

**PROVINSIALE TESOURIE • PROVINCIAL TREASURY •  
UNONDYEBE WEPHONDO**



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**TREASURY CIRCULAR MUN 17 -2009**

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THE MAYOR, HESSEQUA MUNICIPALITY: MR CP TAUTE  
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THE MAYOR, BITOU MUNICIPALITY: MR LL MVIMBI  
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES  
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THE MAYOR, PRINCE ALBERT MUNICIPALITY: MS M BENJAMIN  
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MS J JONAS

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THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR S KABANYANE  
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR I KENNEDE  
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR A PAULSE  
THE MUNICIPAL MANAGER, BREEDE RIVER/WINELANDS: MR SA MOKWENI  
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THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR M RICHARDSON  
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 THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR D LOUW

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)  
 THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)  
 THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR TC ARENDSE) (ACTING)  
 THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)  
 THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)  
 THE HEAD: FINANCIAL GOVERNANCE (MR A REDDY) (ACTING)  
 THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)  
 THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)  
 THE CHIEF FINANCIAL OFFICER (MR A GILDENHUIS)  
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 THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR H DU TOIT) (ACTING)  
 THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS N OLIPHANT)  
 THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)  
 THE SENIOR MANAGER: INTERNAL AUDIT: GOVERNANCE AND ADMINISTRATION CLUSTER (MS B CAIRNCROSS)  
 THE SENIOR MANAGER: INTERNAL AUDIT: SOCIAL CLUSTER (MR M MALULEKA)  
 THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (MR J RADEBE)  
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 THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR L HARTLE) (ACTING)  
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 THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)  
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 THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)  
 THE HEAD: OFFICE OF THE MINISTRY (MS J DAVIDS)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING



## **LOCAL GOVERNMENT ACCOUNTING CERTIFICATE**

### **1. PURPOSE**

- 1.1 To provide municipalities with further information regarding the Local Government Accounting Certificate (LGAC).
- 1.2 To inform municipalities of the requirements in order to achieve the successful roll-out of the LGAC programme in the Western Cape.

### **2. BACKGROUND**

- 2.1 The Local Government Accounting Certificate (LGAC) is a critical financial skills development programme that was developed by the Association of Accounting Technicians (AAT) in collaboration with the South African Institute of Chartered Accountants (SAICA) for municipalities.
- 2.2 Four hundred (400) municipal officials from the Western Cape will be allowed to participate in this certificate programme, which roughly equates to 15 learners per municipality.
- 2.3 The Local Government Sector Education Training Authority (LGSETA) is funding the certificate programme; municipalities will incur minimal costs related to travelling to the training venue, which will be within the municipal district. The cost of the training is estimated at R15 000.00 per learner and municipalities are encouraged to take full advantage of this valuable opportunity.
- 2.4 The certificate programme addresses the fundamentals of accounting and is aimed at entry-level municipal finance staff in the municipality.

- 2.5 This certificate is a recognised qualification registered with the South African Qualifications Authority (SAQA) at National Qualifications Framework (NQF) level 3 and within the scope of the Sector Education and Training Authority (SETA) for Finance, Accounting, Management Consulting and other Financial Services (FASSET).
- 2.6 This is a 1-year programme of a practical nature, which develops the practical skills and knowledge required in the finance sphere of the local government through simulations and assignments.
- 2.7 The 15 learners per municipality will not be out of the office at the same time, municipalities will split the group of 15 municipal officials into smaller groups of 5. Those 5 municipal officials will form part of a larger district group of 15 - 25 learners, which will be co-ordinated at a district level.
- 2.8 The learners will receive 18 days of contact training (2 days per month x 9 months) and assignments.
- 2.9 The information sessions were held for Western Cape municipalities from the 20<sup>th</sup> to the 21<sup>st</sup> July 2009 in Stellenbosch, Oudtshoorn and Bredasdorp outlining the way forward for the Local Government Accounting Certificate.

### **3. OBJECTIVE**

- 3.1 The training will result in improved staff knowledge of key accounting principles and key local government policies and how they impact on daily duties.
- 3.2 The training aims to achieve the following specific outcomes:

- Competent municipal staff that can confidently do the required accounting tasks, contributing to the effective running of Local Government finances and increased capacity.
- Enhance the level of skill with more rounded capabilities through improved computer, communication and personal skills.

- 3.3 Please find attached the Learnership Agreement (Annexure A) and the Learner Commitment Form (Annexure B) to be completed by the learners as well as the other parties as required by the forms.
- 3.4 Please find attached the Standards of Competence (Annexure C), which outlines the course material as well as the unit standards to be achieved by each learner.
- 3.5 Further course material and time tables will be made available to municipalities well in advance of the actual training for comments.

#### **4. REQUEST**

- 4.1 The municipality should appoint a suitable person who is committed to the certificate programme and empowered to undertake the operational implementation of the programme within the municipality, to be the LGAC "champion"/coordinator and the name of the municipal official must be forwarded to the Provincial Treasury: Local Government Accounting by Thursday 6 August 2009.
- 4.2 The Commitment Forms (Annexure B) are to be completed and submitted to Provincial Treasury: Local Government Accounting by close of business Friday 28 August 2009.



Kindly address any queries that you may have in this regard to:

NAME	E-MAIL ADDRESS	TELEPHONE	DISTRICTS
Micheline Fortuin	<a href="mailto:mifortui@pgwc.gov.za">mifortui@pgwc.gov.za</a>	(021)483-8665	West Coast, Overberg & Central Karoo
Thobelani Madondile	<a href="mailto:tmadondi@pgwc.gov.za">tmadondi@pgwc.gov.za</a>	(021) 483 6420	Eden & Cape Winelands

Your co-operation in this regard is highly appreciated.



**N OLIPHANT**

**SENIOR MANAGER LOCAL GOVERNMENT ACCOUNTING**

**DATE: 27/07/2009**