



# PROVINCIAL TREASURY

Provincial Government of the Western Cape

**DIRECTORATE: CORPORATE GOVERNANCE**

Melissa.vanNiekerk@pgwc.gov.za  
tel: +27 21 483 6695 fax: +27 21 483 3707  
4 Dorp Street, Room 1.04, Cape Town, 8001  
www.capegateway.gov.za

**REFERENCE:** T8/2/31

**ENQUIRIES:** Ms. MF. Van Niekerk

## **TREASURY CIRCULAR MUN 29 of 2011**

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILE  
THE MAYOR, WEST COAST DISTRICT: MR H CLEOPHAS (Acting)  
THE MAYOR, MATZIKAMA MUNICIPALITY: MS D GOEDEMAN  
THE MAYOR, CEDERBERG MUNICIPALITY: MR B ZASS  
THE MAYOR, BERGRIVIER MUNICIPALITY: MR E MANUEL  
THE MAYOR, SALDANHA BAY MUNICIPALITY: MS R JAGER  
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN  
THE MAYOR, CAPE WINELANDS DISTRICT: MR CA DE BRUYN  
THE MAYOR, WITZENBERG MUNICIPALITY: MR S LOUW  
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MS G VAN DEVENTER  
THE MAYOR, STELLENBOSCH MUNICIPALITY: ALDERMAN CP JOOSTE  
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR BD KIVEDO  
THE MAYOR, LANGEBERG MUNICIPALITY: MS D GAGIANO  
THE MAYOR, OVERBERG DISTRICT: MR L DE BRUYN  
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR C PUNT  
THE MAYOR, OVERSTRAND MUNICIPALITY: MS N BOTHA-GUTHRIE  
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR R MITCHELL  
THE MAYOR, SWELLENBOSCH MUNICIPALITY: MR N MYBURGH  
THE MAYOR, EDEN DISTRICT: MR VE VAN DER WESTHUIZEN  
THE MAYOR, KANNALAND MUNICIPALITY: MR J DONSON  
THE MAYOR, HESSEQUA MUNICIPALITY: MR C TAUTE  
THE MAYOR, MOSSEL BAY MUNICIPALITY: ALDERLADY M FERREIRA  
THE MAYOR, GEORGE MUNICIPALITY: MR C STANDER  
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR G APRIL  
THE MAYOR, BITOU MUNICIPALITY: MR M BOOYSEN  
THE MAYOR, KNYSNA MUNICIPALITY: MS G WOLMARANS  
THE MAYOR, CENTRAL KAROO DISTRICT: MR E NJADU  
THE MAYOR, LAINGSBURG MUNICIPALITY: MR W THERON  
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING  
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR HD PRINS  
THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM

THE MUNICIPAL MANAGER, WEST COAST DISTRICT: MR H PRINS  
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DG O'NEILL  
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR G MATTHYSE  
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: MS C LIEBENBERG  
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR J FORTUIN  
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ  
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT: MR M MGAJO  
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON  
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR S KABANYANE  
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR D DANIELS  
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR A PAULSE  
THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR SA MOKWENI  
THE MUNICIPAL MANAGER, OVERBERG DISTRICT: MR R BUTLER (Acting)  
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE  
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: ADV W ZYBRANDT  
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR R STEVENS  
THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR N NEL  
THE MUNICIPAL MANAGER, EDEN DISTRICT: MR G LOUW  
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR M HOOGBAARD (Acting)  
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS  
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: DR M GRATZ  
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA (Acting)  
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR C GREEF (Acting)  
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR DU PLESSIS  
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MS L WARING (Acting)  
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT: MR S JOOSTE (Acting)  
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS  
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR H METTLER  
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

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 F LÖTTER  
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR JA VAN NIEKERK  
THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR J VAN COLLER (Acting)  
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 R ESAU  
THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR CM PETERSEN  
THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR M BOLTON  
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS  
THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR CF HOFFMANN  
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT: MR J SNYMAN  
THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR S JACOBS  
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MR H KLEINLOOG  
THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H SCHLEBUSCH  
THE CHIEF FINANCIAL OFFICER, SWELLENDAM MUNICIPALITY: MR H KRAPOHL  
THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT MUNICIPALITY: MR N DELO  
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR N DELO (Acting)  
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN  
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR HF BOTHA  
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: DR C KAPP (Acting)  
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR K JORDAAN  
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR D LOTT  
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 J NEETHLING (Acting)  
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR D LOUW

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 (MR TC ARENDSE) (PRO TEM)

THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)

THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (ACTING)

THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS L NGXONONO)

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 MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

## **MUNICIPAL PROCESS AND REPORTING CALENDAR: 2011/12**

### **1. Purpose**

The purpose of the circular is to provide municipalities with the Municipal Process and Reporting calendar compiled by Provincial Treasury to assist municipalities in complying with reporting and process requirements as prescribed by the Municipal Financial Management Act (MFMA) and enabling more effective planning in municipalities as well as monitoring of and support to municipalities.

## 2. Background

- 2.1 The Provincial Treasury is tasked with the responsibility of monitoring and assisting municipalities in building capacity towards complying with the MFMA to secure sound and sustainable management of the fiscal and financial affairs of municipalities. The act prescribes reporting to and engagement with Provincial Treasury to give effect to the Department's oversight and support role to municipalities.
- 2.2 The development of the Municipal Process and the Reporting Calendar will improve communication and compliance to the municipal reporting and process requirements as prescribed by the MFMA.
- 2.3 The Municipal Process and Reporting Calendar is attached as Appendix A.

## 3. Conclusion

- 3.1 For any enquiries regarding the above please contact:

B. Vink  
Senior Manager: Corporate Governance  
Provincial Treasury  
Tel No: (021) 483 6646  
[Bazil.Vink@pgwc.gov.za](mailto:Bazil.Vink@pgwc.gov.za)

M. Booysen  
Senior Manager: Budget Management  
Provincial Treasury  
Tel: (021) 483 3386  
[MalcolmLeon.Booyesen@pgwc.gov.za](mailto:MalcolmLeon.Booyesen@pgwc.gov.za)



M. Booysen

Senior Manager: Budget Management

Date: 29/8/2011

**MUNICIPAL REPORTING AND PROCESS CALENDAR  
2011/12 FINANCIAL YEAR**

**Appendix A**

DETAIL OF REPORTING REQUIREMENTS									
Legislative Reference i.e. Municipal Process and Reporting Requirements	Reporting Requirement to Provincial Treasury	Municipal Process	Provincial Treasury Process		Due Date	Frequency	Unit within Provincial Treasury		Postal Address
			Provincial Process	Local Government			Contact Person	Email Address	
MFMA Section 126					JULY 2011				
	Prepare AFS to the AG for the previous financial year. municipalities and entities.		4th quarter non and financial data presented to Budget Committee	BO commences with profiling for selected district municipalities. Deadline: 30 September	1 July 2011	Annually	Budget Management		
MFMA Section 53(1)(i)	PT receives SDBIP for new financial year from municipal AO				1 July 2011	Annually	Budget Management	Mr. Jonathan Hendricks - (021) 483-4416	Private Bag X9165 Cape Town 8000
MFMA Section 71	Monthly Budget Statements/VM Report		Provincial Departments submit 1st QPRs to PT		13 July 2011	Monthly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Bank Reconciliation Statement				14 July 2011 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr. Donovan Alexander - (021) 483-5007	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Cash Flow statement (Actual vs Budgeted figures), Monthly External Loans Schedule (depending on movement) and Monthly Investment Schedule (Design Templates sent by Cash Management)				14 July 2011 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr. Donovan Alexander - (021) 483-5007	Private Bag X9165 Cape Town 8000
MFMA Section 74 (1) and 104(1)(b) & NT Circular 34 of 2006	Report as per Circular 34 of 2006 - encapsulating all awards over R100,000 (annual basis)		Provincial Treasuries submit 1st Quarter IDJP Effectiveness Reports for 2010/11		15 July 2011	Monthly	Movable Asset Management	Mr. Rodney Noojman/ Ms Nadia Ebrahim - (021) 483-9940/4888	Private Bag X9165 Cape Town 8000
MFMA Section 74	Borrowing Monitoring - Return Form				21 July 2011 (within 15 days after end of the month)	Monthly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	Private Bag X9165 Cape Town 8000
			Provincial Treasuries submit 1st quarter non-financial database		21 July 2011 (Within 15 working days after the end of the quarter)	Quarterly	Local Government: Public Finance		
			Provincial treasuries submit 1st quarter In-year Monitoring data file to the National Treasury		22 July 2011	Quarterly			
			Provincial Treasuries submit 1st Quarter signed-off IRM Reports for 2011/12		22 July 2011	Quarterly			
			Provincial Visits: Agenda to be circulated		26 July 2011	Quarterly			
MFMA Section 11 (4) MFMA	Quarterly Withdrawals and Report (submitted to council)				29 July 2011 (Within 30 calendar days after the end of the quarter)	Quarterly	Financial Asset Management: Cash Management	Mr. Donovan Alexander - (021) 483-5007	Private Bag X9165 Cape Town 8000
MFMA Section 74 & NT Circular 5	MFMA Long Term Contracts - Return Form				29 July 2011 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	Private Bag X9165 Cape Town 8000
MFMA Section 74 & NT Circular 38	MFMA Implementation Priorities Checklist - Return Form				29 July 2011 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	Private Bag X9165 Cape Town 8000
MFMA Section 74	Municipal entities - Return Form				29 July 2011 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	Private Bag X9165 Cape Town 8000

**MUNICIPAL REPORTING AND PROCESS CALENDAR  
2011/12 FINANCIAL YEAR**

**Appendix A**

Legislative Reference to Municipal Process and Reporting Requirements	DETAIL OF REPORTING REQUIREMENTS				To Whom Report Should be made Available					
	Reporting Requirement to Provincial Treasury	Municipal Process	Provincial Process	Local Government	Due Date	Frequency	Unit within Provincial Treasury	Contact Person	Email Address	Postal Address
				Local Government	AUGUST 2011					
			1st QOPRs Assessments to Departments and finalise Cabinet Submission	Review of SDBIP for new financial year commences, with feedback provided in BIF 1 <sup>st</sup> Quarter Visits.	1 August 2011					
			Provincial Treasuries submit Draft 2011/12 User Asset Management Plans (U-AMPs) and Prioritised List of Projects		15 August 2011					
MFMA Section 71	Monthly Budget Statements/IYM Report				12 August 2011 (10 Working days after month end)	Monthly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mshanaaz@pbgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Bank Reconciliation Statement				12 August 2011 (10 Working days after month end)	Monthly	Financial Asset Management - Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@pbgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Cash Flow statement (Actual vs Budgeted figures), Monthly External Loans Schedule (depending on movement) and Monthly Investment Schedule (Design Templates sent by Cash Management)				12 August 2011 (10 Working days after month end)	Monthly	Financial Asset Management - Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@pbgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74 & NT Circular 10	Budget Evaluation Checklist				15 August 2011 (Mid August)	Annually	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mshanaaz@pbgwc.gov.za	Private Bag X9165 Cape Town 8000
			1st quarter non and financial data presented to Cabinet		18 August 2011					
			Provincial treasuries submit monthly In-year Monitoring data file for July 2011 to the National Treasury		19 August 2011					
MFMA Section 74 (1) and 104(1)(e) & NT Circular 34 of 2006	Report as per Circular 34 of 2006 - encapsulating all awards over R100,000 (annual basis)				19 August 2011 (Within 15 days after the end of the month)	Monthly	Movable Asset Management	Mr Rodney Mochman/ Ms Nadia Ebrahim - (021) 483-9940/4388	rmoosman@pbgwc.gov.za/ nebrahim@pbgwc.gov.za	Private Bag X9165 Cape Town 8000
			1st quarter non and financial data presented to Budget Committee		19 August 2011 (Within 15 days after the end of the month)					
			NT recommendation: Make public a simplified version of time schedule of key deadlines for the purpose of transparency and community participation by no later than the 31st of August.		19 August 2011 (Within 15 days after the end of the month)					
			Table a time schedule in council of key deadlines for the municipal budget and IDP process - at least 10 months before the start of the budget		31 August 2011					
			Provincial treasuries to submit 2011 Budget submissions and first draft 2011/12 APPs to NT for purposes of the MTBFS		31 August 2011					
			Provincial Treasuries submit Draft 2011/12 Infrastructure Plans which should include the list of Prioritised Projects as captured in Infrastructure Programme Management Plan (IPMP)		31 August 2011					
MFMA Section 74	Copy of the unaudited annual financial statements.	Submit AFS and draft Annual Report to the AG for the previous financial year - in the case of municipalities and entities.	Submission of printed Annual Reports to the Executive authority (1 copy). - A-5 (10 copies); and - PT (25 copies with an electronic copy on CD) must be submitted to the PT. <u>Budget Management</u>	Provincial Treasuries submit IYM monthly sign-off meeting for July	31 August 2011	Annually	Local Government: Accounting	Ms Michelle Fortuin - (021) 483-8665	mfortui@pbgwc.gov.za	Private Bag X9165 Cape Town 8000

**MUNICIPAL REPORTING AND PROCESS CALENDAR  
2011/12 FINANCIAL YEAR**

**Appendix A**

Legislative Reference i.e. Municipal Process and Reporting Requirements	DETAIL OF REPORTING REQUIREMENTS			To Whom Report Should be made Available						
	Reporting Requirement to Provincial Treasury	Municipal Process	Provincial Process	Local Government	Due Date	Frequency	Unit within Provincial Treasury	Contact Person	Email Address	Postal Address
MFMA Section 21(1)(b)	Mayor tables the Budget and IDP Revision process time schedules for coming Financial Year	Best practice recommendation: Municipality and Council undertakes an internal strategic consultation process to begin determining and reviewing the strategic objectives and budget for the next three financial years.	PT submits consolidated municipal IYM Report to NT for July	Local Government	1 September 2011 (10 months prior to start of budget year)	Annually	Budget Management	Mr Jonathan Hendricks - (021) 463-4416	jhendri@bgwv.gov.za	Private Bag X9165 Cape Town 8000
		Best practice recommendation: Municipality engages with external stakeholders such as national and provincial departments on sector specific programmes for alignment with the IDP - IDP Indaba	Provincial treasuries submit 2010/11 Annual Reports (electronic in PDF format and 13 hard copies) as well as the updated in-year monitoring data file (mirror image of Annual Financial Statements in Annual Reports) to the NT		1 September 2011					
			Provincial treasuries submit audited 2010/11 In-year Monitoring data file (mirror image of audited AFS) to the National Treasury		5 September 2011					
			Provincial treasuries submit audited 2010/11 In-year Monitoring data file (mirror image of audited AFS) to the National Treasury		7 September 2011					
MFMA Section 71	Monthly Budget Statements/IYM Report		CFO Forum Meeting		8 September 2011					
MFMA Section 74	Monthly Bank Reconciliation Statement				14 September 2011 (10 Working days after month end)	Monthly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 463-9266	mima@bgwv.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Cash Flow statement (Actual vs Budgeted figures), Monthly External Loans Schedule (depending on movement) and Monthly Investment Schedule (Design Templates sent by Cash Management)				14 September 2011 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 463-5007	doalexan@bgwv.gov.za	Private Bag X9165 Cape Town 8000
MFMA Sections 74(1) and 104(1)(b) & NT Circular 34 of 2006	Report as per Circular 34 of 2006 - encapsulating all awards over R100,000 (annual basis)				14 September 2011 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 463-5007	doalexan@bgwv.gov.za	Private Bag X9165 Cape Town 8000
			Provincial treasuries submit monthly In-year Monitoring data file for August 2011 to the National Treasury		21 September 2011 (within 15 days after end of the month)	Annually	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 463-9940/4388	Rmoolman@bgwv.gov.za/ nebrahe@bgwv.gov.za	Private Bag X9165 Cape Town 8000
			PG MTEC 1 engagements: PT (HOPT and PT Heads) meet with AOs		22 September 2011					
			Tabling of Annual Reports		28 September 2011					
MFMA Section 126		Municipalities with entities submits the consolidated AFS of the previous financial years to the AG.	Y14 monthly sign-off meeting for August		28 September 2011					
			Provinces submit Aggregated/Consolidated Annual Financial Statements to National Treasury for the year ended 31 March 2011		30 September 2011					
MFMA Section 14 and 30 of the NT SCM Regulation 40	Report on disposal of immovable property				30 September 2011	Quarterly	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 463-9940/4388	Rmoolman@bgwv.gov.za/ nebrahe@bgwv.gov.za	Private Bag X9165 Cape Town 8000



**MUNICIPAL REPORTING AND PROCESS CALENDAR  
2011/12 FINANCIAL YEAR**

**Appendix A**

Legislative Reference i.t.o Municipal Process and Reporting Requirements	DETAIL OF REPORTING REQUIREMENTS				To Whom Report Should be made Available					
	Reporting Requirement to Provincial Treasury	Municipal Process	Provincial Process	Local Government	Due Date	Frequency	Unit within Provincial Treasury	Contact Person	Email Address	Postal Address
		Start tariff modelling	PT submits consolidated municipal IYM Report to NT	OCTOBER 2011						
		Submit the 1st quarterly report of the new financial year to council on the implementation of the budget and the financial affairs of the municipality. Best practice recommendation: Municipality undertakes IDP consultation process to identify community needs.			3 October 2011					
MFMA Section 71	Monthly Budget Statements/IYM Report		PG MTEC 1 Debriefing Provincial Departments submit 2 <sup>nd</sup> QBRs to PT.		6 October 2011					
MFMA Section 74	Monthly Bank Reconciliation Statement				14 October 2011 (10 Working days after month end)	Monthly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mfmna@bgwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Cash Flow statement (Actual vs Budgeted figures), Monthly External Loans Schedule (depending on movement) and Monthly Investment Schedule (Design Templates sent by Cash Management)				14 October 2011 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-9266	doalexan@bgwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74 (1) and 104(1)(b) & NT Circular 34 of 2006	Report as per Circular 34 of 2006 - encapsulating all awards over R100,000 (annual basis)		PTs submit 2 <sup>nd</sup> quarter non-financial data file to the NT.		19 October 2011					
MFMA Section 74	Borrowing Monitoring - Return Form		PTs submit 2 <sup>nd</sup> quarter financial data file to file to the NT.		21 October 2011 (Within 15 days after the end of the month)	Monthly	Movable Asset Management	Mr Rodney Moolman/ Mrs Nadia Ebrahim - (021) 483-9940/4388	rdmwanza@bgwvc.gov.za	Private Bag X9165 Cape Town 8000
			PTs submit 2 <sup>nd</sup> quarter in-year Monitoring data file to file to the NT.		21 October 2011 (Within 15 working days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mfmna@bgwvc.gov.za	Private Bag X9165 Cape Town 8000
			PTs submit signed-off 2 <sup>nd</sup> Quarter IRM Reports (for 20/10/11)		21 October 2011					
	Quarterly Withdrawal		IYM monthly sign-off meeting for September		28 October 2011					
MFMA Section 11(4)					31 October 2011 (Within 30 calendar days after the end of the quarter)	Quarterly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-9266	doalexan@bgwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74 & NT Circular 5	MFMA Long Term Contracts - Return Form				31 October 2011 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mfmna@bgwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74 & NT Circular 38	MFMA Implementation Priorities Checklist - Return Form				31 October 2011 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mfmna@bgwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Municipal entities - Return Form				31 October 2011 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mfmna@bgwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74 & NT Circular 7	Implementation Plan				31 October 2011 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mfmna@bgwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 52 (4), 71 (7)		The mayor must within 30 days of the end of each quarter to the council on the implementation of budget and the financial state of affairs of the municipality	The PT within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities budget per municipality and per municipal entity.		31 October 2011 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance/ Local G	Mrs Shanaaz Cupido - (021) 483-9266	mfmna@bgwvc.gov.za	Private Bag X9165 Cape Town 8000
			BIF 1 <sup>st</sup> Quarter Visits		10-31 October 2011		Local Government: Budget Management	Mr Tembela Ndebe - (021) 483-4624	tembela.ndebe@bgwvc.gov.za	Private Bag X9165 Cape Town 8000

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**Appendix A**

DETAIL OF REPORTING REQUIREMENTS										
Legislative Reference i.t.o Municipal Process and Reporting Requirements	Reporting Requirement to Provincial Treasury	Municipal Process	Provincial Treasury Process		Due Date	Frequency	Unit within Provincial Treasury	Contact Person	Email Address	Postal Address
			Provincial Process	Local Government						
					<b>NOVEMBER 2011</b>					
		Best practice recommendation: Municipality reviews and drafts initial changes to the IDP. When preparing the annual budget take into account the IDP. Ensure that the IDP is revised.	PT submits consolidated municipal IYM Report to NT for September	1 November 2011						
			2nd quarter non and financial data presented to PTM	10 November 2011						
MFMA Section 74	Monthly Cash Flow statement (Actual vs Budgeted figures), Monthly External Loans Schedule (depending on movement) and Monthly Investment Schedule (Design Templates sent by Cash Management)			14 November 2011 (10 Working days after month end)	Monthly	Financial Asset Management - Cash Management	Mr Donovan Alexander - (021) 483-5007	daalexan@pwvc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 71	Monthly Budget Statements/IYM Report			14 November 2011 (10 Working days after month end)	Monthly	Local Government: Public Finance	Mr Zolani Zonyane - (021) 483-6121	zmlm@pwvc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 74	Monthly Bank Reconciliation Statement			14 November 2011 (10 Working days after month end)	Monthly	Financial Asset Management - Cash Management	Mr Donovan Alexander - (021) 483-5007	daalexan@pwvc.gov.za	Private Bag X9165 Cape Town 8000	
			WC-MTBPS & Adjusted Estimates submitted to Cabinet for approval	14 November 2011						
			PERO: Tabling in Legislature	14 November 2011						
			2nd quarter non and financial data presented to Cabinet	17 November 2011						
			Provincial treasuries submit monthly In-year Monitoring data file for October 2011 to the NT	17 November 2011						
MFMA Section 74 (1) and 104(1)(b) & NT Circular 34 of 2006	Report as per Circular 34 of 2006 - encapsulating all awards over R100,000 (annual basis)		Provincial treasuries submit monthly In-year Monitoring data file for October 2011 to the NT	18 November 2011 (Within 15 days after the end of the month)	Monthly	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9940/4388	Rmoolman@pwvc.gov.za/ nebrah@pwvc.gov.za	Private Bag X9165 Cape Town 8000	
			Provincial treasuries submit monthly In-year Monitoring data file for October 2011 to the NT	18 November 2011						
			2nd quarter non and financial data presented to Budget Committee	22 November 2011						
			WC-MTBPS, and Adjusted Estimates - Tabling in the WC Provincial Parliament	24 November 2011						
			WC-MTBPS, PERO and Adjusted Estimates - Presentation to the Provincial Parliament Budget Committee	25 November 2011						
			Adjustments Estimate: Standing (Portfolio) Committees	29 November 2011						
			Adjustments Estimate: Provincial Parliament debate Votes	30 November 2011						
MFMA Section 74	Copy of the audited annual financial statements.		IYM monthly sign-off meeting for October	30 November 2011	Annually	Local Government: Accounting	Ms Michelle Fortuin - (021) 483-8666	mfortuit@pwvc.gov.za	Private Bag X9165 Cape Town 8000	



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DETAIL OF REPORTING REQUIREMENTS											
Legislative Reference i.e. Municipal Process and Reporting Requirements	Reporting Requirement to Provincial Treasury			Municipal Process		Provincial Process		Local Government		To Whom Report Should be made Available	
	Reporting Requirement to Provincial Treasury	Municipal Process	Provincial Process	Local Government	Due Date	Frequency	Unit within Provincial Treasury	Contact Person	Email Address	Postal Address	
				JANUARY 2012							
MFMA Section 71	Monthly Budget Statements/YM Report	Submit the 2nd quarterly report of the new financial year to council on the implementation of the budget and the financial affairs of the municipality	Provincial Departments submit 3 <sup>rd</sup> QPRs to PT	Local Government PT submits consolidated municipal YM Report to NT	3 January 2012	Monthly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mima@bgwc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 74	Monthly Bank Reconciliation Statement				13 January 2012 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@bgwc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 74	Monthly Cash Flow statement (Actual vs Budgeted figures), Monthly External Loans Schedule (depending on movement) and Monthly Investment Schedule (Design Template sent by Cash Management)				13 January 2012 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@bgwc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 74	Borrowing Monitoring - Return Form		Provincial Treasuries submit 3 <sup>rd</sup> quarter non-financial data to National Treasury		19 January 2012	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mima@bgwc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 74 (1) and 104(1)(b) & NT Circular 34 of 2006	Report as per Circular 34 of 2006 - encapsulating all awards over R100,000 (annual basis)		Provincial Treasuries submit signed-off 3 <sup>rd</sup> Quarter IRM Reports (for 2011/12)		20 January 2012 (Within 15 working days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mima@bgwc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 72(1)	LG Mid-year budget & performance assessment report submitted		Provincial treasuries submit 3 <sup>rd</sup> quarter in-year Monitoring data file to the NT		20 January 2012	Quarterly	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9649/4388	Rmoolman@bgwc.gov.za/ nebrahim@bgwc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 74 & NT Circular 5	MFMA Long Term Contracts - Return Form		PG MTEC 2 engagements: PT (HOPT and PT Heads) meet with AO's		26 January 2012	Annually	Budget Management	Mr Jonathan Hendricks - (021) 483-4416	Jhendricks@bgwc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 74 & NT Circular 38	MFMA Implementation Priorities Checklist - Return Form		PG MTEC 2 Debriefing meetings		30 January 2012 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mima@bgwc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 74	Municipal entities - Return Form				30 January 2012 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mima@bgwc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 11 (4)	Quarterly Withdrawal				30 January 2012 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mima@bgwc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 127 (5)(b)	Annual Report	Table annual report of the previous financial year in council within 7 months of the end of the previous financial year			31 January 2012	Annually	Budget Management	Mr Paul Penaar - (021) 483-5618	paul.penaar@bgwc.gov.za	Private Bag X9165 Cape Town 8000	
MFMA Section 52 (9), 71 (7)		The mayor must within 30 days of the end of each quarter to the council on the implementation of budget and the financial state of affairs of the municipality	The provincial treasury within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities budget per municipality and per municipal entity.		31 January 2012	Quarterly	Local Government: Public Finance/Local G	Mrs Shanaaz Cupido - (021) 483-9266	mima@bgwc.gov.za	Private Bag X9165 Cape Town 8000	

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DETAIL OF REPORTING REQUIREMENTS										
Legislative Reference i.to Municipal Process and Reporting Requirements	Reporting Requirement to Provincial Treasury	Municipal Process	Provincial Treasury Process		Due Date	Frequency	Unit within Provincial Treasury	Contact Person	Email Address	Postal Address
			Provincial Process	Local Government						
				FEBRUARY 2012						
		Deal with the annual report of the municipality and of any municipal entity- within 9 months after the end of a financial year.	PT receives previous financial year's Annual Report from municipal AO.		1 February 2012					
		NIT recommendation: Table an adjustments budget for the previous financial year if necessary.	PT submits consolidated municipal IYM Report to NT for December		1 February 2012					
		3rd QPR assessment to Departments and finalise Cabinet Submission			1 February 2012					
		3rd quarter non and financial data presented to MEC.			1 February 2012					
		3rd quarter non and financial data presented to PTM			1 February 2012					
MFMA Section 71	Monthly Budget Statements/IYM Report		AO's to submit final APPS, BS 2's and Appropriation Bill Schedules to PT		14 February 2012 (10 Working days after month end)	Monthly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mfm@ppgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Bank Reconciliation Statement				14 February 2012 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@ppgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Cash Flow statement (Actual vs Budgeted figures), Monthly External Loans Schedule (depending on movement) and Monthly Investment Schedule (Design Template sent by Cash Management)				14 February 2012 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@ppgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74 (1) and 104(1)(b) & NT Circular 34 of 2006	Report as per Circular 34 of 2006 - encapsulating all awards over R100,000 (annual basis)		AO's and MECs to finally sign-off BS 2 and Appropriation Bill schedules		21 February 2012 (Within 15 days after the end of the month)	Monthly	Movable Asset Management	Mr Rodney Moolman/ Ms Nania Ebrahim - (021) 483-9940/4388	Rmoosman@ppgwc.gov.za/ nebrahm@ppgwc.gov.za	Private Bag X9165 Cape Town 8000
			Provincial treasuries submit monthly in-year Monitoring data file for January 2011 to the National Treasury		22 February 2012					
			Budget Documents to printer		22 February 2012					
			3rd quarter non and financial data presented to Budget Committee		23 February 2012					
			AO's to submit Annual Performance Plans to PT and to Secretariat of the Prov Parliament (60 copies) and PT (20 copies) (DPT's and PE's)		28 February 2012					
MFMA Section 28 (4)	Mayor tables an Adjustment Budget in Council	Adjustment budget is tabled to give effect to MFMA sections 28(2) (a-g), 3, 4, 5, 7 and budget regulations 23			30 March 2012	Annually	Budget Management	Mr Jonathan Hendricks - (021) 483-4416	Jhendricks@ppgwc.gov.za	Private Bag X9165 Cape Town 8000
			BIF 2nd Quarter Visits		13-29 February 2012		Local Government: Budget Management	Mr Tembela Nabe - (021) 483 4824	tembela.nabe@ppgwc.gov.za	Private Bag X9165 Cape Town 8000

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Legislative Reference to Municipal Process and Reporting Requirements	Reporting Requirement to Provincial Treasury	Municipal Process	Provincial Treasury Process		Due Date	Frequency	To Whom Report Should be made Available			
			Provincial Process	Local Government			Unit within Provincial Treasury	Contact Person	Email Address	Postal Address
					MARCH 2012					
		Submit the determination of upper limit of municipal tax or tariff, otherwise determination can only take effect after 1st July by 15 March.		IYM monthly sign-off meeting for January	1 March 2012					
		Adopt an oversight report on the annual report of the previous financial year - no later than two months after the annual report was adopted.		PT submits consolidated municipal IYM Report to NT for January	1 March 2012					
		Publicise the oversight document - within 7 days of its adoption.	Budget documents submitted to NT (tabled version)		1 March 2012					
		Review proposed national and provincial allocations and projections for the next three years.			1 March 2012					
		Review of any changes in prices for bulk resources.			1 March 2012					
			Provincial Budget Day: 2012 Budget tabled before Provincial Parliament. Budget documents submitted to NT (tabled version).		6 March 2012					
			2012 Budget: Budget Committee Meeting (PT)		9 March 2012					
				LG MTEC 2 Engagement - informs municipalities of allocations and LG MTEC 3 engagement process for new financial year.	15-Mar-12					
MFMA Section 71	Monthly Budget Statements/IYM Report				14 March 2012 (10 Working days after month end)	Monthly	Local Government: Public Finance	Mrs Shanaaz Cupido (021) 483-9266	mim@pbgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Bank Reconciliation Statement				14 March 2012 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	daalexan@pbgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Cash Flow statement (Actual vs Budgeted figures), Monthly External Loans Schedule (depending on movement) and Monthly Investment Schedule (Design Template sent by Cash Management)				14 March 2012 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	daalexan@pbgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 14 and 80 of the ; NT SCM Regulation 40	Report on disposal of immovable property				15 March 2012	Quarterly	Movable Asset Management	Mr Rodney Moonman/ Ms Nadia Ebrahim - (021) 483-9940/4388	Rmoonman@pbgwc.gov.za/ nebrahie@pbgwc.gov.za	Private Bag X9165 Cape Town 8000
			Standing (Portfolio) Committees: WC Appropriation Bill, BS 2's & Strategic Plans		15 March 2012					
			Provincial Treasuries submit monthly In-year Monitoring data file for Feb 2011 to the NT		19 March 2012					

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Legislative Reference i.e. Municipal Process and Reporting Requirements	Reporting Requirement to Provincial Treasury	Municipal Process	Provincial Treasury Process		Due Date	Frequency	Unit within Provincial Treasury	Contact Person	To Whom Report Should be made Available	
			Local Government	Provincial Process					Email Address	Postal Address
<b>MARCH 2012 (Continued)</b>										
MFMA Section 74 (1) and 104(1)(b) & NT Circular 34 of 2006	Report as per Circular 34 of 2006 - encapsulating all awards over R100,000 (annual basis)				21 March 2012 (Within 15 days after the end of the month)	Monthly	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9940/4388	rmoolman@pgwc.gov.za/ nebrahle@pgwc.gov.za	Private Bag X9165 Cape Town 8000
	Provincial treasuries submit monthly In-year Monitoring data file for February 2011 to				22 March 2012					
	Appropriation Bill: Second Reading				22 March 2012					
	Provincial Parliament debate				23 March 2012					
	Y/M monthly sign-off meeting for February				30 March 2012					
MFMA Section 129 (2)(b)	Minutes of the Meetings where Annual Report is discussed				30 March 2012	Annually	Budget Management	Mr Jonathan Hendricks - (021) 483-4416	jchendr@pgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74 & NT Circular 28	Cash Flow Budget/Projection (Table 9), External Loans Schedule (Table 6) and Investment Schedule (Table 4 & 4(a))				30 March 2012	Annually	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@pgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 16 (2), 21(2)(c), 22(b)	Mayor tables the draft Annual Budget, IDP & supporting documents in council	The draft budget, IDP, budget policies has to be made available to the public and invite the local community to make representations in connection with the budget. Must submit the draft annual budget to National Treasury, the relevant Provincial Treasury and any other organs of state.			30 March 2012	Annually	Budget Management	Mr Jonathan Hendricks - (021) 483-4416	jchendr@pgwc.gov.za	Private Bag X9165 Cape Town 8000
<b>APRIL 2012</b>										
		Gazetting of Allocations to Schools, Agriculture & Hospitals			6 April 2012					
		Publicise the oversight document- no later than the 7 April.			6 April 2012					
MFMA Section 71	Monthly Budget Statements/Y/M Report				13 April 2012 (10 Working days after month end)	Monthly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mfm@pgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Bank Reconciliation Statement				13 April 2012 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@pgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Cash Flow statement (Actual vs Budgeted figures), Monthly External Loans Schedule (depending on movement) and Monthly Investment Schedule (Design Template sent by Cash Management)				13 April 2012 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@pgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74 (1) and 104(1)(b) & NT Circular 34 of 2006	Report as per Circular 34 of 2006 - encapsulating all awards over R100,000 (annual basis)				20 April 2012 (Within 15 days after the end of the month)	Monthly	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9940/4388	rmoolman@pgwc.gov.za/ nebrahle@pgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Borrowing Monitoring - Return Form				20 April 2012 (Within 15 working days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mfm@pgwc.gov.za	Private Bag X9165 Cape Town 8000
	Provincial treasuries submit 4 <sup>th</sup> quarter non-financial data file to the NT				20 April 2012					
MFMA Section 11 (4) MFMA	Quarterly Withdrawals and Report (submitted to council)				30 April 2012 (Within 30 calendar days after the end of the quarter)	Quarterly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@pgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74 & NT Circular-5	MFMA Long Term Contracts - Return Form				30 April 2012 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mfm@pgwc.gov.za	Private Bag X9165 Cape Town 8000

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Legislative Reference i.e. Municipal Process and Reporting Requirements	Reporting Requirement to Provincial Treasury	Municipal Process	Provincial Treasury Process		Due Date	Frequency	Unit within Provincial Treasury	To Whom Report Should be made Available		
			Provincial Process	Local Government				Contact Person	Email Address	Postal Address
<b>APRIL 2012 (Continued)</b>										
MFMA Section 74 & NT Circular 38	MFMA Implementation Priorities Checklist - Return Form				30 April 2012 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mima@pawc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Municipal entities - Return Form				30 April 2012 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mima@pawc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 52 (d), 71 (7)		The mayor must within 30 days of the end of each quarter to the council on the implementation of Budget and the financial state of affairs of the municipality		PT submits 3 <sup>rd</sup> quarter municipal IYM report to NT	30 April 2012 (Within 30 calendar days after the end of the quarter)	Quarterly	Local Government: Public Finance, Local G	Mrs Shanaaz Cupido - (021) 483-9266	mima@pawc.gov.za	Private Bag X9165 Cape Town 8000
				The provincial treasury within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities budget per municipality and per municipal entity.	26 April - 11 May 2012	Quarterly	Local Government: Budget Management	Mr Malcolm Booysem - (021) 483-9266	malcolm@pawc.gov.za	Private Bag X9165 Cape Town 8000
<b>MAY 2012</b>										
				IYM monthly sign-off meeting for March	4 May 2012					
				4th QPR assessment to Departments and finalise Cabinet Submission	7 May 2012					
				4th quarter non and financial data presented to MEC	10 May 2012					
				4th quarter non and financial data presented to PTM	11 May 2012					
MFMA Section 71	Monthly Budget Statements/IYM Report				14 May 2012 (10 Working days after month end)	Monthly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9266	mima@pawc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Bank Reconciliation Statement				14 May 2012 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexam@pawc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Cash Flow statement (Actual vs Budgeted figures), Monthly External Loans Schedule (depending on movement) and Monthly Investment Schedule (Design Template sent by Cash Management)				14 May 2012 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexam@pawc.gov.za	Private Bag X9165 Cape Town 8000
				PT submits 3 <sup>rd</sup> quarter municipal IYM report to MEC and Provincial Cabinet	15 May 2012					
				4th quarter non and financial data presented to Cabinet	18 May 2012					
				4th quarter non and financial data presented to Budget Committee	18 May 2012					



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Legislative Reference i.e. Municipal Process and Reporting Requirements	DETAIL OF REPORTING REQUIREMENTS				To Whom Report Should be made Available				
	Provincial Treasury Process		Local Government		Frequency	Unit within Provincial Treasury	Contact Person	Email Address	Postal Address
	Reporting Requirement to Provincial Treasury	Municipal Process	Provincial Process	Local Government					
<b>MAY 2012 (Continued)</b>									
MFMA Section 74 (1) and 104(1)(b) & NT Circular 24 of 2006	Report as per Circular 34 of 2006 - encapsulating all awards over R100,000 (annual basis)			21 May 2012 (Within 15 days after the end of the month)	Monthly	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9940/4388	rmoohan@pgwc.gov.za/ nebrahe@pgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 24(1)	Municipal Council considers approval of annual budget 30 days prior to start of the financial year	Consider the draft budget for approval. Approve municipal taxes, tariffs, MPDs, changes to the IDP and changes to budget-related policies - at least 30 days before the start of the new financial year.		31 May 2012	Annually	Budget Management	Mr Jonathan Hendricks - (021) 483-4416	jhendri@pgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 24(3)	AO submits Approved Budget Budget to NT (and PT)	Departments submit to PT the pre-audited QPRS 2011/12		31 May 2012	Annually	Budget Management	Mr Jonathan Hendricks - (021) 483-4416	jhendri@pgwc.gov.za	Private Bag X9165 Cape Town 8000
		The MM must submit the draft SDBIP to the mayor within 14 days after the approval of the budget.		31 May 2012					
		The Mayor must report to the municipal council and the MEC for Finance any delay in tabling an annual budget, approval of the SDBIP or the signing of the annual performance agreements.		31 May 2012					
<b>JUNE 2012</b>									
			Debriefing Session on findings of LG MTEC 3 engagements	1 June 2012					
			PT submits consolidated municipal IYM Report to NT for April	1 June 2012					
			Finalise consolidated LG MTEC 3 Report for submission to Cabinet	1 June 2012					
			4th quarter non and financial data presented to PTM	2 June 2012					
			4th quarter non and financial data presented to Cabinet	4 June 2012					
			Provincial treasuries submit pre-audited 2009/10 in-year Monitoring data file (mirror image of pre-audited AFS) to the NT	8 June 2012					
MFMA Section 71	Monthly Budget Statements/IYM Report			14 June 2012 (10 Working days after month end)	Monthly	Local Government: Public Finance	Mrs Shanaaz Cupido - (021) 483-9256	mmma@pgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Bank Reconciliation Statement			14 June 2012 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@pgwc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74	Monthly Cash Flow statement (Actual vs Budgeted figures), Monthly External Loans Schedule (depending on movement) and Monthly Investment Schedule (Design Template sent by Cash Management)			14 June 2012 (10 Working days after month end)	Monthly	Financial Asset Management: Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@pgwc.gov.za	Private Bag X9165 Cape Town 8000

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Legislative Reference to Municipal Process and Reporting Requirements	DETAIL OF REPORTING REQUIREMENTS				To Whom Report Should be made Available				
	Provincial Treasury Process		Local Government		Unit within Provincial Treasury		Contact Person		
	Reporting Requirement to Provincial Treasury	Municipal Process	Provincial Process	Due Date	Frequency	Unit within Provincial Treasury	Contact Person	Email Address	
<b>JUNE 2012 (Continued)</b>									
MFMA Section 14 and 90 of the NT SCM Regulation 40	Report on disposal of immovable property			15 June 2012	Quarterly	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9940/4388	Rmoolman@ppwvc.gov.za/ nebrahie@ppwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 74 (1) and 104(1)(b) & NT Circular 34 of 2005	Report as per Circular 34 of 2005 - encapsulating all awards over R100,000 (annual basis)		Provincial treasuries submit monthly in-year monitoring data file for May 2010 to the National Treasury	22 June 2012 (within 15 days after the end of the month)	Monthly	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9940/4388	Rmoolman@ppwvc.gov.za/ nebrahie@ppwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 8(5)	Primary Bank Account Details		Sector Departments submit Draft Infrastructure plans to Provincial Treasuries indicating the prioritised projects to be funded from the allocations for the next financial year and the 2011/12 financial year	29 June 2012	Annually and within 30 days before a change	Financial Asset Management/ Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@ppwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 9(b) & 86(b)	Bank Accounts Detail (Municipality and Municipal Entity)		Provincial Treasuries submit validated 4 <sup>th</sup> quarter (2009/10) non-financial data to National Treasury.	29 June 2012	Annually	Financial Asset Management/ Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@ppwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 53(1)(c) (i)	Mayor approves SDBIP no later than 28 days after approval of the budget		PT submit unaudited Annual Consolidated Financial Statements (ACFS) to Auditor-General Issuing of draft Management Reports by Auditor-General	29 June 2012	Annually				
<b>AS AND WHEN NECESSARY</b>									
MFMA Section 74	Implementation Plan for Accounting Standard Reforms (GRAP)				As and When Required	Accounting Services	Ms Michelle Fontein - (021) 483-6665	mfontein@ppwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 13(2) & 74	Cash Management and Investment Policy				As and When Required (When existing policy is amended)	Financial Asset Management/ Cash Management	Mr Donovan Alexander - (021) 483-5007	doalexan@ppwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 84(2)(a)(i)(aa)	Proposal with regards to the establishment of a Municipal Entity				When it occurs (Within 90 days before council approves the establishment/participation of a municipal entity)	Norms & Standards	Ms Melissa van Niekerk - (021) 483-6695	Mvanieke@ppwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 113 and Municipal NT SCM Regulations 37(4) & (8)	The comments received from various stakeholders wrt to an unsolicited bid. Reasons why the recommendations made by the Provincial Treasury have been rejected by the Municipality				When it occurs	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9940/4388	Rmoolman@ppwvc.gov.za/ nebrahie@ppwvc.gov.za	Private Bag X9165 Cape Town 8000
MFMA Section 114(1)	Reasons as to why a bid have been awarded to another bidder by an Accounting Officer other than that recommended by the Adjudication Committee				When it occurs	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9940/4388	Rmoolman@ppwvc.gov.za/ nebrahie@ppwvc.gov.za	Private Bag X9165 Cape Town 8000
Municipal SCM Regulation 8	A report indicating that the Municipality is considering utilising non-accredited SCM training service providers				When it occurs	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9940/4388	Rmoolman@ppwvc.gov.za/ nebrahie@ppwvc.gov.za	Private Bag X9165 Cape Town 8000

MUNICIPAL REPORTING AND PROCESS CALENDAR  
2011/12 FINANCIAL YEAR

Appendix A

Legislative Reference i.t.o Municipal Process and Reporting Requirements	Reporting Requirement to Provincial Treasury	DETAIL OF REPORTING REQUIREMENTS			Due Date	Frequency	To Whom Report Should be made Available			
		Municipal Process	Provincial Process	Local Government			Unit within Provincial Treasury	Contact Person	Email Address	Postal Address
Municipal NT SCM Regulation 31(4)	Reasons as to why the Municipality rejects or does not follow the comments offered by SITA on the Municipality's procurement of IT related goods and services				When it occurs	Quarterly	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9949/4388	Rmoolman@pgwv.gov.za / nebrahle@pgwv.gov.za	Private Bag X9165 Cape Town 8000
Municipal NT SCM Regulation 48	Any sponsorship promised, offered or granted to the Municipality				When it occurs	When it occurs	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9949/4388	Rmoolman@pgwv.gov.za / nebrahle@pgwv.gov.za	Private Bag X9165 Cape Town 8000
Municipal NT SCM Regulation 50 (5)	All documentation relating to a complaint or dispute raised by a person wrt SCW in the event that the Municipality cannot resolve the complaint				When it occurs (Within 60 days after the complaint/dispute has been lodged with the Municipality)	When it occurs (within 60 days after the complaint/dispute has been lodged with the Municipality)	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9949/4388	Rmoolman@pgwv.gov.za / nebrahle@pgwv.gov.za	Private Bag X9165 Cape Town 8000
Municipal NT SCM Regulations	Feedback on the Compliance Assessment Tool				As and When Required	As and When Required	Movable Asset Management	Mr Rodney Moolman/ Ms Nadia Ebrahim - (021) 483-9949/4388	Rmoolman@pgwv.gov.za / nebrahle@pgwv.gov.za	Private Bag X9165 Cape Town 8000
M/FMA Section 9 (a) & 86(a)	New Bank Account Details (Municipality and Municipal Entity)				When it Occurs (90 Days after the municipality has opened a new bank account)	Opening of new Bank Account	Financial Asset Management: Cash Management	Mr Dorovan Alexander - (021) 483-5007	doalexan@pgwv.gov.za	Private Bag X9165 Cape Town 8000

AS AND WHEN NECESSARY (Continued)