

Reference: RCS/C.5

TREASURY CIRCULAR MUN NO. 25/2017

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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
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ANNUAL BUDGET AND IN-YEAR MONITORING WORKSHOP: 16; 17 AND 18 OCTOBER 2017

1. PURPOSE

This circular is to invite municipal officials to attend training sessions on Annual Budgets and In-Year Monitoring as an endeavour to strengthen financial management capacity at municipalities within the Western Cape.

2. BACKGROUND

- 2.1 In terms of section 5(3) of the Municipal Finance Management Act (Act 56 of 2003), the Provincial Treasury is mandated to assist, guide, monitor and enforce compliance to the said Act. Furthermore, Provincial Treasury forms part of the Provincial Strategic Goal 5 initiative as part of the Provincial Strategic Plan (2014 to 2019) and specific focus of this initiative is to strengthen the capacity of municipalities.
- 2.2 In relation to the above, the Provincial Treasury: Directorate Local Government Public Finance is mandated to provide support and training to the municipalities in the Western Cape, as an endeavour to build financial management capacity at the municipalities within the Western Cape Province.
- 2.3 The training sessions will provide practical training to municipal officials as part of Provincial Treasury's goal to achieve "Credible budgets within municipalities and municipal entities". This would require the Municipal Managers and Municipal Chief Financial Officers to avail at least one or a maximum of two officials to attend the above-mentioned sessions. It should be noted that municipalities wishing to nominate two officials, should do so as early as possible due to limitation on the number of seats available.
- 2.4 In an attempt to foster the necessary skills, the goal of this project is to achieve the following objectives:
 - To train officials within municipalities of the Western Cape to properly comprehend, compute, interpret, offer opinions and manage municipal budgets.
 - To develop and implement training in comprehensive local government budget implementation, including in-year monitoring.
 - To share with the municipalities, the game changers as resolved by the Technical Finance committee and related reforms.

- 2.5 The target group for these training sessions has been identified as municipal officials in the Budget and Treasury Office, specifically those that perform the completion, review and submission of budget documents and in-year reports. Training will be rolled out over 3 days from **16 to 18 October 2017** in the Cape Winelands District.

3. LOGISTICS

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

Date: 16, 17 and 18 October 2017 (Monday - Wednesday)

Venue: Faculty of Medicine and Health Sciences
Stellenbosch University
1 Durban Street
Worcester

Time: 08:00 – 16:00 (daily)

Each attendee is required to bring his/her own laptop to participate in the practical session.

- 3.2 The training costs are funded by the Provincial Treasury and do not include the travel and accommodation costs of delegates. Hence, each attendee is required to co-ordinate their own travel and accommodation arrangements.

4. REGISTRATION

- 4.1 The School of Public Leadership of Stellenbosch University will be making use of two sets of online registrations:

- The first is the Stellenbosch University SUNLearn platform used to eventually combine participants' personal information, student registration and assessment information for issuing Stellenbosch University certificates of competence.
- The second is a purpose-developed system of the School of Public Leadership for administration of the Municipal Minimum Competency Levels training programme. Due to Local Government Seta verification requirements related to issuing of their Statements of Results, it is at this stage unfortunately not possible to integrate the two systems, which means that participants unfortunately have to initially complete their personal details on both platforms (approximately seven minutes per platform), where after individual course registrations on both systems are very quick to do online.

- 4.2 Once the municipality has nominated officials to attend the training, further details and guidance will be provided to each nominee to register inline.

5. CONFIRMATION/CORRESPONDENCE

- 5.1 Confirmation of attendance should reach the Secretariat at the Provincial Treasury by no later than **26 September 2017**. Please direct your communication to:

Attention: Ms Wafeeqah Mohamed

Tel: 021 483 8648

Fax: 021 483 4411

Email: Wafeeqah.Mohamed@westerncape.gov.za

- 5.2 Kindly note that the transversal training support initiative by WC Provincial Treasury is designed to continue to capacitate, skill and empower public officials towards enhanced, effective, efficient and responsive Local Government and thus we encourage municipality to take up this opportunity.

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



MR A DYAKALA

ACTING CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE

DATE: 18/09/2017