin category description ...	Valuation category ...
40,000.00	40,000.00	F0080002	00000410	00000	0	000000	0	1	1	1	0	NO MATCH	410 HLOHLOWANE, ...		RESIDENSIEEL 1	RESIDENTIAL
40,000.00	40,000.00	F0080002	00000411	00000	0	000000	0	1	1	1	0	NO MATCH	411 HLOHLOWANE, ...		RESIDENSIEEL 1	RESIDENTIAL
70,000.00	70,000.00	F0080002	00000412	00000	0	000000	0	1	1	1	0	NO MATCH	412 HLOHLOWANE, ...		RESIDENSIEEL 1	RESIDENTIAL
40,000.00	40,000.00	F0080002	00000414	00000	0	000000	0	1	1	1	0	NO MATCH	414 HLOHLOWANE, ...		RESIDENSIEEL 1	RESIDENTIAL
40,000.00	40,000.00	F0080002	00000415	00000	0	000000	0	1	1	1	0	NO MATCH	415 HLOHLOWANE, ...		RESIDENSIEEL 1	RESIDENTIAL
40,000.00	40,000.00	F0080002	00000416	00000	0	000000	0	1	1	1	0	NO MATCH	416 HLOHLOWANE, ...		RESIDENSIEEL 1	RESIDENTIAL
40,000.00	40,000.00	F0080002	00000417	00000	0	000000	0	1	1	1	0	NO MATCH	417 HLOHLOWANE, ...		RESIDENSIEEL 1	RESIDENTIAL
40,000.00	40,000.00	F0080002	00000418	00000	0	000000	0	1	1	1	0	NO MATCH	418 HLOHLOWANE, ...		RESIDENSIEEL 1	RESIDENTIAL

## 26) IN MUN, DEEDS AND VAL ONLY

Almost as good as (30) below. The key information is available, the only disadvantage is that we're unable to represent the property spatially

## 30) IN SG, MUN AND VAL ONLY

Most properties should fall in this group. Perfect, the property is included in all four of the key datasets.

23751 entries, no intervention required, except to confirm the matching of the Valuation Category description to the Fin Category description. (See earlier discussion of the **Spatial Layer Valuation/Rating category (XREF)**).

Valuation val...	Fin market ...	MinReg Co...	Stand	Ptn	Rem	Unit	D	V.	Map...	Mun ...	Distr ...	Deeds status	MUN Address	Map Remark...	Fin category desc...	Valuation category ...
1,500,000.00	1,500,000.00	F0080000	00000021	00000	0	000000	1	1	2	1	0	REGISTERED	21 CALEDONSDRAAI F...		FARM	AGRICULTURAL
1,260,000.00	1,260,000.00	F0080000	00000022	00000	1	000000	1	1	1	1	0	REGISTERED	22 KROONLAND FARM,		FARM	AGRICULTURAL
590,000.00	590,000.00	F0080000	00000022	00001	0	000000	1	1	1	1	0	REGISTERED	22 KROONLAND FARM,		FARM	AGRICULTURAL
1,410,000.00	1,410,000.00	F0080000	00000023	00000	0	000000	1	1	2	1	0	REGISTERED	23 WELBEDACHT FAR...		FARM	AGRICULTURAL
2,130,000.00	2,130,000.00	F0080000	00000024	00000	0	000000	1	1	2	1	0	REGISTERED	24 GELUK A FARM,		FARM	AGRICULTURAL
3,210,000.00	3,210,000.00	F0080000	00000025	00000	0	000000	1	1	2	1	0	REGISTERED	25 BLYDSCHAP FARM,		FARM	AGRICULTURAL
1,450,000.00	1,450,000.00	F0080000	00000026	00000	0	000000	1	1	2	1	0	REGISTERED	26 GELUK FARM,		FARM	AGRICULTURAL
3,870,000.00	3,870,000.00	F0080000	00000027	00000	0	000000	1	1	1	1	0	REGISTERED	27 ZWAGERSHOEK FA...		FARM	AGRICULTURAL

## 9. VALUATION EXCEEDS MARKET VALUE FILTER

In this case study, 83 properties are highlighted in this filter to be investigated for possible loss of revenue due to understated market value in FMS. Here is an extract:

Active Layer: Compare Valuation (External vs In Financial system) | 1map Users

Q Search: fs191 | Filter: VALUATION EXCEEDS MARKET VALUE (FIN) (Urban)

Sort by: No Index | Group by: No Grouping | Edit Template: No Edit Template

Row	Action	Mun Prop ID	Mun Acct Nr	MinReg Code	Stand	Ptn	Rem	Unit	vaL...	Valuation value (GV/SV)	Fin market value (Rates)	Match Val / Rate ca.
1		08342-000000394-000001-0000	0003005857	F0080001	00000394	00001	0	000000		390,000.00	360,000.00	Y
2		08351-000000767-000000-0000	0003007426	F0080001	00000767	00000	0	000000		1,500,000.00	650,000.00	Y
3		80002-000003561-000007-0000	4300001617	F0080002	00003561	00007	0	000000		30,000.00	20,000.00	U
4		80002-000003561-000010-0000	4300001614	F0080002	00003561	00010	0	000000		30,000.00	20,000.00	U
5		80002-000003561-000016-0000	4300001629	F0080002	00003561	00016	0	000000		30,000.00	20,000.00	U
6		80002-000003561-000022-0000	4300001623	F0080002	00003561	00022	0	000000		30,000.00	20,000.00	U

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## 10. VALUATION DUPLICATES FILTER

This filter highlights any property where the distinct key (SG Key) appears more than once in the valuation records tally. Either one of the entries shouldn't be there, or the SG Key for one of these entries is incorrect and it should be present under a different SG Key. These need to be investigated and fixed.

Active Layer: Compare Valuation (External vs In Financial system) | 1map Users

Q Search: fs191 | Filter: VALUATION DUPLICATES

Sort by: No Index | Group by: No Grouping | Edit Template: No Edit Template

Row	Action	Mun Prop ID	Mun Acct Nr	MinReg Code	Stand	Ptn	Rem	Unit	vaL...	Valuation value (GV/SV)	Fin market value (Rates)	Match Val / Rate ca.
1		08378-000000061-000000-0000	0003007714	F0080000	00000061	00000	0	000000		240,000.00	240,000.00	Y
2		08342-000000627-000004-0000	0003006823	F0080001	00000627	00004	0	000000		90,000.00	90,000.00	Y
3		08338-000000741-000000-0000	0003300212	F0080002	00000741	00000	0	000000		120,000.00	120,000.00	Y
4		08338-000001983-000000-0000	0003200448	F0080002	00001983	00000	0	000000		130,000.00	130,000.00	Y
5		12240-000000014-000000-0000	0002202766	F0120001	00000014	00000	0	000000		50,000.00	0.00	U
6		12245-000000026-000002-0000	0002203641	F0120002	00000026	00002	0	000000		0.00	1,000.00	U

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## 11. OTHER ISSUES

**There are several other issues that give rise to discrepancies in the Circular 93 Recon Report, and these can be identified using the 5-Way Match Report and its associated Layer in Spatial:**

Errors in financial system data can be caused by incorrect:

- Suburb/Town code,
- Stand,
- Portion,
- Unit numbers

Which causes entries to be mismatched against the:

- Deeds,
- SG and
- Valuation (GV/SV) Layers

And gives rise to entries which can't be mapped on the spatial Map Panel:

Under Municipal Management >Properties> see the Unmapped Properties Layer, and use the filter “Mapped NO (with Active Accounts)” which lists 1363 unmapped entries for this municipality

# MUNSOFT

municipal financial software



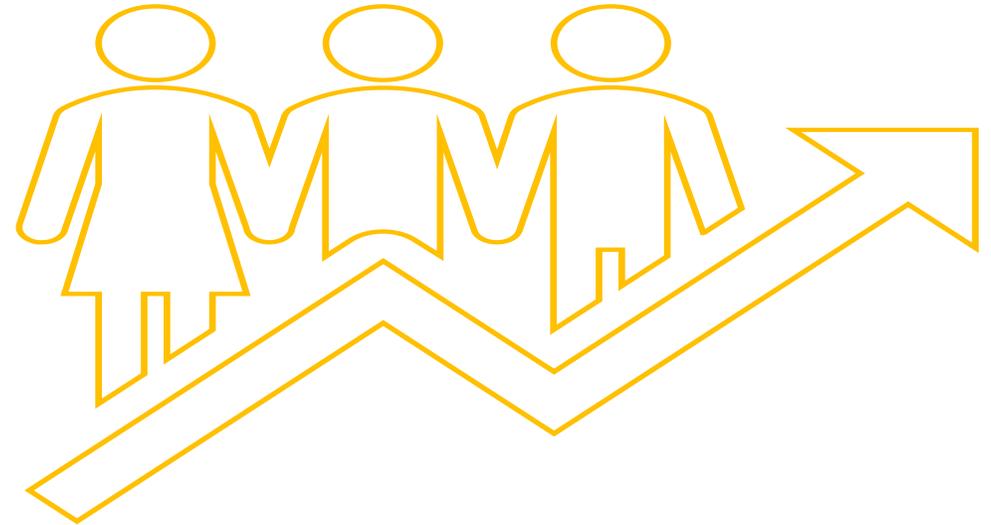
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