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PROVINCIAL TREASURY CIRCULAR NO. 38 OF 2025

TO:

ALL MUNICIPAL MANAGERS

ALL FINANCIAL OFFICERS

CC:

THE DIRECTOR GENERAL: OFFICE OF THE PREMIER

THE CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT

THE CHIEF DIRECTORATE: ASSETS AND LIABILITIES MANAGEMENT

THE CHIEF DIRECTORATE: FINANCIAL GOVERNANCE

**SUBJECT: SUBMISSION OF COMPLIANCE REPORT: MONITORING ON THE
IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT INFORMATION IN LOCAL
GOVERNMENT**

1. PURPOSE

This circular is intended to enhance compliance on monthly reporting of Supply Chain Management information by municipalities.

2. BACKGROUND

The Provincial Treasury's mandate is to oversee and monitor the implementation of Supply Chain Management by departments, public entities listed on schedule 3C to the Public Finance Management Act and municipalities in the Province. To achieve this objective, the Provincial Treasury, amongst other things, relies on monthly reporting by Government institutions mentioned above.

In terms of the Municipal Finance Management Act, No. 56 of 2003, Sections 74(1) and 104(1) (b) an Accounting Officer of a Municipality should submit information regarding the implementation of Supply Chain Management to the Provincial Treasury in the format as well as at intervals as it may be determined by the Provincial Treasury as and when necessary.

To this end, the Provincial Treasury has developed a reporting template which is supposed to be used by all Municipalities whenever reporting on information relating to Supply Chain

Management on a monthly basis.

3. DISCUSSION

PROVINCIAL TREASURY'S DIRECTIVE TO MUNICIPALITIES

The Provincial Treasury hereby directs as follows:-

- a) Municipalities should report information relating to Supply Chain Management to the Provincial Treasury, in the format as captured on the attached template and annexures on a monthly basis, **within seven (7) days** after the end of each month.
- b) All reports submitted should be signed upon submission; reports that are not signed will be regarded as non-submission.

Municipal Managers should disseminate the contents of this Circular to their respective Chief Financial Officers and Supply Chain Management units for implementation.

All submissions should be forwarded to Ms Emma Modupi at the email address: emashiane@mpg.gov.za.



MS. GUGU MASHITENG
HEAD: PROVINCIAL TREASURY
DATE: 27-06-2025