



PROVINCIAL TREASURY • PROVINSIALE TESOURIE
• UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso T13/1/8

Navrae
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TREASURY CIRCULAR MUN 21-2010

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THE MAYOR, BEAUFORT WEST MUNICIPALITY: MS J JONAS

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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) (ACTING)
 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 (MR TD PILLAY)
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 THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS M FORTUIN) (ACTING)
 THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
 THE SENIOR MANAGER: INTERNAL AUDIT: GOVERNANCE AND ADMINISTRATION CLUSTER (MS B CAIRCROSS)
 THE SENIOR MANAGER: INTERNAL AUDIT: SOCIAL CLUSTER (MR M MALULEKA)
 THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (MR J RADEBE)
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 THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
 THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS C HORTON)
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 THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
 THE HEAD: OFFICE OF THE MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING

PAYMENTS TO MUNICIPALITIES

1. PURPOSE

The purpose of this circular is to inform all municipalities of the procedure to follow in identifying and reconciling payments made by Provincial departments of the Provincial Government of the Western Cape to municipalities.

2. BACKGROUND

- 2.1. Currently all payments under R1 million (with the exception of extremely urgent payments) are processed by the Basic Accounting System (BAS), which is the accounting system utilised by all provincial departments within the Provincial Government of the Western Cape. An electronic bank transfer is generated and a payment advice (stub) is produced and posted/ e-mailed to the municipality to which payment is made. The bank statement of

the municipality will reflect the following reference; a prefix number – e.g. BASW01 – identifying the provincial department that has generated the payment, followed by an eight digit BAS disbursement number.

- 2.2. Payments of R1 million or more, are paid as a direct transfer through the official banking system of the Provincial Banker after which a payment advice is generated by the Basic Accounting System (BAS) and is posted/ e-mailed to the municipality concerned. Difficulties are however currently being experienced by municipalities especially with direct transfers where the BAS prefix and disbursement number will not be reflected on the bank statement of the municipality, complicating the identification and reconciliation process.

3. NEW PROCEDURE

3.1. Payments under R1 million

- 3.1.1. To assist all municipalities in identifying the provincial department which has made the payment, an updated list indicating the BAS prefix, provincial department name, contact person and contact number is attached. If a payment cannot be identified, the contact person on the attached list can be contacted and provided with the BAS prefix and disbursement number who will then be able to furnish information with regard to the payment made.

- 3.1.2. It is strongly recommended that all municipalities ensure that provincial departments from which payments are received are in possession of the municipalities e-mail address to which all payment stubs should be directed, thereby eliminating any possible delays if the payment advice has to be posted.

3.2. Payments of R1 million and more, including extremely urgent payments

- 3.2.1. All provincial departments making payments (direct transfers) to municipalities have been instructed to in future indicate the BAS prefix as a reference which will assist municipalities in identifying the provincial department that has generated the payment. The BAS prefix will however, in the case of a direct transfer, not be followed by an 8 digit BAS disbursement number. This will not prohibit the provincial department from providing the required information regarding the purpose of the payment. A payment advice will still however be generated by BAS and posted to the municipality concerned or if the department is in possession of the municipality's e-mail address, the payment advice will be e-mailed.

4. Any further enquiries in this regard can be directed to Mr. Andre Bastiaanse on (021) 483-5670 or Mr. Rudie Mienie on (021) 483-4031

Kind regards



A BASTIAANSE

SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

DATE: 23-06-2010

WESTERN CAPE PROVINCIAL ADMINISTRATION BAS DEPARTMENTS:

BAS PREFIX:	DEPARTMENTS:	CONTACT PERSON:	CONTACT NUMBER:
BASW01	AGRICULTURE	MARTIE HUISAMEN	021-808-5037
BASW02	EDUCATION	HENRY CARL LENDORE	021-467-2727
BASW03	HEALTH	RENATE FOURIE	021-483-4539
BASW04	HOUSING	ANDRE LEANER	021-483-3981
BASW05	PROVINCIAL TREASURY	SHAHIEDA WALLIE	021-483-3218
BASW08	SOCIAL DEVELOPMENT	JACQUES MACKAY	021-483-4308
BASW09	TRANSPORT AND PUBLIC WORKS	ADELE GREEN	021-483-4697
BASW10	COMMUNITY SAFETY	CALLIE LAMBRECHTS	021-483-4542
BASW11	ECONOMIC DEVELOPMENT & TOURISM	DONOVAN PIETERSEN	021-483-4827
BASW12	DEPARTMENT OF THE PREMIER	LIONEL PETERSEN	021-483-5758
BASW13	PROVINCIAL PARLIAMENT	ANALIZ MEYER	021-487-1653
BASW20	CULTURAL AFFAIRS & SPORT	ABDURAHMAN DANIELS	021-483-9591
BASW21	ENVIRONMENTAL AFFAIRS & DEV PLAN	HEIDI SAUL	021-483-5014
BASW22	LOCAL GOVERNMENT	ANDRE LEANER	021-483-3981