



Reference number: RCS/C.5

Private Bag X9165
CAPE TOWN
8000

TREASURY CIRCULAR MUN NO. 26/2018

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
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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, SWELLENDAM 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, 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
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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, SWELLENDAM 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 CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY
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THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR F LÖTTER
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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: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)
THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

ANNUAL BUDGET AND IN-YEAR MONITORING WORKSHOP: 25; 26 AND 27 SEPTEMBER 2018

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 **25 to 27 September 2018** in the Cape Winelands District.
- 2.6 It should be further noted that there will be two training sessions for the 2018/19 financial year and will be differentiated in terms of complexity as per the outcomes of the focus group conducted in July 2018. The upcoming training session from the 25 – 27 September 2018 will be technical of nature.
- 2.7 The second training session from **3 – 5 December 2018** will be more advanced and will focus on beyond compliance and more of a strategic nature and will go into more depth which include long term financial planning, policy analysis, alignment between planning and budgeting, balance sheet budgeting, reporting and interpreting financial and non-financial information and costing of services.

3. LOGISTICS

3.1 The details of the upcoming workshop are as follows:

Date : 25, 26 and 27 September 2018 (Tuesday - Thursday)

Venue : De Salze Lodge

Kleine Zalze Estate, R44 (Strand Road)

Techno Park Turn-off

Stellenbosch

7600

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.

4. REGISTRATION

4.1 The School of Public Leadership of Stellenbosch University will be making use of online registrations.

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 **18 September 2018**. Please direct your communication to:

Attention: Ms Mhlali Peter

Tel: 021 483 9195

Fax: 021 483 4411

Email: Mihlali.Peter@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 towards enhanced, effective, efficient and responsive Local Government and thus we encourage municipalities to take up this opportunity.

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



MR HC MALILA

DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES

DATE: 10 September 2018