



PROVINCIAL TREASURY • PROVINSIALE TESOURIE
• UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso

T16/20/2

Navrae
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11 June 2010

TREASURY CIRCULAR MUN 19-2010

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 THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
 THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR TC ARENDSE) (ACTING)
 THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
 THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)
 THE HEAD: FINANCIAL GOVERNANCE (MR A REDDY) (ACTING)
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 THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS M FORTUIN) (ACTING)
 THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
 THE SENIOR MANAGER: INTERNAL AUDIT: GOVERNANCE AND ADMINISTRATION CLUSTER (MS B CAIRNCROSS)
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 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 E JOHANNES) (ACTING)
 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 AND HOUSING

TRAINING IN CAPTURING OF DATA: MONTHLY REPORTING OF SUPPLY CHAIN MANAGEMENT (SCM) INFORMATION: AWARD OF CONTRACTS ABOVE R100 000

1. PURPOSE

- 1.1 To inform Municipalities of National Treasury's intention for Municipalities to capture awards of contracts above R100 000 on the National Treasury's internet based electronic database system as well as training that will be facilitated by National Treasury in this regard.
- 1.2 To communicate the date and venue for training.
- 1.3 To further request Municipalities to nominate officials for training and forward nominations to the Provincial Treasury.

2. BACKGROUND

- 2.1 Sections 74 (1) and 104 (1) (b) of the Municipal Finance Management Act (MFMA) prescribes the following regarding general reporting obligations: "The Accounting Officer of a Municipality [and Municipal entity] must submit to the National Treasury, the Provincial Treasury, the Department for Local Government in the province or the Auditor-General such information, returns, documents, explanation and motivations as may be prescribed or as may be required."
- 2.2 To this end, MFMA Circular No. 34: Reporting of awards above R100 000 and Guidelines to Bid Adjudication Committee Members was issued to all Accounting Officers of Municipalities.

Municipalities are currently submitting the required Supply Chain Management (hereafter referred to as SCM) information to the National and Provincial Treasury on a reporting template that has been designed for this purpose. Subsequently, this information is captured on a database and the information is used, to among others, report to cabinet and provide statistics on contracts awarded by Local Government.

- 2.3 As a result of the large volumes of monthly reports being submitted and the risk of it being misplaced, as well as the inaccuracy of the data, given

the fact that in certain instances the reports are not completed in its entirety, it has become necessary to roll-out the internet based electronic database system. This would allow Municipalities to capture the required information online. Municipalities would also have access to view only their data captured and make amendments to the data if the information captured is incorrect.

3. TRAINING AND LOGISTICS

3.1 In respect of the above, the National Treasury intends to provide training to Municipalities in capturing the data on the system. It is envisaged that a maximum of two officials within the SCM unit of the Municipality should attend the training. It is imperative that at least one of the officials be a data capturer who is familiar with the current SCM reporting requirements.

3.2 The training will take place at the Teacher's College in Kuilsriver (*Annexure B x map and directions*) on the **15 July 2010**. Officials must provide for their own transportation to and from the venue and there will be no refreshments provided as the training is two hours per session.

3.3 There will be two training sessions per day, 9:00 AM-11 AM and 11:00 AM- 1:00 PM, which officials need only attend one. Officials are to take note of their scheduled training times as indicated on "**Annexure A**" as space is limited and cannot be accommodated at other times should they miss their designated session.

4. REQUEST

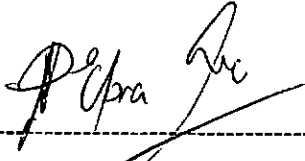
4.1 It is requested that Municipalities complete the attached template marked "**Annexure A**" and forward a maximum of two nominations to the Provincial Treasury by no later than the **28 June 2010**. The information is required to give users access to the website prior to the training session.

4.2 It is requested that Municipalities take cognisance of the contents of this circular and make provision for the absence of the nominated officials from their normal duties.

4.3 The officials nominated for training avail themselves as National Treasury would not be able to provide follow up training sessions.

4.4 All requested information should be forwarded to Ms. T Adams at taadams@pgwc.gov.za or alternatively faxed to (021) 483 4671.

Your co-operation will be appreciated.



Ms. Nadia Ebrahim

Senior Manager: Moveable Asset Management

Provincial Treasury

Date: 11 JUNE 2010

ANNEXURE A

**NOMINATION TEMPLATE: TRAINING OF USERS ON THE
PROCUREMENT CONTRACT INFORMATION SYSTEM**

Name of Municipality/municipal entity:

No.	Name	Surname	e-mail address	Unique Employment Number
1.				
2.				

<u>Session 1: 9:00 AM – 11:00 AM</u>	<u>Session 2: 11:00 AM – 1:00 PM</u>
City of Cape Town	Matzikama Municipality
Witzenberg Municipality	Cederberg Municipality
Cape Winelands District Municipality	Laingsburg Municipality
Stellenbosch Municipality	Kannaland Municipality
Drakenstein Municipality	Hessequa Municipality
Langeberg Municipality	Mossel Bay Municipality
Breede Valley Municipality	George Municipality
Saldanha Bay Municipality	Oudtshoorn Municipality
Overstrand Municipality	Bitou Municipality
Swellendam Municipality	Knysna Municipality
West Coast District Municipality	Eden District Municipality
Bergrivier Municipality	Theewaterskloof Municipality
Cape Agulhas Municipality	Prince Albert Municipality
Overberg District Municipality	Beaufort West Municipality
Swartland Municipality	Central Karoo District Municipality



**CENTRE FOR
e-INNOVATION**

Provincial Government of the Western Cape

**Department of the Premier
Institutional Improvement & Development**

Directions to the Centre for e-Innovation Training Unit (Kuils River)

From Cape Town or Paarl on the N1

- Take the **R300** turnoff
- Take the **R102 (Kuilsriver)** turnoff
- Turn left into **Van Riebeeck Road**
- Turn right into **Nooiensfontein Road**
- Continue with this road , pass Kuils River Station
- Ce-I will be on your left hand side (Face brick building)
- At the entrance you will see a sign **EMDC East**
- Use **map2** to reach our offices and training rooms.
- Please park your vehicle in the parking area that is on to the left of the admin building

From Cape Town or Somerset West on the N2

- Take the **R300** turnoff
- Take the **Stellenbosch Arterial** turnoff
- Turn right into Stellenbosch Arterial
- Turn left into **Nooiensfontein Road**
- Continue with this road
- Ce-I will be on your right hand side (Face brick building)
- At the entrance you will see a sign **EMDC East**
- Use **map2** to reach our offices and training rooms.
- Please park your vehicle in the parking area that is on to the left of the admin building

