

Marina Cox

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso 18/5/1/10

Navrae
Enquiries
Imibuzo G Pause

TREASURY CIRCULAR MUN 13-2008

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM
THE MUNICIPAL MANAGER, WEST COAST DISTRICT: MR WP RABBETS
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DG O'NEILL
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR G MATHYSE
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: MR D DANIELS (Acting)
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR S CORDOM (Acting)
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT: MR M MGAJO
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON (Acting)
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR S KABANYANE
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR I KENNED (Acting)
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR A PAULSE
THE MUNICIPAL MANAGER, BREEDE RIVER/WINELANDS: MR SA MOKWENI
THE MUNICIPAL MANAGER, OVERBERG DISTRICT: MR GW HERMANUS (Acting)
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: ADV W ZYBRANDS
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR K JORDAAN
THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR W HENDRICKS
THE MUNICIPAL MANAGER, EDEN DISTRICT: MR G LOUW (Acting)
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR KR DE LANGE
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: DR C DU PLESSIS
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR CM AFRICA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: REV NM PETERSON
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR L NGOQO
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR J DOUGLAS
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT: MR S JOOSTE
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR D ROSSOUW
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR M RICHARDSON
THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT: MR J KOEKEMOER
THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR LJ BRUWER
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR F LOTTER
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR JA VAN NIEKERK
THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR J LUUS
THE CHIEF FINANCIAL OFFICER, SWARTLAND MUNICIPALITY: MR K COOPER
THE CHIEF FINANCIAL OFFICER, CAPE WINELANDS DISTRICT: MR JG MARAIS
THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR H LE ROUX (Acting)
THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR CM PETERSEN
THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR BOLTON (Acting)
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR S ROETS (Acting)
THE CHIEF FINANCIAL OFFICER, BREEDE RIVER/WINELANDS: MR CF HOFFMANN
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT: MR R BUTLER
THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR S JACOBS
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MR H KLEINLOOG
THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H SCHLEBUSCH (Acting)
THE CHIEF FINANCIAL OFFICER, SWELLENDAM MUNICIPALITY: MR NB DELO
THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT: MR J STANDER (Acting)
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR BT LALOR
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN (Acting)
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR HF BOTHA
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR LH FOURIE
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR T MATHYSEN (Acting)
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR D LOTT
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR G EASTON
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT: MR CJ KYMDELL
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR GS BOTHMA
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR D LOUW

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: SUSTAINABLE RESOURCE MANAGEMENT (MR A PHILLIPS) (ACTING)
THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
THE HEAD: FINANCIAL GOVERNANCE (MR TC ARENDSE)
THE HEAD: PUBLIC FINANCE (MR H MALILA)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS PG PIEDT)
THE SENIOR MANAGER: ACCOUNTING (MR A REDDY)

THE CHIEF AUDIT EXECUTIVE (MS H ROBSON) (ACTING)
 THE SENIOR MANAGER: INTERNAL AUDIT (MS B CAIRNCROSS)
 THE SENIOR MANAGER: ECONOMIC ANALYSIS (MS W MAPIRA) (ACTING)
 THE SENIOR MANAGER: FISCAL POLICY: PROVINCIAL GOVERNMENT (MS A PICK) (ACTING)
 THE SENIOR MANAGER: FISCAL POLICY: LOCAL GOVERNMENT (MR G PAULSE) (PRO TEM)
 THE SENIOR MANAGER: BUDGET MANAGEMENT (MR PP PIENAAR) (ACTING)
 THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)
 THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (MR G PAULSE)
 THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)
 THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM)
 THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
 THE HEAD: OFFICE OF THE MINISTRY (MR G GESWINDT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING

REQUEST FOR INFORMATION: PERFORMANCE AUDIT OF ENTITIES THAT ARE CONNECTED WITH MUNICIPAL EMPLOYEES AND COUCILLORS DOING BUSINESS WITH MUNICIPALITIES

1. The Auditor-General has commenced with a transversal performance audit of municipal employee related entities transacting with municipalities within the Western Cape. This involves companies and/or close corporations which municipal employees and councilor are directors or members.
2. The objective of the performance audit is to identify if municipal employee related entities transacting with municipalities are advantaged with the allocation of quotations and tenders and to ensure that the quotations and tenders are approved in line with the municipal policies. The incorrect allocation of quotations and tenders creates a public perception that municipal employees and councilors are receiving an unfair advantage. Entities such as Small and Medium Micro Enterprises could also be deprived of the opportunity to transact with, or to obtain municipal tenders.
3. To identify municipal employee related entities transacting with municipalities, the following data (as a minimum) is required:

Payroll database (latest available) inclusive of data for councilors

- Employee number
- Employee name
- Employee surname
- Employee ID number
- Date appointed
- Designation
- Department number and description
- Name and surname of employee's spouse
- ID number of employee's spouse

Financial payment database

- Payment number
- Vendor name (and company registration details if available)
- Payment date
- Payment amount
- Any further identification details to trace the payment to source documentation

4. The data should be provided in one of the following formats:

- Flat file format
- Excel file format
- Report file format

The file(s) **must** be accompanied by a file layout indicating the fieldnames, type and length. Control totals (number of records and the total of a numeric field) should be provided.

5. The payroll data, financial payment data and database of the Registrar of Companies will be analysed and compared through the use of CAAT's procedures, auditors would visit the municipality to perform further procedures and to confirm the exceptions identified.
6. It would be appreciated if the information as requested in paragraph 3 could be made available in electronic format 31 July 2008.
7. The Western Cape Provincial Treasury will be responsible for the audit fees related to the performance audit.
8. Your co-operation in this regard would be appreciated. If require any further information, please contact me:
- Mr G Paulse
Tel: 021 483 6126
E-mail: Gpaulse@pgwc.gov.za



G PAULSE

SENIOR MANAGER: LOCAL GOVERNMENT FINANCE

DATE: 28/07/2008