

Reference number: RCS/C.5

Private Bag X9165
CAPE TOWN
8000

TREASURY CIRCULAR MUN NO. 13/2021

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 H LEVENDAL
THE MAYOR, GEORGE MUNICIPALITY: ALD. L VAN WYK
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR C MACPHERSON
THE MAYOR, BITOU MUNICIPALITY: MR S GCABAYI (ACTING)
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 Q LOUW

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THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR A TIITUS (ACTING)
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV. H LINDE
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THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR H PRINS
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THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR A DE KLERK
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR D LUBBE
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR D O'NEILL
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR E PHILLIPS
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THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MS A VORSTER
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J PENXA (ACTING)

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY
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THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR G DE JAGER
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THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MS N NTSANGANI (ACTING)

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THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MS J GANTANA)
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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)

REPORTING TIMEFRAMES I.R.O SUBMISSION OF RETURN AND DATA FORMS RELATED TO THE BUDGET AND TREASURY OFFICE (BTO)

1. PURPOSE

To inform municipalities of the submission dates for the Budget and Treasury Office return forms and progress reports for the 2021/2022 municipal financial year.

2. BACKGROUND

Provincial Treasury as required in the Municipal Finance Management Act, 2003 (Act No. 56 of 2003), must monitor and support municipalities in complying with the MFMA prescripts and its related regulations.

To assist municipalities in complying with the MFMA reporting requirements i.t.o BTO capacitation and development in a timeous manner, a schedule has been developed outlining the reporting requirements.

3. BTO REPORTING REQUIREMENTS

The BTO data forms to be submitted are listed below:

- a) **Budget and Treasury Office (BTO) quarterly data forms** - Municipalities are required to report quarterly to Provincial Treasury on selected key indicators i.t.o the municipalities Budget and Treasury Office e.g. vacancy rate, critical vacancies, etc.
- b) **S56 and S57 quarterly data forms** - Municipalities must report quarterly on the minimum competency levels of the S56 and S57 appointments.
- c) **Annexure C: Minimum Competency Levels** - As per the Amendments to the Municipal Regulations on Minimum Competencies, 2007 ("the Regulations") municipalities are required to report to National Treasury and Provincial Treasury by the 30 January and 30 July each year on the progress of the minimum competency levels of officials affected by the Regulations. National Treasury issued a template (Annexure C - Minimum Competency Levels) on which to submit the required information.
- d) **Internship quarterly return form** - Municipalities must report quarterly to National Treasury on the implementation of the Municipal Finance Management Internship Programme.
- e) **Financial Management Capacity Building Grant (FMCBG) return form** - Progress reports must be submitted by the 30 January and the 30 July each year on the implementation of the grant allocation. The latest reporting template is attached.

4. SCHEDULE OF REPORTING TIMEFRAMES

To assist municipalities with compliance with the reporting timeframes, the below schedule has been compiled for the 2021/22 municipal financial year. Municipalities should ensure that they are utilising the correct forms on which to submit the requested information as the use of the incorrect forms could lead to the return of the documents and delays in reporting to the relevant stakeholders. The forms have been attached for ease of reference.

Table 1 Schedule of Reporting Timeframes

| TYPE OF FORM | NAME OF FORM | DESCRIPTION | SUBMIT TO | DUE DATE |
|--------------|---|---|---|--|
| Data form | PT Financial Management Capacity Building Grant Report (Annexure C) | Data form on which to report on the implementation of the FMCBG i.e. the establishment of the External Bursary Programme on a bi-annual basis. Reporting period: 1 January - 30 June 2021 and 1 July – 31 December 2021 | Provincial Treasury For Attention: see Table 2 below and email to PT officials allocated to respective municipality. | 30/07/2021 31/01/2022 |
| Data form | Provincial Treasury Budget and Treasury office data form (Annexure B) | Quarterly data form pertaining to all officials in the Financial Department/BTO. Reporting to be done for the following periods: Reporting Period: Q1: July – September 2021 Q2: October – December 2021 Q3: January – March 2022 Q4: April - June 2022 | Provincial Treasury For Attention: see Table 2 below and email to PT officials allocated to respective municipality. | Q1: 08/10/2021 Q2: 25/01/2022 Q3: 11/04/2022 Q4: 11/07/2022 |
| Data form | Provincial Treasury Section 56/57 data form (Annexure A) | Quarterly data form pertaining to S56/57 employees. Reporting to be done for the following periods: Reporting Period: Q1: July – September 2021 Q2: October – December 2021 Q3: January – March 2022 Q4: April - June 2022 | Provincial Treasury For Attention: see Table 2 below and email to PT officials allocated to respective municipality. | Q1: 08/10/2021 Q2: 25/01/2022 Q3: 11/04/2022 Q4: 11/07/2022 |

| TYPE OF FORM | NAME OF FORM | DESCRIPTION | SUBMIT TO | DUE DATE |
|---|--|--|---|--|
| Return form | Municipal Finance Management Internship Programme quarterly return form | PT quarterly return form i.t.o interns. Reporting to be done for the following periods: Reporting Period: Q1: July – September 2021 Q2: October – December 2021 Q3: January – March 2022 Q4: April - June 2022 | For Attention: see Table 2 below and email to PT officials allocated to respective municipality. | Q1: 08/10/2021 Q2: 25/01/2022 Q3: 11/04/2022 Q4: 11/07/2022 |
| Return form (Government Gazette No. 41996 of 26 October 2018) | National Treasury Annexure C – Minimum Competency Regulation reporting | Excel spreadsheet on which to report on new and existing officials i.t.o. progress on attaining minimum competency levels. Cover letter with summary of progress to be submitted with Annexure A. Reporting period: 1 January - 30 June 2021 and 1 July – 31 December 2021 | National Treasury For attention: Maggie Thinyane (email to MFMACapacityBuilding@treasury.gov.za) and Cc. Provincial Treasury For Attention: See Table 2 below and email to PT official allocated to the respective municipality. | 30 July 2021 30 January 2022 |

For the submission of the above data and return forms as well as any queries relating to the circular content, please contact the following officials:

Table 2 PT Contact person

| PT official - Allocated Municipalities | |
|--|---|
| <p>Deon Arends Tel No.: 021 483 4379 Email: Deon.Arends@westerncape.gov.za</p> <ol style="list-style-type: none"> Knysna Local Municipality Mosselbay Local Municipality Oudtshoorn Local Municipality Bitou Local Municipality City of Cape Town Metropolitan Municipality West Coast District Municipality | <p>Zandile Cwane Tel No.: 021 483 8202 Email: Zandile.Mbatani@westerncape.gov.za</p> <ol style="list-style-type: none"> Garden Route District Municipality George Local Municipality Hessequa Local Municipality Kannaland Local Municipality Langeberg Local Municipality Saldanha Bay Local Municipality |
| <p>Hayleen April Tel No.: 021 483 4485 Email: Hayleen.April@westerncape.gov.za</p> <ol style="list-style-type: none"> Central Karoo District Municipality Prince Albert Local Municipality Beaufort West Local Municipality Laingsburg Local Municipality Swartland Local Municipality Matzikama Local Municipality | <p>Tracy Bowers Tel No: 021 483 6694 Email: Tracy.Bowers@westerncape.gov.za</p> <ol style="list-style-type: none"> Cape Winelands District Municipality Breede Valley Local Municipality Drakenstein Local Municipality Stellenbosch Local Municipality Witzenberg Local Municipality Bergvrievier Local Municipality |

| PT official - Allocated Municipalities | |
|---|--|
| <p>Wendy Arendse Tel No: 021 483 4289 Email: Wendy.Arendse2@westerncape.gov.za</p> <ol style="list-style-type: none">1. Overberg District Municipality2. Cape Agulhas Local Municipality3. Overstrand Local Municipality4. Swellendam Local Municipality5. Theewaterskloof Local Municipality6. Cederberg Local Municipality | |

5. CONCLUSION

Municipalities are requested to timeously adhere to the above MFMA reporting responsibilities. This will enable Provincial Treasury to identify where support is required and how this support can be planned for and provided. Your continued support and commitment towards embedding good governance is appreciated.



MELISSA VAN NIEKERK
DIRECTOR: FINANCIAL GOVERNANCE
DATE: 26 July 2021