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1 INTRODUCTION

iTAX or Integrated Taxation Management System is an integrated software composed of several modules that individually accommodate the procedures that signify each of the local government offices.

iTAX provides a Billboard Fee Module for the use by the LGA for registering billboards and collecting fees using this information.

2 OVERVIEW

Billboards are an integral part of our urban environment and provide information, directions, locations and advertising business or activities. To make certain that signs do not create clutter or present a danger to public safety, a certain amount of control is desired. Billboards are managed under LGA Bylaws.

Billboard Fee is a module in the **iTAX** software application that automates most of the processes and transactions related to revenue collection of Billboard Fee. This module is linked to other modules in the **iTAX** software which enables it to utilize the common functions that handle taxpayer data, accounting, payments, enforcements and reports.

The Billboard Fee module provides the functionalities that allow an LGA or the user to process transactions regarding the Billboard Fee. The module also provides analysis of estimated income from Billboard Fee.

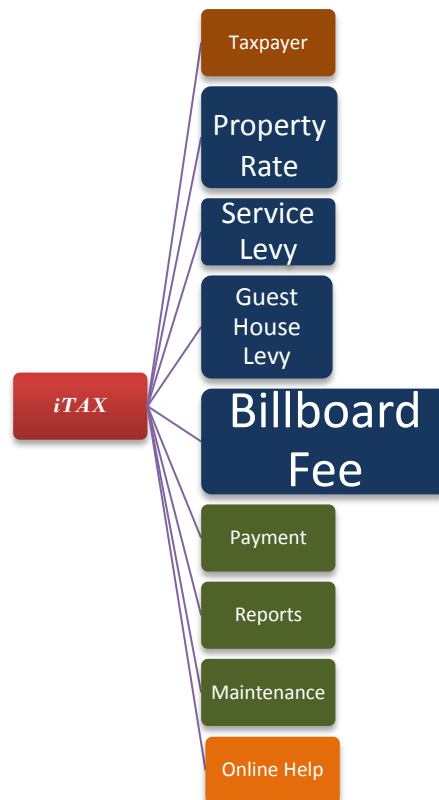


Figure 1 - Billboard Fee

Figure 1 illustrates the structure of the iTAX application with Billboard Fee as the module under focus. Also shown are other support modules such as Reports and Maintenance that provide common services. Online Help is additional function in the software that provides help from the Internet.

The table below summarizes the features, transactions and reports associated with the Billboard Fee module.

FEATURES	
	<ol style="list-style-type: none"> 1. Record all data items on billboard. 2. Declare a billboard monthly income. 3. Issue a receipt for Billboard Fee payment 4. Accept full, partial and advance payments
TRANSACTIONS	
	<ol style="list-style-type: none"> 1. Create, edit and delete billboard information 2. Edit ownership information 3. Upload a picture of a billboard 4. Compute penalties/interests
REPORTS/DISPLAYS	
	<ol style="list-style-type: none"> 1. List of billboards 2. Billboard Fee due bill 3. General Abstract of collections 4. Collection Report

Figure 2 - Billboard Fee module features, transaction and reports

3 BILLBOARD FEE MODULE

To access the Billboard Fee module go to the FEES/LEVIES Menu > Billboard Fee > Billboard Entry.

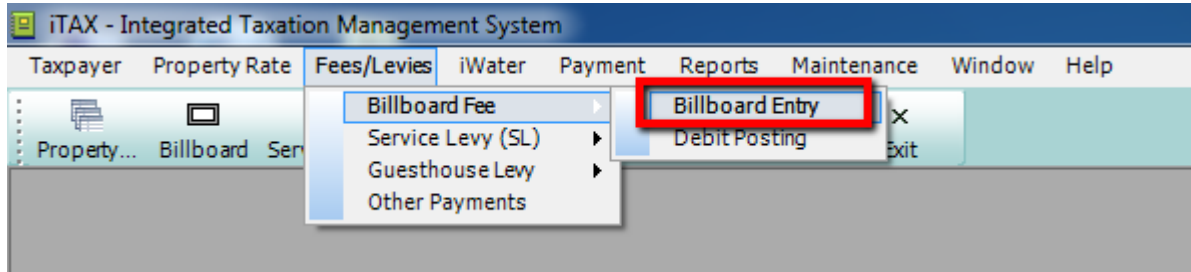


Figure 3 - Billboard Fee Entry Menu

The Billboard Fee Entry window will display.

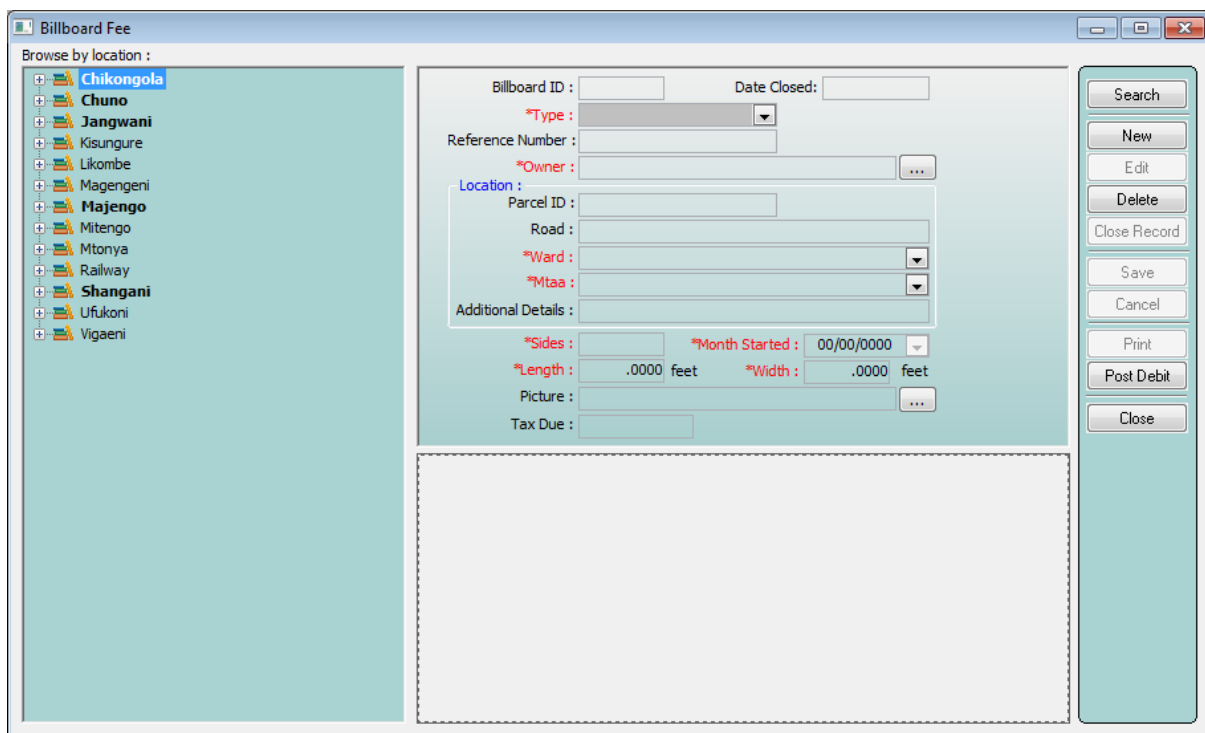


Figure 4 - Billboard Fee Entry window

3.1 Searching Billboard information

1. In the Billboard Entry window, click the SEARCH button to locate a certain billboard. The Billboard Fee Search window (Figure 5) will display.

BILLBOARD SEARCH

Criteria :

Billboard ID: Reference No.:

Owner: Month Accrued:

Type: Mtaa:

Sides: Parcel No.:

Length: Location:

Width:

Buttons: Search, Clear, Print List, Cancel, Return

Result :

ID	Owner	Billboard Type	Road	Mtaa	Location Details	Reference No.	Sides	Length
1	Mmilonda, Tobias	Non-illuminated		Bangwe		ref_nr_2020/201	2	100.0000
2	Sadiki, Daanford	Illuminated		/Azimio/Mwandiga		ref_nr_illuminated	2	350.0000
3	yUSUFU , hAWA	Illuminated		Arabika		ref_nr_illuminated	1	1000.0000
4	Mpochi , Shafisha	Illuminated		Alarash		3546576867	2	5.0000
5	Woga, Ahmadi	Non-illuminated		Alarash			2	6.0000
6	Mnauka, Fatumu	Illuminated		A I C C		76587657546	2	8.0000

Figure 5 - Billboard Fee Search window

- Retrieve the desired billboard information from the Billboard Fee Search window by typing in the information that identifies the billboard. You can also search for a billboard by typing the information in any of the given columns.
- Select the billboard you wish to view, then click RETURN button.
- The Billboard Fee Entry window (Figure 6) will be populated with the retrieved information.

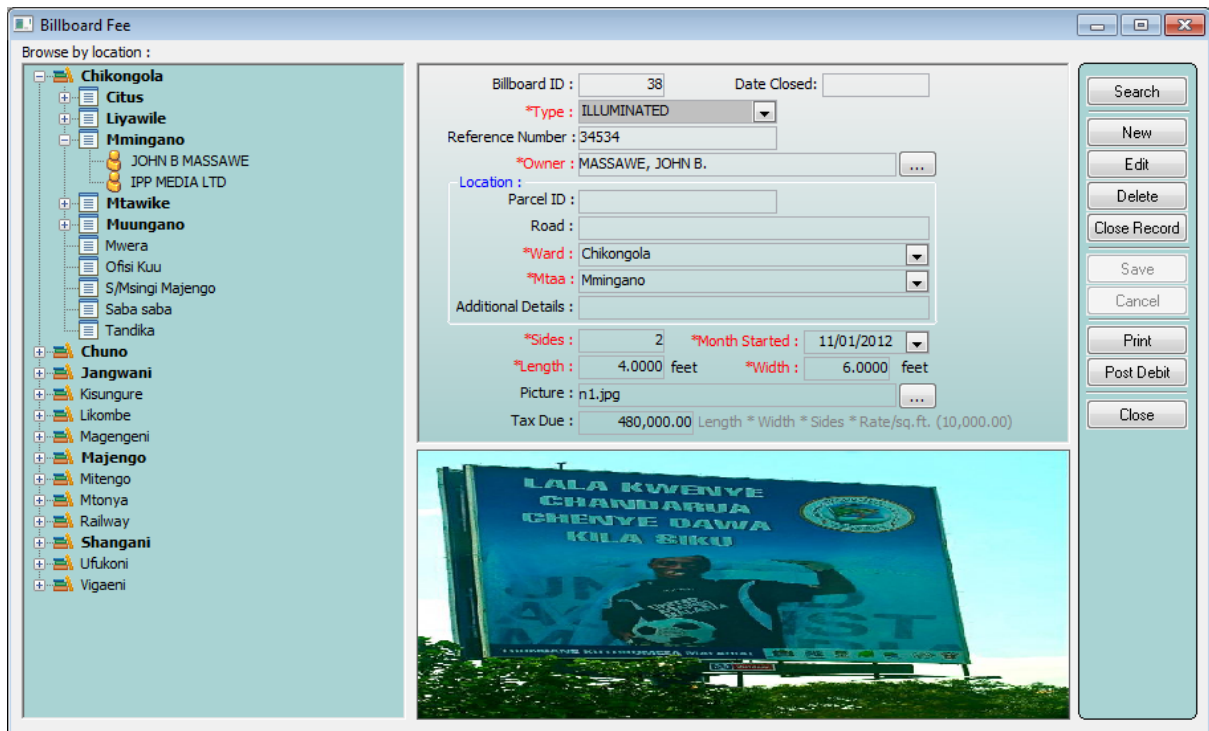


Figure 6 - Billboard Fee Entry window

3.2 Entering Billboard information

1. In the Billboard Fee Entry window, click the NEW button to get a blank Billboard Fee Entry form.
2. Enter billboard information; Type, Reference Number, Owner information, Location information, billboard characteristics (length, width and sides).
3. Select the start month and insert a picture if available.
4. Click SAVE button when you are done.

3.3 Editing Billboard information

1. Use the search instruction in section 3.1 above to locate a specific billboard for editing.
2. Click the EDIT button to start editing billboard data stored in the database.
3. Click SAVE button when you are done with editing.
4. Click the CLOSE button to end the editing session.

3.4 Printing Billboard information

1. Use the search instruction in section 3.1 above to locate a specific billboard.
2. Click the PRINT button.

3.5 Billboard Fee Debit Posting

The billboard data entry process described above does not lead to posting a debit transaction into the taxpayer's account. To do that, a revenue collection officer uses the billboard fee debit posting window to validate (and in some cases alter) the payable amount which is automatically computed by the system using saved billboard data.

To access the Billboard Fee Debit Posting function go to the FEES/LEVIES Menu > Billboard Fee > Debit Posting.

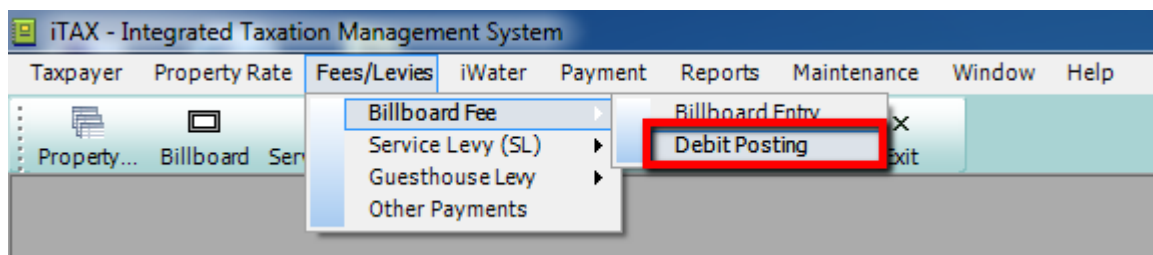


Figure 7 - Billboard Fee Debit Posting Menu

The Billboard Fee Debit Posting window will display.

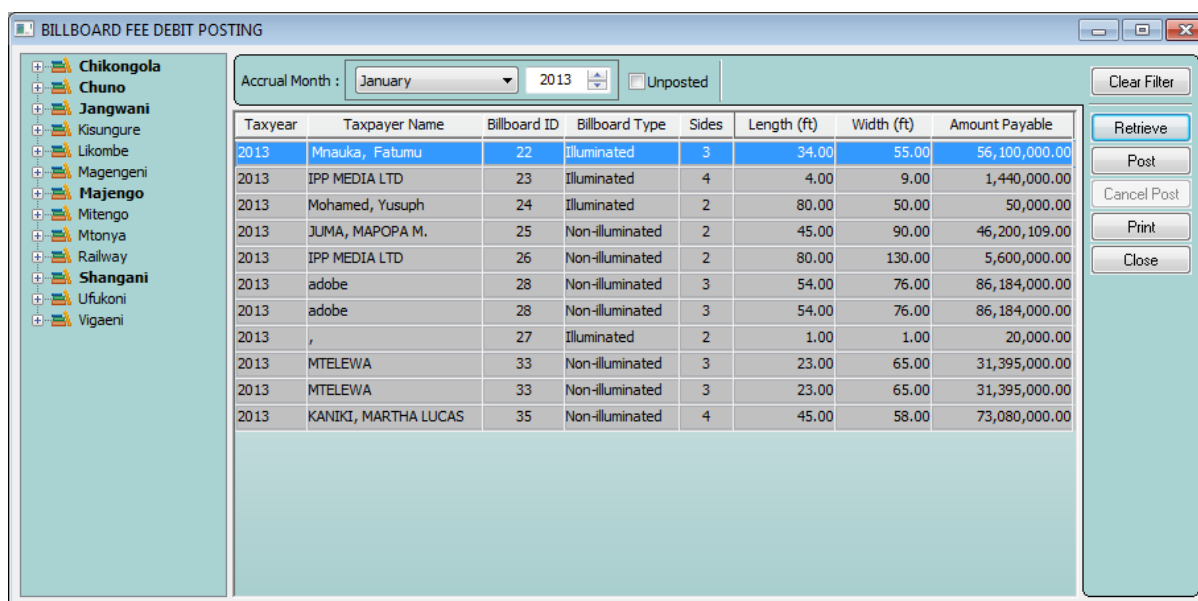


Figure 8 - Billboard Fee Debit Posting window

1. Select the year and month from the dropdown list, and then click the RETRIEVE button to display computed revenue. Note that a revenue collection officer can edit the amount payable when required.
2. Click the POST button to post the amount payable (assessment) into the Taxpayer's accounts for the selected year and month.

4 REPORTS MODULE

In the iTAX application reports are grouped together under the Reports Module. Reports that use data generated by the Billboard Fee module are General Abstract of collections and Collection Report. These reports are described in the sections below

4.1 General Abstract of Collections

To access the General Abstracts of Collections go to REPORTS Menu > COLLECTION / PAYMENT > GENERAL ABSTRACT OF COLLECTIONS.

Payment Date	Taxpayer Name	Receipt No	Leans	Crop	cesal	bus	stancoves	Crop	cetton	Crop	inding	facilitir	Baskacility	user	king	Permit fees for billboards, posters or hoarding	Property
20/03/2013	Mohamedi, Yusuph	TEST															
		TEST2															
		TEST3															
		TEST4															
	Woga, Ahmadi	1001														9,876.00	
		1002														22,124.00	
	DADI, JAMALI	W443	100,000.00									000.00	100,000.00				
	IPP MEDIA LTD	34567														140,000.00	
		54321														260,000.00	
		65432														300,000.00	
		9876543														640,000.00	
		TEST														100,000.00	
	JUMA, MAPOPA M.	234567														102,900,109.00	
	TEST, TEST TEST	1004															
21/03/2013	Njojoro, Athumani	123															
	Mzee, Mohamedi	225-7878															
		TEST															
	BAKARI, MOHAMED	32234234	25,000.00														
	DADI, JAMALI	23422131	58,000.00									000.00	58,000.00				
	KIKO, JOHN C.	234567															
	Kikormekala, Hassani	234567	9,876.00														
25/03/2013	Mohamed, Yusuph	TEST	15,000.00														

Figure 9 - General Abstract of Collections window

1. Select the type of report you wish to have, Quarterly or Monthly.
2. Click the month or quarter you wish to view depending on the above selection.
3. Select the year and then click RETRIEVE button.
4. Make sure to set the appropriate Print size and format before clicking the PRINT button.
5. To exit from the window, click the CLOSE button.

4.2 Collection Report

To access the Collection Report go to REPORTS Menu > COLLECTION / PAYMENT > COLLECTION REPORT.

COLLECTION REPORT
District of MTWARA MIKINDANI

Name: **Permit fees for billboards, posters or hoarding** Period: **March 26, 2013**
Officer: Demo Admin

Local TIN	Identifier(PRN, Bus#)	Taxpayer	Type	Tax Type	Amount
Date: 3/26/2013					
OR No. : 102				PAID BY : adobe	
090-522-752246-2		adobe	REG	Permit fees for billboards, posters or ho	
			REG	Permit fees for billboards, posters or ho	86,184,000.00
			REG	Permit fees for billboards, posters or ho	86,184,000.00
					172,368,000.00
OR No. : 23456				PAID BY : nicholas	
090-522-752251-5		nicholas	REG	Permit fees for billboards, posters or ho	
					GRAND TOTAL : 172,368,000.00

Figure 10 - Collection Report window

1. Select the type of report you wish to have; Daily or Quarterly or Monthly.
2. If you selected Daily report above, then select the Date from the Drop down Calendar.
3. If you selected monthly in step 1, select the month of the report.
4. If you selected quarterly in step 1, select the quarter of the report.
5. Select the year and the tax type.
6. If by "tax type" is selected, then select the tax type from the tax type dropdown box.
7. Click the GENERATE button to display the report.
8. Make sure to set the appropriate Print size and format before clicking the PRINT button.
9. To exit from the window, click the CLOSE button.

4.3 Billboard Tax Expected

To access the Billboard Tax Expected Report go to REPORTS Menu > BILLBOARD FEE > BILLBOARD TAX EXPECTED.

Owner Name	Total No. of Billboards	Percentage of Total	Total Annual Expected Tax	Percentage of Total
Mnauka, Fatumu	1	5%	18,700,000.00	6%
	1	5%	10,000.00	0%
FRANK, JACOB KAJIGILI	1	5%	18,360,000.00	6%
IPP MEDIA LTD	2	11%	73,160,000.00	23%
JUMA, MAPOPA M.	1	5%	28,350,000.00	9%
KISSIVA, ISAAC Z.	1	5%	300,000.00	0%
MASSAWE, JOHN B.	1	5%	240,000.00	0%
Phili, Hamisi	1	5%	6,090,000.00	2%
adobe	1	5%	28,728,000.00	9%
KANIKI, MARTHA LUCAS	1	5%	18,270,000.00	6%
LUSAKO, KISSAME MATHIAS	2	11%	35,140,000.00	11%
Mohamed, Yusuph	1	5%	40,000,000.00	13%
MTELEWA	2	11%	18,865,000.00	6%
nicholas	1	5%	56,000.00	0%
MTELEWA	1	5%	25,200,000.00	8%
KINYAMAGOHA, ISMAILY LL	1	5%	6,750,000.00	2%
TOTAL :	19		318,219,000.00	

Figure 11 - Billboard Tax Expected Report window

1. Enter the year and click the RETRIEVE button to display the report.
2. Make sure to set the appropriate Print size and format before clicking the PRINT button.
3. To exit from the window, click the CLOSE button.

4.4 List of Billboards

To access the List of Billboards Report go to REPORTS Menu > BILLBOARD FEE > LIST OF BILLBOARDS.

Owner Name	Billboard ID	Location	Mtaa	Ward	Type	Length (feet)	Width (feet)	Accrual Month
Mnauka, Fatumu	22		A I C C	Chikongola	Illuminated	34.00	55.00	January
	27	test	Bangwe	Chikongola	Illuminated	1.00	1.00	January
FRANK, JACOB KAJIGILI	31		Bangwe	Chikongola	Illuminated	34.00	54.00	March
IPP MEDIA LTD	26		Alarash	Chikongola	Non-illuminated	80.00	130.00	January
IPP MEDIA LTD	23		Bangwe	Chikongola	Illuminated	4.00	9.00	January
JUMA, MAPOPA M.	25		/Azimio/Mwandi	Chikongola	Non-illuminated	45.00	90.00	January
KISSIVA, ISAAC Z.	34		/Azimio/Mwandi	Chikongola	Illuminated	5.00	6.00	February
MASSAWE, JOHN B.	38		Alarash	Chikongola	Illuminated	4.00	6.00	November
Phili, Hamisi	39		Bahi Road	Chikongola	Non-illuminated	15.00	58.00	March
adobe	28		Chuno Kati	Chuno	Non-illuminated	54.00	76.00	January
KANIKI, MARTHA LUCAS	35		Ligula 'A'	Chuno	Non-illuminated	45.00	58.00	January
LUSAKO, KISSAME MATHIA	36		Ligula 'B'	Chuno	Illuminated	12.00	40.00	October
LUSAKO, KISSAME MATHIA	40		Ligula 'C'	Chuno	Illuminated	41.00	74.00	December
Mohamed, Yusuph	24		Endonet	Jangwani	Illuminated	80.00	50.00	January
MTELEWA	33		Chanjale	Jangwani	Non-illuminated	23.00	65.00	January
MTELEWA	37		Alailelai	Jangwani	Non-illuminated	40.00	30.00	March
nicholas	32		Alailelai	Jangwani	Non-illuminated	2.00	4.00	March
MTELEWA	30		Area 5	Majengo	Illuminated	45.00	56.00	February
KINYAMAGOHA, ISMAILY LL	29		India Quarters	Shangani	Illuminated	45.00	15.00	March

Figure 12 - List of Billboards Report window

1. Make sure to set the appropriate Print size and format before clicking the PRINT button.
2. To exit from the window, click the CLOSE button.

5 ACRONYMS AND ABBREVIATIONS

GFA	GFA Consulting Group GmbH, Hamburg, Germany
GIZ	German Development Cooperation, Eschborn, Germany
iTAX	Integrated Tax Management System for Local Government
LGA	Local Government Authority
TIN	Taxpayer Identification Number