

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBE WEPHONDO



Verwysing
Reference T7/2/3
Isalathiso

Navrae
Enquiries Ms M Basson
Imibuzo

TREASURY CIRCULAR MUN: 27 of 2008

THE MAYOR, CITY OF CAPE TOWN: MS H ZILLE
THE MAYOR, WEST COAST DISTRICT: MRS H KITSHOFF
THE MAYOR, MATZIKAMA MUNICIPALITY: MR P BOK
THE MAYOR, CEDERBERG MUNICIPALITY: MS S NEWMAN
THE MAYOR, BERGRIVIER MUNICIPALITY: MR S CLAASSEN
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR O DE BEER
THE MAYOR, SWARTLAND MUNICIPALITY: MR AW BREDELL
THE MAYOR, CAPE WINELANDS DISTRICT: MR CW JOHNSON
THE MAYOR, WITZENBERG MUNICIPALITY: MR K CLASSEN
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MS C MANUEL
THE MAYOR, STELLENBOSCH MUNICIPALITY: ALDERMAN PM SWARTZ
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR C NTSOMI
THE MAYOR, BREEDE RIVER/WINELANDS MUNICIPALITY: MR SJ NGONYAMA
THE MAYOR, OVERBERG DISTRICT: MS M GILLION
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR C PUNT
THE MAYOR, OVERSTRAND MUNICIPALITY: MR T BEYLEVELDT
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR R MITCHELL
THE MAYOR, SWELLENBOSCH MUNICIPALITY: MR J JANSEN
THE MAYOR, EDEN DISTRICT: MR AC LAWS
THE MAYOR, KANNALAND MUNICIPALITY: MR J DONSON
THE MAYOR, HESSEQUA MUNICIPALITY: MR CP TAUTE
THE MAYOR, MOSSEL BAY MUNICIPALITY: ALDERMAN M FERREIRA
THE MAYOR, GEORGE MUNICIPALITY: MR BH DE SWART
THE MAYOR, OUDTSHOORN MUNICIPALITY: MS D DE JAGER
THE MAYOR, BITOU MUNICIPALITY: MR LL MVIMBI
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES
THE MAYOR, CENTRAL KAROO DISTRICT: MR T PRINCE
THE MAYOR, LAINGSBURG MUNICIPALITY: MS R MEYER
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MS M BENJAMIN
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MS J JONAS

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 G LOUW
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 KENNEDE (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 BUTLER (Acting)
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: ADV W ZYBRONDS
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR K JORDAAN
THE MUNICIPAL MANAGER, SWELLENBOSCH MUNICIPALITY: MR W HENDRICKS
THE MUNICIPAL MANAGER, EDEN DISTRICT: MR G LOUW
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR KR DE LANGE
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR K NICOL
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
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 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
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 THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN
 THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR HF BOTHA
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 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
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 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: PUBLIC POLICY SERVICES (MR A PHILLIPS) (ACTING)
 THE HEAD: ASSET MANAGEMENT (MR A BASTIAANSE) (ACTING)
 THE HEAD: FINANCIAL GOVERNANCE (MR TC ARENDSE)
 THE HEAD: PUBLIC FINANCE (MR H MALILA)
 THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)
 THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
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 THE SENIOR MANAGER: ACCOUNTING: PROVINCIAL GOVERNMENT (MR A REDDY)
 THE SENIOR MANAGER: ACCOUNTING: LOCAL GOVERNMENT (MS N OLIPHANT) (ACTING)
 THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
 THE SENIOR MANAGER: INTERNAL AUDIT: G & A CLUSTER (MS B CAIRNCROSS)
 THE SENIOR MANAGER: INTERNAL AUDIT: SOCIAL CLUSTER (MR V ZINGITWA)
 THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (VACANT)
 THE SENIOR MANAGER: ECONOMIC ANALYSIS (MS W MAPIRA) (ACTING)
 THE SENIOR MANAGER: BUDGET MANAGEMENT (MR PP PIENAAR) (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) (MS N VAN WYK) (ACTING)
 THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS A PICK) (PRO TEM)
 THE SENIOR MANAGER: IMMOVABLE 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
 THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING

Annual Report Tabling and Submission 2007/08

1. Introduction

The aim of this circular is to encourage municipalities to adhere to the timeframes stipulated in the Municipal Finance Management Act (No 56 of 2003)[MFMA] with regards to the tabling and submission of annual reports. Annual reports are important documents in respect of municipalities' and municipal entities' transparency and accountability to the community. For this reason it is important that the Accounting Officer takes a personal interest in the quality of their reports as well as the prescribed timeframes related to it. The timeous submission of annual reports to Provincial Treasury and the Department of Local Government and Housing would also enable the departments to perform an analysis and provide consolidated feedback accordingly.

2. Background

2.1 In terms of section 127(2) of the MFMA the annual report must be tabled to council no later than the 30 January 2009.

127. (1) The accounting officer of a municipal entity must, within six months after the end of a financial year, or on such earlier date...

(2) The mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control.

2.2 The act further states that immediately after the tabling, the annual report must be submitted to the Provincial Treasury, the Department of Local Government and Housing and the Auditor-General.

127. (5) Immediately after an annual report is tabled in the council in terms of Subsection (2), the accounting officer of the municipality must—
(a) in accordance with section 21A of the Municipal Systems Act—
(i) make public the annual report; and
(ii) invite the local community to submit representations in connection with the annual report; and
(b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.

3. Request

3.1 Municipalities are requested to supply Provincial Treasury with the prospective dates of council meetings (i.e. tabling dates) where the annual report will be tabled. If there are any *changes* to the tabling date, it should be communicated to Provincial Treasury. Where possible, it is envisaged that Provincial Treasury officials will attend the council meetings where the annual report is tabled in order to observe as well as bring back the documentation.

3.2 Notification of the council meeting should be given at least one week prior to the meeting in order for logistical arrangements to be made.

3.3 Where Provincial Treasury officials are **unable** to attend the council sessions and collect the annual report, municipalities are requested to immediately forward a copy (hard copy and electronic version) to the respective departments (set out under 4,2) to reach our offices by no later than the 6 February 2009.

4. Conclusion

4.1 Kindly note that parts of the annual report as indicated in section 127(3)(a) should be tabled by the prescribed date if the whole annual report has not yet been completed.

127. (1) The accounting officer of a municipal entity must, within six months after the end of a financial year, or on such earlier date...

...

(3)(a) promptly submit to the council a written explanation referred to in section 133(1)(a) setting out the reasons for the delay, together with any components of the annual report listed in section 121(3) or (4) that are ready; and..."

4.2 The Annual report should also be accessible on the municipalities' website as required by the MFMA. It is requested that a hard copy together with an electronic version (compact disc) of the annual report be submitted to:

Provincial Treasury (Corporate Governance)	Department of Local Government and Housing (Monitoring and Evaluation Municipal Performance)	The Auditor-General's Office
For attention: Senior Manager Mr. B Vink Private Bag X9165 Cape Town 8000	For attention: Deputy Director Mr. L Jacobs 27 Wales Street Rm 501 D Cape Town 8001	For attention: Parliamentary Manager Mr. B Swart Private Bag X1 Chempet 7442

4.3 Contact Details

For any queries or enquiries please contact the relevant officials:

Provincial Treasury

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Email: tbowers@pgwc.gov.za
- Melissa van Niekerk
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Email: mfvnieke@pgwc.gov.za

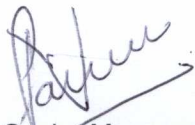
- Elizabeth Letsoalo
Tel No: (021) 483-3669
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Department of Local Government and Housing

- Nosiphiwol Mdekazi
Tel No: (021) 483-2189
Email: nmdekazi@pgwc.gov.za
- Najwa Kriel
Tel No: (021) 483-2544
Email: nkriel@pgwc.gov.za

Auditor-General

- Blackie Swart
Tel No: (021) 528-4124
Email: bswart@agsa.co.za



Senior Manager: Corporate Governance

Date: 22/12/08

(ACMG)