

Reference number: RCS/C.5

Private Bag X9165
CAPE TOWN
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TREASURY CIRCULAR MUN NO. 25/2018

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR H CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MR H NEL
THE MAYOR, CEDERBERG MUNICIPALITY: MR J BARNARD
THE MAYOR, BERGRIVIER MUNICIPALITY: MS S CRAFFORD (ACTING)
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 B KLAASEN
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR CJ POOLE
THE MAYOR, STELLENBOSCH MUNICIPALITY: ADV. G VAN DEVENTER
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN
THE MAYOR, LANGEBERG MUNICIPALITY: MR HM JANSEN
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR A FRANKEN
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MS CJM VOSLOO
THE MAYOR, OVERSTRAND MUNICIPALITY: MR D COETZEE
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR PJ SWART
THE MAYOR, SWELLEN DAM MUNICIPALITY: MR NG MYBURGH
THE MAYOR, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M BOOYSEN
THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDLES
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR HJ LEVENDAL
THE MAYOR, GEORGE MUNICIPALITY: MR M NAIK
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR CF SYLVESTER
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE
THE MAYOR, KNYSNA MUNICIPALITY: MR M WILLEMSE
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: DR A RABIE
THE MAYOR, LAINGSBURG MUNICIPALITY: MR M GOUWS
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR N CONSTABLE

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THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DP LUBBE
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR L VOLSCHENK
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV. H LINDE
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THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR J LEIBBRANDT
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS G METTLER
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS
THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR SA MOKWENI
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR G MATTHYSE
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 A GROENEWALD
THE MUNICIPAL MANAGER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M STRATU
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR R STEVENS
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THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: ADV. M GILLOMEE

THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR A PAULSE
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR T NDLOVU
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THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR K HAARHOFF

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY
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THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR G SEAS
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR E ALFRED
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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

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

CASH MANAGEMENT WORKSHOP: 29 TO 31 OCTOBER 2018

1. PURPOSE

This circular is to invite municipalities to attend a training session on Cash Management 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: Local Government Cash Management is delegated to provide support and training to the municipalities in the Western Cape and offers further training workshops that will focus on the Municipal Cash Management processes and policies.

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 a limited 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 sessions 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 : 29 to 31 October 2018 (Monday - Wednesday)

Venue : Queen's Hotel, 5 Baron van Reede Street, Oudtshoorn 6625 (Western Cape)

Time : 08:00 – 16:00 (Daily)

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 **12 October 2018**. Please direct your communication to:

Attention : Mr Wesley Baatjies
Tel. : 021 483 8662
Fax : 021 483 4337
Email : Wesley.Baatjies@westerncape.gov.za

Or

Attention : Ms Anthea Paries
Tel. : 021 483 5472
Fax : 021 483 4337
Email : Anthea.Paries@westerncape.gov.za

6. 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.

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



DR NDODANA NLEYA
DIRECTOR: FISCAL POLICY
DATE: 06 September 2018