

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



Verwysing  
Reference  
Isalathiso

PT 7/1/3

Navrae  
Enquiries  
Imibuzo

Ms C Grundling

**TREASURY CIRCULAR NO 35/2007**

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 (MS V PETERSEN) (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 (MR RB SWARTZ)  
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KG HOUSEHAM)  
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MS K LUBELWANA) (ACTING)  
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 (MS J JOHNSTON) (ACTING)  
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR MN LINDIE)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR H ARENDSE)  
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 MACIKAMA) (ACTING)  
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 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: SUSTAINABLE 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 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 R JAFTHA)  
THE SENIOR MANAGER: ECONOMIC ANALYSIS (MS B BOQWANA)  
THE SENIOR MANAGER: FISCAL POLICY: PROVINCIAL GOVERNMENT (MR D BASSON) (PRO TEM)  
THE SENIOR MANAGER: FISCAL POLICY: LOCAL GOVERNMENT (MR G PAULSE) (PRO TEM)  
THE SENIOR MANAGER: BUDGET MANAGEMENT (MR A PHILLIPS)  
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) (ACTING)  
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

**TRAINING PROGRAMME FOR THE PERIOD 1 JANUARY 2008 – 30 JUNE 2008**

## 1. PURPOSE

- 1.1 The purpose of this circular is to inform departments of the training program and nomination process with regard to the financial systems Logistical Information System (LOGIS), Basic Accounting System (BAS), Personnel and Salary Administration System (PERSAL) as well as Management Information System (Vulindlela) for the period 1 January 2008 – 30 June 2008.

## 2. NOMINATION PROCESS

- It is the responsibility of departments to ensure that the training needs of **officials who daily work on Financial Systems** are addressed as high priority. Provincial Treasury will in co-operation with Departments/Institutions determine the training interventions required.
- Departments must further ensure that these candidates are informed timeously to make the necessary arrangement to attend courses.
- Course nominations for the following systems should reach the Provincial Treasury on or before the stipulated dates. These nominations can be faxed to: **Ms C Grundling, at Fax no. (021) 483 7668 or e-mailed to Cgrundli@pgwc.gov.za**

### Systems:

### Due dates:

PERSAL	23 November 2007
VULINDLELA	23 November 2007
LOGIS	4 February 2008
BAS	4 February 2008

- The Provincial Treasury must be informed of any withdrawals at least 5 working days prior to the commencement of the course. Suitable replacements must be arranged in co operation with Provincial Treasury.
- **Please note that nominations are not confirmed until a confirmation letter from this office for the nominated official, is received.**
- **Attendance of courses must be confirmed at least 5 days prior to the commencement of the course.**
- It is of utmost importance that all nominated official's **Persal and Identity numbers, Race and Gender** be entered on the nomination list (attached as Annexure A). Reporting requirements with regard to the Workplace Skills Plan necessitates more detailed information regarding officials trained. This information has no influence on the selection criteria and will only be utilised for statistical purposes to update the database of Directorate: Supporting and Interlinked Financial Systems. Nominations without Persal numbers will **NOT** be considered.

### 3. SERVICE STANDARDS

The Provincial Treasury commits itself to ensure that:

- Letters of acceptance to courses will be issued 15 working days prior to commencement of the course.
- Certificates to successful candidates as well as result letters will be issued within 2 months after completion of the course, to all attendees.
- Certificates of attendance will be issued to all Vulindlela attendees within 2 months.

### 4. TRAINING PROGRAMME

#### 4.1 LOGIS: (Annexure B)

For the period January 2008 to 18 April 2008, no LOGIS courses will be scheduled due to the following reasons:

- Workshops as well as site visits regarding year end procedures will be conducted; and
- LOGIS implementation training (new sites)

Scheduled training will thus commence 21<sup>st</sup> April 2008.

#### 4.2 BAS: (Annexure C)

For the *period* January 2008 to 18 April 2008 no BAS courses will be scheduled due to the following reasons:

- Workshops as well as site visits regarding year end procedures will be conducted.

Scheduled training will thus commence 21<sup>st</sup> April 2008.

#### 4.3 PERSAL: (Annexure D)

The following courses have been scheduled for the period February 2008 – 30 June 2008.

- **Introduction to Persal**
- **Personnel Administration**
- **Salary Administration**
- **Leave Administration**
- **Establishment**

### 5. DEPARTMENTAL ARRANGEMENTS

- 5.1 Departments will be responsible for their own arrangements with regard to traveling, accommodation and meals at all venues except Kromme Rhee. Tea and coffee will be provided.
- 5.2 With regard to Kromme Rhee, the Provincial Treasury will be responsible for the arrangements of accommodation, tea/coffee and meals while the respective departments will be responsible for all costs.

- 6. Your assistance in ensuring that suitable candidates are nominated for courses and that nominees do attend, will be greatly appreciated.



**A BASTIAANSE**

**SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS**

**DATE: 03-10-2007**

TRAINING PROGRAMME

4.1. LOGIS (Annexure B)

For the period January 2008 to 18 April 2008, no LOGIS courses will be scheduled due to the following reasons:

- Workshops as well as site visits regarding year end procedures will be conducted.
- LOGIS implementation training (new sites)

Scheduled training will thus commence 21 April 2008.

4.2. BASI (Annexure C)

For the period January 2008 to 18 April 2008 no BASI courses will be scheduled due to the following reasons:

- Workshops as well as site visits regarding year end procedures will be conducted.

Scheduled training will thus commence 18 April 2008.

4.3. PERBAK (Annexure D)

The following courses have been scheduled for the period February 2008 - 30 June 2008:

- Introduction to Perbak
- Personnel Administration
- Salary Administration
- Leave Administration
- Disbursement

REPARTMENTAL ARRANGEMENTS

Departmental arrangements will be implemented for their own management with regard to travel, accommodation and meals at all venues, except for the River Tugela and courses will be provided.

Where applicable, the Provincial Treasury will be responsible for the arrangements of all the relevant resources and assets while the respective departments will be responsible for all other