

Template Guide

Skeda tal-Ħlasijiet

Version 2

Issue Date: 1st April 2016
Issued By: Monitoring Unit

Sample of Template and Reference Points:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O			
1	Kunsill Lokali: 1											2	Skeda Nru.				
2																	
3																	
5	Fornitur 4	Ammont tal-Invoice	Ammont li ser Jithallas	Metodu*	Deskrizzjoni	Data tal-Invoice	Nru. tal-Invoice	Nru. tal-PR	Nru. Tal-PO	Nru. tan-Nominal Account	Nru. Tač-Čekk						
6	1	5	6	7	8	9	10					11	12	13	14	15	16
7	2																
8	3																
9	4																
10	5																
11	6																
12	7																
13	8																
14	9																
15	10																
16	11																
17	12																
18	13																
19	14																
20	15																
21	16																
22	17																
23	18																
24	19																
25	20																
26	Sub Total c/f	17	€0.00	€0.00													
27	Total	18	€0.00	€0.00													
28																	
29																	
30	Approvati fis-Seduta Nru: 19																
31	D - Direct Order, DA - Direct Order Approvat, T - Tender, K - Kwotazzjonijiet, PP - Part Payment, PF - Paid in Full.																
32																	
33																	

Page 1

IFFIRMATA
 [Isem u Kunjom] Sindku
IFFIRMATA
 [Isem u Kunjom] Segretarju Eżekuttiv
IFFIRMATA
 [Isem u Kunjom] Proponent
IFFIRMATA
 [Isem u Kunjom] Sekondant

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
34	Kunsill Lokali:													
35														
36														
38	Fornitur	Ammont tal-Invoice	Ammont li ser Jithallas	Metodu*	Deskrizzjoni	Data tal-Invoice	Nru. tal-Invoice	Nru. tal-PR	Nru. Tal-PO	Nru. tan-Nominal Account	Nru. Tač-Čekk			
39	21													
40	22													
41	23													
42	24													
43	25													
44	26													
45	27													
46	28													
47	29													
48	30													
49	31													
50	32													
51	33													
52	34													
53	35													
54	36													
55	37													
56	38													
57	39													
58	40													
59	Sub Total c/f	21	€0.00	€0.00										
60	Sub Total b/f	22	€0.00	€0.00										
61	Total	23	€0.00	€0.00										
62														
63														
64	Approvati fis-Seduta Nru:													
65	D - Direct Order, DA - Direct Order Approvat, T - Tender, K - Kwotazzjonijiet, PP - Part Payment, PF - Paid in Full.													
66														
67														

Page 2

IFFIRMATA
 [Isem u Kunjom] Sindku
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Introduction:

This Document is intended to guide you in filling the *Skeda tal-Hlasijiet* Template. This template is also issued in accordance with order 32(1) of the Standing Orders contained in the Sixth Schedule to the Act.

Notes on Reference Points:

- 1 Insert the Council's Name by 'double clicking' the first cell 'A1' in **Kunsill Lokali**. The Name of the Council will be automatically reproduced in the other pages.
- 2 Insert the Schedule Number by 'double clicking' in cell 'L1' in **Skeda Nru**. The number must be continuous with the other Schedules approved in the previous Council meetings and according with the sequence numbering method adopted. The Schedule number will be automatically reproduced in the other pages.
- 3 Insert the dates of the period of payments which are covered in the whole Schedule. Dates can be inserted by 'double clicking' in cell 'F03' in '**sa**'. The dates will be automatically reproduced in the other pages.
- 4 This column is the sequence number of every payment entered in a row. You can begin with number one (1) in every new Schedule you make or continue from the previous Schedules approved from the last meeting held. You can adopt any method you prefer.
- 5 **Fornitur** - Enter the Name of contractor/supplier.
- 6 **Ammont tal-Invoice** - Enter the Invoice amount.
- 7 **Ammont li ser Jithallas** - Enter the amount to be paid from the Invoice. If whole amount is to be paid, enter the same amount of the invoice.
- 8,9 **Metodu** – Enter only the first letter in CAPS.

Under this category there are 2 columns.

- 8 Under the **first column** enter the first letter in CAPS if payment was made by:
Direct Order – Enter the letter 'D'
Direct Order Approvat – 'DA'
Tender – Enter the letter 'T'
Kwotazzjonijiet – Enter the letter 'K'
 - 9 Under the **second column** enter the first letter in CAPS if payment is:
Part Payment – Enter the letters 'PP'
Paid in Full – Enter the letters 'PF'
 - 10 **Deskrizzjoni** – Enter a short and clear description on what type of payment was made.
-  Example: If you are entering the payments of telephone bills, next to the telephone number, indicate to whom it refers.
- 11 **Data tal-Invoice** – Enter the Invoice Date.

- 12 **Nru. tal-Invoice** – Enter the Invoice Number.
- 13 **Nru. tal-PR** – Enter the Purchase Request Number.
- 14 **Nru. tal-PO** – Enter the Purchase Order Number.
- 15 **Nru. tan-Nominal Account** – Enter the Nominal Account Number.
- 16 **Nru. taċ-Ċekk** – Enter the Cheque number of the respective payment if payment was made before the Council’s approval due to its urgency. Group these payments at the beginning of the Schedule or after to report them separately. Leave blank if not applicable.
- 17, 21 **Sub Total c/f** – This is the total amount in the row ‘**Ammont Invoice**’ of that single page.
- 22 **Sub Total b/f** – This is the total amount brought down from previous sheet. This item is not present in the first page as it is not applicable.
- 18, 23 **Total** – This is the Grand Total of the page including previous pages.
- 19 Insert the meeting number were the Schedule was approved by ‘double clicking’ cell ‘A30’ in **Approvati fis-Seduta Nru.** The number will be automatically reproduced in the other pages.
- 20 The Schedules have to be signed by the Executive Secretary, the Mayor, and two or more Councillors on every page of the Schedule. The original document with original signatures is to be kept and filed at the Local Councils. The document to be uploaded is to be saved as PDF from the ‘Ms Excel’ Sheet and instead of the original signature the words ‘IFFIRMAT’ is to be inserted above each name of whom is to sign the document.

Other Notes:

The Template is designed with 3 pages. This is intended so that from the second page onwards, the total carried, and brought forward is calculated automatically. If you need only the first page, you can delete the other pages. If you need extra pages, you can copy the entire previous page and the formulas will still continue to calculate properly.

For the latest version of this template kindly visit:

<http://dlg.gov.mt/en/DLG/Local%20Councils%20Info/Pages/Templates.aspx>