



**Western Cape
Government**

Provincial Treasury

Nangamso Sigwela

Acting Director: Corporate Governance

Email: Nangamso.Sigwela@westerncape.gov.za

Tel: +27 21 483 8223 Fax: +27 21 483 3707

Reference: RCS/C.5

MUNICIPAL CIRCULAR MUN NO. 16/2017

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MS G STEPHAN
THE MAYOR, CEDERBERG MUNICIPALITY: MR J BARNARD
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR M KOEN
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: DR H VON SCHLICHT
THE MAYOR, WITZENBERG MUNICIPALITY: MR BC KLAASEN
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR CJ POOLE
THE MAYOR, STELLENBOSCH MUNICIPALITY: MS G VAN DEVENTER
THE MAYOR, BREED VALLEY MUNICIPALITY: MS A STEYN
THE MAYOR, LANGE BERG MUNICIPALITY: MR HM JANSEN
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR S FRANKEN
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MS CJM VOSLOO
THE MAYOR, OVERSTRAND MUNICIPALITY: MR RJ SMITH
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR PJ SWART
THE MAYOR, SWELLEN DAM MUNICIPALITY: MR NG MYBURGH
THE MAYOR, EDEN DISTRICT MUNICIPALITY: MR M BOOYSEN
THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDELS
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR HJ LEVENDAL
THE MAYOR, GEORGE MUNICIPALITY: MR MG NAIK
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR CF SYLVESTER
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: MR N CONSTABLE
THE MAYOR, LAINGSBURG MUNICIPALITY: MR AA MARTINUS
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR J VAN DER LINDE

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM
THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR H PRINS
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DP LUBBE
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR G MATTHYSE
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV H LINDE
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR G SMITH (ACTING)
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR M MGAJO
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR J LEIBBRANDT
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS G METLER
THE MUNICIPAL MANAGER, BREED VALLEY MUNICIPALITY: MR D McTHOMAS
THE MUNICIPAL MANAGER, LANGE BERG MUNICIPALITY: MR SA MOKWENI
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR J BARNARD (ACTING)
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR C GROENEWALD
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR D O'NEILL
THE MUNICIPAL MANAGER, SWELLEN DAM MUNICIPALITY: MR CM AFRICA
THE MUNICIPAL MANAGER, EDEN DISTRICT MUNICIPALITY: MR M STRATU
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR R STEVENS
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: ADV MG GILIOME

THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
 THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR R SMIT (ACTING)
 THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR T NDLOVU
 THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR J DOUGLAS (ACTING)
 THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR S JOOSTE
 THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR SC PIETERSE (ACTING)
 THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR H METTLER
 THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR K HAARHOFF (ACTING)

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY
 THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT MUNICIPALITY: MR J KOEKEMOER
 THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR G SEAS
 THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR E ALFRED
 THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR G GOLIATH
 THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR S VORSTER
 THE CHIEF FINANCIAL OFFICER, SWARTLAND MUNICIPALITY: MR M BOLTON
 THE CHIEF FINANCIAL OFFICER, CAPE WINELANDS DISTRICT MUNICIPALITY: MS FA DU RAAN-GROENEWALD
 THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR C KRITZINGER
 THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR J CARSTENS
 THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR M WÜST
 THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR R ONTONG (ACTING)
 THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR B BROWN
 THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT MUNICIPALITY: DR J TESSELAAR
 THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR D LOUW
 THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MS S REYNEKE-NAUDE
 THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H VAN BILJON
 THE CHIEF FINANCIAL OFFICER, SWELLENDAM MUNICIPALITY: MR H SCHLEBUSCH
 THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT MUNICIPALITY: MS L HOEK
 THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR K VAN NIEKERK
 THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN
 THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR H LE ROUX (ACTING)
 THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR K JORDAAN
 THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR F LÖTTER
 THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR G GROENEWALD (ACTING)
 THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR M MEMANI
 THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MS U BAARTMAN
 THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
 THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING
 THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR CJ KYMDELL (ACTING)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR Z HOOSAIN)
 THE DEPUTY DIRECTOR GENERAL: FISCAL AND ECONOMIC SERVICES (MR H MALILA)
 THE DEPUTY DIRECTOR GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR A HARDIEN)
 THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MS M KORSTEN)
 THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
 THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (MR H MALILA) (PRO TEM)
 THE CHIEF DIRECTOR: ASSET MANAGEMENT (MR IG SMITH)
 THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR L BRINDERS) (ACTING)
 THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
 THE HEAD: OFFICE OF THE FINANCE MINISTRY (ADV E PRETORIUS)
 THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)
 THE DIRECTOR: FINANCIAL GOVERNANCE (MS N SIGWELA) (ACTING)
 THE DIRECTOR: FISCAL POLICY (DR N NLEYA)
 THE DIRECTOR: INFRASTRUCTURE (MR K LANGENHOVEN)
 THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR T MADONDILE) (ACTING)
 THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR A DYAKALA)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)
 THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)
 THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)
 THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS RH SLINGER)
 THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
 THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)
 THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)
 THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A MAZOMBA)

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)

SUBMISSION OF REPORTS I.R.O. THE FINANCIAL MANAGEMENT CAPACITY BUILDING GRANT, THE EXEMPTION NOTICE (GOVERNMENT GAZETTE NO. 40593) AND PROVINCIAL TREASURY BUDGET AND TREASURY OFFICE (BTO) DATA FORMS

1. PURPOSE

- To inform municipalities of the submission dates for reporting on the Financial Management Capacity Building Grant (FMCBG), the Exemption Notice and data and return forms pertaining to the Budget and Treasury Office (BTO) for the 2017/18 financial year. This will assist municipalities in complying with the reporting requirements relating to the MFMA BTO Capacitation and Development reforms.
- To provide the MFMA BTO Capacitation and Development reporting templates.

2. BACKGROUND

Provincial Treasury as required in the Municipal Finance Management Act, 2003 (Act No. 56 of 2003), must monitor and support municipalities in complying with the MFMA prescripts and its related regulations.

The Municipality is required to comply with a number of reporting responsibilities as per the MFMA and in order to assist the municipality in doing so in a timeous manner, this circular seeks to address the reporting requirements relating to MFMA Capacitation and Development reforms.

3. REPORTING REQUIREMENTS

3.1 Financial Management Capacity Building (FMCBG)

The Western Cape Financial Management Capacity Building Grant forms part of the Provincial Treasury strategy to support municipalities in developing their financial management capacity. The grant aims to enable the attraction, development and retention of human capacity required to implement the MFMA and related regulations. The grant funds were published in the Provincial Gazette, No. 7576.

Municipalities are required to utilise the grant for the establishment or augmentation of an external municipal bursary programme to develop students and learners with potential and performing learners within their respective municipal areas.

A Memorandum of Agreement was concluded between the Provincial Treasury and individual municipalities. In terms of the conditions of the grant, the municipality must report on the progress on implementation of the grant. A reporting template is attached (Annexure C) which will be used to report on a six monthly basis for the following periods:

- Report on progress from 1 January to 30 June
- Report on progress from 1 July to 31 December

3.2 Exemption Notice – Government Gazette No. 40593

Exemption Notice No. 40593 was issued on 3 February 2017 which provided further exemption from Regulations 15 and 18 of the Municipality Regulations on Minimum Competency Levels, 2007 (referred to as the "Regulations"). The conditions of the Exemption Notice require municipalities to report on the progress of affected officials on a monthly basis to National Treasury, Provincial Treasury and the respective municipal councils. National Treasury issued a template (Annexure A - Exemption Notice reporting) on which to submit the required information.

3.3 Other reporting responsibilities

Municipalities are required to report to Provincial Treasury on the Budget and Treasury Office (BTO) Capacitation and the implementation of the National Treasury Municipal Finance Management Internship Programme. The reporting timeframes are provided in the schedule below.

3.4 Schedule of Reporting Timeframes

To assist municipalities with compliance with the MFMA Capacitation and Development reporting timeframes, a schedule has been compiled for the 2017/18 financial year. Municipalities should ensure that they are utilising the correct forms on which to submit the requested information as the use of the incorrect forms could lead to the return of the documents and delays in reporting to the relevant stakeholders. The forms have been attached for ease of reference.

Table 1: Schedule of Reporting Timeframes

TYPE OF FORM	NAME OF FORM	DESCRIPTION	SUBMIT TO	DUE DATE
Data form	PT Financial Management Capacity Building Grant Report (Annexure C)	Data form on which to report on the implementation of the FMCBG i.e. the establishment of the External Bursary Programme on a bi-annual basis. Reporting period: 1/01 – 30/06/2017 and 1/07 – 31/12/2017	Provincial Treasury For Attention: see Table 2 below and email to PT officials allocated to respective municipality.	31/07/2017 02/01/2018

TYPE OF FORM	NAME OF FORM	DESCRIPTION	SUBMIT TO	DUE DATE
Return form (Government Gazette No. 40593 of 3 February 2017)	National Treasury Annexure A – Exemption Notice reporting	Excel spreadsheet on which to report monthly on new and existing officials i.t.o. progress on attaining minimum competency levels. Cover letter with summary of progress to be submitted with Annexure A.	National Treasury For attention: Gershon Sibinda (email to MFMACapacityBuilding@treasury.gov.za) and Cc. Provincial Treasury For Attention: See Table 2 below and email to PT official allocated to the respective municipality.	3/04/2017 3/05/2017 5/06/2017 3/07/2017 3/08/2017 4/09/2017 3/10/2017 3/11/2017 4/12/2017 3/01/2018 5/02/2018 5/03/2018 3/04/2018
Data form	Provincial Treasury Budget and Treasury office data form (Annexure B)	Quarterly data form pertaining to all officials in the Financial Department. Reporting to be done for the following periods: Q1: Apr – Jun 2017 Q2: July – Sept 2017 Q3: Oct – Dec 2017 Q4: Jan – Mar 2018	Provincial Treasury For Attention: see Table 2 below i.r.o. PT email address.	Q1: 10/07/2017 Q2: 10/10/2017 Q3: 22/01/2018 Q4: 10/04/2018
Data form	Provincial Treasury Section 56/57 data form (Annexure A)	Quarterly data form pertaining to S56/57 employees. Reporting to be done for the following periods: Q1: Apr – Jun 2017 Q2: July – Sept 2017 Q3: Oct – Dec 2017 Q4: Jan – Mar 2018	Provincial Treasury For Attention: Divinia Stevens Email address: Divinia.Stevens@westerncape.gov.za And CC PT official as per Table 2 below.	Q1: 10 Jul 2017 Q2: 10 Oct 2017 Q3: 22 Jan 2018 Q4: 10 Apr 2018
Return form	Municipal Finance Management Internship Programme quarterly return form	PT quarterly return form i.r.o. interns. Reporting to be done for the following periods: Q1: Apr – Jun 2017 Q2: July – Sept 2017 Q3: Oct – Dec 2017 Q4: Jan – Mar 2018	Provincial Treasury For Attention: see Table 2 below i.r.o. PT email address.	Q1: 10 Jul 2017 Q2: 10 Oct 2017 Q3: 22 Jan 2018 Q4: 10 Apr 2018

TYPE OF FORM	NAME OF FORM	DESCRIPTION	SUBMIT TO	DUE DATE
Bi-annual Return form	NT Six monthly implementation report: Schedule	Bi-annual return form for reporting progress on minimum competencies. Semester 1: July - Dec 2017 Semester 2: Jan - June 2018	National Treasury For attention: Gershon Sibinda (MFMACapacityBuilding@treasury.gov.za) and Provincial Treasury (MFMA.MFMA@westerncape.gov.za)	Semester 1 due 30 Jan 2018 Semester 2 due 30 July 2018

For the submission of the aforementioned data and return forms as well as any queries relating to the circular content, please contact the following officials:

Table 2: PT Contact person

PT official - Allocated Municipalities	
Tracy Bowers Tel No: 021 483 6694 Email: Tracy.Bowers@westerncape.gov.za 1. City of Cape Town Municipality 2. Matzikama Municipality 3. Cederberg Municipality 4. West Coast Municipality 5. Berg River Municipality 6. Saldanha Bay Municipality 7. Swartland Municipality 8. Overstrand Municipality 9. Laingsburg Municipality 10. Beaufort West Municipality	Wendy Hans Tel No: 021 483 4289 Email: Wendy.Arendse2@westerncape.gov.za 1. Bitou Municipality 2. Kynsna Municipality 3. George Municipality 4. Eden District Municipality 5. Mossel Bay Municipality 6. Hessequa Municipality 7. Kannaland Municipality 8. Oudshoorn Municipality 9. Central Karoo Municipality 10. Theewaterskloof Municipality
Zandile Cwane Tel No.: 021 483 8202 Email: Zandile.Mbatani@westerncape.gov.za 1. Stellenbosch Municipality 2. Drakenstein Municipality 3. Cape Winelands District Municipality 4. Witzenberg Municipality 5. Breede Valley Municipality 6. Langeberg Municipality 7. Swellendam Municipality 8. Overberg District Municipality 9. Cape Agulhas Municipality 10. Prince Albert Municipality	

5. CONCLUSION

Municipalities are requested to adhere to the above reporting responsibilities and thereby ensure compliance with the relevant legislation. It will also enable Provincial Treasury to fulfil their reporting responsibility in terms of the MFMA and act as an early indicator of whether support is required by municipalities and how this support can be planned for and provided timeously.



MS N SIGWELA

ACTING DIRECTOR: CORPORATE GOVERNANCE

DATE: 27 June 2017

ANNEXURE B

Please note that information on this sheet is drawn automatically from the Input Sheet, therefore, it serves as a summary to track progress.

The submission of this information must be accompanied by a covering letter outlining plan of action, signed by the Municipal Manager, committing the Council to fast track requirements for officials to complete their competency training within 18 months of the deadline of 1 January 2013. Further information is contained in MFMA Circular 60, specifically relating to consideration of Special Merit Cases. This Circular, can be accessed on NT website: www.treasury.gov.za under the MFMA Portal. This information must be saved in the name format "Municipal Name_CSM_Template" and be submitted electronically to MFMA@treasury.gov.za . All the related queries may be sent to the same email address.

Summary Sheet	Total
Officials Affected by the Regulations	0
Officials with NQF level 6 Qualification	0
Officials with NQF level 5 Qualification	0
Officials with Qualifications lower than NQF level 5	0
Officials with Performance Agreements signed including competency gaps	0
Officials with Performance Agreements signed excluding competency gaps	0
Officials without Performance Agreements	0
Officials who may have achieved the minimum competency levels	0

Name of Municipal Manager:	Date:

PROVINCIAL TREASURY DATA FORM

ANNEXURE A SECTION 56/57 DATA FORM FOR MUNICIPALITIES

Description

In order to effectively monitor and assess the impact of changes such as vacancies, suspensions, etc. in the executive management level have on the functioning of the municipalities, it has become a necessary to develop a tool which will assist with this function. It will also enable Provincial Treasury together with the municipality to determine what mechanisms are required to address the problem in the long and short term.

The data form should be completed by the Human Resources Manager.

Declaration: The Municipal Manager certifies this to be a true and accurate record of the statistic provided herein.

Name of Municipality:		Municipal Code:	
Municipal Manager:		E-mail address:	
Telephone:		Date:	

Total No of S56/57 managers on the organisational structure:	
Total No of S56/S57 managers active in approved posts:	
Total No of S56/57 vacancies	
Total No of S56/57 suspensions	

Name of Section 56/57 employee	Name of Qualification	Position held	Directorate	Post funded/unfunded	Years of experience in LG	Type of employment - Permanent - Contract	Contract end date	Performance Agreements -Yes - No	Post Status - Filled - Vacant	Period of vacancy/suspension	Reason for suspension	Indicate whether - Fully competent - On training - Not training (Minimum competency regulation)	Challenges	Municipal action to address challenges

Acting officials

Name of Acting Section 56/57 employee	Qualification	Acting position held	Directorate	Post funded/unfunded		Official position held	Type of employment - Permanent - Contract	Contract end date	Performance Agreements -Yes - No	Post Status - Filled - Vacant		Indicate whether - Fully competent - On training - Not training (Minimum competency regulation)	Challenges	Provide reason where no training has occurred

Completed by: Human Resource Manager/Skills Development Facilitator

Name in blockletters: _____
 Signature: _____
 Date: _____

Certified correct: Municipal Manager

Name in blockletters: _____
 Signature: _____
 Date: _____

PROVINCIAL TREASURY									
ANNEXURE C: FINANCIAL MANAGEMENT CAPACITY BUILDING GRANT BI-ANNUAL REPORT (FINANCIAL AND NON-FINANCIAL)									
Description To effectively monitor and assess the progress of the implementation of the Financial Management Capacity Building Grant (FMCBG) i.r.o establishing or augmenting an External Bursary Programme within municipalities in the Western Cape.									
Name of Municipality:									
Municipal Manager:									
Telephone:									
E-Mail address:									
FINANCIAL REPORTING									
Grant performance		2016/2017							
Total WC FMCBG funds received		R 120 000							
YTD Actual Expenditure for 2016/17 financial year as at 30 June 2017									
YTD Actual Expenditure for 2016/17 financial year as at 31 December 2017									
Unspent funds									
% of funds spent									
Current commitments									
NON-FINANCIAL REPORTING									
Date External Bursary Policy approved (provide copy of policy):									
Challenges with implementation i.e. non-spending of grant									
Measures to address challenges									
No.	NAME OF SUCESSFUL CANDIDATE	GENDER	RACE	MUNICIPAL AREA IN WHICH LEARNER RESIDES	FIELD OF STUDY	LEARNING INSTITUTION	AMOUNT ALLOCATED FROM GRANT	CO-FUNDING PROVIDED	LEARNER CONTRACT SIGNED (PROVIDE COPY)
1									
2									
3									
Declaration: The Municipal Manager certifies this to be a true and accurate record of the Information provided herein.									
Completed by: Name in blockletters: _____ Designation: _____ Signature: _____ Date: _____					Completed by: Municipal Manager Name in blockletters: _____ Signature: _____ Date: _____				

MFMA: MUNICIPAL REGULATIONS ON MINIMUM COMPETENCY LEVELS

SIX MONTHLY IMPLEMENTATION REPORT: SCHEDULE

Every municipality must submit this schedule to National Treasury disclosing for the 6 months ending 31 December and 30 June:

1. the total number of financial and supply chain management officials employed by the municipality and each of its municipal entities, and of those officials:
2. how many have undertaken a competency assessment, and
3. how many have complying performance agreements, including the attainment of competencies as a performance target.
4. Should you wish to provide additional information please include comments in the box below or forward a separate letter to the

National Treasury MFMA Implementation Unit, Private Bag X115, Pretoria, 0001.

The schedule must be submitted no later than one month after the 6 month period end (i.e.30 January and 30 July). No extension of time will be given. This information must also be reflected in the municipality's Annual Report as at the end of the financial year to which the report relates. A municipal entity must submit its information to the parent municipality no later than 20 January and 20 July and also reflect this in its own Annual Report.

To save the file press the following keys at the same time with Caps Lock off: Ctrl-Shift-S. Save file as: Muncde_COM_ccyy_Sn.xls (e.g. GT411_COM_2008_S1.xls)

The electronic return must be emailed to lgdatabase@treasury.gov.za.

DECLARATION: The Municipal Manager/ Chief Executive Officer certifies this to be a true and accurate record of the implementation of the MFMA Municipal regulations on Competency Levels for officials in the municipality and/ or municipal entity for the six month period.						
Municipal Manager/ CFO name:				Email:		
Telephone:				Date (ccyy/mm/dd):		
Mun Code:				Municipality Name:		
Financial Year:				Six Month Period:		
Description	A. Total number of officials employed by municipality (Regulation 14(4)(a) and (c))	B. Total number of officials employed by municipal entities (Regulation 14(4)(a) and (c))	Consolidated: Total of A and B	Consolidated: Competency assessments completed for A and B (Regulation 14(4)(b) and (d))	Consolidated: Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f))	Consolidated: Total number of officials that meet prescribed competency levels (Regulation 14(4)(e))
Financial Officials						
<i>Accounting officer</i>			0			
<i>Chief financial officer</i>			0			
<i>Senior managers</i>			0			
<i>Any other financial officials</i>			0			
Supply Chain Management Officials						
<i>Heads of supply chain management units</i>			0			
<i>Supply chain management senior managers</i>			0			
TOTAL	0	0	0	0	0	0
Comments						

THE MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME: QUARTERLY RETURN FORM

Name of the Municipality:	
Local Champion/Mentor:	
Date:	

Intern 1							
Intern Particulars		Employment Particulars		Training: Theory		Training: Practical	
Name		Start of the internship contract		Are you on minimum Competency Training		Is there a documented rotation plan?	
ID Number		End of the internship contract		Start date of training		Previous functional area	
Phone Number		Was the contract extended after the end of the initial contract, if yes until when		End date of training		Date the intern moved from the previous to current functional area	
Cell Number		Supervisor/Mentor		Unit standards passed		Current functional area	
Email Address		Functional area		Unit standards currently busy with		Date the intern will moved from the current to the next functional area	
Highest Qualification Achieved		Performance Reviews		Unit standards outstanding to complete all the required unit standards		Current Supervisor	
Major Subject		Personal development plan		What other finance theoretical training did you attend		Supervisor's name & designation	
		Portfolio of evidence				Supervisor's contact number & email address	

Intern 2							
Intern Particulars		Employment Particulars		Training: Theory		Training: Practical	
Name		Start of the internship contract		Are you on minimum Competency Training		Is there a documented rotation plan?	
ID Number		End of the internship contract		Start date of training		Previous functional area	
Phone Number		Was the contract extended after the end of the initial contract, if yes until when		End date of training		Date the intern moved from the previous to current functional area	
Cell Number		Supervisor/Mentor		Unit standards passed		Current functional area	
Email Address		Functional area		Unit standards currently busy with		Date the intern will moved from the current to the next functional area	
Highest Qualification Achieved		Performance Reviews		Unit standards outstanding to complete all the required unit standards		Current Supervisor	
Major Subject		Personal development plan		What other finance theoretical training did you attend		Supervisor's name & designation	
		Portfolio of evidence				Supervisor's contact number & email address	

Intern 3							
Intern Particulars		Employment Particulars		Training: Theory		Training: Practical	
Name		Start of the internship contract		Are you on minimum Competency Training		Is there a documented rotation plan?	
ID Number		End of the internship contract		Start date of training		Previous functional area	
Phone Number		Was the contract extended after the end of the initial contract, if yes until when		End date of training		Date the intern moved from the previous to current functional area	
Cell Number		Supervisor/Mentor		Unit standards passed		Current functional area	
Email Address		Functional area		Unit standards currently busy with		Date the intern will moved from the current to the next functional area	
Highest Qualification Achieved		Performance Reviews		Unit standards outstanding to complete all the required unit standards		Current Supervisor	
Major Subject		Personal development plan		What other finance theoretical training did you attend		Supervisor's name & designation	
		Portfolio of evidence				Supervisor's contact number & email address	

Intern 4							
Intern Particulars		Employment Particulars		Training: Theory		Training: Practical	
Name		Start of the internship contract		Are you on minimum Competency Training		Is there a documented rotation plan?	
ID Number		End of the internship contract		Start date of training		Previous functional area	
Phone Number		Was the contract extended after the end of the initial contract, if yes until when		End date of training		Date the intern moved from the previous to current functional area	
Cell Number		Supervisor/Mentor		Unit standards passed		Current functional area	
Email Address		Functional area		Unit standards currently busy with		Date the intern will moved from the current to the next functional area	
Highest Qualification Achieved		Performance Reviews		Unit standards outstanding to complete all the required unit standards		Current Supervisor	
Major Subject		Personal development plan		What other finance theoretical training did you attend		Supervisor's name & designation	
		Portfolio of evidence				Supervisor's contact number & email address	

Intern 5							
Intern Particulars		Employment Particulars		Training: Theory		Training: Practical	
Name		Start of the internship contract		Are you on minimum Competency Training		Is there a documented rotation plan?	
ID Number		End of the internship contract		Start date of training		Previous functional area	
Phone Number		Was the contract extended after the end of the initial contract, if yes until when		End date of training		Date the intern moved from the previous to current functional area	
Cell Number		Supervisor/Mentor		Unit standards passed		Current functional area	
Email Address		Functional area		Unit standards currently busy with		Date the intern will moved from the current to the next functional area	
Highest Qualification Achieved		Performance Reviews		Unit standards outstanding to complete all the required unit standards		Current Supervisor	
Major Subject		Personal development plan		What other finance theoretical training did you attend		Supervisor's name & designation	
		Portfolio of evidence				Supervisor's contact number & email address	

Interns graduated from the programme: 2015-2017							
Name & Surname	Identity Number	Contact Number	Appointment date as intern	End of contract as intern	Was the contract extended after the end of the initial contract, if yes until when	Did the intern receive a certificate of completion? (Internship Programme)	Absorbed by the municipality

Interns graduated from the programme							
Name & Surname	Identity Number	Contact Number	Appointment date as intern	End of contract as intern	Was the contract extended after the end of the initial contract, if yes until when	Did the intern receive a certificate of completion? (Internship Programme)	Absorbed by the municipality
Lizaan King	8809080244086	0272013329	2013/06/01	2016/03/31	Yes till 30/09/16	No	Yes
Peter Lof	8802050129080	0272013396	2013/06/01	2012/07/31	Yes till 31/05/16	No	Yes
Bruce Maarman	8009035231086	0272013396	2013/10/03	2015/09/30	Yes till 30/09/15	No	Yes
Marianna Owies	7505020161080	0272013342	2010/01/01	2011/12/31	No	No	Yes
Nicolien Tieties	8007020135080	0272013347	2010/01/01	2011/12/31	No	No	Yes
Shirley Waenström	8307080185086	0272013492	2011/07/04	2012/06/30	No	No	Yes