

MPUMALANGA PROVINCIAL GOVERNMENT

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Department of Finance Office of the HOD

Litiko LeteTimali

UmNgango weZemali

Departement van Finansies

Kgoro ya Matlotlo

Enquiries : Ms J Bezuidenhout X4519

Ref No : DOF 13/1/R

PROVINCIAL TREASURY CIRCULAR 25 OF 2013

TO:

THE ACCOUNTING OFFICER: VOTE 1: OFFICE OF THE PREMIER (DR NONHLANHLA MKHIZE)
THE ACCOUNTING OFFICER (ACTING): VOTE 2: PROVINCIAL LEGISLATURE (MR JB SILINDA)
THE ACCOUNTING OFFICER: VOTE 3: FINANCE (MS NZ NKAMBA)
THE ACCOUNTING OFFICER: VOTE 4: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
(MR D MAHLOBO)
THE ACCOUNTING OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT AND LAND
ADMINISTRATION (MS NL SITHOLE)
THE ACCOUNTING OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENTAL AND TOURISM
(DR DV DLAMINI)
THE ACCOUNTING OFFICER: VOTE 7: EDUCATION (MS MOC MHLABANE)
THE ACCOUNTING OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (MR KM MOHLASEDI)
THE ACCOUNTING OFFICER: VOTE 9: SAFETY SECURITY & LIAISON (MR ST SIBUYI)
THE ACCOUNTING OFFICER: VOTE 10: HEALTH (MR R MNISI)
THE ACCOUNTING OFFICER: VOTE 11: CULTURE SPORTS AND RECREATION (MS SP MJWARA)
THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS NL MLANGENI)
THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENT (MR S MTSWENI)

THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (MR K DLAMINI)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL LEGISLATURE (MR S SANYANE)
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 3: FINANCE (MS L MLAMBO)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
(MR DR SHIPALANA)
THE CHIEF FINANCIAL OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT AND LAND
ADMINISTRATION (MR C DLAMINI)
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENTAL AND TOURISM
(MS JP HLATSHWAYO)
THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION (MR C MNISI)
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT
(MR S MATSEBULA)
THE CHIEF FINANCIAL OFFICER: VOTE 9: SAFETY SECURITY & LIASON (MR BH NGOMA)
THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (MR R MAGUDULELA)
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 11: CULTURE SPORTS AND RECREATION
(MS PS KHOZA)
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS P MORGAN)
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 13: HUMAN SETTLEMENT (MS SA SEFALA)

DATABASE OF POLICIES AND PROCEDURES

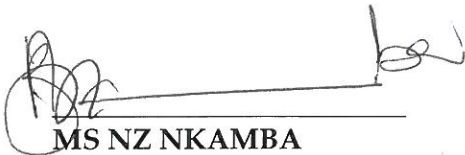
The Provincial Treasury received earmarked funds from the National Treasury in support of capacity building.

The Provincial Treasury utilised the funds to compile policies and procedures as well as flow chart in line with the list of proposed policies and procedures issued by National Treasury.

These documents are available on the Provincial Intranet for utilisation by your Department. A presentation is attached on the method to access the documents.

It will be appreciated if your Department could download the documents where gaps are experienced and adopt them according to departmental procedures.

Regards



MS NZ NKAMBA
HEAD OF DEPARTMENT

DATE: 26/8/2013

STANDARDISED POLICIES, PROCEDURES AND FLOW CHARTS



finance

Department:
Finance

MPUMALANGA PROVINCIAL GOVERNMENT



Intranet

- <http://umtfombolwati.mpg.gov.za>

provincial intranet
MPUMALANGA PROVINCIAL GOVERNMENT

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Provincial Government

DEPARTMENT PORTALS
Go to various portals

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Breaking News And Alerts

- Some Hospital Labs Operational Again
- Govt Not Planning To Scrap Provinces
- South Africans Urged To Be Responsible On Roads
- Gauteng Launches Food Security Project
- Moody's Downgrades Italy, Spain
- Road Show To Get South Africans Weather Smart

Quick Links

- South African Government
- Mpumalanga Provincial Government
- Umlahele
- Logik Online
- Syscon

Intranet

provincial intranet
MPUMALANGA PROVINCIAL GOVERNMENT

MPUMALANGA
A Pioneering Spirit

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Provincial Government

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Mpumalanga Provincial Intranet Home
Mpumalanga Provincial SharePoint Portal

Welcome to the Secure Document Portal

Safely and securely share and contribute data, projects, documents, presentations and forms by using this SharePoint portal. The Primary document library for this department is located at the site administrator if you would like to have access uploading content to this portal.

Shared Documents

Type	Name	Modified	Modified By
Folder	Bills	6/18/2012 12:40 PM	System Account
Folder	Guidelines, Manuals and Instructions	6/18/2012 12:41 PM	System Account
Folder	Memorandum	6/18/2012 12:41 PM	System Account
Folder	Policies	6/18/2012 12:41 PM	System Account
Folder	Provincial Flow Charts	4/5/2013 11:45 AM	Martin Otto Admin
Folder	Provincial Policies	4/5/2013 11:45 AM	Martin Otto Admin
Folder	Provincial Processes	4/5/2013 11:45 AM	Martin Otto Admin
Folder	Public Information	6/18/2012 12:41 PM	System Account

Libraries
Site Pages
Shared Documents

LISTS
Calendar
Tasks

DISCUSSIONS
Team Discussion

All Site Content

08:06 AM
2013/04/16

Intranet

The screenshot shows a web browser window displaying an intranet page. The browser's address bar shows the URL: http://10.168.176.55:8080/portal/index.php?option=com_content. The page is titled "Documents" and features a table of document entries. Below the table, there are sections for "Quick Contact Details" and "Vision/Mission" statements. The system clock in the top right corner indicates the date and time as 08:10 AM on 2013/04/16.

Name	Type	Modified	Modified By
Bills	Folder	6/18/2012 12:40 PM	System Account
Guidelines, Manuals and Instructions	Folder	6/18/2012 12:41 PM	System Account
Memorandum	Folder	6/18/2012 12:41 PM	System Account
Policies	Folder	6/18/2012 12:41 PM	System Account
Provincial Flow Charts	Folder	4/5/2013 11:45 AM	Martin Otto Admin
Provincial Policies	Folder	4/5/2013 11:45 AM	Martin Otto Admin
Provincial Processes	Folder	4/5/2013 11:45 AM	Martin Otto Admin
Public Information	Folder	6/18/2012 12:41 PM	System Account
Regulations	Folder	6/18/2012 12:41 PM	System Account
Strategic and Business Plans	Folder	6/18/2012 12:41 PM	System Account
Template	Folder	6/18/2012 12:41 PM	System Account

Quick Contact Details

Holline Numbers
 Presidential Hotline: 17737
 Anti-Corruption Hotline: 0600 701 701

Vision
 Towards a strategic centre for co-operative and good governance in Mpumalanga Province.
 The significant strides made are the cumulative efforts of management and staff of the Office of the Premier led by the Director-General who has been singularly focused on realising co-operative and good governance that serves as a yardstick for all other Government institutions in the Province.

Mission
 To ensure equitable transformation and enhancement of the image of the Mpumalanga Provincial Government through the provision of advice and information, co-ordination, monitoring and support services.
 The Mission Statement of the Office of the Premier dictated the peace at which the Director-General led both the transformation and good governance agenda in the Province.

Intranet

forms by using this SharePoint Portal. The Primary document library for this department is shown below. Contact the site administrator if you would like to have access uploading content to this portal.

Shared Documents

Type	Name	Modified	Modified By
	Administration and Control of Transfer Payments Flow Chart	4/12/2013 12:51 PM	Martin Otto Admin
	Asset Management flow Chart	4/12/2013 12:51 PM	Martin Otto Admin
	Authorisation of Payments Flow Chart	4/12/2013 12:51 PM	Martin Otto Admin
	Basic Accounting Records and Related Matters Flow Chart	4/12/2013 12:51 PM	Martin Otto Admin
	Budget Control Flow Chart	4/12/2013 12:51 PM	Martin Otto Admin
	Debtor Management Flow Chart	4/12/2013 12:51 PM	Martin Otto Admin
	Financial Misconduct Flow Chart	4/12/2013 12:51 PM	Martin Otto Admin
	Liability Management Flow Chart	4/12/2013 12:51 PM	Martin Otto Admin
	Management of losses and Claims Flow Chart	4/12/2013 12:51 PM	Martin Otto Admin
	Monthly and Annual Reports Flow Chart	4/12/2013 12:51 PM	Martin Otto Admin
	Monthly Business Renovation	4/12/2013 12:51 PM	Martin Otto Admin

Quick Contact Details

Holline Numbers
 Presidential Hotline: 17737
 Anti-Corruption Hotline: 0800 701 701

Vision
 Towards a strategic centre for co-operative and good governance in Mpumalanga Province.
 The significant strides made are the cumulative efforts of management and staff of the Office of the Premier by the exemplary and dynamic leadership of the Director-General who has been singularly focused on realising co-operative and good governance that serves as a yardstick for all

Mission
 To ensure equitable transformation and enhancement of the image of the Mpumalanga Provincial Government through the provision of advice and information, co-ordination, monitoring and support services.
 The Mission Statement of the Office of the Premier declared the peace at which the Director-General led both the transformation and good governance



finance
 Department:
 Finance
MPUMALANGA PROVINCIAL GOVERNMENT

Intranet

The screenshot shows a web browser window with the following content:

- Browser Address Bar:** http://10169.17655.primpa/index.php?option=com_w...
- Page Header:** A large image of a tree against a sunset sky.
- Discussions:** Team Discussion, All Site Content.
- Shared Documents Table:**

Type	Name	Modified	Modified By
	Accrued Revenue Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Administration and Control of Transfer Payments Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Asset Management Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Authorisation of Payments Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Basic Accounting Records and Related Matters Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Budget Control Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Cellular Phones and 3G Cards Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Contract Management Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Debtor Management Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Departmental Catering Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Financial Misconduct Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Liability Management Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Management of Losses and Claims Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Monthly and Annual Reports Policy	4/5/2013 11:45 AM	Martin Otto Admin
	Monthly Budget Reporting Policy	4/5/2013 11:45 AM	Martin Otto Admin
- Navigation Tabs:** Quick Contact Details, Vision, Mission.
- Quick Contact Details:**
 - Hotline Numbers
 - Presidential Hotline: 17727
- Vision:** Towards a strategic centre for co-operative and good governance in Mpumalanga Province.
- Mission:** To ensure equitable transformation and enhancement of the image of the Mpumalanga Provincial Government through the provision of



Intranet

The screenshot displays an intranet interface with a header image of a sunset over a tree. The main content area is divided into several sections:

- Discussions:** A section for team discussions, currently showing "All Site Content".
- Shared Documents:** A table listing various administrative processes, all modified by Martin Otto Admin on 4/5/2013 at 11:45 AM.
- Quick Contact Details:** Information regarding hotline numbers and a presidential hotline.
- Vision:** A statement about strategic center for co-operative and good governance in Mpumalanga Province.
- Mission:** A statement about ensuring equitable transformation and enhancing the image of the Mpumalanga Provincial Government.

Shared Documents	Type	Name	Modified	Modified By
	Word Document	Administration and Control of Transfer Payments Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Asset Management Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Authorisation of Payments Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Basic Accounting Records and Related Matters Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Budget Control Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Debtor Management Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Financial Misconduct Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Liability Management Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Management of Losses and Claims Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Monthly and Annual Reports Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Monthly Budget Reporting Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Procurement Methods and Processes Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Recovery of Payments Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Revenue Collection Process	4/5/2013 11:45 AM	Martin Otto Admin
	Word Document	Revenue Reporting Process	4/5/2013 11:45 AM	Martin Otto Admin

Quick Contact Details

Hotline Numbers
 Presidential Hotline: 1 7247

Vision
 Towards a strategic centre for co-operative and good governance in Mpumalanga Province.

Mission
 To ensure equitable transformation and enhancement of the image of the Mpumalanga Provincial Government through the provision of