



# 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. 54/2011

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 HUMAN SETTLEMENTS  
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING  
THE MINISTER OF SOCIAL DEVELOPMENT  
THE MINISTER OF TRANSPORT AND PUBLIC WORKS

} For information

THE SPEAKER: PROVINCIAL PARLIAMENT

THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

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 (MR JO SMITH)  
THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR M TSHANGANA)  
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T GILDENHUYS)  
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 GILDENHUYS)  
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 (MS P MABHOKWANA) (ACTING)  
THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)  
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)

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 GILDENHUYS)  
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR A REDDY)  
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 FINANCE MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

# ADJUSTED ESTIMATES OF PROVINCIAL EXPENDITURE 2011: PROGRAMME, FORMAT AND CONNECTED MATTERS

## Purpose

1. The aim of the Adjusted Estimates of Provincial Expenditure (AEPE) is to provide detailed information on revised spending projections and revised performance projections for the current financial year, as provided for in section 31 of the Public Finance Management Act, 1999 (No. 1 of 1999) (PFMA).
2. The format for the 2011 AEPE publication is similar to previous years and the link with the 2011 Estimates of Provincial Revenue and Expenditure (EPRE) chapters will continue to be maintained.
3. The purpose of this circular is —
  - To provide departments with the programme for the finalisation of the Western Cape AEPE and Adjustments Appropriation Bill, 2011, and supporting documentation.
  - To inform departments of the position regarding 2010/11 rollover and revenue retention of funds.
  - For departments to note the format to be used for the 2011 AEPE, as well as the supporting schedules to be completed.

## Programme

4. The National Treasury indicated that the tabling date of the national Adjustments Appropriation Bill, 2011 and Adjusted Estimates of National Expenditure 2011 will be 25 October 2011.
5. National Treasury Regulation 6.6.3 stipulates that, where a national adjusted estimate allocates funds to a province, the relevant provincial treasury must table an adjusted estimate within 30 days of the tabling of the national adjusted estimate, or within such longer period as the National Treasury may approve.
6. The date for tabling of the Western Cape Adjustments Appropriation Bill, 2011, as well as the Western Cape Adjusted Estimates of Provincial Expenditure, 2011, other relevant information and supporting documents has been set for **23 November 2011**.
7. The programme for the 2011 Adjusted Estimates process is attached. Some of the dates contained in this programme may, due to changing circumstances, change at a later stage if needed.

8. Please note that the dates directly applicable to departments (accounting officers) have been shaded.

### **Rollovers and revenue retention**

9. In as far as the rollovers of National Conditional Grants are concerned, National Treasury, in an e-mail dated 8 September 2011, indicated that the Western Cape's rollover requests have been approved, pending finalisation of the audited numbers. In addition, the rollover request of the Transport Disaster Management Grant, which had been approved in the previous financial year, has been extended for another financial year. The final approved amounts will be provided to Departments as soon as it formally becomes available from National Treasury.
10. Given the current fiscal constraints coupled with an uncertain economic environment and funding envelope, the Provincial Treasury has not as yet been able to provide a response on provincial rollover and revenue retention requests. The outcome of the provincial rollover and revenue retention process will, however, be discussed as part of the MTEC 1 follow-up bilateral and will be provided to departments as part of the preliminary allocation schedules to be distributed around 7 November 2011 (as per the attached programme).

### **Requests for additional funds**

11. In terms of Treasury Regulation 6.6.2, a department requesting additional funds for unforeseeable and unavoidable expenditure through an adjusted estimate must submit a memorandum to the Provincial Treasury.
12. Due to the uncertainty of the current financial and economic outlook in the world economy and the impact thereof on South Africa, circumstances require that departments have to be cautious in their spending projections and prudent in managing public finances.
13. Furthermore, the constrained fiscal environment, coupled with the level of funding to be provided by the National Government to address these risks, have a further negative effect on any additional funding.
14. It is therefore vital that, where possible, departments must firstly, before approaching the Treasury for additional funding, finance any in-year spending pressures through budget reprioritisation.
15. If departments are still of the opinion that they require additional funds and have sound motivation for such requests, a fully motivated submission in terms of Treasury Regulation 6.6.1, keeping in mind the provision regarding unforeseeable and unavoidable expenditure, must reach the Provincial Treasury by Friday, **28 October 2011**.

## Own receipts

16. Where departments over collected on own receipts or received specific donations during 2011/12 and require the funds to be voted for those specific purposes in the 2011 Adjusted Budget, the relevant requests with supporting documentation and motivation must reach the Provincial Treasury by Friday, **28 October 2011**.
17. Furthermore, where a department projects own receipts to be higher or lower than originally estimated in the 2011 Main Budget, a detailed motivation must be submitted requesting an amendment to the original 2011 budget estimate by Friday, **28 October 2011**.

## Shifts between votes

18. With regard to shifts between votes, the accounting officers of both the transferring and receiving vote must agree to the shift(s) by completing and signing a PFMA section 33 certificate. The Excel template is available on the network, PT Data folder at the following path:

T:\Treasury\PT DATA\b Adj Estimate\Vote xx

This signed certificate (by both accounting officers) under cover of an explanatory letter must be submitted to the Provincial Treasury by Friday, **28 October 2011**.

19. As correspondence in this regard normally takes place between accounting officers, CFOs are not always immediately informed of such shifts. To ensure improved control over such shifts and inclusion thereof in the adjusted estimate databases, the CFOs of transferring votes must immediately provide the CFOs of receiving vote(s) **as well as the Provincial Treasury** with copies of these requests, as soon as the documentation is forwarded to the receiving accounting officer for signature.

## Performance information

20. All provincial departments and entities have tabled Annual Performance Plans (APPs) and are reporting against these plans on a quarterly basis. Quarterly Performance Reporting (QPR) has been institutionalised within the Province and reports are submitted to the Provincial Treasury, National Treasury, and national line departments. Quarterly Performance Information is also submitted to the Cabinet and the Budget Committee in the Provincial Parliament.
21. Provincial Treasury recommends that departments, only in instances where there have been **major policy shifts** (e.g. shifting of functions) since the tabling of the 2011/12 Annual Performance Plan and where the findings from the Audit of 2010/11 predetermined objectives may have necessitated changes to the current Annual Performance Plans, table these amendments as part of the 2011 Adjusted Estimates by completing Annexure C (Excel format).

22. Departments are also required to submit these changes in an Annual Performance Plan format (Word format) as per the attached example, which in essence represent a replacement of the affected pages of the 2011/12 tabled Annual Performance Plans and should also highlight specifically where these changes have taken place.
23. In addition to the above, departments are required to submit an explanatory memorandum motivating the proposed changes. The information in paragraph 22, together with this explanatory memorandum, must reach the Provincial Treasury by Monday, **31 October 2011**.
24. Any revisions to the original service delivery targets and now reflected in the 2011 Adjusted Estimates, should be noted and explained in the quarterly performance and 2011/12 annual reports.
25. Regarding the performance information and in particular any amendments to the APPs, accounting officers should take responsibility for:
  - Ensuring that an overall performance management system is in place and documented;
  - Sufficient appropriate audit evidence and source documentation are available;
  - Appropriate information systems are in place to facilitate the preparation of a performance report that is accurate, complete and verifiable; and
  - Ensuring that adequate control processes and procedures are designed and implemented to improve the accuracy, completeness and validity of reported performance information.
26. It should be noted that changes to performance indicators and targets are only allowed in the aforementioned instances (as per paragraphs 21 and 25). Minor amendments to service delivery targets need to be explained in the Annual Report, which makes provision for variances between the original APP targets and the actual performance on targets in the Annual Report (Part 2). These minor changes to targets should also be explained in QPRs in the "challenges" and "response to challenges" sections.

### **Earmarked allocations**

27. Certain departments received earmarked allocations in the 2011 Estimates of Provincial Revenue and Expenditure (main budget). These allocations were included in the 2011 Appropriation Act, Act 1 of 2011. In accordance with sections 4(1), (2) and (3) of the 2011 Appropriation Act, the Provincial Treasury published the Earmarked Allocations in Provincial Gazette No. 6879 dated 3 June 2011. Departments should note that changes to these frameworks can only be made after consultation with Provincial Treasury. Such a written request to revise or amend a published framework must be submitted to Provincial Treasury by Friday, **28 October 2011**.

## Loading of the Budget

28. After the tabling of the 2011 Adjustments Appropriation Bill and the subsequent enactment thereof, the adjustments for expenditure and revenue must be loaded on BAS by **31 January 2012**. Once loaded, the Provincial Treasury will, by means of the following procedure, ensure that the main and adjusted budgets have been correctly loaded on BAS:
- Provincial Treasury will draw BAS/Vulindlela reports to check whether the main and adjusted budgets have been correctly loaded at a programme, sub-programme and economic classification level, inclusive of goods & services at an item level 4 for expenditure. Departments must ensure that revenue (receipts) is loaded correctly at the vote level and if possible or where applicable at the programme level.
  - If any discrepancies are found, Provincial Treasury will liaise with the department to make the necessary amendments.
  - Once the budget has been properly loaded, the Provincial Treasury will inform the budget controller to lock the main and adjusted budget columns on BAS.

## Formats and schedules

29. Please note that the formats remain unchanged for 2011. It thus means that no Level 4 goods & services information will be required in the 2011 Adjusted Estimate.
30. The formats (Excel template) relevant to your vote are available on the network, PT Data folder at the following path:
- T:\Treasury\PT DATA\b Adj Estimate\Vote xx
31. For further information or technical assistance please contact the Electronic Information Unit, Provincial Treasury (contact Ms Ella Smit at 021 483-4433).
32. For department specific queries, please contact the Provincial Treasury, Provincial Government Public Finance Analyst responsible for your department.

### Column headings:

33. With regard to the column headings in the table for payments and estimates per programme and economic classification as well as the lower breakdown of this information by sub-programme in Annexure B, please note that *virements and shifts* must be included in the same column. The following detail on the column headings pertaining to these tables is provided:

**Main appropriation** shows the total amount appropriated per programme in the 2011 Appropriation Act.

**Additional appropriation** consists of a variety of categories:

- **Roll-overs** are funds appropriated in 2010/11, but not spent, to be re-appropriated in 2011/12;
- **Unforeseeable and unavoidable expenditure** is expenditure that could not be anticipated at the time of finalising the inputs for the 2011 Estimates of Provincial Revenue and Expenditure (EPRE) for the main budget;

#### **Virements and Shifts**

**Virements** are the utilisation of savings or underspending from amounts appropriated under one main division (programme) towards the defrayment of excess expenditure under another main division (programme) within the same vote.

Funds reallocated between programmes or sub-programmes or economic classification items within the 2011/12 financial year should be expressed as either a virement or a shift. An explanation of why funds are not used/spent in a particular programme or sub-programme or economic classification and what these funds will be used for in the programme or sub-programme or economic classification where they are shifted to, should be provided.

Departments require approval before a virement can take place, either from their Accounting Officer, the Provincial Treasury or from Provincial Parliament. The level of approval depends on the nature of the virement. All virements that require approval from Provincial Treasury include those that will:

- Increase the funds appropriated for compensation of employees;
- Increase the funds appropriated for transfers and subsidies to other institutions;
- Introduce a new transfer to other institutions;
- Result in utilising funds that were appropriated for transfers and subsidies to other institutions provided the expenditure will be utilised for the same purpose as that of the main division within the vote in which it was originally appropriated;
- Result in utilising funds that were earmarked by the Provincial Treasury in the allocation letter to an institution; and
- Result in utilising funds that were appropriated for payments for capital assets for other categories of expenditure other than for the compensation of employees.

**Shifts** are the utilisation of savings or underspending towards the defrayment of excess expenditure within a main division (programme) of a vote between different segments (sub-programme and economic classification) of the main division (programme). Shifts include the reallocation of funds incorrectly allocated during the 2011 EPRE process.

- **Other adjustments** include: Expenditure already announced in the budget speech of the National / Provincial Minister of Finance, but not allocated at that stage; adjustments due to significant and unforeseeable economic and financial events; use of funds in emergency situations; funds shifted between or within votes to follow the transfer of functions; declared savings and; self-financing expenditure, which refers to expenditure financed from unforeseen revenue paid into the Provincial Revenue Fund.

**Total additional appropriation** is the sum of all the additional funds to be appropriated.

**Adjusted appropriation** is the total funds available to departments for 2011/12 after the adjustments have been appropriated.

#### Shifts within a vote/within a programme:

34. When completing the tables for shifts within votes and within programmes and sub-programmes, for the sake of transparency, accounting officers must clearly indicate the relevant economic classifications in the space provided therefore. Please also motivate shifts from (source) and shifts to (application) separately.

35. In order to maintain the credibility and integrity of the Main Budget, please note that the Provincial Treasury will not recommend large shifts, i.e. shifts in excess of 2 per cent within votes in the Adjusted Estimates, unless sufficiently substantiated by the department.
36. Each virement or shift must be motivated, in both the 'FROM' and 'TO' columns. In the "FROM" column departments must specify what has been reduced, whilst in the "TO" column, departments must specify what the funds will be used for. Departments must also mention incorrect classification of items in both the "FROM" and "TO" columns.

Summary of details of expenditure for infrastructure per category:

37. Where applicable, votes must complete the summaries of details for infrastructure expenditure.

Allocations to municipalities, schools, hospitals and public entities:

38. In terms of section 29(2)(c) of the Division of Revenue Act, 2011 (Act 6 of 2011) (2011 DORA) amendments to the allocations to municipalities, schools and hospitals budgets, as previously gazetted in terms of section 29(2)(a) of the 2011 DORA, must be published or gazetted in or with the province's budget documents that are submitted with an adjustment appropriation Bill to its legislature. In this regard, the relevant departments are reminded to please submit the **amended frameworks** and lists or budgets with their final budget documentation on the date as per the attached programme.
39. This also pertains to amendments to the indicative allocation to a public entity for the implementation of a programme funded by a Schedule 5 allocation on behalf of a province or for assistance provided to the province in implementing such a programme (e.g. Agriculture for Casidra).

Adjustments Appropriation Bill:

40. You are reminded that the schedules to the Western Cape Adjustments Appropriation Bill, 2011, must be submitted in three languages, i.e. Xhosa, English and Afrikaans. Please note that only the adjustments (increases/decreases) will be voted on by Provincial Parliament in the adjusted estimate process, as the appropriation in the main budget allocation has already been enacted.

## **Actions required**

41. Departments to **note and diarise** the programme for the finalisation of the Western Cape Adjustments Appropriation Bill, 2011, and supporting documentation.
42. Departments to **note** –
  - The process and timeframe pertaining to function shifts, shifting of funds, rollovers, revenue retention and requests for additional funds.
  - The procedure for in-year amendments to Annual Performance Plans.



- The required process to be followed to amend frameworks for earmarked allocations.
- The format and schedules (as amended where applicable) to be completed for the Adjusted Estimates of Provincial Expenditure, 2011.
- The schedules to the Western Cape Adjustments Appropriation Bill, 2011, to be submitted in three languages, i.e. Xhosa, English and Afrikaans.
- That amendments to allocations to municipalities, schools and hospital budgets must be gazetted.
- That any indicative allocations to a public entity for the implementation of a programme funded by a Schedule 5 allocation on behalf of a province or for assistance provided to the province in implementing such a programme must be gazetted.



**MR H MALILA**  
**HEAD: BRANCH FISCAL AND ECONOMIC SERVICES**  
**PROVINCIAL TREASURY**

**DATE:** 24 October 2011

**Example (Word format): Amendments to the current APP****Amendments to the current Annual Performance Plan: 2011/12 – 2013/14****Pages 39 and 40****Programme 2: Sustainable Resource Management****Sub-programme 2.3: Budget Management****Element: Provincial Government Budget Management****Performance indicators Annual targets**

Programme performance indicator		Audited/Actual performance			Estimated performance 2010/11	Medium-term targets		
		2007/08	2008/09	2009/10		2011/12	2012/13	2013/14
16.1	Provincial APP and budget assessments to enhance responsiveness *	12 Annual Performance Plans	12 Annual Performance Plans	12 Annual Performance Plans	13 Annual Performance Plans	Annual Performance Plans of all votes assessed and remedial actions identified	Annual Performance Plans of all votes assessed and remedial actions identified	Annual Performance Plans of all votes assessed and remedial actions identified

**Quarterly targets for 2011/12**

Performance indicator		Reporting period	Annual target 2011/12	Quarterly targets			
				1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
16.1	Provincial APP and budget assessments to enhance responsiveness *	Annually	Annual Performance Plans of all votes assessed and remedial actions identified	Draft standards for APPs to be developed and guidance and customised training on preparation of budgets and plans provided	Develop and communicate standards and assessment framework	1 <sup>st</sup> draft Annual Performance plans assessed and remedial actions identified.	2 <sup>nd</sup> draft Annual Performance plans assessed and remedial actions identified

\* Amendments to the APP

Note: Amendments should be shaded in light grey.

## Western Cape Adjusted Estimates Programme 2011/12

ACTION	DATE
MTEC 1 Meetings.	22 Sept - 30 Sept 2011 Thu - Fri
MTEC 1 Debriefing (Treasury internal).	4 - 5/10/2011 Tue - Wed
<b>Adjustments Estimates Preparatory Arrangements: - AO's to start gathering information, complete AE printer's proof with available information (approved shifts, etc.).</b>	<b>Immediately</b>
Adjustments Estimates Programme and Format: PT (PGF) to inform Provincial CFO Forum, Sub-Budget Committee.	13/10/2011 Thu
Adjustments Estimates Preparatory Arrangements: - PT (PGF) to distribute Treasury Circular with programme and other initial information.	17/10/2011 Mon
Bilateral meetings between departments and Provincial Treasury as follow-up to MTEC 1.	25/10 - 1/11/2011 Tue-Tue
<b>National:</b> Tabling of 2009 MTBPS and 2009/10 Adjusted Estimate of National Expenditure.	25/10/2011 Tue
<b>Adjustments Estimates: Final date for AO's to submit shifts, etc.</b>	<b>28/10/2011 Fri</b>
Adjusted Estimates Principles and Allocations: PT (PGF) to determine and clear with Head of the Provincial Treasury.	2/11/2011 Wed
Adjusted Estimates Principles and Allocations: PT (PGF) to clear with Minister.	4/11/2011 Fri
Clear Cabinet Submission with Special PTM (together with MTBPS and Q2 non and financial data).	7/11/2011 Mon
<b>Adjustments Estimates: PT (PGF) to provide AO's with preliminary allocation schedules, including rollovers of schedule 4 &amp; 5 grants and other national allocations (based on PTM discussion).</b>	<b>7/11/2011 Mon</b>
Adjustments Estimate: PT [PGF] to finalise Cabinet submission on WC Adjustments Estimate (Principles and allocations) and Q2 financial and non-financial data.	8/11/2011 Tue
Adjustments Estimates: PT [PGF] to clear Cabinet submission with Minister.	8/11/2010 Tue
PT [PGF] to provide Cabinet submission to Cabinet Secretariat.	9/11/2011 Wed
Cabinet Submission to Secretariat.	10/11/2011 Thu
<b>Adj Est: AO's to submit first draft printer's proofs, based on preliminary allocations, as well as schedules to the Bill (English and Afrikaans)</b>	<b>11/11/2011 Fri</b>
MTBPS, Adjustments Estimate principles and allocations, Q2 non and financial data: Cabinet Lekgotla to discuss.	11/11/2011 Fri
<b>Adjustments Estimates: PT (PGF) to provide final allocation schedules to AO's (via e-mail).</b>	<b>12/11/2011 Sat</b>
<b>Adjustments Estimates: AO's to submit final Printer's Proof and schedules to Bill (in both Xhosa, Eng and Afr), as cleared by Executive.</b>	<b>16/11/2011 Wed</b>
Adjustments Estimates: PT (PGF) to do final check, summaries of AE.	16-18/11/2011 Wed-Fri
Adjusted Estimates Speech input to Budget Management for incorporation into MTBPS speech.	18/11/2011 Fri

## Western Cape Adjusted Estimates Programme 2011/12

ACTION	DATE
Adjustments Estimates: PT (PGF) to send Adjustments Estimate to printers.	18/11/2011 Fri
Adjustments Appropriation Bill - PT (PGF) to finalise drafting of Bill - PT (PGF) to finalise schedules to the Bill - PT (PGF) to submit Bill to Legal Services for certification - PT (PGF) to provide certified Bill to WC Parliament for printing	11/11/2011 Fri 15/11/2011 Tue 17/11/2011 Thu 18/11/ 2011 Fri
Finalise MTBPS and Adjusted Estimates Speeches.	22/11/2011 Tue
Adjustments Estimates: PT (PGF) to receive Adjustments Estimates from printers.	22/11/2011 Tue
<b>WC-MTBPS and Adjusted Estimates - Tabling in the WC Provincial Parliament</b> - AE First Reading (23/11) - AE Presentation to Budget Committee (24/11) - AE Standing Committee Discussion (from 25/11 - 30/11) - AE Second Reading (2/12) - AE Parliamentary Discussion (from 2/12 - 6/12) - AE Third Reading (9/12) - AE Sign-off (10/12)	<b>23/11/2011 Wed</b>  See Parliamentary Programme
PT to place WC-MTBPS and Adjusted Estimates on intranet and internet.	8/12/2011 Thu