



PROVINCIAL TREASURY

Provincial Government of the Western Cape

MOVEABLE ASSET MANAGEMENT

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REFERENCE: T16/20/2
ENQUIRIES: T Adams/ L Sallies

TREASURY CIRCULAR MUN 33-2010

THE MAYOR, CITY OF CAPE TOWN: MR D PLATO
THE MAYOR, WEST COAST DISTRICT: MRS H KITSHOFF
THE MAYOR, MATZIKAMA MUNICIPALITY: MR P BOK
THE MAYOR, CEDERBERG MUNICIPALITY: MS J MOUTON
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THE MAYOR, BREEDE RIVER/WINELANDS MUNICIPALITY: MR SJ NGONYAMA
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THE MAYOR, OVERSTRAND MUNICIPALITY: MR T BEYLEVELDT
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR R MITCHELL
THE MAYOR, SWELLENDAM MUNICIPALITY: MR J JANSEN
THE MAYOR, EDEN DISTRICT: MR F STEMMET
THE MAYOR, KANNALAND MUNICIPALITY: MR N VALENTYN
THE MAYOR, HESSEQUA MUNICIPALITY: MR CP TAUTE
THE MAYOR, MOSSEL BAY MUNICIPALITY: ALDERMAN M FERREIRA
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THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR M STEENKAMP (Acting)
THE MUNICIPAL MANAGER, EDEN DISTRICT: MR M HOOGBAARD (Acting)
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR KR DE LANGE
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THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR G RAS (Acting)
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR W RABBETS (Acting)
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THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

T File 16/20/2
T. Adams
27/08/2010.

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 AND HOUSING

REPORTING IN RESPECT OF CONTRACTS ABOVE R100 000 AND THE DISPOSAL OF IMMOVEABLE PROPERTY

1. PURPOSE

- 1.1 To re-iterate the National and Provincial Treasury reporting requirements in respect of contracts above R100 000.
- 1.2 To re-iterate the requirements of Treasury Circular 23 of 2010: reporting framework for the disposal of immovable property (attached hereto marked "Annexure A").

2. CONTRACTS ABOVE R100 000

2.1 Background

- 2.1.1 The Provincial Treasury facilitated and arranged training for the Municipalities in respect of capturing contracts (above R100 000), on the National Treasury's Procurement Contract Information (PCI) system, which was conducted by the National Treasury on the 15 July 2010.
- 2.1.2 Hence, the Municipalities were capacitated to capture the required information on the PCI system. Prior to the training the Municipalities were required by National Treasury Circular 34 of 2006 to submit the required information on a reporting questionnaire, to the National and Provincial Treasury.
- 2.1.3 The information is used, to among others, report in the monthly IYM meetings, to cabinet and provide statistics on contracts awarded by Local Government.

2.2 Reporting

- 2.2.1 To this end, not all Municipalities have shown commitment in capturing the information on the National Treasury's PCI system.
- 2.2.2 Notwithstanding the above, Municipalities are required to continue submitting the reporting questionnaires to the Provincial Treasury, which would enable the Provincial Treasury to verify whether/not the contracts have been captured on the system.

3. DISPOSAL OF IMMOVEABLE PROPERTY

3.1 Background

3.1.1 To this end Provincial Treasury Circular 23 of 2010 has been circulated to Municipalities requesting all Municipalities to submit quarterly reports on the disposal of immoveable property on the specified due dates for each quarter.

3.2 Reporting

3.2.1 For the first quarter, 16 (sixteen) Municipalities reported by the due date, 15 July 2010, which is indicative of a 53% compliance rate.

3.2.2 The reports submitted to the Provincial Treasury must be signed by the Municipal Manager or the Chief Financial Officer (CFO) or the delegated official of the Municipality.

3.3 Due date

Quarterly reports are to be submitted on the following dates for the specific year:

Quarter 1: 01 July – 30 September	Due Date 15 October
Quarter 2: 01 October – 31 December	Due Date 15 January
Quarter 3: 01 January – 31 March	Due Date 15 April
Quarter 4: 01 April – 30 June	Due date 15 July

If the due date falls on a non- business day, the reports should be submitted the day before.

3.4 Responsible officials

Letitia Sallies

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Fax: 021 483 4671

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PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso

T16/4

Navrae
Enquiries
Imibuzo

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TREASURY CIRCULAR MUN 23 of 2010

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THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR CM AFRICA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR WP RABBETS (Acting)
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THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR D ROSSOUW
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

RE: REPORTING FRAMEWORK FOR THE DISPOSAL OF IMMOVEABLE PROPERTY

1. Purpose

- 1.1 To inform all Municipalities with regards to the reporting of Supply Chain Management disposal and letting of immoveable property.
- 1.2 To request all Municipalities to submit the quarterly reporting of disposal of immoveable property in the required excel spreadsheet. (See Annexure A.)

2. Background

- 2.1 One of the roles of the Provincial Treasury is to assist, guide and monitor the implementation and compliance with the MFMA by the Municipalities, as required by section 5(3) and section 5(4) of the Municipal Finance Management Act 56 of 2003. The Provincial Treasury are also required to report on this issue to the National Treasury and Provincial Legislature as well as provide the necessary guidance, assistance and recommendations in respect of such disposals, to Municipalities.
- 2.2 To this end Municipalities are required in terms of Provincial Treasury Circular 23 – 2008 to submit the required information regarding the sale and letting of immoveable property on a quarterly basis to the Provincial Treasury. Although there are some Municipalities that diligently comply, there still remains a large number of Municipalities that do not submit their reports. Note further a NIL response must also be reported.

3. Request

- 3.1. It is requested of all the Municipalities to submit these reports on the following dates:

1 April 2010 – 30 June 2010:	Due Date 15 July 2010
1 July 2010 – 30 September 2010:	Due Date 15 October 2010
1 October 2010 – 31 December 2010:	Due Date 15 January 2011
1 January 2011 – 31 March 2011:	Due Date 15 April 2011

- 3.2 Please note that all reports must be submitted in the required format enclosed herein as Annexure A.

ANNEXURE A

PERIOD:

DISPOSAL AND LETTING OF IMMOVABLE PROPERTY						
	Erf No.	Market value (as per valuation certificate)	Price Sold	New Owner's Name	BID PROCESS	
					Open	Unsolicited
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national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT INFORMATION

To be completed for each contract awarded above R100 000 and submitted within 15 days of the end of each month.

1	Name of municipality, or [select from drop down list] Name of municipal entity [please type in full]	
2	Contract reference number	
3	Contract signing date	
4	Contract description	
5	Name of contractor	
6	Percentage equity ownership by black persons (no franchise prior to elections) based on information furnished on Municipal Bid Document (MBD) 6.1	
7	Percentage equity ownership by black women based on information furnished on MBD 6.1	
8	Percentage equity ownership by white women based on information furnished on MBD 6.1	
9	Outsourced / subcontracted business to small businesses as a percentage of annual turnover based on information furnished on MBD 6.3, if applicable	
10	% local content of final product in relation to the bid price based on the information furnished on MBD 6.4, if applicable	
11	Total contract price [A]	
12	Total price of lowest acceptable bid (price of bid scoring the highest points for price) [B]	
13	Premium paid to promote specified goals [C] [C = (A-B)]	R 0.00
14	Percentage premium paid (C/B X 100)	0.0%

Contact Person:	
Position Title:	
Phone:	
E-mail:	
Date:	

INSTRUCTIONS

- Municipalities/ municipal entities are required to submit information in respect of each contract awarded on a monthly basis.
- Reports must be submitted within 15 days of the end of each month.
- It is recommended that the report be completed as and when each contract is awarded to ease the workload that may result if all reports are completed only at the end of the relevant month.
- The completed questionnaires must be emailed to the National Treasury at pci.mfma@treasury.gov.za or by facsimile on (012) 326 5445
- Any enquiries in this regard may be directed to George Jacobson or Dan Naidoo on telephone (012) 315 5233 or (012) 315 5348 respectively.
- Your co-operation in this regard is appreciated.