



Reference No.: RCS/C.5

Private Bag X9165
CAPE TOWN
8000

TREASURY MUNICIPAL CIRCULAR NO. 8 OF 2023

THE MAYOR, CITY OF CAPE TOWN
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY
THE MAYOR, MATZIKAMA MUNICIPALITY
THE MAYOR, CEDERBERG MUNICIPALITY
THE MAYOR, BERGRIVIER MUNICIPALITY
THE MAYOR, SALDANHA BAY MUNICIPALITY
THE MAYOR, SWARTLAND MUNICIPALITY
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY
THE MAYOR, WITZENBERG MUNICIPALITY
THE MAYOR, DRAKENSTEIN MUNICIPALITY
THE MAYOR, STELLENBOSCH MUNICIPALITY
THE MAYOR, BREEDE VALLEY MUNICIPALITY
THE MAYOR, LANGEBERG MUNICIPALITY
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY
THE MAYOR, OVERSTRAND MUNICIPALITY
THE MAYOR, CAPE AGULHAS MUNICIPALITY
THE MAYOR, SWELLENDAM MUNICIPALITY
THE MAYOR, GARDEN ROUTE DISTRICT MUNICIPALITY
THE MAYOR, KANNALAND MUNICIPALITY
THE MAYOR, HESSEQUA MUNICIPALITY
THE MAYOR, MOSSEL BAY MUNICIPALITY
THE MAYOR, GEORGE MUNICIPALITY
THE MAYOR, OUDTSHOORN MUNICIPALITY
THE MAYOR, BITOU MUNICIPALITY
THE MAYOR, KNYSNA MUNICIPALITY
THE MAYOR, CENTRAL KAROO DISTRICT
THE MAYOR, LAINGSBURG MUNICIPALITY
THE MAYOR, PRINCE ALBERT MUNICIPALITY
THE MAYOR, BEAUFORT WEST MUNICIPALITY

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 L PILLIPS (ACTING)
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR G MATTHYSE
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 LEIBBRANDT
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS G METTLER
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS
THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR D LUBBE (ACTING)
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR R BOSMAN
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR W SOLOMONS-JOHANNES (ACTING)
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR D O'NEILL
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR E PHILLIPS
THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MS A VORSTER
THE MUNICIPAL MANAGER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M STRATU
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR M HOOGBAARD (ACTING)
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR A DE KLERK
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR C PUREN
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: DR M GRATZ
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR W HENDRICKS (ACTING)
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR M MEMANI

THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR O SEBOLA
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR M NHLENGETHWA (ACTING)
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR J BOOYSEN
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR A HENDRICKS
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR D WELGEMOED (ACTING)

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY
THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT MUNICIPALITY: DR J TESSELAAR
THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR E ALFRED
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR C APPELS (ACTING)
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR D LOUW
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 F DU RAAN-GROENEWALD
THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR C KRITZINGER
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 N KRUGER
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, SWELLENDAM MUNICIPALITY: MS E WASSERMANN
THE CHIEF FINANCIAL OFFICER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR T LOLIWE (ACTING)
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR G BOOYSEN (ACTING)
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS H VILJOEN
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR O FREDERICKS
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR R DU PLESSIS
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR G DE JAGER (ACTING)
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR F LÖTTER (ACTING)
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MS L SOTSHEDA (ACTING)
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR N MABHENA (ACTING)
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR P ERASMUS
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR R ELAND (ACTING)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR D SAVAGE)
THE DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES (VACANT)
THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MS J GANTANA)
THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MS S ROBINSON)
THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS A PICK)
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 (MR R BRUETON)
THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR P PIENAAR)
THE DIRECTOR: FINANCIAL GOVERNANCE (MS M VAN NIEKERK)
THE DIRECTOR: FISCAL POLICY (MR M BOOYSEN)
THE DIRECTOR: INFRASTRUCTURE (MS S VAN BREDA) (ACTING)
THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR F SALIE)
THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MS N RINQUEST)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR T NTSHINGILA)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR I TSIE)
THE DIRECTOR: LOCAL GOVERNMENT MFMA COORDINATION (MR D CRONJE)
THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS L SALLIES) (ACTING)
THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MS A ABOO)
THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS T VAN DE RHEEDE)
THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS M NICHOLAS)
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)

2023/24 REPORTING TIMEFRAMES I.R.O SUBMISSION OF RETURN AND DATA FORMS RELATED TO THE BUDGET AND TREASURY OFFICE

1. PURPOSE

To inform municipalities of the submission dates for the Budget and Treasury Office (BTO) return forms and progress reports for the 2023/24 municipal financial year.

2. BACKGROUND

Provincial Treasury, as required by section 5 and 34 of 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:

3.1 Western Cape Provincial Treasury

a) **Annexure A: Financial Management Capability Grant (FMCG)** – Municipalities are required to report on the following:

- **Financial Reporting:** Section 71 Report - Monthly budget statements (In-year monitoring) on the implementation of the grant allocation
- **Non-financial Reporting:** Section 52 Report - Quarterly report on the non-financial information on the implementation of the grant allocation.

NOTE: The Financial Management Support Grant (FMSG) and the Financial Management Capacity Building Grant (FMCBG) merged to form the Financial Management Capability Grant (FMCG) as part of the Western Cape Provincial Treasury Grant Review. The reporting on these two grants was consolidated, as shown in Table 1.

b) **Annexure B: Section 56/ 57 and Budget Treasury Office (BTO) Employees Quarterly Data Forms** - Municipalities are required to report quarterly to the Provincial Treasury on the status of their section 56/ 57 and officials in the Budget and Treasury Office, in terms of the number of vacant positions.

3.2 National Treasury

a) **Annexure C: Minimum Competency Levels** - The Municipal Minimum Competencies Regulation, 2007 and its 2018 amendments require municipalities to report to the National Treasury (NT) and Provincial Treasury (PT) on the progress of the minimum competency levels of officials affected by the Regulations. National Treasury provides a template (Annexure C – Minimum Competency Levels) for submitting the necessary information.

b) **Internship quarterly return form** - Municipalities are required to report quarterly to NT on the implementation of the Municipal Finance Management Internship Programme (MFMIP), with a copy to the PT. This permits the PT to identify support initiatives.

4. SCHEDULE OF REPORTING TIMEFRAMES

The following schedule has been compiled for the 2023/24 municipal financial year to assist municipalities with meeting reporting deadlines. Municipalities should ensure that they are submitting the requested information on the appropriate forms.

4.1 Western Cape Provincial Treasury Data Form

Table 1 provides the reporting requirements of municipalities to the PT on the specific requirements.

Table 1 Western Cape Provincial Treasury Schedule of reporting timeframe

NAME OF FORM	DESCRIPTION	SUBMIT TO	DUE DATE
Financial Management Capability Grant (FMCG) - External Bursary Programme (Annexure A)	As per MFMA Circular No.4/2023, the WC FMCG reporting will henceforth only be required as part of the standard monthly and quarterly reports submitted in terms of Sections 71 and 52 of the MFMA.		
Section 56/57 and Budget and Treasury office data form (Annexure B)	<ul style="list-style-type: none"> Municipalities must report monthly on grant expenditure against the original allocation in the S71 financial return submitted to PT. A non-financial return form (Annexure A to MFMA Circular No. 4/2023) must be completed quarterly and submitted as an attachment to the S52 report submitted to council and provincial treasury. 	<p>As per convention, monthly 71 IYM report submitted to National Treasury copying in MFMA.MFMA@westerncape.gov.za.</p> <p>Quarterly S52 performance report submitted to Provincial Treasury for the attention of Mr K Roman also copying in copying in MFMA.MFMA@westerncape.gov.za.</p> <p>For Attention: see Table 2 below and email to PT officials allocated to respective municipality</p>	<p>Monthly (Section 71 report)</p> <p>Quarterly (Section 52 report) (NB: Municipal Financial Management Act (Act 56 of 2003) (MFMA) section 71 and 52 in-year reporting structures)</p>
	<p>Quarterly data form pertaining to all officials in the Financial Department/ BTO. Reporting to be done for the following periods:</p> <p><u>2022/23 Municipal Financial Year</u></p> <ul style="list-style-type: none"> Q4: April - June 2023 <p><u>2023/24 Municipal Financial Year</u></p> <ul style="list-style-type: none"> Q1: July – September 2023 Q2: October – December 2023 Q3: January – March 2024 Q4: April – June 2024 		<p>Q4: 31/07/2023</p> <p>Q1: 31/10/2023</p> <p>Q2: 31/01/2024</p> <p>Q3: 28/04/2024</p> <p>Q4: 31/07/2024</p>

4.1. National Treasury Data Form

Table 2 provide the reporting requirements for the NT.

Table 2 National Treasury Schedule of reporting timeframe

NAME OF FORM	DESCRIPTION	SUBMIT TO	DUE DATE
Municipal Finance Management Internship Programme quarterly return form	<p>Quarterly MFMIP Interns form i.t.o interns. Reporting to be done for the following periods:</p> <p><u>2022/23 Municipal Financial Year</u></p> <ul style="list-style-type: none"> ● Q4: April – June 2023 	<p>Submit to National Treasury and copy Provincial Treasury</p> <p>For Attention:</p> <p>(a) National Treasury</p> <p>For attention: Maggie Thinyane (email to MFMACapacityBuilding@treasury.gov.za) and copy Provincial Treasury For Attention: See Table 2 below and email to PT official allocated to the respective municipality</p>	Q4: 31/07/2023
	<p><u>2023/24 Municipal Financial Year</u></p> <ul style="list-style-type: none"> ● Q1: July – September 2023 ● Q2: October – December 2023 ● Q3: January – March 2024 ● Q4: April – June 2024 	<p>(b) Provincial Treasury</p> <p>See Table 2 below and email to PT officials allocated to respective municipality.</p>	<p>Q1: 31/10/2023</p> <p>Q2: 31/01/2024</p> <p>Q3: 28/04/2024</p> <p>Q4: 31/07/2024</p>
Minimum Competency Regulation reporting (Annexure C)	<p>Bi-annual return form on which to report progress on municipal officials attaining minimum competency levels.</p> <p>Return form (Government Gazette No. 41996 of 26 October 2018)</p>	<p>Submit to National Treasury and copy Provincial Treasury</p> <p>For Attention:</p> <p>(a) National Treasury</p> <p>For attention: Maggie Thinyane (email to MFMACapacityBuilding@treasury.gov.za) and copy Provincial Treasury For Attention: See Table 3 below and email to PT official allocated to the respective municipality</p> <p>(b) Provincial Treasury</p> <p>See Table 3 below and email to PT officials allocated to respective municipality.</p>	<p>31/07/2023</p> <p>31/01/2024</p>

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 3 Provincial Treasury Contact person

Provincial Treasury Official - Allocated Municipalities	
<p>Deon Arends Tel No.: 021 483 4379 Email: Deon.Arends@westerncape.gov.za</p> <ol style="list-style-type: none"> 1. Knysna Local Municipality 2. Mossel Bay Local Municipality 3. Oudtshoorn Local Municipality 4. Bitou Local Municipality 5. City of Cape Town 6. 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"> 1. Garden Route District Municipality 2. George Local Municipality 3. Hessequa Local Municipality 4. Kannaland Local Municipality 5. Langeberg Local Municipality 6. 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"> 1. Central Karoo District Municipality 2. Prince Albert Local Municipality 3. Beaufort West Local Municipality 4. Laingsburg Local Municipality 5. Swartland Local Municipality 6. Matzikama Local Municipality 	<p>Tracy Bowers Tel No: 021 483 6694 Email: Tracy.Bowers@westerncape.gov.za</p> <ol style="list-style-type: none"> 1. Cape Winelands District Municipality 2. Breede Valley Local Municipality 3. Drakenstein Local Municipality 4. Stellenbosch Local Municipality 5. Witzenberg Local Municipality 6. Bergrivier Local Municipality
<p>Wendy Arendse Tel No: 021 483 4289 Email: Wendy.Arendse2@westerncape.gov.za</p> <ol style="list-style-type: none"> 1. Overberg District Municipality 2. Cape Agulhas Local Municipality 3. Overstrand Local Municipality 4. Swellendam Local Municipality 5. Theewaterskloof Local Municipality 6. Cederberg Local Municipality 	

5. CONCLUSION

Municipalities are requested to timeously adhere to the above Schedule of Reporting Timeframes. This will enable Provincial Treasury to identify where support is required and how this support can be planned for and provided.

MS MELISSA VAN NIEKERK
DIRECTOR: FINANCIAL GOVERNANCE