

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



Verwysing  
Reference  
Isalathiso

T 7/2/1

Navrae  
Enquiries  
Imibuzo

LD Jeffery

**TREASURY CIRCULAR NO. 54/2009**

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

For information

THE SPEAKER: PROVINCIAL PARLIAMENT  
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

ALL OTHER MEMBERS OF PARLIAMENT

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER) (ACTING)  
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 (MS C LINGELA) (ACTING)  
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 (MR DP DANIELS) (ACTING)  
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR R ELLIS) (ACTING)  
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR J FOURIE) (ACTING)  
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 P O'BRIEN) (ACTING)  
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 ABRAHAMS)  
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 (MR L HARTLE) (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

## **SELF FUNDED SCoA TRAINING TO BE PRESENTED BY PUBLIC ADMINISTRATION LEADERSHIP AND MANAGEMENT ACADEMY (PALAMA)**

### **Purpose**

1. To inform Accounting Officers (AOs) and Chief Financial Officers (CFOs) of departments of the self funded formal SCoA training by PALAMA in the Province.

### **Background**

2. The National Treasury (NT) introduced an updated version of the Standard Chart of Accounts (SCoA) on 1 April 2008. As part of the roll-out of this new version (7 Segment) of the SCoA, a series of road shows and information sessions were held in provinces during February and March 2008.
3. During these road shows the NT indicated that a new formal training program was being developed and finalised in association with the PALAMA, who will be conducting the SCoA Phase III training.
4. The NT conducted a SCoA training workshop on 20 July 2009 where PALAMA introduced their training strategy pertaining to SCoA. At this session it was indicated that NT would sponsor the training of the first 10 000 officials, of which 60 was allocated to the Western Cape.

### **Nomination process**

5. The Provincial Treasury will co-ordinate the training registration for the candidates sponsored by NT, and hence an invitation in this regard for nominations for the first training session was already sent to departments CFOs via email on 31 August 2009.
6. However, training registration for the self-funded portion of candidates must be done directly with PALAMA as directed in the attached communiqué [paragraph 2 (ii)].

### **Required**

7. Department to take cognisance of the attached communiqué received from National Treasury which includes PALAMA's scheduled training dates for self funded training sessions and the registration process to be followed. A list of approved candidates to be forwarded to PT in order to keep the PT database updated.
8. That Human Resource components of the departments ensure that course information of officials are updated on the personnel record on Persal when a delegate receives his/hers certificate from PALAMA.

  
**ACTING HEAD FINANCIAL GOVERNANCE**

**DATE:** 4/9/2009

## COMMUNIQUE FROM NATIONAL TREASURY TO PROVINCIAL TREASURIES ON THE BOOKING PROCESS FOR THE SCOA PHASE III TRAINING

To All: Chief Financial Officers  
SCOA Provincial Coordinators

### BOOKING PROCESS FOR THE SCOA PHASE III TRAINING

Dear Colleagues

Thank you for assisting Palama in the coordination of the very important training registration process for the SCOA Phase III training within provinces. For purposes of ensuring a properly coordinated registration process, training coordinator will be responsible for ensuring that provincial departments are informed of the process whereby the appropriate staff members in provincial departments attend the SCOA Training. We would appreciate it if those provincial treasury officials who so ably coordinated the SCOA roadshows, and copied hereto, coordinate this process as well. Please confirm your provincial treasury co-ordinator name and details with Ms. Muriel Reneke at the National Treasury at e-mail address Muriel.reneke@treasury.gov.za.

This note serves to clarify the process for registration for the SCOA Phase III training that will commence in September 2009. For this purpose please note below the process for registration; and attached the scheduling, together with trainee numbers that the National Treasury will fund within each provincial department. These allocations are based on the number of finance officials in each department as indicated on the salary systems of government. The National Treasury has committed funding for the number of candidates in provincial departments according to these allocation sheets.

Self-funding will commence once a department has exhausted their funded allocations in that they will be responsible for all subsequent candidate training payments.

In order to facilitate the booking and invoicing process, you are requested to clearly indicate on the booking form which candidates constitute **funded** (if being paid by National Treasury); versus **self-funded** (if paid by the relevant departments).

Registration Process:

1. Provincial treasuries are provided with the training schedule (attached hereto as Annexure A and B). Based on the allocated dates in the schedule the first come first served basis principle will apply. Please share these dates with your provincial departments.
2. Provincial departments will nominate their candidates through the provincial treasury coordinator who will initiate the training registration with Palama via the Palama Contact Centre (contact details provided below). The provincial treasury coordinator will provide Palama with the details of their provincial candidates who need to be registered for the training. The National Treasury proposes that:
  - i) training registration by the provincial treasury should only be done for the funded portion of candidates
  - ii) training registration for the self-funded portion of candidates to be done directly with Palama by the relevant provincial department
3. Palama will issue a quotation and booking form to National Treasury for authorisation if it is for the funded portion. For self funded training the quotation will be sent directly to the client department for completion and authorisation.
4. Palama, upon receipt of signed booking forms, for both the funded and self funded, will secure a booking and communicate the logistical arrangements to the departmental coordinator e.g. venue etc.

5. Cost currently amounts to R3480 per candidate for the three day course and includes training materials, catering, assessment on the final day and the issuing of a certificate of competency if the candidate has successfully completed the course

It is important to note that when departments nominate candidates for both the funded and self funded SCOA training programme that nominated candidates attend all three days of the course, as no substitution for the second and third day will be allowed once a candidate has arrived for the first day of the course. Failure to attend a course paid for by the National Treasury will result in departments having to pay for such sessions and the payments will be declared as fruitless and wasteful expenditure.

At least 2 days prior to the commencement of the course, the department may replace an already nominated candidate with a new candidate, if due to unforeseen or unplanned circumstances. These details should be communicated to Palama so that the schedule and the details on the system may be amended accordingly. Departments again are sensitised on the issue of 'no shows' and the billing procedures of these 'no shows'.

It is also brought to the attention of departments that no candidate will be allowed to attend a course should the necessary authorisation process not have been followed with Palama through their formal registration process. This is very important as there are pre-arranged logistical arrangements that have to be finalised prior to training sessions.

Palama should receive signed booking forms 10 working days before the scheduled training.

For ease of reference, the training schedules are available on the Website of Palama [www.palama.gov.za](http://www.palama.gov.za).

Palama Contact Centre number: 012 441 6777  
e-mail address: [contactcentre@palama.gov.za](mailto:contactcentre@palama.gov.za)

Please be mindful that some national departments have staff situated in regional offices within provinces and that these candidates also need to be allocated seats in provincial SCOA training workshops.

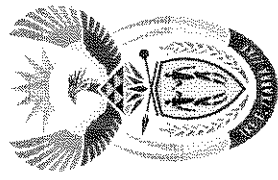
Please note that all communication should be channelled through the Palama contact centre and that no correspondence should be forwarded directly to the National Treasury.

Your assistance in this very important process is much appreciated.

With sincere appreciation

**Muriel Reneke**  
**On behalf of Hennie Swanepoel: Chief Director Public Finance Statistic**  
**National Treasury**

**STANDARDS CHARTS OF ACCOUNTS TRAINING**  
**Annexure A**



**palama**

Public Administration Leadership  
and Management Academy  
REPUBLIC OF SOUTH AFRICA

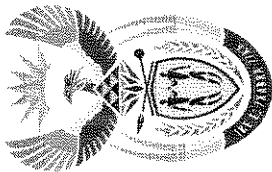
**TRAINING SCHEDULE for FUNDED COURSES**

**FINANCIAL YEAR 2009 - 2010**

September '09						Province	Sessions
Date from	Date to	Duration	Programme name	Provider			
21 September 2009	23 September 2009	3	Introduction to Standards Charts of Accounts	IIC	KZN		3
21 September 2009	23 September 2009	3	Introduction to Standards Charts of Accounts	IIC	GP		3
21 September 2009	23 September 2009	3	Introduction to Standards Charts of Accounts	IIC			1
28 September 2009	30 September 2009	3	Introduction to Standards Charts of Accounts	IIC			3
28 September 2009	30 September 2009	3	Introduction to Standards Charts of Accounts	IIC	WC		3
28 September 2009	30 September 2009	3	Introduction to Standards Charts of Accounts	IIC	LIMP		1
<b>TOTAL SESSIONS PER MONTH</b>							<b>14</b>
October '09						Province	Sessions
Date from	Date to	Duration	Programme name	Provider			
05 October 2009	07 October 2009	3	Introduction to Standards Charts of Accounts	IIC	KZN		1
05 October 2009	07 October 2009	3	Introduction to Standards Charts of Accounts	IIC	GP		1
05 October 2009	07 October 2009	3	Introduction to Standards Charts of Accounts	IIC	LIMP		2
05 October 2009	07 October 2009	4	Introduction to Standards Charts of Accounts	IIC	NAT		5
12 October 2009	14 October 2009	3	Introduction to Standards Charts of Accounts	IIC	LIMP		1
12 October 2009	14 October 2009	3	Introduction to Standards Charts of Accounts	IIC	MPU		2
12 October 2009	14 October 2009	3	Introduction to Standards Charts of Accounts	IIC	FS		2

**STANDARDS CHARTS OF ACCOUNTS TRAINING**

**Annexure A**



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Public Administration Leadership  
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REPUBLIC OF SOUTH AFRICA

**TRAINING SCHEDULE for FUNDED COURSES**

**FINANCIAL YEAR 2009 - 2010**

12 October 2009	14 October 2009	3	Introduction to Standards Charts of Accounts	IIC	NC	2
12 October 2009	14 October 2009	3	Introduction to Standards Charts of Accounts	IIC	NAT	2
19 October 2009	21 October 2009	3	Introduction to Standards Charts of Accounts	IIC	MPU	1
19 October 2009	21 October 2009	4	Introduction to Standards Charts of Accounts	IIC	FS	2
19 October 2009	21 October 2009	5	Introduction to Standards Charts of Accounts	IIC	NAT	4
<b>TOTAL SESSIONS PER MONTH</b>						<b>25</b>
<b>February '10</b>						
<b>Date from</b>	<b>Date to</b>	<b>Duration</b>	<b>Programme name</b>	<b>Provider</b>	<b>Province</b>	<b>Sessions</b>
22 February 2010	24 February 2010	3	Introduction to Standards Charts of Accounts	IIC		2
<b>TOTAL SESSIONS PER MONTH</b>						<b>2</b>
<b>TOTAL FUNDED SESSIONS PRESENTED FOR 09/2010</b>						<b>40</b>
<b>TOTAL OFFICIALS TO BE TRAINED 09/2010 (NT Funded Sessions)</b>						<b>800</b>



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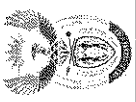
## STANDARDS CHARTS OF ACCOUNTS TRAINING

## Annexure B

### TRAINING SCHEDULE for UNFUNDED COURSES FINANCIAL YEAR 2009 - 2010

October '09		Province	Sessions
19 October 2009	3	IIC	2
		Introduction to Standards Charts of Accounts	
26 October 2009	3	IIC	9
		Introduction to Standards Charts of Accounts	
<b>TOTAL SESSIONS PER MONTH</b>			
<b>November '09</b>			
02 November 2009	3	IIC	9
		Introduction to Standards Charts of Accounts	
09 November 2009	3	IIC	5
		Introduction to Standards Charts of Accounts	
09 November 2009	3	IIC	4
		Introduction to Standards Charts of Accounts	
16 November 2009	3	IIC	5
		Introduction to Standards Charts of Accounts	
16 November 2009	3	IIC	4
		Introduction to Standards Charts of Accounts	
23 November 2009	3	IIC	5
		Introduction to Standards Charts of Accounts	
23 November 2009	3	IIC	4
		Introduction to Standards Charts of Accounts	
<b>TOTAL SESSIONS PER MONTH</b>			
<b>December '09</b>			
Date from	Date to	Duration	Programme name
01 December 2009	03 December 2009	3	Introduction to Standards Charts of Accounts
07 December 2009	09 December 2009	3	Introduction to Standards Charts of Accounts
<b>TOTAL SESSIONS PER MONTH</b>			
<b>January '10</b>			
Date from	Date to	Duration	Programme name
			Introduction to Standards Charts of Accounts
<b>TOTAL SESSIONS PER MONTH</b>			

**Annexure B**

 <p><b>palama</b> Public Administration Leadership and Management Academy REPUBLIC OF SOUTH AFRICA</p>		<p><b>STANDARDS CHARTS OF ACCOUNTS TRAINING</b></p>	
<p><b>TRAINING SCHEDULE for UNFUNDED COURSES</b></p>			
<p><b>FINANCIAL YEAR 2009 - 2010</b></p>			
18 January 2010	20 January 2010	3	Introduction to Standards Charts of Accounts IIC
			5





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**Annexure B**

**STANDARDS CHARTS OF ACCOUNTS TRAINING**

**TRAINING SCHEDULE for UNFUNDED COURSES**

**FINANCIAL YEAR 2009 - 2010**


18 January 2010	20 January 2010	3	Introduction to Standards Charts of Accounts	IIC		4
25 January 2010	27 January 2010	3	Introduction to Standards Charts of Accounts	IIC		5
25 January 2010	27 January 2010	3	Introduction to Standards Charts of Accounts	IIC		4
<b>TOTAL SESSIONS PER MONTH</b>						<b>18</b>

**February '10**

Date from	Date to	Duration	Programme name	Provider	Province	Sessions
01 February 2010	03 February 2010	3	Introduction to Standards Charts of Accounts	IIC		5
01 February 2010	03 February 2010	3	Introduction to Standards Charts of Accounts	IIC		4
08 February 2010	10 February 2010	3	Introduction to Standards Charts of Accounts	IIC		5
08 February 2010	10 February 2010	3	Introduction to Standards Charts of Accounts	IIC		2
15 February 2010	17 February 2010	3	Introduction to Standards Charts of Accounts	IIC		5
15 February 2010	17 February 2010	3	Introduction to Standards Charts of Accounts	IIC		4
22 February 2010	24 February 2010	3	Introduction to Standards Charts of Accounts	IIC		2
22 February 2010	24 February 2010	3	Introduction to Standards Charts of Accounts	IIC		7
<b>TOTAL SESSIONS PER MONTH</b>						<b>34</b>

**March '10**

Date from	Date to	Duration	Programme name	Provider	Province	Sessions
01 March 2010	03 March 2010	3	Introduction to Standards Charts of Accounts	IIC		5
01 March 2010	03 March 2010	3	Introduction to Standards Charts of Accounts	IIC		4
08 March 2010	10 March 2010	3	Introduction to Standards Charts of Accounts	IIC		5

 <b>palama</b> Public Administration Leadership and Management Academy REPUBLIC OF SOUTH AFRICA		<b>STANDARDS CHARTS OF ACCOUNTS TRAINING</b>		<b>Annexure B</b>
<b>TRAINING SCHEDULE for UNFUNDED COURSES</b>				
<b>FINANCIAL YEAR 2009 - 2010</b>				
08 March 2010	10 March 2010	4	Introduction to Standards Charts of Accounts	IIC
<b>TOTAL SESSIONS PER MONTH</b>				4
<b>TOTAL NON- FUNDED SESSIONS PRESENTED FOR 09/2010</b>				18
<b>TOTAL OFFICIALS TO BE TRAINED 09/2010 (Cost recovery model)</b>				124
				2520