



Reference: RCS/C.5

TREASURY CIRCULAR MUN NO 22/2015

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THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MR J BOTHA
THE MAYOR, CEDERBERG MUNICIPALITY: MS L SCHEEPERS
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR F SCHIPPERS
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
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THE MAYOR, STELLENBOSCH MUNICIPALITY: MR CJ SIDEGO
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN
THE MAYOR, LANGEBERG MUNICIPALITY: MS D GAGIANO
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THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR CB PUNT
THE MAYOR, OVERSTRAND MUNICIPALITY: MS N BOTHA-GUTHRIE
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THE MAYOR, KANNALAND MUNICIPALITY: MR J DONSON
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THE MAYOR, MOSSEL BAY MUNICIPALITY: MS M FERREIRA
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THE MAYOR, OUDTSHOORN MUNICIPALITY: MR G APRIL
THE MAYOR, BITOU MUNICIPALITY: MR M BOOYSEN
THE MAYOR, KNYSNA MUNICIPALITY: MS J WOLMARANS
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: MR E NJADU
THE MAYOR, LAINGSBURG MUNICIPALITY: MR W THERON
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR HT PRINCE

For information

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM
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THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
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THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)

THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

ALLOCATION PROCESS FOR THE WESTERN CAPE FINANCIAL MANAGEMENT SUPPORT GRANT FOR 2015/16 FINANCIAL YEAR

1. PURPOSE

- 1.1 The purpose of this circular is to communicate the activity schedule for submission of Business Plans which must be accompanied by signed checklists and supporting documents by municipalities to Provincial Treasury for consideration in the 2015/16 allocation process.

2. BACKGROUND

- 2.1 The Western Cape Financial Management Support Grant (WC FMSG) provides financial assistance to municipalities to improve overall financial governance within municipalities inclusive of optimisation and administration of revenue, improving credibility and responsiveness of municipal budgets, improving municipal audit outcomes and addressing institutional challenges.
- 2.2 Western Cape Provincial Treasury (WCPT) has identified a need for financial support to the Western Cape municipalities to ensure that the findings of the Municipal Governance Review and Outlook (MGRO) and Local Government Medium Term Committee 3 (LG MTEC 3) assessments, as contained in the cabinet submissions, are addressed.
- 2.3 With effect from the 2011/12 financial year, WCPT initiated a process of allocating funds through the WC FMSG to municipalities based on needs that have been identified.

3. PROCEDURES FOR SUBMISSION OF THE BUSINESS PLANS, SIGNED CHECKLISTS AND SUPPORTING DOCUMENTS

- 3.1 Provincial Treasury Senior Managers will identify support to be provided to each municipality by analysing the findings and commitments made during MGRO 1 & 2, LG MTEC 3 processes and by identifying any support that may be required by a municipality.
- 3.2 The Senior Managers will call the Municipal Manager or delegated municipal representative in identified municipalities to discuss and agree on the identified support and further request a submission of the business plan for each area of support identified.

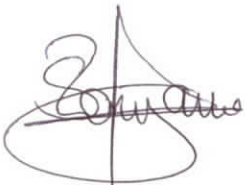
- 3.3 Attached herewith as annexures are the activity schedule (Annexure A); a Business Plan Template (Annexure B) and the Checklist (Annexure C) that must be signed and accompany the documents a municipality needs to complete and send back to Provincial Treasury by **03 July 2015**.
- 3.4 It should be noted that documents submitted in a format other than the attached and without supporting documents will not be considered for funding.
- 3.5 Municipalities are also requested to ensure that the checklists are signed by the designated officials. The municipality is expected to comply with all the requirements as listed in the checklist, a "No" response will simply indicate non-compliance and might also lead to non-consideration of Business Plans for funding.

4. CO-FUNDING

- 4.1 Provincial Treasury will consider projects where municipalities have provided for co-funding of up to 20% of the project cost to show municipal commitment towards the project.

5. CONCLUSION

- 5.1 It will be appreciated if the municipalities can adhere to the timeframes and submit the Business Plans together with supporting documentation to the relevant MFMA Director within Provincial Treasury by the due date to ensure that the fund allocation process commences as planned.



MR ZSS ZONYANE

ACTING SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP 2)

DATE: 29 JUNE 2015

2015/16 WC FMSG SCHEDULE & PROCESS FLOW

NO	ACTIVITIES	29-Jun-15	03-Jul-15	6 - 10 July 2015	3 - 22 July 2015	24 - 31 July 2015	06-Aug-15	06 - 14 August 2015	17 - 21 August 2015	28-Aug-15	Responsible official(s)
1	Circular to be issued to municipalities with the Business Plan template and checklist.										MFMA Directors
2	Request Business Plan from Municipalities by 03 July 2015.										MFMA Directors
3	Due date for submission of business plans.										Municipal Managers
4	Allocation of funds between MFMA Directorates based on MGRO and LG MTEC 3 findings.										MFMA Directors
5	Reviewing of Business Plans and follow ups on discrepancies.										Mr ZSS Zonyane & Ms Z Malusi
6	Sending and receiving Memoranda of Agreement (MoAs) and Bank entity forms to municipalities for signatures.										Ms Z Malusi
7	Gazetting of allocations as per the successful applications/business plans.										Ms E Wenn
8	Compiling submission to HoT for signing of MoAs.										Mr ZSS Zonyane
9	Compiling a submission to CFO for payment of transfers to municipalities.										Ms Z Malusi
10	Sending of allocation letters to municipalities.										Ms Z Malusi

Municipality's LOGO

Xxxxxxxxxxxxxx Municipality

Business Plan for Western Cape Financial
Management Support Grant

Project Name: Xxxxxxxxxxxxxx

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1. Project/Programme Introduction

Project/Programme Name	
Intended Output	
Vote	
Responsible Municipal Official	
Project/Programme Manager/Director	
Date	
Project/Programme Life Cycle (Start and End dates)	
Total Project/Programme Cost	
Project Cost required from Provincial Treasury	
Project Cost Co-funding from Municipality	

2. Executive Summary

A high level summary to orientate the reader to all the aspects of the Project/Programme must be provided, giving a synopsis of the most important information included in the Business Plan.

Narrative Summary (provided as a guide)	
Project/Programme Goal, impact & outcome	<i>The Project/Programme goal is the result or achievement toward which effort is directed. The effect or whether a final product will deliver intended or desired long-term result or consequence (impact and outcome) that the Project/Programme will have either in the municipality (if it is internal Programme/programme) or communities (if it is an external Project/Programme)</i>
Project/Programme Purpose	The reason for which the Programme/programme will be done
Project/Programme Output(s)	End product or deliverable
Performance Indicators	Measurement of the quantity or amount to be produced or delivered
Key Inputs/Activities	Material and key milestones of the process

3. Project/Programme Profile (Detailed project information)

3.1 Background

3.2 Project/Programme Goal

3.3 Impact/Outcome

3.4 Project/Programme Outputs

Describe the short-term results to be produced that are the immediate consequences of Project/Programme activities. The performance indicators should be a measure to determine whether the Project/Programme has achieved the stated outputs.

Project/ Programme outputs	Performance indicator	Baseline (Current status)	Target

4. Policy alignment

- The Municipality must indicate whether the amount will be spent to address a specific policy priority or strategy (National, Provincial and Municipal).

5. Risk/SWOT Analysis

This section should provide information on Strengths, Weaknesses, Opportunities and Threats that the Project/Programme might have and create. All the stakeholders should be involved in order to make an informative Analysis.

Strengths	Weaknesses	Opportunities	Threats

6. Activity resource schedule

The following should be considered when completing the activity schedule:

- List detailed inputs or activities identified in the Project/Programme plan
- List outputs or outcomes that are linked to inputs or activities
- Clearly indicate how the outputs or outcomes will be measured
- Estimate start up, duration and completion of inputs or activities
- Estimate budget or cost implications for each input or activity
- Allocate inputs or activities to a municipal official for accountability

Criteria to test the completeness of the activity schedule:

- Status, completion is measurable
- Start and End are clearly defined
- Input or activity produces an output or outcome
- Time, costs can be estimated
- Activity duration is within 'acceptable' limits

Outputs in phases

Inputs/Activities	Outputs/Outcomes	Performance indicators	Delivery Date	Budget/Cost (R)	Responsible official

7. Funding

7.1 Proposed sources of funding

The following should be provided when completing this section:

- Reprioritization from own budget
- Additional funding to be requested from Provincial Revenue Fund (Western Cape Financial Management Support Grant)
- Where the funding is from donations and/or conditional grants, information on material conditions that are to be met to secure funding must be provided (to be sourced from donor or transferring department)

7.2 Motivation

The following should be provided when completing this section:

- Provide details on how the cost has been determined (e.g. estimate based on latest market prices/trends, actual quotes, etc)
- Data sources and relevant period (if cost estimates are based on current market prices/trends).
- Information on implications if the requested funds are not made available (e.g. Project/Programme will be discarded or its scope will be reduced (specify service delivery implications).

8. Monitoring, Reporting and Evaluation

Provide details on monitoring and evaluation plan. Monitoring depends on data collection, it is therefore important to indicate how such data will be collected. If there are cost implications, these costs should be defined in the budget. Data collection may not be easy, let alone analysing it effectively and turning it into useful management information. There are different approaches that can be used for qualitative and quantitative data analysis. Below are some methods that could be used to analyse the data collected:

- Monitoring is about comparing what was originally planned with what actually happens. This analysis should form the basis for any monitoring, review and reporting system;
- Monitoring, evaluation and reporting could be an analysis of data over different time periods – analyse whether the situation is improving or not taking into account seasonal variations and explanation thereof.
- Some of the service delivery activities should be monitored using norms and standards. Therefore information should be collected and compared with the agreed norms and standards to help manager measure their performance and identify where there is a need for improvements.

8.1 Reporting

Report Type	Report due dates	Data source	Frequency of data collection	Responsible person
Monthly report				
Quarterly report				
Annual report				

9. Assumptions and risks

9.1 Assumptions

Include any assumptions that have been made in arriving at the cost estimates and proposed Project/Programme implementation plan. Where the achievement of the Project/Programme's objectives/goals depends on external factors, these should be mentioned/indicated (risk factors).

Summary	Assumptions	Risk Indicators
	<i>The necessary conditions that must exist for the cause - effect to behave as expected</i>	<i>Risk indicators that will undermine the validity of the assumption</i>
Project/Programme Goal		
Outcomes		
Outputs		
Activities		

9.2 Risk Management Matrix

Complete the following table with regards to the risk assessment. This should consider all the risk elements of the Project/Programme with respect to internal, external environment. This need to be updated and reviewed on a regular basis (as part of the annual review and planning processes)

Risk	Potential adverse impact	Risk Level (H/M/L)	Risk management strategy	Responsible person

10. Other Information

10.1 List of stakeholders

A list of all stakeholders involved in the Project/Programme, who will form partnership with the department in the implementation of the Project/Programme, must be reflected together with their commitments (Financial and Non-Financial).

Name of a stakeholder	Relationship	Commitment (Financial/Non-Financial)

11. Approval by Municipal Manager

Approved by: _____
Name Signature Date

On behalf of the Municipality (Municipal Manager)

**Municipality's
LOGO**

BUSINESS PLAN CHECKLIST: - XXXXXXXX MUNICIPALITY

PROJECT NAME: XXXXXXXXXXXXXXXX

A. BUSINESS PLAN

2015/16 Business Plan Assessment		YES	NO
1.	Does the business plan indicate who will be the Municipal Project Manager?		
2.	Is an Executive Summary contained in the business plan?		
3.	Does the business plan contain the project/programme profile which reflects on the background, goal(s), output(s), outcome and impact of the project?		
4.	Is the project linked to any policy priority?		
5.	Does the business plan contain a detailed activity schedule, as outlined in section 6 of the Business Plan Format?		
	Does the detailed activity schedule allocate responsibilities to specific officials with due dates of implementation?		
6.	Has the municipality committed its own funding to deliver the output of the project?		
7.	Does the business plan show how the cost was determined?		
	Are the cost estimates supported by quotations/emails/any other form of documentation?		
8.	Does the business plan indicate how the reporting will be done by the municipality, as per the requirements of the framework?		
	Does the business plan indicate how often the reporting will be done by the municipality?		
9.	Does the business plan contain a risk assessment and risk management plan for the project?		
10.	Has the business plan been approved and signed by the Municipal Manager?		

B. ALLOCATION PRINCIPLES

Compliance with 2015/16 allocation principles		YES	NO
1.	Did you assess the viability of the project?		
2.	Did you assess the affordability of the co-funding by the municipality?		
3.	Will the funding make an impact/change within the municipality?		
4.	Has the municipality provided for co-funding of up to 20% for the project?		
5.	Except for multi-year projects, did the municipality have rollovers on the WC FMMSG in the previous financial year?		
6.	Is the allocation informed by an: <ul style="list-style-type: none"> • official request from the municipality • MTEC assessments and • MGRO engagements? Specify by ticking between the three.		
7.	Is this project a single-year or a multi-year project?		
8.	Does the municipality have capability and capacity to spend the funding within the planned timeframe?		
9.	Are good governance and appropriate controls in place within the municipality?		
10.	Is the municipality complying with the MFMA reporting requirements?		

1. This is to certify that the business plan has been reviewed and it meets all the minimum requirements.

Completed By: (Initials & Surname of the Project Manager)

Signature:

Date:/...../.....

Approved By: (Initials & Surname of the Municipal Manager)

Signature:

Date:/...../.....