

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso

PT 18/5

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Enquiries
Imibuzo

T. Bowers

TREASURY CIRCULAR MUN 9 - 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 JA LOUW
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 R LAWS
THE MAYOR, KANNALAND MUNICIPALITY: MS L WILLEMSE
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: MR J SWARTBOOI
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 MATHYSE
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: MR G LOUW
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR F DANIELS
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT: MR K CHETTY
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON (Acting)
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR S KABANYANE
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: DR L MORTIMER (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 T BOTHA
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: ADV J KOEKEMOER
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR K JORDAAN
THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR K GORDON (Acting)
THE MUNICIPAL MANAGER, EDEN DISTRICT: MR MC BOTHA
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR K DE LANGE (Acting)
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: MR LA SCHEEPERS (Acting)
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR G SEITISHO
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR J DOUGLAS
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT: MR NW NORTJÉ (Acting)
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR N WICOMB
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN (Acting)

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR M RICHARDSON
 THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT: MR J KOEKEMOER
 THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR LJ BRUWER
 THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR D ENGELBRECHT
 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
 THE CHIEF FINANCIAL OFFICER, CAPE WINELANDS DISTRICT: MR JG MARAIS
 THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR ZT SHONGWE
 THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR CM PETERSEN (Acting)
 THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR I KENNED
 THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR JM BOONZAAIER
 THE CHIEF FINANCIAL OFFICER, BREEDE RIVER/WINELANDS: MR JJ VAN DER WESTHUIZEN
 THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT: MR JJ BURGER
 THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR S JACOBS
 THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MR R BUTLER
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 THE CHIEF FINANCIAL OFFICER, SWELLENDAM MUNICIPALITY: MR NB DELO
 THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT: MR D LOTT
 THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR P VENTER (Acting)
 THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN (Acting)
 THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR HF BOTHA
 THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR LH FOURIE
 THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR C GOOSEN (Acting)
 THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR J COETZEE (Acting)
 THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR G EASTON
 THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT: MR CJ KYMDELL
 THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
 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 (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 MILES) (ACTING)
 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 L NENE)
 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 (MS AJ HICKEY)
 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
 THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING

MONITORING OF THE ANNUAL REPORTING PROCESS IN TERMS OF THE MFMA BY MEANS OF AN ANNUAL REPORTING PROGRAMME

1. As an oversight functionary the Provincial Treasury is expected to perform a host of activities. One such activity is the monitoring of the Annual Reporting process of which the various steps are highlighted in the attached Annual Reporting Programme (2007/08), (See Annexure A).
2. The use of the Annual Reporting Programme is beneficial to all parties concerned since it gives Treasury an indication of the level of compliance with the provisions of the MFMA (*in respect of Annual Reporting and its prescribed due dates*) and also highlights the areas where assistance may be required by municipalities in order to comply. Furthermore this programme can also be used as a management tool for the

municipality in order to achieve the required compliance in respect of the timelines set by the MFMA.

3. In the monitoring of this programme, officials of the **Normative Financial Management** and **Accounting** components will communicate with municipalities on a regular basis either telephonically, via email or by fax in order to ascertain the progress or status of each step within the programme. Please note that the following officials will be conducting such follow-ups for their respective Districts and the local municipalities that resorts under them:

Financial Management:

- Tracy Bowers: ***West Coast District and City Cape Town***
- Thandabantu Dinga: ***Central Karoo District***
- Babalwa Tsipa: ***Overberg District and Cape Winelands District***
- Melissa van Niekerk: ***Eden District***

Accounting:

- Nombulelo Oliphant: ***Overberg District and Cape Winelands District***
- Micheline Fortuin: ***West Coast District and Central Karoo District***
- Thobelani Madondile: ***Eden District and City of Cape Town***

4. Note that the programme does not reflect the internal activities within the Municipality, but rather focuses on the critical deadlines as prescribed, directed and guided in the relevant legislation and guidelines.
5. Your assistance and co-operation regarding the Annual Reporting Programme will be greatly appreciated.


MR. F JACOBS

ACTING SENIOR MANAGER: NORMATIVE FINANCIAL MANAGEMENT

DATE: 06 July 2007

2007/08 AFS AND ANNUAL REPORTING PROGRAMME

ACTIVITY	DATE	RESPONSIBILITY	PROGRESS/STATUS
1. Visits to Municipalities at year end to assess readiness for closure: Planning: <ul style="list-style-type: none"> - Obtain Audited Annual Financial Statements for the past 3 years - Formulating Questionnaire to Assess Municipal compliance with GRAP and MFMA requirements on Annual Financial Statements 	5 April 2007	WCPT - Accounting	Completed
2. GRAP Training	26-28 June 2007	WCPT - Accounting	Completed
3. Prepare Annual Financial Statements consisting of: <ul style="list-style-type: none"> • Disclosure of the financial position of the municipality, its performance against its budget, its management of revenue expenditure, assets and liabilities, its business activities, its financial results, the state of affairs of the municipality and information required in terms of section 123,124 and 125 of the MFMA 	2 July – 31 August 2007	Municipal Manager	
4. Municipalities to submit Annual Financial Statements to the A-G's office	31 August 2007	Municipal Manager	
5. Submit municipal entity Annual Financial Statements to parent municipality	31 August 2007	Municipal Entity & Municipal Manager	
6. Submit consolidated Annual Financial Statements to the A-G's office	28 September 2007	Municipal Manager	

ACTIVITY	DATE	RESPONSIBILITY	PROGRESS/STATUS
<p>7. Submit unaudited annual consolidated financial statements to the Auditor-General and WCPT-Accounting:</p> <ul style="list-style-type: none"> - Check whether the unaudited financial statements are compliant to GRAP or IMFO. - Compare financials of previous year to this years unaudited financial statements and check closing and opening balances are more or less the same. 	02 October 2007	Municipal Manager	
<p>8. Submit an audit report on financial statements to municipalities</p>	30 November 2007	Auditor-General	
<p>9. Submit an audit report on consolidated financial statements to municipalities</p>	31 December 2007	Auditor-General	
<p>10. Municipality must address any issues raised by the Auditor-General and prepared action plans to address issues and include these in annual report</p>	On receipt of audit report	Municipal Manager	
<p>11. Municipal Entity to submit Annual Report to Municipal Manager</p>	Immediately after tabling	Municipal Manager	
<p>12. Tabling of annual report by Mayor in the Municipal Council</p>	31 January 2008	Municipal Manager	
<p>13. Submit to council a written explanation (referred to in section 133(1)(a)) setting out the reasons why the Annual report could not be tabled in council</p>	Non compliance to tabling on 31 January 2008	Mayor	
<p>14. Make annual report public and invite comment</p>	Immediately after tabling	Municipal Manager	

ACTIVITY	DATE	RESPONSIBILITY	PROGRESS/STATUS
15. Submit annual report to relevant Provincial Treasury, Auditor-General and the Department for Local Government in the province	07 February 2008	Municipal Manager	
16. Submit copies of the minutes of council and/or council committee meetings at which the annual report is discussed.	31 March 2008	Municipal Manager	
17. Make an oversight report public (e.g. notices, websites, etc) within 7 days after its adoption - inviting comments from the public.	Within 7 days after adopting the oversight report	Municipal Manager	
19. Submit annual report /or components of annual report that were tabled in terms of section 127(3) and oversight report to provincial legislature	Within 7 days after adopting the oversight report	Municipal Manager	