

Reference: RCS/C.5

TREASURY CIRCULAR MUN NO. 32/2017

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THE MAYOR, SALDANHA BAY MUNICIPALITY: MR M KOEN
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THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE
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THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

CASH MANAGEMENT WORKSHOP: 1 TO 3 NOVEMBER 2017

1. PURPOSE

This circular is to invite municipalities to attend training sessions on Cash Management Training as an endeavour to further build 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.
- 2.2 In relation to the above, Provincial Treasury: Directorate Fiscal Policy is delegated to provide support and training to the municipalities in the Western Cape.
- 2.3 The training sessions will provide practical training to municipal officials as part of Provincial Treasury's goal to improve cash management within municipalities to ensure compliance prudent for financial management and effective leadership. This would require the Municipal Managers and Municipal Chief Financial Officers to avail 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:
 - a) To train officials within municipalities of the Western Cape to properly comprehend, interpret and manage cash flow statements;
 - b) The improvement of cash flow planning, financial management and reporting; and
 - c) 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.
- 2.5 The target group for these training session has been identified as municipal officials in the Budget and Treasury Office specifically to properly comprehend, interpret, offer opinions, manage cash flow statements and municipal budgets.

3. LOGISTICS

3.1 The details of the upcoming workshop are as follows:

Date	1 to 3 November 2017 (Wednesday - Friday)
Venue	The Dunes R316 ARNISTON 7280 Western Cape
Time	08:00 – 16:00 (Daily)
GPS Co-ordinates	34.6538° S 20.2202° E

- 3.2 Each attendee is required to bring his/her own laptop to participate in the practical session.
- 3.3 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.
- 3.4 It should be noted that training will be fully utilised over the three days.

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 on-line.

5. CONFIRMATION/CORRESPONDENCE

Confirmation of attendance should reach the Secretariat at the Provincial Treasury by no later than **25 October 2017**. Please direct your communication to:

Attention : Mr Wesley Baatjies
Tel. : 021 483 8662
Fax : 021 483 8623
Email : Wesley.Baatjies@westerncape.gov.za

Or

Attention : Ms Anthea Paries
Tel. : 021 483 5472
Fax : 021 483 8623
Email : Anthea.Paries@westerncape.gov.za

Kindly note that the transversal training support initiative by WC Provincial Treasury is designed to continue to capacitate, skill and empower public officials. Thus, we encourage the municipality to seize this opportunity.

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



DR NDODANA NLEYA
DIRECTOR: FISCAL POLICY
DATE: 16 October 2017