



Nokuthula Simelane Building, No 7 Government Boulevard, Riverside Park Extension 2, **MBOMBELA** 1200  
 Private Bag x11205, **MBOMBELA** 1200  
 013 766 4437

SigcinaMafa SesiFundza

UmNyango weeMali ZesiFunda

Provinsiale Tesourie

Enquiries : MS. N.E. MODUPI Ext 4285

Ref 14/4/P

## **PROVINCIAL TREASURY CIRCULAR NO. 39 OF 2025**

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**TO:**

**ALL MUNICIPAL MANAGERS**

**ALL CHIEF 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**

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**SUBJECT: SUBMISSION OF CONTRACT REGISTERS FOR ALL EXISTING CONTRACTS**

### **1. PURPOSE**

All Accounting Officers of Municipalities in Mpumalanga Province are hereby requested to submit contract registers of all existing contracts.

### **2. BACKGROUND**

In terms of Section 116 of the Municipal Finance Management Act, No. 56 of 2003, Accounting Officers need to prioritize the importance of contract management for enhancing compliance on procurement processes, mitigate audit findings initiated by poor management of contracts and maintain accurate filing or good record keeping of Supply Chain Management information.

### **3. DISCUSSION**

Contracts and contract management are of significance to ensure completeness of all contractual agreements. In terms of Section 116 of the Municipal Finance Management Act, No. 56 of 2003 "a contract or an agreement procured through the Supply Chain Management system of a municipality or municipal entity must be in writing and stipulate the terms and conditions of the contract or agreement, which must include provisions providing for the termination of the contract or agreement in the case of non or underperformance." The Accounting Officer of a municipality or municipal entity must:

- a) take all reasonable steps to ensure that a contract or agreement procured through the supply chain management policy of the municipality or municipal entity is properly enforced;
- b) the contract has been signed by the Municipal Manager;
- c) that it should be captured into the contract register and that the register should at least be monitored on a regular basis or monthly basis;
- d) that on a monthly basis the performance of the contractor should be reviewed in line with the contract or agreement;
- e) and any other matters that may be prescribed.

#### **SUBMISSION OF CONTRACT REGISTERS FOR THE 2025/2026 FINANCIAL YEAR**

Municipalities are requested to submit their updated contract registers to the Provincial Treasury to ensure uniformity on contract management as per SCM requirements and enable the Provincial Treasury to monitor the processes for compliance purposes **on or before 31 July 2025.**

All Municipalities should further **report quarterly** on the amendment of contract registers. The reports must be submitted 15 days after the closure of the quarter.

All registers and quarterly updated registers thereof should be captured on the template which is attached herewith as Annexure "A".

Municipal Managers should disseminate the contents of this Circular to their respective Chief Financial Officers and Supply Chain Management Units in order to accelerate the submission process.

All submission should be forwarded to Ms Emma Modupi at email address: [emashiane@mpg.gov.za](mailto:emashiane@mpg.gov.za).



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**MS. GUGU MASHITENG**  
**HEAD: PROVINCIAL TREASURY**

DATE: 27-06-2025