

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBU WEPHONDO



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Reference
Isalathiso

PT18/5

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Imibuzo

Ms M Basson

TREASURY CIRCULAR MUN: 24 of 2007

THE MAYOR, CITY OF CAPE TOWN: MS H ZILLE
THE MAYOR, WEST COAST DISTRICT: MR J BOTHA
THE MAYOR, MATZIKAMA MUNICIPALITY: MR D JENNER
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 A MULLER
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR C MANUEL
THE MAYOR, STELLENBOSCH MUNICIPALITY: MS EL MAREE
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS L SIBEKO
THE MAYOR, BREEDE RIVER/WINELANDS MUNICIPALITY: MR SJ NGONYAMA
THE MAYOR, OVERBERG DISTRICT: MR JJ JANUARY
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR C PUNT
THE MAYOR, OVERSTRAND MUNICIPALITY: MR T BEYLEVELDT
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MS E MARTHINUS
THE MAYOR, SWELLENDAM MUNICIPALITY: MR J JANSEN
THE MAYOR, EDEN DISTRICT: MR N ANGEL (Acting)
THE MAYOR, KANNALAND MUNICIPALITY: MR J DONSON
THE MAYOR, HESSEQUA MUNICIPALITY: MR CP TAUTE
THE MAYOR, MOSSEL BAY MUNICIPALITY: MS M FERREIRA
THE MAYOR, GEORGE MUNICIPALITY: MR B PETRUS
THE MAYOR, OUDTSHOORN MUNICIPALITY: ADMINISTRATION
THE MAYOR, BITOU MUNICIPALITY: MR LL MVIMBI
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES
THE MAYOR, CENTRAL KAROO DISTRICT: MR JJ VAN DER LINDE
THE MAYOR, LAINGSBURG MUNICIPALITY: MR W THERON
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR A CLAASSEN
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR SM MOTSOANE

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 STEYN
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: MR G LOUW
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR H SNYDERS
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
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THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR J FORTUIN
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: MR G STEYN
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: D DANIELS
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR A PAULSE
THE MUNICIPAL MANAGER, BREEDE RIVER/WINELANDS: MR SA MOKWENI
THE MUNICIPAL MANAGER, OVERBERG DISTRICT: MR T BOTHA
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE
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THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR K NICOL
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR CM AFRICA
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THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR T MQOLO
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR J DOUGLAS
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THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR G STEYN
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN (Acting)

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR M RICHARDSON
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 THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR T MATHYSEN
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 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: SUSTAINABLE RESOURCE MANAGEMENT (MR A PHILLIPS) (ACTING)
 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 PG PIEDT)
 THE SENIOR MANAGER: ACCOUNTING (MR A REDDY)
 THE SENIOR MANAGER: NORMATIVE FINANCIAL MANAGEMENT (MR F JACOBS) (ACTING)
 THE SENIOR MANAGER: ENTERPRISE RISK MANAGEMENT AND GOVERNANCE SYSTEMS (MR T ARENDSE) (PRO TEM)
 THE CHIEF AUDIT EXECUTIVE (MS H ROBSON) (ACTING)
 THE SENIOR MANAGER: ECONOMIC ANALYSIS (MS W MAPIRA) (ACTING)
 THE SENIOR MANAGER: FISCAL POLICY: PROVINCIAL GOVERNMENT (MR D BASSON) (PRO TEM)
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 THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MR DG BASSON)
 THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (MR G PAULSE)
 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 (MR G GESWINDT)
 THE PROVINCIAL AUDITOR
 MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT
 THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING

Annual Report Tabling and Submission 2006/07

1. Purpose

- 1.1 The purpose 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 such reports as well as the prescribed timeframes related to it. The timeous submission of annual reports to Provincial Treasury would also enable the department to perform an analysis thereof and provide feedback, accordingly.

2. Background

- 2.1 In terms of section 127(2) of the MFMA the annual report must be tabled in council no later than the 31st January 2008.
- 2.2 The act further states that immediately after the tabling, the annual report must be submitted to amongst others, the Provincial Treasury.

3. Request

- 3.1 Municipalities are requested to supply Provincial Treasury with the prospective council meetings (i.e. tabling dates) of the annual report. 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 at which the annual reports are tabled.
- 3.2 Notification of the council meeting should be provided to Provincial Treasury one week prior to the meeting in order for logistical arrangements to be made.
- 3.3 Where PT officials are **unable** to attend the council sessions and collect the annual report, municipalities are requested to immediately forward a copy to Provincial Treasury to reach our offices by no later than the 7th of Feb 2008.

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.*
- 4.2 It is also required that a copy of the annual report should be posted on the municipalities website. A hard copy should be forwarded, as well as the electronic version (**if not posted on the website**) emailed to:

For attention: Senior Manager
Mr. F Jacobs
Private Bag X9165
Cape Town
8000

Email: frjacobs@pgwc.gov.za

4.3 For any queries regarding the above please contact the relevant officials:

- Tracy Bowers: **West Coast District and City Cape Town**

Tel No: (021) 483-6294

Email: tbowers@pgwc.gov.za

- Thandabantu Dinga: **Central Karoo District**

Tel No: (021) 483-6244

Email: thdinga@pgwc.gov.za

- Babalwa Mhlubulwana: **Overberg District and Cape Winelands District**

Tel No: (021) 483-6245

Email: bmhlubulwana@pgwc.gov.za

- Melissa van Niekerk: **Eden District**

Tel No: (021) 483-6695

Email: mfvnieke@pgwc.gov.za



MR F JACOBS

ACTING SENIOR MANAGER: NORMATIVE FINANCIAL MANAGEMENT

DATE: 24.12.2007