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SigcinaMafa SesiFundza

UmNyango weeMali ZesiFunda

Provinsiale Tesourie

Enquiries : Ms BS Gunqisa x 8682
Ref : MPT 12/1/1

TREASURY CIRCULAR NO. 48 OF 2016

TO:

THE MUNICIPAL MANAGER: BUSHBUCKRIDGE LOCAL MUNICIPALITY (MR C LISA)
THE MUNICIPAL MANAGER: UMJINDI LOCAL MUNICIPALITY (MR DP MSIBI)
THE MUNICIPAL MANAGER: NKOMAZI LOCAL MUNICIPALITY (MR MD NGWENYA)
THE MUNICIPAL MANAGER: MBOMBELA LOCAL MUNICIPALITY (MR N SEANEGO)
THE ACTING MUNICIPAL MANAGER: THABA CHWEU LOCAL MUNICIPALITY (MR L MOKWENA)
THE ACTING MUNICIPAL MANAGER: EHLANZENI DISTRICT MUNICIPALITY
(MR HS SHABANGU)
THE ACTING MUNICIPAL MANAGER: STEVE TSHWETE LOCAL MUNICIPALITY (MR M MNGUNI)
THE MUNICIPAL MANAGER: THEMBSILE HANI LOCAL MUNICIPALITY (MR O NKOSI)
THE MUNICIPAL MANAGER: VICTOR KHANYE LOCAL MUNICIPALITY (MR MJ MAHLANGU)
THE MUNICIPAL MANAGER: EMAKHAZENI LOCAL MUNICIPALITY
(MS EK TSHABALALA)
THE MUNICIPAL MANAGER: EMALAHLENI LOCAL MUNICIPALITY
(MR T VAN VUUREN)
THE MUNICIPAL MANAGER: DR JS MOROKA LOCAL MUNICIPALITY (MR BS MAHLANGU)
THE MUNICIPAL MANAGER: NKANGALA DISTRICT MUNICIPALITY (MS MM SKOSANA)
THE MUNICIPAL MANAGER: CHIEF ALBERT LUTHULI LOCAL MUNICIPALITY (MR VN MPILA)
THE MUNICIPAL MANAGER: DIPALESENG LOCAL MUNICIPALITY (MR SL NETSHIVALE)
THE MUNICIPAL MANAGER: DR PIXLEY KA ISAKA SEME LOCAL MUNICIPALITY
(MR PB MALEBYE)
THE MUNICIPAL MANAGER: GOVAN MBEKI LOCAL MUNICIPALITY (MR MF MAHLANGU)
THE MUNICIPAL MANAGER: LEKWA LOCAL MUNICIPALITY (MR L TSHABALALA)
THE MUNICIPAL MANAGER: MKHONDO LOCAL MUNICIPALITY (MR MJS MABUZA)
THE MUNICIPAL MANAGER: MSUKALIGWA LOCAL MUNICIPALITY (MR ZT SHONGWE)
THE MUNICIPAL MANAGER: GERT SIBANDE DISTRICT MUNICIPALITY (MR CA HABILE)

HEAD: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS: (MR TP NYONI)
THE PROVINCIAL EXECUTIVE OFFICER: SOUTH AFRICAN LOCAL GOVERNMENT
ASSOCIATION (MS G LANGA)
THE CHIEF DIRECTORATE: FINANCIAL GOVERNANCE: PROVINCIAL TREASURY
THE CHIEF DIRECTORATE: ASSETS AND LIABILITIES MANAGEMENT: PROVINCIAL
TREASURY
THE CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT: PROVINCIAL
TREASURY

GENERAL REPORTING OBLIGATION

In terms of Section 74(1) of the Municipal Finance Management Act, No. 56 of 2003, "the accounting officer of a Municipality must submit to the National Treasury, the Provincial Treasury, the Department of Local Government in the province or the Auditor-General such information, returns, documents, explanations and motivations as may be prescribed or required."

It has come to our attention that Municipalities are submitting documents and returns to lgdocuments@treasury.gov.za and lgdatabase@treasury.gov.za without the correct reference or naming hence, the list of outstanding documents and returns remains a concern.

Municipalities should take note of the following critical requirements when submitting both electronic and hard copy documents and returns:

- a) All documents must have the municipal logo,
- b) All documents must be signed by the Municipal Manager and Chief Financial Officer,
- c) The Municipality must clearly indicate whether the document is DRAFT or FINAL (**not final draft**),
- d) Documents must be sent individually and should not be attached together. (e.g. draft budget document, draft budget quality certificate, draft budget council resolution, etc.)
- e) Both hard copy and the electronic copy should indicate the correct municipal code and financial year (e.g. MP327-Draft budget document 2016-17),
- f) When sending returns, the Municipality must ensure that the file name, year and municipal code is correct (e.g. MP327_OSA_2017_M01, **no space in between**),
- g) Documents must be submitted on the PDF format,
- h) Information on the documents must be clearly visible,
- i) Table of content of every document must be updated at all times,
- j) In a case of monthly, quarterly, bi-annually and annual returns, a **nil return** must be submitted if there were no activities.

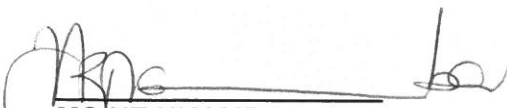
Please be advised that should the Municipality fail to adhere to the above requirements, the documents and returns are regarded as null and void.

Attached please find Annexure 1 indicating a list of all returns that must be submitted. Municipalities are further reminded to **download new return forms every financial year** as some are updated on an annual basis.

All queries and comments can be forwarded to ledilel@mpg.gov.za, 013 766 8702 / 079 507 7949

Your co-operation is appreciated.

Regards.


MS NZ NKAMBA
HEAD: PROVINCIAL TREASURY
DATE: 1/19 /2016

ANNEXURE 1

YEARLY BUDGETED RETURNS	ACRONYM
Assets Management	AM
Reconciliation of IDP to Budget	SP
Cash Flow Budget	CFB
Budgeted Capital Acquisition	CA
Statement of Financial Position Budget	BS
Statement of Financial Performance Budget	OSB
Grants and Subsidies Received	GSR
Grants and Subsidies Given	GSG

REVISED/ADJUSTED BUDGETED RETURNS	ACRONYM
Assets Management Revised	AMR
Statement of Financial Performance Revised	OSR
Cash Flow Revised	CFR
Capital Acquisition Revised	CAR
Statement of Financial Position Revised	BSR

AUDITED RETURNS	ACRONYM
Assets Management Audited	AMA
Statement of Financial Performance Audited	OSAA
Cash Flow Audited	CFAA
Capital Acquisition Audited	CAAA
Statement of Financial Position Audited	BSA
Aged Creditors Audited	ACA
Aged Debtors Audited	ADA

QUARTERLY RETURNS	ACRONYM
Quarterly Borrowing Monitoring	BM
Investment Management	IM
MFMA Implementation Return	MFMI
Municipal Entities Return	ME
Long Term Contract Return	LTC

SIX MONTHLY RETURN	ACRONYM
Competency Level Returns	COM

IYM MONTHLY RETURNS (Section 71)	ACRONYM
Cash Flow Actual	CFA
Capital Acquisition Actual	CAA
Statement of Financial Position Actual	BSAC
Statement of Financial Performance Actual	OSA
Aged Creditors	AC
Aged Debtors	AD
Repairs and Maintenance by expenditure items	RME

MONTHLY CONDITIONAL GRANTS RETURNS	ACRONYM
Local Government Financial Management Grant	FMG
Municipal Infrastructure Grant	MIG
Municipal Systems Improvement Grant	MSIG
Municipal Disaster Recovery Grant	DRCG
Water Services Infrastructure Grant	MWIG (6B)
Water Services Infrastructure Grant	MWIG (5B)
Municipal Demarcation Transition Grant (Pre-Election)	MDTG (5B)
Municipal Demarcation Transition Grant (Post-Election)	MDTG (6B)
Intergrated National Electrification Programme Grant	INEP (Municipal)

Intergrated National Electrification Programme Grant	INEP (ESKOM)
Infrastructure Skills Development Grants	ISD
Expanded Public Works Programme integrated Grants for Municipalities	EPWP
Regional Bulk Infrastructure Grant	RBIG(5B)
Regional Bulk Infrastructure Grant	RBIG(6B)
Rural Roads Asset Management System Grant	RRAMS (5B)
Neighbourhood Development Partnership Grand(Techncial Assistance)	NDPG
Neighbourhood Development Partnership Grand(Capital Grant)	NDPG
Public Transport Network Grant	PTNG

YEARLY BUDGET DOCUMENTS	TYPE
Budget Documents	Draft and Final
A1 Schedule	Draft and Final
Budget Resolution	Draft and Final
Budget Quality Certificate	Draft and Final
IDP	Draft and Final
SDBIP	Draft and Final
Service Standard	Draft and Final
Financial Statement	Draft and Final (Stamped)
Appropriation Statement	Draft and Final (Stamped)
Budget Documents	
Budget Resolution Revised	
Budget Quality Certificate Revised	
Mid-Year Budget Performance Assessment	
Mid-Year Budget Performance Assessment Resolution	
B Schedule	
Budget Locking Certificate	
MTREF Budget Schedule/ Time table	
Audit Report	
Management Report	
Annual Report	
Oversight Report	