



PROVINCIAL TREASURY

Provincial Government of the Western Cape

PUBLIC FINANCE

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REFERENCE: T11/2/2 (2011/12)
ENQUIRIES: V Bester

TREASURY CIRCULAR NO. 13 of 2011

THE PREMIER

THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT
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
THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT
ALL OTHER MEMBERS OF PARLIAMENT

} For information

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY)
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 P VINJEVOLD)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KC HOUSEHAM)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MS K LUBELWANA)
THE ACCOUNTING OFFICER: VOTE 8: HOUSING (MR M TSHANGANA)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T GILDENHUY)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR J FOURIE)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (DR H FAST)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR D BASSON)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUY)
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: HOUSING (MR F DE WET) (ACTING)
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 CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MR F DE WET) (ACTING)

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)
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 (MS N EBRAHIM) (ACTING)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUY)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (ACTING)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MR T MADONDILE/MS M FORTUIN) (ACTING)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MS M SHERATON)
THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR ML BOOYSEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP ONE) (MR F SABBAT)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS C HORTON)
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 FINANCE MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

ROLLOVER OF UNSPENT FUNDS AND THE RETENTION OF OVER-COLLECTED OWN RECEIPTS FROM 2010/11 TO 2011/12: PRINCIPLES AND PROGRAMME

PURPOSE

1. This Circular is issued in terms of sections 18(2)(i) and 31(2)(a) and (g) of the Public Finance Management Act, 1999 (No 1 of 1999) (PFMA) and has relevance to the rollover of unspent funds from the 2010/11 financial year to the 2011/12 financial year, as well as the retention in 2011/12 financial year of own receipts (revenue) collected in addition to the 2010/11 adjusted appropriation.
2. The purpose of this Circular is to -
 - (a) inform departments of the guiding statutory limitations, principles and process;
 - (b) provide departments with National Treasury's Division of Revenue Circular No. 1 of 2011/12 regarding unspent national conditional grants;
 - (c) inform departments that preliminary requests regarding unspent national conditional grants must be submitted to the Provincial Treasury by e-mail on **21 April 2011**, and
 - (d) provide departments with the programme and formats to be used for submission of rollover and receipt (revenue) retention requests.

GUIDING STATUTORY LIMITATIONS

3. Section 31(2)(a) of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) stipulates that an adjustments budget of a province may provide for the appropriation of funds that have become available to the Province (such as over-collected own revenue).
4. In terms of section 31(2)(g) of the PFMA, an adjustments budget of a province may also provide for the rollover of unspent funds from the previous financial year.
5. In terms of Treasury Regulation 6.4.1, funds appropriated but not spent in a particular financial year may be rolled over to a subsequent year subject to approval of the relevant treasury. Such approval will be guided by the following limitations:
 - (a) *Payments for capital assets:* Unspent funds on payments for capital assets may only be rolled over to finalise projects or asset acquisitions still in progress.
 - (b) *Transfers and subsidies:* Savings on transfers and subsidies may not be rolled over for purposes other than originally voted for.
 - (c) *Current payments:* Savings on compensation of employees may not be rolled over. A maximum of five per cent of a department's payments for goods and services may be rolled over.
6. In terms of Treasury Regulation 6.4.2 requests for rollovers must be submitted to the relevant treasury on or before the last working day of April, and must include-
 - (a) the purpose for which the funds were appropriated;
 - (b) the reasons why the funds were not spent;

- (c) proposed changes to the use of the funds, if any, and
 - (d) a disbursement schedule indicating the month(s) in which the expenditure is expected to be incurred.
7. Funds for a specific purpose may not be rolled over for more than one financial year, unless approved in advance by the relevant treasury in terms of Treasury Regulation 6.4.3.
 8. Section 38(2) of the 2011 Division of Revenue Bill stipulates that the repeal of the 2010 Division of Revenue Act (Act No. 1 of 2010) does not affect any duty or obligation set out in that Act, the execution of which is still outstanding.
 9. Section 20(1) of the Division of Revenue Act, 2010 (Act 1 of 2010) (2010 DoRA), stipulates that, despite the provisions of the Public Finance Management Act or the Municipal Finance Management Act relating to roll-overs, any conditional allocation, excluding the Gautrain Rapid Rail Link Grant and the Expanded Public Works Programme Incentive Grant, that is, in the case of a province, not spent at the end of a financial year or, in the case of a municipality, at the end of a municipal financial year, reverts to the National Revenue Fund, unless the relevant receiving officer can prove to the satisfaction of the National Treasury that the unspent allocation is committed to identifiable projects.
 10. Section 20(2) of the 2010 DoRA stipulates that the National Treasury may, at the request of a transferring national officer, provincial treasury or municipality, approve—
 - (a) a roll-over from a conditional allocation to the next financial year; and
 - (b) spending of a portion of a conditional allocation on activities related to the purpose of that allocation, where the province or municipality projects significant unforeseeable and unavoidable over-spending on its budget.
 11. Section 20(3) of the 2010 DoRA stipulates that any funds which must revert to the National Revenue Fund in terms of subsection (1), and which have not been approved by the National Treasury to be retained in terms of subsection (2), must be repaid to the National Revenue Fund.
 12. In line with the National Treasury's Division of Revenue Circular No. 1 of 2011/12 (copy attached), the approval of rollover of unspent national conditional grants must be sought from National Treasury. Uncommitted balances on such grants must be paid back to the National Revenue Fund.
 13. In terms of the Western Cape Direct Charges Amendment Act, 2003 (No. 9 of 2003), an Accounting Officer may, after approval of the rollover funds by the Provincial Treasury, but before appropriation thereof in an adjustments appropriation act, spend such rollover funds for the approved purpose or purposes, as a direct charge against the Provincial Revenue Fund.
 14. A further amendment to the Western Cape Direct Charges Act (Act 1 of 2008) was enacted on 2 April 2008 enabling an accounting officer to, after approval of receipt (own revenue) retention funds by the Provincial Treasury, but before appropriation thereof in an adjustments appropriation Act, withdraw the receipt retention funds, for the approved purpose or purposes, as a direct charge against the Provincial Revenue Fund.

PRINCIPLES

15. Requests for the rollover of funds from 2010/11 to 2011/12 will be considered in terms of the following principles:
 - 15.1 That all unspent funds, committed to identifiable projects, with regard to national conditional grants be recommended to National Treasury for rollover, subject to departments providing documentary evidence of such commitments.
 - 15.2 That, after deducting the amounts referred to in paragraphs 15.1 above and taking into account the statutory and policy requirements, the net balance of unspent funds be considered for rollover, provided that there will not be an unfinanced/increased deficit for the financial year.
 - 15.3 That the guidelines and limitations in Treasury Regulation 6.4 be strictly applied.
 - 15.4 That savings or under spending intentionally created through shifts and virements on capital or current expenditure to increase the magnitude of permissible rollover, not be taken into account for rollover purposes.
 - 15.5 That the following will form a first liability against the contemplated maximum of five per cent (TR 6.4.1(c)) of a department's payments for goods and services permissible for rollover:
 - (a) Under collection in own revenue.
 - (b) Unauthorised expenditure.
 - (c) Intergovernmental debt if not budgeted for in the next financial year.
 - (d) Trading entity net debt if not budgeted for in the next financial year.

With regard to 15.5(c) and (d) above, accounting officers are requested to quantify and indicate these amounts in the covering letter of their rollover submission.
 - 15.6 That, in a case where the unspent cash available (inclusive of increased own revenue collected) in a vote at the end of 2010/11 is less than the unspent budget available, approvals will be restricted to the available cash and not to the available budget.
16. Requests for the retention of own revenue will be considered in terms of the following principles derived from the revenue retention strategy accepted by Cabinet in 2003, which created incentives by giving departments permission to retain and utilise any additional funds collected over and above the previous year's adjusted appropriation:
 - 16.1 That the request to retain revenue relates to the collection of revenue not anticipated at the time of the 2010/11 Adjusted Budget, or alternatively relates to the implementation of efficiency measures with regard to revenue collection, special initiatives to increase own revenue, donations, etc.
 - 16.2 That approval of requests for revenue retention is subject to current and future revenue budgets being credible.
 - 16.3 That retained revenue be utilised to fund once-off expenditure.
 - 16.4 That revenue over collection firstly be used to offset overspending.

- 16.5 That, in cases where the unspent cash available (inclusive of increased own revenue collected) in a vote at the end of 2010/11 is less than the unspent budget available, approvals will be restricted to the available cash and not to the available budget.

PROCESS

National conditional grants (Schedule 4 and 5):

17. Departments must provide preliminary information regarding the rollover of national conditional grants to the Provincial Treasury by **13:00 on Thursday, 21 April 2011** (early date due to Easter holidays). These preliminary information must be submitted by e-mail to Viljoen Bester at avbester@pgwc.gov.za and must contain the following information (please note, no format is provided):
- The preliminary amount of unspent funds for each relevant conditional grant as at 31 March 2011;
 - The amounts of unspent funds for the relevant grant not committed to identifiable projects;
 - The amount of funds currently committed to identifiable projects;
 - Given that section 20 of the Act requires proof of commitments, the Provincial Treasury must submit a list of the identifiable projects, clearly stipulating the tender numbers related to each project or invoices awaiting payment. If this information is not as yet available on this date, reasons for the non-availability and the date of submission must be provided.
18. Departments that have had funds withheld or stopped as at 31 March 2011 (i.e. funds that are still within the accounts of national departments) must also apply and justify for such rollovers regarding these funds through the relevant national department, because this would be part of a parallel process with each relevant national department in terms of Treasury Regulation 6.4 at the national Rollover Committee hearings in May 2011.
19. Please also note that the final date for the initial surrender of unspent funds (not requested for rollover) to the relevant national department through the Provincial Treasury is **20 May 2011**.

Total requests (rollovers, inclusive of Schedule 4 and 5 grants, and revenue retention):

20. Departments must submit their total rollover requests, inclusive of those pertaining to Schedule 4 and 5 national conditional grants, as well as any requests for the retention of own revenue (over collected own receipts), by **29 April 2011** (prescribed date as per Treasury Regulation 6.4.2) by completing the formats attached hereto as Annexures A, A1, B, B1, C and D. These submissions must, with regards to national conditional grants, include the following:
- The total amount of unspent funds for each relevant conditional grant as at 31 March 2011.
 - The amount of unspent funds for the relevant grant not committed to identifiable projects.
 - The amount of funds currently committed to identifiable projects.
 - Given that section 20(1) of the 2010 DoRA requires proof of commitments, the Department must provide Provincial Treasury with a list of the committed projects,

clearly stipulating the tender numbers related to each project or invoice awaiting payment.

21. After the preliminary closure of the books on 30 April 2011, the 2010/11 financial results/position will be determined and requests must be suitably adjusted and firmed up by **31 May 2011**.
22. The Provincial Treasury will consider the requests in terms of the statutory requirements and the principles as set out above and provide accounting officers with the approved allocations on a date to be determined at a later stage.
23. Post approval, departments must reflect their allocations from both sources, i.e. rollover and receipt retention, in the in-year monitoring (IYM) reports and also, eventually, take it up in the Adjusted Estimates of Provincial Expenditure for 2011/12.

FORMATS

24. Requests, in the attached formats, Annexures A, A1, B, B1, C and D, must be submitted to the Provincial Treasury on the date as per the programme below. The formats will be provided to the CFO's electronically.
25. Any problems experienced with the completion of the Annexures must be taken up with the relevant Provincial Government Finance budget analyst.

PROGRAMME


26. The programme for the rollover and revenue retention process is as follows:

ACTION	DATE
Distribute Treasury Circular for submission of requests.	8 April 2011
Accounting officers to submit their initial requests for national conditional grant rollovers to Provincial Treasury per e-mail.	21 April 2011
Provincial Treasury to submit initial requests for national conditional grant rollovers to National Treasury.	21 April 2011
Accounting officers to submit their requests for all rollovers (schedule 4 and 5 included) and receipt (revenue) retention.	29 April 2011
Final date for initial surrender of unspent uncommitted national conditional grant funds to national department through Provincial Treasury.	20 May 2011
Accounting officers to submit suitably adjusted and firmed up requests after preliminary closure of books.	31 May 2011
Provincial Treasury to clear provincial requests with the Provincial Minister of Finance and Tourism.	To be determined
Provincial Treasury to provide accounting officers with allocation letters.	To be determined

27. In order to allow the Treasury to make informed decisions regarding departmental requests, Annexure A1, which includes, inter alia, explanations on the under spending and remedial steps instituted, must be fully completed and motivated. Any further supporting/additional documentation regarding the rollover requests may also be submitted with Annexure A1.
28. Please note that the timely submission of departmental requests as per the programme is a legal requirement in terms of Treasury Regulation 6.4.2. To ensure the authenticity thereof, it will be appreciated if the submissions will be submitted under cover of a letter signed by both the accounting officer and the chief financial officer.

ACTIONS REQUIRED

29. Departments to note -
- (a) the guiding statutory limitations, principles and process pertaining to rollovers and receipt (revenue) retention;
 - (b) that National Treasury's Division of Revenue Circular regarding the rollover of unspent national conditional grant funds will be distributed as soon as it is received;
 - (c) that preliminary requests regarding unspent national conditional grants must be submitted to the Provincial Treasury by e-mail on **21 April 2011**, and
 - (d) the programme and formats to be used for the submission of preliminary and final receipt (revenue) retention and rollover requests, inclusive of national conditional grants.


HEAD: BRANCH FISCAL AND ECONOMIC SERVICES
PROVINCIAL TREASURY
DATE: 2/4/2011



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Enquiries: Edgar Sishi Tel: (012) 395 6564 Fax: (012) 315 5045 E-mail: edgar_sishi@treasury.gov.za

**TO: ACCOUNTING OFFICERS OF NATIONAL DEPARTMENTS
PROVINCIAL HEADS OF DEPARTMENT
NATIONAL AND PROVINCIAL CHIEF FINANCIAL OFFICERS**

DIVISION OF REVENUE CIRCULAR NO. 1 OF 2011/12

COMPLIANCE WITH SECTION 20 OF THE 2010 DIVISION OF REVENUE ACT (ACT NO. 1 OF 2010), AS AMENDED.

1. PURPOSE

- 1.1 To give effect to the provisions of section 20 of the 2010 Division of Revenue Act (Act No.1 of 2010), as amended;

2. LEGAL REQUIREMENTS

- 2.1 In terms of section 20 (1) of the 2010 Division of Revenue Act, any conditional allocation, excluding the Gautrain Rapid Rail Link Grant and the Expanded Public Works Programme Incentive Grant, that is not spent at the end of a financial year reverts to the National Revenue Fund, unless the relevant receiving officer can prove to the satisfaction of the National Treasury that the unspent allocation is committed to identifiable projects.
- 2.2 Furthermore, section 20 (2) stipulates that the National Treasury may at the request of a transferring national officer, provincial treasury or municipality approve a rollover from a conditional allocation to the next financial year.

3. PROCEDURE

- 3.1 To give effect to the above legal requirement the following procedure must be applied:
- 3.1.1 Each Provincial Treasury must by **29 April 2011** indicate to the National Treasury and the transferring national officer in writing:
- 3.1.1.1 The total amount of unspent funds for each relevant conditional grant as at 31 March 2011;
- 3.1.1.2 The amount of unspent funds for the relevant grant not committed to identifiable projects;
- 3.1.1.3 The amount of funds currently committed to identifiable projects;
- 3.1.1.4 Given that section 20 of the Act requires proof of commitments, the Provincial Treasury must submit a list of the projects referred to in (3.1.1.3) above, clearly stipulating the tender numbers related to each project or invoices awaiting payment.
- 3.1.2 National Treasury will, after consultation with the relevant treasury and the transferring national officer, give provisional approval for funds committed to identified projects to be retained within the relevant Provincial Revenue Fund for the purposes of rolling over to the 2011/12 financial year. Such approval will be

communicated within 14 days of receipt of the project lists and the committed amounts as outlined above.

- 3.1.3 Upon completion of the preliminary year-end closure, the relevant provincial department must surrender any unspent funds that are not committed to identified projects through the provincial treasury to the relevant national department. The final date for this initial surrender of unspent funds is **20 May 2011**.
- 3.1.4 National departments must, upon receipt of these funds, surrender the same to the National Revenue Fund. This should be reflected by each department in the Annual Financial Statements (AFS). Each department will therefore have to decrease the amount transferred for conditional grants in order to increase the amount of voted funds to be surrendered. An explicit outline of the conditional grants portion of this entry must be provided in the relevant annexure. The final date for all such surrenders is **31 May 2011**.
- 3.1.5 If a provincial department has determined, after the finalisation of the audit and the final system audit close, that the initial surrender was either too much or too little it must, in consultation with the provincial treasury, notify the relevant national department as well as the National Treasury. This process must be concluded before the tabling of the national Adjusted Estimates for the 2011/12 financial year.
- 3.1.6 Any money due to the National Revenue Fund after the determination described in (3.1.5) above, must be surrendered by a province to the appropriate national department within one (1) week after the submission of the annual financial statements. Where funds are due to the provincial department, transfers must be done in consultation with the National Treasury within one (1) week after the submission of the national department's annual financial statements for auditing.
- 3.1.7 Any funds surrendered by a province after the above processes have been concluded must be promptly surrendered to the National Revenue Fund by the relevant national department.

4. REQUESTS FOR ROLL-OVERS

- 4.1 Treasury Regulation 6.4 will apply with respect to requests for roll-overs (including the implementation of provincial roll-overs), and Treasury Regulation 6.6 applies with respect to accounting for such in an adjustments budget. Therefore:
 - 4.1.1 Only funds for projects already in progress may be rolled over;
 - 4.1.2 Conditional grant funds earmarked/budgeted for *transfers and subsidies* may not be rolled over unless they will be used for the same purpose already voted for; and
 - 4.1.3 Conditional grant funds that are budgeted for *compensation of employees* (such as those within the Human Settlements Development Grant) may not be rolled over if unspent.
- 4.2 In the case of funds either withheld by a national department as at 31 March 2011 or where a province has surrendered funds, the relevant national department may submit to National Treasury a request for roll-overs. Any such request must be supported by the provincial treasury in the relevant province. The request must be accompanied by an appropriate motivation on behalf of the sector and the province.

5. CONCLUSION

- 5.1 This circular seeks to provide clarity on the application of section 20 of the 2010 Division of Revenue Act.

5.2 This circular is not a substitute for any other requirement stipulated in the 2010 Division of Revenue Act and does not affect any duty or obligation set out in that Act, or the relevant conditional grant framework in terms of section 15.

5.3 Directives related to the relevant accounting procedures have been issued by the Office of the Accountant-General.

6. APPLICABILITY

6.1 This circular applies to all national and provincial departments that have conditional grant allocations within their budgets, either as transferring national officers or receiving officers in provinces.

7. EFFECTIVE DATE

7.1 The procedures contained in this circular take effect from 01 April 2011 and must be adhered to by all accounting officers.

8. CONTACT PERSON

Edgar Sishi (Mr)
National Treasury
Tel: (012) 395 6564
Fax: (012) 315 5045
Email: edgar.sishi@treasury.gov.za



KENNETH BROWN
DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL RELATIONS

Date: 6/4/2011

Western Cape: Roll-over and receipts retention application 2010/11

Application for

Financial year from which funds are requested
for roll-over / receipts retained

2010/11

Department contact

Department

Name

Telephone number

Fax number

E-mail address

Provincial Treasury contact

Name

Mr AV Bester

Telephone number

021 483-3545

Fax number

021 483-4337

E-mail address

avbester@pgwc.gov.za

Pierre Wiese : 20110329_0914

Western Cape: Summary of roll-over funds from 2010/11 to 2011/12

R'000	Vote:	Current payments			Transfer and subsidies	Payments for capital assets	Payments for financial assets	Total
		Compensation of employees	Goods and services	Other				
	Expenditure							
1	Adjusted budget 2010/11						Note 1	
2	Actual expenditure						(1-2)	
3	Underspending (+) / overspending (-)							
4	Unspent balances of conditional grants:							
4.1								
4.2								
4.3								
4.4								
4.5							Note 1	
4.6								
4.7								
4.8								
5	Real underspending/overspending 2010/11						(3-4)	
6	Sacrifice in terms of statutory limitations (NTR 6.4.1(c))							
7	Permissible in terms of NTR 6.4							
8	Permissible amount adjusted for underspending						(7>5=5, 7<5=7)	
9	First liability against permissible roll-over:							
	Undercollection in own receipts							
	Unauthorised expenditure							
	Intergovernmental debt not budgeted for in 2010/11							
	Nett trade account debt not budgeted for in 2011/12							
10	Maximum amount allowed for roll-over							
11	Requested for roll-over						Note 2	
	Requested for roll-over inclusive of conditional grants						(4+11)	
12	Remainder surrendered to Provincial Revenue Fund (PRF)						(5-11)	

Note(s)

Note 1 Attach BAS reports confirming amounts

Note 2 The department's request for current payments - goods and services (number 11) may not exceed the permissible amount for current payments - goods and services (number 7).

Roll-over requests

Roll-over request 1

Vote

Note: Were funds previously rolled over for this service / project? Choose
 Were unspent funds part of an Earmarked allocation, and if so, is it to be rolled over for the same purpose? Choose

Reason(s) why not spent

- 1
- 2
- 3

Remedial action(s) taken

- 1
- 2
- 3

Purpose originally appropriated for 2010/11

Service / project and short description R'000	Programme number	Current payments			Transfers and subsidies		Payments for capital assets		Total
		Compensation of employees	Goods and services	Other	Provinces and municipalities	Other	Machinery and equipment	Other	
1									
2									
3									
4									
5									
6									
Total									

Intended use of funds during 2011/12

Service / project and short description R'000	Programme number	Current payments			Transfers and subsidies		Payments for capital assets		Total
		Compensation of employees	Goods and services	Other	Provinces and municipalities	Other	Machinery and equipment	Other	
1									
2									
3									
4									
5									
6									
Total									

Summary of requests for the retention of additional receipts collected during 2010/11						R'000
Vote						
1 Receipts collected as at 31 March 2011 (+)						
2 Adjusted budget: 2010/11 (-)						
3 Additional receipts collected +/- undercollected (-)						
4 Requested by department - additional receipts collected (+)						
5 Surrendered to the Provincial Revenue Fund (PRF)						
Details of additional receipts collected above adjusted budget 2010/11						
Receipts source/economic classification	Receipts collected	Adjusted appropriation 2010/11	Over/(under) collection	Main reasons for overcollection above Adjusted budget	Remedial steps taken to ensure future credibility of receipts budget estimates	
	R'000	R'000	R'000			
Tax receipts						
Casino taxes						
Horse racing taxes						
Liquor licences						
Motor vehicle licences						
Sales of goods and services other than capital assets						
Sales by market establishment						
Administrative fees						
Other sales						
Sales: scrap, waste, other goods						
Transfers received						
Fines, penalties and forfeits						
Interest, dividends and rent on land						
Sales of capital assets (Discounting sale of land & buildings)						
Financial transactions in assets and liabilities						
Receivables: priv sec: con dept debt						
Receivables: priv sec: domestic services						
Recovery of previous years' expenditure						
Cash surpluses						
Total						
Note: the net total must correspond to the amount provided at point 3 above.						
Note: please do not add any more items to the table.						
Detail of sale of land / buildings	Receipts collected	Adjusted appropriation 2010/11	Over/(under) collection	Main reasons for overcollection above Adjusted budget	Remedial steps taken to ensure future credibility of receipts budget estimates	
	R'000	R'000	R'000			
Sales of capital assets (including sale of land & buildings)						
Less Total sale of land and buildings						
Erf Number ... (Location)						
Erf Number ... (Location)						
Erf Number ... (Location)						
Erf Number ... (Location)						
Erf Number ... (Location)						
Erf Number ... (Location)						
Erf Number ... (Location)						
Erf Number ... (Location)						
Erf Number ... (Location)						
Erf Number ... (Location)						
Erf Number ... (Location)						
Erf Number ... (Location)						
Erf Number ... (Location)						
Erf Number ... (Location)						
Sales of capital assets (Excluding sale of land & buildings)						

Receipts retention requests

Receipts retention request 1 Vote

Reason(s) for over-collection of receipts

- 1
- 2
- 3

Remedial step(s) instituted to ensure credibility of future receipts estimates

- 1
- 2
- 3

Sources of additional receipts during 2010/11

Description (also include item at posting level) R'000	Programme number	Tax receipts	Sales of goods and services	Fines, penalties and forfeits	Interest, dividends, rent on land	Sales of capital assets	Financial transactions in assets and liabilities	Total
1								
2								
3								
4								
5								
6								
Total								

Proposed use of the funds during 2011/12

Service / project and motivation R'000	Programme number	Current payments			Transfers and subsidies		Payments of capital assets	Total
		Compensation of employees	Goods and services	Other	Provinces and municipalities	Other		
1								
2								
3								
4								
5								
6								
Total								

Monthly disbursement of roll-over and over collected receipts during 2011/12

Programme 1	Apr 2011	May 2011	Jun 2011	Jul 2011	Aug 2011	Sep 2011	Oct 2011	Nov 2011	Dec 2011	Jan 2012	Feb 2012	Mar 2012	Total
Request number(s):													
Current Payments													
Compensation of employees													
Goods and services													
Other													
Transfers and subsidies													
Provinces and Municipalities													
Other													
Payments for capital assets													
Machinery and equipment													
Other													
Total													

Application of roll-over and over collected receipts during 2011/12 per programme

Programme 1	Request number(s)	Compensation of employees	Current payments			Transfers and subsidies		Payments for capital assets		Total
			Goods and services	Other	Provinces and municipalities	Other	Machinery and equipment	Other		
1										
2										
3										
4										
5										
6										
Total										