



**Western Cape
Government**

Provincial Treasury

SERVICE STANDARDS SCHEDULE

2025/26

BUSINESS UNIT ARCHITECTURE

1. Administration

- 1.1 Office of the Minister
- 1.2 Strategic and Operational Management Support
- 1.3 Financial Management

2. Sustainable Resource Management

Public Policy Services

- 2.1 Programme Support
- 2.2 Fiscal Policy
- 2.3 Budget Management
 - 2.3.1 Provincial Government Budgets
 - 2.3.2 Local Government Budgets
- 2.4 Public finance
 - 2.4.1 Provincial Government Finance (Expenditure Management)
 - 2.4.2 Public Finance: Local Government Finance (Groups 1, 2 and MFMA Coordination)
 - 2.4.3 Infrastructure
 - 2.4.4 Business Information and Data Management

3. Asset Management

- 3.1 Programme Support
- 3.2 Supply Chain Management
- 3.3 Supporting and Interlinked Financial Systems

4. Financial Governance

- 4.1 Programme Support
- 4.2 Accounting Services
 - 4.2.1 Local Government Accounting
 - 4.2.2 Provincial Government Accounting
- 4.3 Corporate Governance

1. Administration

Objective: To give strategic direction and to provide quality financial and other support services to the Minister and the Head of Department.

Business Unit	Service to internal Clients	Planned Deliverables
Management Services	To provide strategic and operational management support services.	<ul style="list-style-type: none">● (70%) Percentage of AI Copilot Prototype Responses.● (1) Strategic Report Automated in BI Dashboards● (100%) User acceptance Testing (UAT) completed
Financial Management	To assist the Accounting Officer to drive financial management in the Department.	<ul style="list-style-type: none">● (12) Signed IYM (In year monitoring) reports.● (12) Compliance with minimum financial management performance indicators report.● (12) Number of SCM (Supply Chain Management) reports on compliance with norms and standards.● (2) Asset verification reports.● (4) Status of Records Review reports● (4) Internal norms and standards reviewed.

2. Sustainable Resource Management

Objective: To ensure the efficient and effective management of provincial and municipal financial resources.

Business Unit	Client(s)	Service	Planned Deliverables
Fiscal Policy	Thirteen (13) Provincial Departments and 30 Municipalities (Local Government)	The Fiscal Policy Directorate oversees the province's fiscal framework, conducting research and revenue analysis while managing cash, banking, and investments. It supports local government cash management and informs sustainable fiscal strategies, including national transfers and revenue mobilization. The unit administers the Provincial Revenue Fund , monitors cash flow and revenue performance, and advises departments and municipalities on fiscal matters. Additionally, it provides oversight for the Western Cape Gambling and Racing Board (WCGRB) and manages legislative amendments related to the gambling sector.	<ul style="list-style-type: none"> ● (4) Research reports on Local and Provincial fiscal system provided on My Content ● (4) Provincial revenue management reports are available on the PT database. ● (4) Provincial Government Cash Management reports. ● (4) Performance reports submitted to the WCGRB. ● (1) Revenue retention reports produced.
Provincial Government Budget Office	Thirteen (13) Provincial Departments	The Provincial Government Budget Office conducts socio-economic, policy and budget matters to shape the provincial budget framework. It establishes principles, strategies, and priorities that guide financial resource allocation and management across the province.	<ul style="list-style-type: none"> ● (28) Provincial budget policy assessment reports ● (4) Reports on the implementation of the budget ● (2) Provincial Budget and Economic Publications
Local Government Budget Office	Thirty (28) Municipalities	The Local Government Budget Office (LGBO) conducts research, analysis, and advisory services on regional and local socio-economic conditions to enhance municipal planning and budgeting. It publishes the Municipal Economic Review and Outlook (MERO) , identifying opportunities and gaps for strategic responses. The LGBO evaluates municipal budgets, providing recommendations to improve responsiveness to socio-economic needs and policy goals. It also coordinates the SIME process, aligns provincial and municipal planning, and monitors municipal budget implementation through Service Delivery and Budget Implementation Plans (SDBIPs) .	<ul style="list-style-type: none"> ● (28) strategic Integrated Municipal Engagement reports submitted ● (100%) Municipal performance reports assessments ● (6) Municipal socio-economic intelligence reports developed

Provincial Government Finance	Thirteen (13) Provincial Departments	The Provincial Government Public Finance unit evaluates and monitors provincial budgets to enhance credibility, accountability, and efficiency. It ensures fiscal discipline by controlling expenditure within budget limits and identifying inefficiencies in a constrained fiscal environment. The unit supports departments in conducting expenditure reviews and implementing recommendations while managing personnel budgets through headcount oversight.	<ul style="list-style-type: none"> ● (28 Provincial budget assessment reports. ● (4) Quarterly reports on the implementation of the budget ● (2) Provincial budget publications
Local Government Finance	Thirty (30) Municipalities	The Local Government Public Finance unit facilitates and coordinates MFMA implementation across the Western Cape, supporting effective local governance. It aligns with national priorities and drives implementation through Intergovernmental Relations (IGR) , fostering collaboration between municipalities, provincial and national departments, and stakeholders. Key functions include monitoring, support, and intervention in budget execution, revenue, and expenditure management.	<ul style="list-style-type: none"> ● 100%) Monthly in-year monitoring assessment reports compiled by PT. ● (12) Consolidated IYM assessment reports. ● (4) Quarterly statements on the state of municipal budgets made public. ● (1) Annual Local Government Budget Performance Review publications developed. ● (58) SIME tabled budget assessment inputs for consolidated report and mid-year performance assessment in-puts to TIME reports ● (4) Reports on status of WC eMonitoring verifications submitted to NT. ● (4) For each forum, agenda, attendance register and in the event of a hybrid meeting, also the recording, hosted by the CFO ● (100%) Municipalities with unfunded budgets supported to develop Budget Funding Plans
Infrastructure	Thirteen (13) Provincial Departments	To promote the delivery of new and maintenance of existing physical infrastructure.	<ul style="list-style-type: none"> ● (32) Immovable asset Management reports assessed ● (4) Reports on the implementation of infrastructure budgets to Cabinet. ● (2) Provincial and Municipal Infrastructure In-vestment Publications (Adjusted and Main Budgets) tabled in Parliament. ● (84) Infrastructure Reporting Model (IRM) reports assessed ● (1) Infrastructure site visits conducted

<p>Business Information and Data Management</p>	<p>Internal – All Provincial Treasury components</p>	<p>Business Information and Data Management (BIDM) renders a client interface, data collating, data and information management and records management service to PT. The unit will continue to focus on the management of the centralised repository, thus providing a means for PT employees to enable proper decision making, safeguard information and facilitate the retention of information. The component is furthermore responsible for the facilitation and coordination of departmental and municipal MTEC processes and the related document flow as well as the technical refinement of Treasury publications and working papers.</p>	<ul style="list-style-type: none"> ● (4) Datasets managed ● (3) Budget Process plans managed
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3. Asset Management

Objective: To provide policy direction and to facilitate and enforce the management of provincial financial systems, supply chain and movable asset management within the provincial and municipal spheres.

Business Unit	Client(s)	Service	Planned Deliverables
Supply Chain Management	Thirteen (13) Departments Suppliers	To provide policy guidance and facilitating the management of supply chain and asset management practices through better procurement planning, capacity building, business process enhancement, for efficiency gains and enhancing relationships with suppliers.	<ul style="list-style-type: none"> ● (32) Municipalities & municipal entities assisted with standardised SCM and Asset Management business practices ● (5) Municipalities or municipal entities s SCM Insight Reports submitted. ● (3) Support programmes implemented ● (4) reports reflecting client support performance ● (4) Procurement disclosure reports ● (6) Reports on strategic sourcing interventions ● (53) SCM system insight reports submitted
Supporting and Interlinked Financial Systems	Thirteen (13) Provincial Departments	To provide for the implementation, management and oversight of provincially operated financial systems through training of users in accordance with their system profiles, effective user account management, optimal utilisation of systems for migration to the IFMS.	<ul style="list-style-type: none"> ● (13) Votes assisted with support system ● (13) Votes assisted with end-user training ● (5) System modules implemented ● (13) Votes assisted with financial reporting

4. Financial Governance

Objective: To promote accountability and financial governance in departments, entities and municipalities.

Business Unit	Client(s)	Service	Planned Deliverables
Local Government Accounting	Thirty (30) Municipalities	To improve the application of accounting standards and financial reporting within municipalities by providing support and training to municipalities.	<ul style="list-style-type: none"> ● (30) monitoring of municipal accounting assessment report ● (9) Support initiatives strengthening the application an understanding of the accounting standards. ● (100%) Reconciliation of AFS data strings
Provincial Government Accounting and Compliance	Thirteen (13) Departments	To improve the application of accounting practices in line with the reporting frameworks, prepare provincial consolidated financial statements and prepare for financial governance reform by training and building capacity within departments.	<ul style="list-style-type: none"> ● (1) Governance performance engagement report or support plans ● (2) internal control interventions attendance records or action minutes or presentations ● (14) Assessment reports on the AFS/IFS (reporting frameworks and standards) ● (11) Assessment reports on the AFS/IFS (reporting frameworks and standards) ● (1) Tabling letter to Speaker and ACFS publication. ● (6) Presentations; or Attendance registers; or Action minutes of interventions to inform the application of accounting standards for departments and entities ● (13) CGRO self-assessment reports

Corporate Governance	Thirty (30) Municipalities	To develop, monitor and advise on norms and standards of corporate governance by supporting the development, implementation and enforcement of a generic set of corporate governance standards	<ul style="list-style-type: none"> ● (30) Integrated governance assessment reports ● (10) Municipal support initiatives and finance capacity building and training ● (12) Support initiatives on internal audits and risk management ● (1) Support initiatives to departments on financial legal frameworks and policies ● (3) support initiatives to municipalities on financial legal frameworks and policies
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