

**PROVINSIALE TESOURIE • PROVINCIAL TREASURY •  
UNONDYEBO WEPHONDO**



Verwysing  
Reference  
Isalathiso

T16/12

Navrae  
Enquiries  
Imibuzo

M. Mpengesi

Tel: 021 483 4441 Fax: 021 483 4671

**TREASURY CIRCULAR 24 OF 2009**

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR H ARENDSE)  
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 ABRAHAMS)  
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)

THE SUPPLY CHAIN MANAGER: VOTE 1: PREMIER (MS A STASSEN)  
THE SUPPLY CHAIN MANAGER: VOTE 3: PROVINCIAL TREASURY (MR A SEAL)  
THE SUPPLY CHAIN MANAGER: VOTE 4: COMMUNITY SAFETY (MS E ISAACS)  
THE SUPPLY CHAIN MANAGER: VOTE 5: EDUCATION (MR RL AFRICA)  
THE SUPPLY CHAIN MANAGER: VOTE 6: HEALTH (MR I SMITH)  
THE SUPPLY CHAIN MANAGER: VOTE 7: SOCIAL DEVELOPMENT (MS P MABHOKWANA)  
THE SUPPLY CHAIN MANAGER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MS L NEL)  
THE SUPPLY CHAIN MANAGER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MS W PHASWANE)  
THE SUPPLY CHAIN MANAGER: VOTE 10: TRANSPORT AND PUBLIC WORKS (ADV C MENTOOR)  
THE SUPPLY CHAIN MANAGER: VOTE 11: AGRICULTURE (MS M VAN BRED A)  
THE SUPPLY CHAIN MANAGER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR R LE BRETON)  
THE SUPPLY CHAIN MANAGER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS L LA GRANGE)

THE DIRECTOR PROCUREMENT MANAGER: VOTE 5: EDUCATION (MR W CARELSE)

## **RE: REPORTING REQUIREMENT FOR SUBMISSION OF DASHBOARD REPORTS**

### **1. PURPOSE**

To inform all Provincial Departments on the reporting requirements for Dashboard and Risk Log Reports.

### **2. BACKGROUND**

The Project Dashboard and Risk Log mechanism has been utilized to monitor and assess departmental progress of a credible asset register against compliance, to a set of prescribed minimum requirements as set by National Treasury.

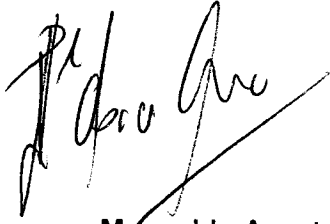
In the 2006/07 financial year Provincial Treasury assisted departments to complete the Project Dashboard and Risk Log Reports. In the 2007/08 financial year, departments undertook the above on their own and submitted a completed report to Provincial Treasury. Please find attached submission dates of the Dashboard Report as annexure 'A'

### **3. REQUEST**

Departments are kindly requested to submit the dashboard reports on a quarterly basis. The due date for the submission of the dashboard reports and the risk logs for the period 1 April 2009 to 30 June 2009 will be on 15 July 2009 and the attached annexure will notify further other submission dates. The following documents must be attached upon submission and must be signed by the CFO or a delegated official:

- 3.1 Dashboard Report;
- 3.2 Risk Log Report;
- 3.3 A completed Asset Management Reform Practical Guide;
- 3.4 It is also requested that departments submit a time frame for their outstanding/postponed items on the Dashboard Reports.

4. For any further enquiries please contact Mncedisi Mpengesi on (021) 483 4441.

A handwritten signature in black ink, appearing to read 'Mncedisi Mpengesi', written over a diagonal line.

**Senior Manager: Moveable Asset Management**

**Date:** 04/05/2009

**ANNEXURE 'A'**

**SUBMISSION OF DASHBOARD REPORTS FOR 2009/2010**

<b>FIRST QUARTER</b>	<b>DUE DATE</b>
April to June 2009	15 July 2009
<b>Second Quarter</b>	
July to September 2009	12 October 2009
<b>Third Quarter</b>	
October to December 2009	20 January 2010
<b>Fourth Quarter</b>	
January to March	15 April 2010

Completed Reports must be forwarded to:

Mncedisi Mpengesi  
Provincial Treasury  
15 Wale Street  
Legislature Building  
Cape Town 8000  
3<sup>rd</sup> Floor, Room 3-07  
Ext: 483 4441