



Reference: RCS/C.5

## TREASURY CIRCULAR MUN NO 1/2016

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THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL  
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR F SCHIPPERS  
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN  
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: MR N DE BRUYN  
THE MAYOR, WITZENBERG MUNICIPALITY: MR B KLAASEN  
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MS G VAN DEVENTER  
THE MAYOR, STELLENBOSCH MUNICIPALITY: MR CJ SIDEGO  
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN  
THE MAYOR, LANGE BERG MUNICIPALITY: MS D GAGIANO  
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR L DE BRUYN  
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR CB PUNT  
THE MAYOR, OVERSTRAND MUNICIPALITY: MS N BOTHA-GUTHRIE  
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THE MAYOR, SWELLEN DAM MUNICIPALITY: MR N MYBURGH  
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THE MAYOR, MOSSEL BAY MUNICIPALITY: MS M FERREIRA  
THE MAYOR, GEORGE MUNICIPALITY: MR C STANDERS  
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR IV VAN DER WESTHUIZEN  
THE MAYOR, BITOU MUNICIPALITY: MR M BOOYSEN  
THE MAYOR, KNYSNA MUNICIPALITY: MS J WOLMARANS  
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THE MAYOR, LAINGSBURG MUNICIPALITY: MR W THERON  
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING  
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR HT PRINCE

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THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ  
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THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: MR J METTLER  
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THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR D O'NEILL  
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THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS  
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THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA  
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THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR G EASTON  
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THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS  
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THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR F LÖTTER  
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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)

## **MUNICIPAL CASH FLOW MANAGEMENT WORKSHOP: 29 FEBRUARY TO 2 MARCH 2016**

### **1. PURPOSE**

- 1.1 The purpose of this circular is to notify municipalities that Provincial Treasury will be hosting a three (3) day training workshop on cash flow management. This would provide practical training to municipal officials to ensure capacity building in municipalities for the improvement of cash management and compliance prudent for financial management and effective leadership. Municipal Managers and Municipal Chief Financial Officers are required to avail one or two officials who deal with the Municipal Cash Management to attend the workshop.

### **2. BACKGROUND**

- 2.1 In terms of section 5(3) of the Municipal Finance Management Act (Act 56 of 2003), Provincial Treasury is mandated to assist, guide and monitor compliance to the said Act. Therefore, in relation to the above, Provincial Treasury is mandated to provide support and training to the municipalities and has thus embarked on training workshops that endeavor to build financial management capacity at the municipalities within the Western Cape Province.
- 2.2 In an attempt to foster the necessary skills, the workshop is aimed to achieve the following objectives:
- a) To assist municipalities to compile and/or establish a best practice cash management policy;
  - b) To improve cash flow planning, financial management and reporting;
  - c) Assist with the development of a comprehensive borrowing framework for the provision of financing applying specific financial management techniques;
  - d) Provide guidance in establishment of a banking development framework to assist with optimal utilisation of the bank tender specifications and services to improve cash flow management, financial accounting transactions and reporting;
  - e) Guidance on effective internal structure (Budget Treasury Office) to ensure skill and knowledge enhancement of both internal (Provincial Treasury) and external staff (municipal) to ensure compliance and effective cash management and reporting;
  - f) To strengthen the risk management capacity of the municipalities by ensuring adherence to standardised documented business processes and linkage to the BTO structure; and
  - g) To train officials within both the Provincial Treasury as well as the municipalities in the Western Cape Province to properly comprehend, interpret, offer opinion and manage cash flow statements and municipal budgets.

- h) The Public Sector Cash Management Training contributes towards NQF Level 7 accreditation hence participants are required to submit a practical and experiential assignment and case studies.

### 3. LOGISTICS

- 3.1 The details of the upcoming workshop are as follows:

**Date:** 29 February to 2 March 2016 (Monday -Wednesday)

**Venue:** Swartland/Malmesbury (Exact details and directions to be confirmed)

**Time:** 08:00 - 16:00 (Daily)

- 3.2 Each attendee is required to bring his/her own laptop to participate in the practical session and co-ordinate their own travel and accommodation arrangements.
- 3.3 The training costs are funded by the WC Provincial Treasury and do not include travel and accommodation costs of delegates.

### 4. CONFIRMATION/CORRESPONDENCE

Confirmation of attendance should reach the Secretariat at the Provincial Treasury by no later than Monday, 8 February 2016. Please direct your communication to:

Attention: Mr Wesley Baatjies

Tel: 021 483 8662

Fax: 021 483 4411

Email: [Wesley.Baatjies@westerncape.gov.za](mailto:Wesley.Baatjies@westerncape.gov.za)

Or

Attention: Ms Anthea Paries

Tel: 021 483 5472

Fax: 021 483 4411

Email: [Anthea.Paries@westerncape.gov.za](mailto:Anthea.Paries@westerncape.gov.za)

Your co-operation in this regard will be highly appreciated.

Yours faithfully



**MR M SIGABI**

**ACTING CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE**

**DATE:** 6 January 2016