

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBU WEPHONDO



Verwysing
Reference
Isalathiso

File F8/2/4 – 2006/07

Navrae
Enquiries
Imibuzo

A Pick

TREASURY CIRCULAR NO. 16/2006

THE PREMIER

THE MINISTER OF AGRICULTURE
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS, SPORT AND RECREATION
THE MINISTER OF EDUCATION
THE MINISTER OF ENVIRONMENT, PLANNING AND ECONOMIC DEVELOPMENT
THE MINISTER OF FINANCE AND TOURISM
THE MINISTER OF HEALTH
THE MINISTER OF LOCAL GOVERNMENT AND HOUSING
THE MINISTER OF SOCIAL SERVICES AND POVERTY ALLEVIATION
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 (DR GA LAWRENCE)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY) (ACTING)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (DR JC STEGMANN)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (MR O VALLEY) (ACTING)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR RB SWARTZ)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KG HOUSEHAM)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL SERVICES AND POVERTY ALLEVIATION (MS VL PETERSEN)
THE ACCOUNTING OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MS S MAJIET)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T TOLMAY)
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 (DR L PLATZKY) (ACTING)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR H ARENDSE)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS A SMIT) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR D ODENDAAL)
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 SERVICES AND POVERTY ALLEVIATION (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MR PAE BREDEKAMP)
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 (MR A ASSIM)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: RESOURCE MANAGEMENT (MS SMA ROBINSON)
THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
THE HEAD: FINANCIAL GOVERNANCE (MR TC ARENDSE)
THE HEAD: PUBLIC FINANCE (MR H MALILA)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS C PAUL)
THE SENIOR MANAGER: ACCOUNTING (MR A REDDY)
THE SENIOR MANAGER: NORMATIVE FINANCIAL MANAGEMENT (MR F JACOBS) (ACTING)
THE SENIOR MANAGER: RISK MANAGEMENT AND GOVERNANCE SYSTEMS (MR L NENE)
THE CHIEF AUDIT EXECUTIVE (MS R JAFTHA)
THE SENIOR MANAGER: ECONOMIC ANALYSIS (MS B BOQWANA)
THE SENIOR MANAGER: FISCAL POLICY (MR A PHILLIPS)
THE SENIOR MANAGER: BUDGET OFFICE (MS AJ HICKEY) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MR DG BASSON)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (MR G PAULSE)
THE SENIOR MANAGER: PHYSICAL (FIXED) ASSETS AND PPPs (MR NB LANGENHOVEN)
THE SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT (MR L MUNSAMY)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE ACTING HEAD: OFFICE OF THE MINISTRY (MR G GESWINDT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

**2006/07: MONTHLY REPORTING ON THE STATE OF REVENUE AND EXPENDITURE:
IN-YEAR MONITORING (IYM)****Purpose**


1. To inform accounting officers of:
 - 1.1 the programme for the In-year Monitoring (IYM) for the 2006/07 financial year.
 - 1.2 the status with regard to the introduction and implementation of reporting formats for the 2006/07 IYM.

Background

2. In terms of National Treasury Regulation 18.1.2 issued in Government Gazette No 27388 dated 15 March 2005, a provincial treasury must submit a statement to the National Treasury on actual revenue and expenditure with regard to its revenue fund before the 22nd day of each month in the format determined by the National Treasury. Such a statement must include a certificate to the effect that the Head Official of the Provincial Treasury has verified the information supplied. The information supplied must be based on information submitted to the Provincial Treasury by provincial accounting officers in terms of section 40(4)(c) of the PFMA.
3. The National Treasury provided the new IYM model to Provincial Treasuries on 5 May 2006, whereafter the Provincial Treasury capacitated all departmental IYM compilers regarding its use on 8 May 2006.
4. The 2006/07 IYM model introduces high level reporting on Further Education and Training (FET) Colleges, Infrastructure and the Extended Public Works Programme. A further functionality of the new model is the uploading of actual BAS spending data per programme from Vulindlela. This functionality has not as yet been rolled out to departments, as the Provincial Treasury will first embark on a comparative study of BAS and Vulindlela.
5. Please note that the Provincial Treasury will also develop customised formats for implementation as and when the need arises. You will be informed of this at a later stage.

Action Required

6. Accounting officers are requested to please note and diarise the IYM reporting programme as per the attached Annexure A.



**PROVINCIAL TREASURY
HEAD: PUBLIC FINANCE**

DATE: 22 May 2006

IN YEAR MONITORING (IYM) PROGRAMME: 2006/2007

	Monthly reporting as at	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
		30/04/2006	31/05/2006	30/06/2006	31/07/2006	31/08/2006	30/09/2006	31/10/2006	30/11/2006	31/12/2006	31/01/2007	28/02/2007	31/03/2007
1	IYM Data Files (Monthly basis)	09/05 Tu	08/06 Thu	06/07 Thu	08/08 Tu	07/09 Thu	10/10 Tu	09/11 Thu	07/12 Thu	09/01 Tu	08/02 Thu	08/03 Thu	10/04 Tu
2	Department/Provincial Treasury: Closure/Forced closure * Department: Request BAS Report	10/05 W	09/06 F	07/07 F	10/08 Thu	08/09 F	10/10 Tu	10/11 F	08/12 F	10/01 W	09/02 F	09/03 F	11/04 W
3	Department: Complete and submit to Provincial Treasury, ie. In-year Monitoring (IYM) Collateral the Draft Report on State of Revenue and Expenditure (AO to sign-off (Note (a)). IYM Collateral in turn forwards it to the responsible official. Provincial Treasury: Responsible officials to commence evaluation.	15/05 M 10:00	15/06 Thu 10:00	14/07 F 10:00	15/08 Tu 10:00	15/09 F 10:00	13/10 F 10:00	15/11 W 10:00	13/12 W 10:00	15/01 M 10:00	15/02 Thu 10:00	15/03 Thu 10:00	13/04 F 10:00
4	Provincial Treasury ie. Responsible person(s): Evaluate IYM, inclusive of expenditure, departmental receipts, suspense accounts and monthly drawings as well as the report on Conditional Grants, to finalise the quantitative analysis.	16/05 Tu 12:00	19/06 M 10:00	17/07 M 10:00	16/08 W 12:00	18/09 M 12:00	16/10 M 10:00	16/11 Thu 12:00	14/12 Thu 10:00	16/01 Tu 10:00	16/02 F 12:00	16/03 F 10:00	16/04 M 12:00
5	Department: Complete and submit to Provincial Treasury, ie. IYM Collateral the Final Report	17/05 W 15:00	19/06 M 15:00	17/07 M 15:00	17/08 Thu 15:00	19/09 Tu 15:00	16/10 M 15:00	17/11 F 15:00	14/12 Thu 15:00	16/01 Tu 15:00	19/02 M 15:00	16/03 F 15:00	17/04 Tu 15:00
6	Provincial Treasury: Sign-off by Public Finance, Resource Management, Accounting and Asset Management of their IYM figures as well as inputs for letter to NT.	18/05 Thu 10:00	20/06 Tu 10:00	18/07 Tu 10:00	18/08 F 10:00	20/09 W 10:00	17/10 Tu 10:00	20/11 M 10:00	15/12 F 10:00	17/01 W 10:00	20/02 Tu 10:00	19/03 M 10:00	18/04 W 10:00
7	Provincial Treasury: IYM Collateral summarise, compile and evaluate Provincial IYM report	18/05 Thu 16:00	20/06 Tu 16:00	18/07 Tu 16:00	18/08 F 16:00	20/09 W 16:00	17/10 Tu 16:00	20/11 M 16:00	15/12 F 16:00	17/01 W 16:00	20/02 Tu 16:00	19/03 M 16:00	18/04 W 16:00
8	Provincial Treasury: Clearance with Head Official: Provincial Treasury (HOT) to sign-off IYM.	19/05 F 14:00	21/06 W 14:00	19/07 W 14:00	21/08 M 14:00	21/09 Thu 14:00	18/10 W 14:00	21/11 Tu 14:00	18/12 M 14:00	18/01 Thu 14:00	21/02 W 14:00	20/03 Tu 14:00	19/04 Thu 14:00
9	Provincial Treasury: Submit the IYM report to National Treasury (Note (b)).	22/05 M 16:00	22/06 Thu 16:00	20/07 Thu 16:00	22/08 Tu 16:00	22/09 F 16:00	19/10 Thu 16:00	22/11 W 16:00	19/12 Tu 16:00	19/01 F 16:00	22/02 Thu 16:00	22/03 Thu 16:00	20/04 F 16:00
10	National Treasury: Publish statement of actual quarterly revenue and expenditure in National Government Gazette (PFMA, section 32(1)).			31/07 F			31/10 Tu			31/01 W			30/04 M
11	IYM Narrative Report (Quarterly basis)												
12	Provincial Treasury: Bilateral discussion with CFO and/or programme managers (Note (c)). Expenditure analyst: Finalise IYM assessment report on quantitative and qualitative analysis, inclusive of discussions with Vote.			25/07 Tu 16:00			24/10 Tu 16:00			25/01 Thu 16:00			24/04 Tu 16:00
13	Provincial Treasury: Sign-off by Public Finance, Resource Management, Budget Office, Financial Governance and Asset Management of their inputs for the IYM narrative report.			27/07 Thu 16:00			26/10 Thu 16:00			29/01 M 16:00			26/04 Thu 16:00
14	Provincial Treasury: Submit and discuss the IYM narrative report with HOT.			31/07 M 14:00			31/10 Tu 14:00			31/01 W 14:00			30/04 M 14:00
15	Provincial Treasury: Submit the IYM narrative report to National Treasury and Departments.			01/08 Tu 16:00			01/11 W 16:00			01/02 Thu 16:00			01/05 Tu 16:00
16	Cabinet Submission on the IYM Narrative Report (Quarterly basis)									Note (d)			Note (d)
17	Provincial Treasury distribute the quarterly narrative report for comment to the Provincial Top Management and the Chief Financial Officers.									Note (d)			Note (d)
18	Provincial Treasury, HOT: Submit and discuss the Cabinet submission with the Provincial Minister of Finance and Tourism. Provincial Minister of Finance and Tourism: Submit and discuss the quarterly Cabinet submission with the Provincial Cabinet.									Note (d)			Note (d)

NOTES:

- (a) In terms of Section 40(4)(c) of the Public Finance Management Act, 1999 (No. 1 of 1999) (PFMA), departments must submit within 15 days of the end of each month to the relevant treasury and the executive authority responsible for that department (i) the information for that month; (ii) projections of expected expenditure and revenue collection for the remainder of the current financial year; and (iii) when necessary, an explanation of any material variances and a summary of the steps that are taken to ensure that the projected expenditure and revenue remain within budget. Furthermore, the Division of Revenue Act, 2006 (No. 2 of 2006) (DORA) prescribes further reporting responsibilities for Accounting Officers.
- (b) In terms of the National Treasury Regulations, regulation 18.1.2 the Provincial Treasury must submit a statement to the National Treasury on actual revenue and expenditure by the 22nd day of each month.
- (c) Discussion will be arranged by the relevant official of the Provincial Treasury.
- (d) Dates of meetings with Provincial Top Management and Provincial Cabinet fixed for 2006 only.