

Reference number: RCS/C.5

Private Bag X9165  
CAPE TOWN  
8000

## TREASURY CIRCULAR MUN NO. 03/ 2021

THE MAYOR, CITY OF CAPE TOWN: MR D PLATO  
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR H CLEOPHAS  
THE MAYOR, MATZIKAMA MUNICIPALITY: MS M BAINS  
THE MAYOR, CEDERBERG MUNICIPALITY: MS S QUNTA  
THE MAYOR, BERGRIVIER MUNICIPALITY: MR R VAN ROOY  
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR M KOEN  
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN  
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: DR H VON SCHLICHT  
THE MAYOR, WITZENBERG MUNICIPALITY: MR B KLAASEN  
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR C POOLE  
THE MAYOR, STELLENBOSCH MUNICIPALITY: ADV. G VAN DEVENTER  
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN  
THE MAYOR, LANGEBERG MUNICIPALITY: MR S VAN EEDEN  
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR A FRANKEN  
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MS C VOSLOO  
THE MAYOR, OVERSTRAND MUNICIPALITY: MR D COETZEE  
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR P SWART  
THE MAYOR, SWELLENDAM MUNICIPALITY: MR N MYBURGH  
THE MAYOR, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M BOOYSEN  
THE DEPUTY MAYOR, KANNALAND MUNICIPALITY: MR P ANTONIE (ACTING)  
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDLES  
THE DEPUTY MAYOR, MOSSEL BAY MUNICIPALITY: MR D KOTZE (ACTING)  
THE MAYOR, GEORGE MUNICIPALITY: MR L VAN WYK  
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR C MACPHERSON  
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE  
THE MAYOR, KNYSNA MUNICIPALITY: MR E VAN ASWEGEN  
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: MR I WINDVOGEL  
THE MAYOR, LAINGSBURG MUNICIPALITY: MR R LOUW  
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING  
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR N CONSTABLE

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR L MBANDAZAYO  
THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR D JOUBERT  
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR A HENDRICKS  
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR H SLIMMERT  
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV. H LINDE  
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR H METTLER  
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ  
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR H PRINS  
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON  
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR J LEIBRANDT  
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS G METTLER  
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D MCTHOMAS  
THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR A EVERSON (ACTING)  
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI  
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR D LOUW (ACTING)  
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR D O'NEILL  
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR E PHILLIPS  
THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR A GROENEWALD  
THE MUNICIPAL MANAGER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M STRATU  
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR R BUTLER (ACTING)  
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS  
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: ADV. M GILLOMEE  
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: DR M GRATZ (ACTING)

THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR R SMIT (ACTING)  
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: ADV. L NGOQO  
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR D ADONIS (ACTING)  
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR G MATTHYSE (ACTING)  
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR J BOOYSEN  
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MS A VORSTER  
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR A MAKENDLANA (ACTING)

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY  
THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT MUNICIPALITY: DR JCP TESSELAAR  
THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR E ALFRED  
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR M MEIMANI (ACTING)  
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR F LÖTTER  
THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR S VORSTER  
THE CHIEF FINANCIAL OFFICER, SWARTLAND MUNICIPALITY: MR M BOLTON  
THE CHIEF FINANCIAL OFFICER, CAPE WINELANDS DISTRICT MUNICIPALITY: MS FA DU RAAN-GROENEWALD  
THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR A RAUBENHEIMER  
THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR B BROWN  
THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR K CAROLUS  
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR R ONTONG  
THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR M SHUDE  
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT MUNICIPALITY: MR C HOFFMAN  
THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR A RIDDLES (ACTING)  
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MS S REYNEKE-NAUDÉ  
THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H VAN BILJON  
THE CHIEF FINANCIAL OFFICER, SWELLENBAM MUNICIPALITY: MR H SCHLEBUSCH  
THE CHIEF FINANCIAL OFFICER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR JW DE JAGER  
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR P MGENI (ACTING)  
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS H VILJOEN  
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR D SCHOLTZ (ACTING)  
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR L WALLACE (ACTING)  
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR L FOURIE (ACTING)  
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR N MAREDI (ACTING)  
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR J CARSTENS (ACTING)  
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MS U BAARTMAN  
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD  
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING  
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: VACANT

THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR D SAVAGE)  
THE DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES (DR R HAVEMANN)  
THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MS J GANTANA)  
THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MR M BOOYSEN) (ACTING)  
THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (DR R HAVEMANN) (PRO TEM)  
THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (MR S KENYON)  
THE CHIEF DIRECTOR: ASSET MANAGEMENT (MR I SMITH)  
THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)  
THE CHIEF FINANCIAL OFFICER (MS A SMIT)  
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS C GREEN)  
THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR P PIENAAR)  
THE DIRECTOR: FINANCIAL GOVERNANCE (MS M VAN NIEKERK)  
THE DIRECTOR: FISCAL POLICY (DR N NLEYA)  
THE DIRECTOR: INFRASTRUCTURE (MR K LANGENHOVEN)  
THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR F SALIE)  
THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR D CRONJE) (ACTING)  
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR C MAPEYI)  
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MS E WENN) (ACTING)  
THE DIRECTOR: LOCAL GOVERNMENT MFMA COORDINATION (MR EJ JOHANNES) (ACTING)  
THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)  
THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MS A ABOO)  
THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS T VAN DE RHEEDE) (ACTING)  
THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)  
THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)  
THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS N ISMAIL)  
THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A MAZOMBA)  
THE PROVINCIAL AUDITOR  
MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT  
THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT  
THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)  
THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

## **MUNICIPAL ACCOUNTANTS FORUM (MAF): 5 MARCH 2021 – MS TEAMS**

### **PURPOSE**

1. The circular serves to confirm the next Municipal Accountants Forum to be held on **5 March 2021, streamed via Ms Teams at 08:30 until 13:00.**
2. All Municipal Managers and Chief Financial Officers are requested to ensure that the Heads of Budget, Accounting and Treasury Offices and mSCOA champions (together with the relevant team members, i.e. accountants) attend the meeting.

### **BACKGROUND**

3. The Management Accountants Forum was established as a platform for the discussion of any new reforms to be introduced at municipalities as well as any developments that are set to respond to local government matters.
4. The objectives amongst others are to enhance the achievement of the objectives of the Municipal Finance Management Act, 2003 (Act 56 of 2003), build institutional capacity, relationships, facilitate and encourage knowledge sharing, promote sound financial governance and adoption of best practices.
5. It is therefore imperative that each municipality in the Province is adequately represented given the significance of the MAF and the topics to be covered at each session.

### **CONFIRMATION/CORRESPONDENCE**

6. Confirmation of attendance or apologies should reach Provincial Treasury by no later than **Monday, 1 March 2021.**
7. Please direct your communication to:

Attention : Mr Stephan Jantjies

Tel. : 082 229 6770

Email : [Stephan.Jantjies@westerncape.gov.za](mailto:Stephan.Jantjies@westerncape.gov.za)

#### **AND/OR**

Attention : Mr Mats-will Louis

Tel. : 062 766 7606

Email : [Mats-will.Louis@westerncape.gov.za](mailto:Mats-will.Louis@westerncape.gov.za)

8. The draft Agenda is as follows:

**AGENDA: Municipal Accountants Forum (MAF)**  
**THEME: Maintaining Financial Sustainability in Local Government**  
**VENUE: Microsoft Teams Meeting**  
**DATE: Friday, 5 March 2021**  
**TIME: 8:30 - 13:00**

	Time	Item	Facilitator
	08:25	<b>MAF Officials joins via Ms Teams</b>	
<b>SESSION 1</b>		<b>OFFICIAL OPENING AND WELCOME</b>	
1	08:30	Opening and Welcome	Chairperson
2	08:35	Approval of Agenda and New Items	Chairperson
3	08:40	Approval of Previous meeting minutes	Chairperson
4	08:45	Matters Arising from Previous Meeting	Chairperson
5	08:50	Secretariat feedback: <ul style="list-style-type: none"> <li>● MAF evaluation feedback</li> </ul>	Secretariat
<b>SESSION 2</b>		<b>PREPARING CREDIBLE AND SUSTAINABLE BUDGETS</b>	
6	09:00	2020 Municipal Budget Performance (IYM)	Provincial Treasury
7	09:20	Maintaining financial sustainability	Municipality
8	09:50	Preparing the 2021/22 MTREF Budgets NT Circular 107 & PT SIME Circular	Provincial Treasury
9	10:25	mSCOA Implementation status: <ul style="list-style-type: none"> <li>● mSCOA Wizard Tool</li> <li>● Cash Flow Budgeting</li> </ul>	Provincial Treasury/ Municipality
<b>11:00-11:15</b>		<b>TEA BREAK 15</b>	
10	11:15	Overview: Budget Funding Tool	Provincial Treasury
<b>SESSION 3</b>		<b>FOSTERING FINANCIAL DISCIPLINE AND GOVERNANCE</b>	
11	12:00	2019/20 Audit Findings	Provincial Treasury
12	12:30	Feedback: <ul style="list-style-type: none"> <li>● Public Sector Accounting Forum</li> <li>● Accounting Working Committee</li> </ul>	Provincial Treasury
13	13:00	Way forward and Closure	Chairperson

9. The Heads or Managers of Budget and or Treasury Offices or any other senior municipal officials that are responsible for driving budget and reporting reforms and are involved in the preparation of the municipal budget must also note the following scheduled MAF meeting date on the 2021 calendar year **via the online platform, Ms Teams.**

QUARTER	DATE
Quarter 2	Tuesday, 22 June 2021
Quarter 3	Thursday, 30 September 2021
Quarter 4	Friday, 26 November 2021

10. All Municipal Managers and Chief Financial Officers are requested to ensure that the Heads of Budget and Treasury Offices attend the MAF and are also encouraged to provide any further relevant agenda items by **1 March 2021.**

Your co-operation in this regard will be appreciated.

**MR C MAPEYI**  
**DIRECTOR: LOCAL GOVERNMENT FINANCE GROUP 1**  
**DATE:** 23 February 2021