

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO



Verwysing Reference
Isalathiso T14/4/2/2

Navrae Enquiries
Imibuzo Ms C Grundling

TREASURY CIRCULAR 23/2009

THE PREMIER

THE MINISTER OF AGRICULTURE
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM
THE MINISTER OF HEALTH
THE MINISTER OF HOUSING
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF SOCIAL DEVELOPMENT
THE MINISTER OF TRANSPORT AND PUBLIC WORKS
THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

For information

ALL OTHER MEMBERS OF PARLIAMENT

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (MS V PETERSEN)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR P WILLIAMS)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (DR JC STEGMANN)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (DR GA LAWRENCE)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR RB SWARTZ)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KG HOUSEHAM)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MS K LUBELWANA)
THE ACCOUNTING OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MS S MAJIET)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR R ELLIS) (ACTING)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR T MANYATHI)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR B ROBERTS)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS) (ACTING)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR H ARENDSE)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS A SMIT)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)
THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)
THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR A VAN NIEKERK)
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MR D BASSON)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR AA GAFFOOR)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)
THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)
THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAM)
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)

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 GILDENHUYS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS PG PIEDT)
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)
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MR PP PIENAAR) (ACTING)
THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MS N SILULWANE) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP ONE) (MR G PAULSE)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS A PICK) (PRO TEM)
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 (MS J DAVIDS)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

FINANCIAL SYSTEMS TRAINING PROGRAMME FOR THE PERIOD 1 JULY 2009 – 31 DECEMBER 2009

1. PURPOSE

The purpose of this circular is to inform departments of the training program and nomination process with regard to the financial systems, Logistical Information System (LOGIS), Basic Accounting System (BAS), Personnel and Salary Administration System (PERSAL) as well as Management Information System (Vulindlela) for the period 1 July 2009 – 31 December 2009.

2. NOMINATION PROCESS

- It is the responsibility of departments to ensure that the training needs of **officials who work on Financial Systems** especially on a daily basis, are addressed as high priority.
- To assist Accounting Officers to determine training needs/gaps, a list of all officials trained in the department on the various systems, is made available annually and on request.
- Departments must further ensure that these candidates are informed timeously to make the necessary arrangements to attend courses.
- **Please note that nominations are not confirmed until a confirmation letter from this office is received by the nominated official.**
- **Attendance of courses must be confirmed at least 5 working days prior to the commencement of the course.** Likewise the Provincial Treasury must be informed at least 5 working days prior to the commencement of the course of any withdrawals. Suitable replacements must be arranged in co-operation with Provincial Treasury.
- Course nominations should reach the Provincial Treasury on or before **29 May 2009**. These nominations can be faxed to: **Ms C Grundling, at Fax no. (021) 483 7668** or e-mailed to **Cgrundli@pgwc.gov.za**
- It is of utmost importance that all nominated official's **Persal and Identity numbers, Race and Gender** be entered on the nomination list (attached as Annexure A). Reporting requirements with regard to the Workplace Skills Plan necessitates more detailed information regarding officials trained. This information has no influence on the selection criteria and will only be utilised for statistical purposes to update the database of Directorate: Supporting and Interlinked Financial Systems. **Nominations without Persal numbers will NOT be considered.**

3. SERVICE STANDARDS

The Provincial Treasury commits itself to ensure that:

- Letters of acceptance to courses will be issued 15 working days prior to commencement of the course (In respect of originally nominated officials).
- Certificates to successful candidates as well as result letters will be issued within 2 months after completion of the course, to all attendees.

- Letters of attendance will be issued to all Vulindlela attendees within 2 months.

4. TRAINING PROGRAMME

Attached hereto is the individual training programs and prospectus for LOGIS (Annexure B), BAS (Annexure C), PERSAL (Annexure D) and VULINDLELA (Annexure E) for the period 1 July to 31 December 2009. This program gives a clear indication of the various courses, relevant dates and venues of where the courses will be presented. Departments must ensure that their nominations correspond with the training program.

It is important to note that as most Departments are on LOGIS, and all payments for goods and services should be paid through that system, courses in Sundry Creditors and Creditors Cycle for BAS, will on request of Departments be presented on an ad-hoc basis.

Please note that Integrated Human Resource and Persal courses which are not listed in this circular are also presented by Persal training in conjunction with Department of the Premier.

5. DEPARTMENTAL ARRANGEMENTS

Departments will be responsible for their own arrangements with regard to travelling, accommodation and meals at all venues. Tea and coffee will be provided.

With regard to Kromme Rhee, the Provincial Treasury will be responsible for the arrangements of accommodation, tea/coffee and meals while the respective departments will be responsible for these costs. Should you require accommodation at Kromme Rhee, please indicate this on confirmation form.

6. FUTURE INTERVENTION

It is the intention of the Provincial Treasury to in future integrate all training interventions of it's different components.

7. Your assistance in ensuring that suitable candidates are nominated for courses and that nominees do attend, will be greatly appreciated.


A BASTIAANSE

SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

DATE: 29-04-2009