



PROVINCIAL TREASURY • PROVINSIALE TESOURIE
• UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso

T 9/2/31

Navrae
Enquiries
Imibuzo

Mr M Booysen

TREASURY CIRCULAR MUN: 2 of 2010

THE MAYOR, CITY OF CAPE TOWN: MR D PLATO
THE MAYOR, WEST COAST DISTRICT: MRS H KITSHOFF
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THE MAYOR, CEDERBERG MUNICIPALITY: MS J MOUTON
THE MAYOR, BERGRIVIER MUNICIPALITY: MR J LIEBENBERG
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR J SKEI
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
THE MAYOR, CAPE WINELANDS DISTRICT: MR B CHABAAN
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THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR C NTSOMI
THE MAYOR, BREEDE RIVER/WINELANDS MUNICIPALITY: MR SJ NGONYAMA
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THE MAYOR, SWELLENDAM MUNICIPALITY: MR J JANSEN
THE MAYOR, EDEN DISTRICT: MR L DORFLING
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THE MAYOR, GEORGE MUNICIPALITY: MR BH DE SWART
THE MAYOR, OUDTSHOORN MUNICIPALITY: MS D DE JAGER
THE MAYOR, BITOU MUNICIPALITY: MR LL MVIMBI
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES
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THE MAYOR, LAINGSBURG MUNICIPALITY: MS R MEYER
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MS M BENJAMIN
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MS J JONAS

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM
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THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DG O'NEILL
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THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
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THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR S KABANYANE
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR I KENNED
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THE MUNICIPAL MANAGER, BREEDE RIVER/WINELANDS: MR SA MOKWENI
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THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MS J FORTUIN
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR M RICHARDSON
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 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) (ACTING)
 THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
 THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)
 THE HEAD: FINANCIAL GOVERNANCE (MR A REDDY) (ACTING)
 THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
 THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)
 THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYNS)
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 THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
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 THE SENIOR MANAGER: INTERNAL AUDIT: SOCIAL CLUSTER (MR M MALULEKA)
 THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (MR J RADEBE)
 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 G PAULSE)
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 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

ANNUAL REPORT TABLING AND SUBMISSION 2008/09

1. Introduction

The aim of this circular is to encourage municipalities to adhere to the timeframes stipulated in the Municipal Finance Management Act (No 56 of 2003)[MFMA] with regards to the tabling and submission of annual reports. Annual reports are important documents in respect of municipalities' and municipal entities' transparency and accountability to the community. For this reason it is important that the Accounting Officer takes a personal interest in the quality of their reports as well as the prescribed

timeframes related to it. The timeous submission of annual reports to Provincial Treasury and the Department of Local Government and Housing would also enable the departments to perform an analysis and provide consolidated feedback accordingly.

2. Background

- 2.1 In terms of section 127(2) of the MFMA the annual report must be tabled to council no later than the 29 January 2010.

127. (1) The accounting officer of a municipal entity must, within six months after the end of a financial year, or on such earlier date...

(2) The mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control.

- 2.2 The act further states that immediately after the tabling, the annual report must be submitted to the Provincial Treasury, the Department of Local Government and Housing and the Auditor-General.

127. (5) Immediately after an annual report is tabled in the council in terms of Subsection (2), the accounting officer of the municipality must—

(a) in accordance with section 21A of the Municipal Systems Act—

(i) make public the annual report; and

(ii) invite the local community to submit representations in connection with the annual report; and

(b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.

3. Request

- 3.1 Municipalities are requested to supply Provincial Treasury with the prospective dates of council meetings (i.e. tabling dates) where the annual report will be tabled. If there are any changes to the tabling date, it should be communicated to Provincial Treasury.

- 3.2 Municipalities are further requested to immediately forward a copy (hard copy and electronic version) to our offices and the respective departments (set out under 4.2 below) to reach our offices by no later than the 5 February 2010.

4. Conclusion

- 4.1 Kindly note that parts of the annual report as indicated in section 127(3)(a) should be tabled by the prescribed date if the whole annual report has not yet been completed.

127. (1) The accounting officer of a municipal entity must, within six months after the end of a financial year, or on such earlier date...

(3)(a) promptly submit to the council a written explanation referred to in section 133(1)(a) setting out the reasons for the delay, together with any components of the annual report listed in section 121(3) or (4) that are ready; and..."

- 4.2 The Annual report should also be accessible on the municipalities' website as required by the MFMA. It is requested that a hard copy together with an electronic version (compact disc) of the annual report be submitted to:

Provincial Treasury (Corporate Governance)	Department of Local Government and Housing (Monitoring and Evaluation Municipal Performance)	The Auditor-General's Office
For attention: Senior Manager Mr M Booysen Private Bag X9165 Cape Town 8000	For attention: Deputy Director Mr L Jacobs 27 Wales Street Room 501 D Cape Town 8001	For attention: Parliamentary Manager Mr B Swart Private Bag X1 Chempet 7442

4.3 Contact Details

For any queries or enquiries please contact the relevant officials:

Provincial Treasury

- Charlmaine Martin
Tel No: (021) 483-6677
E-mail: cmmartin@pgwc.gov.za

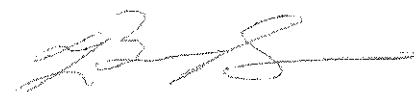
Department of Local Government and Housing

- Nosiphiwol Mdekazi
Tel No: (021) 483-2189
E-mail: nmdekazi@pgwc.gov.za

Auditor-General

- Blackie Swart
Tel No: (021) 528-4124
E-mail: bswart@agsa.co.za

- 4.4 Your cooperation in this regard will be appreciated.



SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT

DATE: 21 January 2010