

# MPUMALANGA PROVINCIAL GOVERNMENT

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## Department of Finance

Litiko LeteTimali

UmNyango weZeemali

Departement van Finansies

Kgoro ya Matlotlo

Enquiries: Ms B Gungisa

### PROVINCIAL TREASURY CIRCULAR MUN: No. 12 of 2011

THE MUNICIPAL MANAGER, EHLANZENI DISTRICT: MR H MBATHA  
THE MUNICIPAL MANAGER, THABA CHWEU MUNICIPALITY: MR LCB RALEBIPI  
THE MUNICIPAL MANAGER, NKOMAZI MUNICIPALITY: MR MR MKHATSHWA  
THE MUNICIPAL MANAGER, NKANGALA DISTRICT: MR TC MAKOLA  
THE MUNICIPAL MANAGER, STEVE THSWETE MUNICIPALITY: MR W FOUCHE  
THE ADMINISTRATOR, THEMBISILE MUNICIPALITY: MR V KUBHEKA  
THE MUNICIPAL MANAGER, EMAKHAZENI MUNICIPALITY: MR O NKOSI  
THE MUNICIPAL MANAGER, GERT SIBANDE DISTRICT: MR MA NQOBO  
THE MUNICIPAL MANAGER, GOVAN MBEKI: DR LH MATHUNYANE  
THE MUNICIPAL MANAGER, MSUKALIGWA MUNICIPALITY: MR TBW DLAMINI  
THE ADMINISTRATOR, LEKWA MUNICIPALITY: MR JI SINDANE  
THE MUNICIPAL MANAGER, DIPALESENG MUNICIPALITY: MR P MALEBYE  
THE MUNICIPAL MANAGER, PIXLEY KA SEME MUNICIPALITY: MR MNGOMEZULU  
ACTING MUNICIPAL MANAGER, UMJINDI MUNICIPALITY: MS S MNISI  
ACTING MUNICIPAL MANAGER, BUSHBUCKRIDGE MUNICIPALITY: MR A MAPAILE  
ACTING MUNICIPAL MANAGER, MKHONDO MUNICIPALITY: MR KE MPUNGOSE  
ACTING MUNICIPAL MANAGER, EMALAHLENI MUNICIPALITY: MR R MUKONDELELI  
ACTING MUNICIPAL MANAGER, DR JS MOROKA: MR BTJ MABENA  
ACTING MUNICIPAL MANAGER, VICTOR KHANYE MUNICIPALITY: MR S WEBER  
ACTING MUNICIPAL MANAGER, ABERT LUTHULI: MR VN MPILA  
ACTING MUNICIPAL MANAGER, MBOMBELA MUNICIPALITY: MS N MTHEMBU

THE CHIEF FINANCE OFFICER, BUSHBUCKRIDGE MUNICIPALITY: MR E NYALUNGU  
THE CHIEF FINANCE OFFICER: STEVE TSHWETE MUNICIPALITY: MR F NAUDE  
THE CHIEF FINANCE OFFICER, VICTOR KHANYE: MRS H BOTES  
THE CHIEF FINANCE OFFICER, GERT SIBANDE MUNICIPALITY: MR A SINGH  
THE CHIEF FINANCE OFFICER, GOVAN MBEKI MUNICIPALITY: MR JM MOKGATSI  
THE CHIEF FINANCE OFFICER, ALBERT LUTHULI MUNICIPALITY: MR K NHLABATHI  
THE CHIEF FINANCE OFFICER, MSUKALIGWA MUNICIPALITY: MR D BOERS  
THE CHIEF FINANCE OFFICER, MKHONDO MUNICIPALITY: MR M MPHELO  
THE CHIEF FINANCE OFFICER, DIPALESENG MUNICIPALITY: MS J LUUS  
THE CHIEF FINANCE OFFICER, PIXLEY KA SEME MUNICIPALITY: MR JA LINDE

ACTING CHIEF FINANCE OFFICER, EHLANZENI DISTRICT: MR W KHUMALO  
ACTING CHIEF FINANCE OFFICER, UMJINDI MUNICIPALITY: MR C VAN DER WESTHUIZEN  
ACTING CHIEF FINANCE OFFICER, THABA-CHWEU MUNICIPALITY: MR G LANDMAN  
ACTING CHIEF FINANCE OFFICER, NKOMAZI MUNICIPALITY: MR J MKHONTO  
ACTING CHIEF FINANCE OFFICER, MBOMBELA MUNICIPALITY: MR O MOKOENA  
ACTING CHIEF FINANCE OFFICER, NKANGALA DISTRICT: MR T STRYDOM  
ACTING CHIEF FINANCE OFFICER, EMALAHLENI MUNICIPALITY: MR A MAKGALE  
ACTING CHIEF FINANCE OFFICER: THEMBISILE HANI MUNICIPALITY: MR T RATAU  
ACTING CHIEF FINANCE OFFICER: DR JS MOROKA MUNICIPALITY: MR S MONAGENG  
ACTING CHIEF FINANCE OFFICER, EMAKHAZENI MUNICIPALITY: MR G GROENEWALD  
ACTING CHIEF FINANCE OFFICER, LEKWA MUNICIPALITY: MR L MULAUDZI

THE ACTING HEAD OF DEPARTMENT: PROVINCIAL TREASURY (MR JB MBATHA)  
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MS NZ NKAMBA)  
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MS J BEZUIDENHOUT)  
THE SENIOR MANAGER: MUNICIPAL FINANCE: MS BS GUNQISA  
THE ACTING SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL: MR HL SILAULE  
THE SENIOR MANAGER: MUNICIPAL FISCAL DISCIPLINE: MS S MGAGULI  
THE SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT: MR R MASAMBO  
THE SENIOR MANAGER: PHYSICAL ASSETS MANAGEMENT  
THE MANAGER: RISK MANAGEMENT: MR O SKOSANA  
THE MANAGER: INTERNAL AUDIT: MS N CLARK  
THE HEAD OF DEPARTMENT: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS:  
MR MD MAHLOBO

## **DRAFT BUDGET TABLING AND SUBMISSION FOR 2011/12**

### **1. Introduction**

The aim of this circular is to encourage municipalities to adhere to the timeframes stipulated in the Municipal Finance Management Act (No 56 of 2003)[MFMA] with regards to the tabling and submission of draft annual budgets. Municipal Annual budget is an important document in respect of municipalities and municipal entities which promotes transparency, accountability and ensures effective service delivery. For this reason it is important that the Accounting Officer ensures a quality draft budget is tabled as well as taking into account the prescribed timeframes related to it. The timely submission of reports to Provincial Treasury and the Department of Local Government and Housing would also enable the Departments to perform an analysis and provide consolidated feedback accordingly.

### **2. Background**

2.1 In terms of section 16 (1) of the MFMA the Council of a municipality must for each year approve an annual budget for a municipality before the start of that financial year.

(2) In order for a municipality to comply with subsection(1), the mayor of the municipality must table the annual budget at council meeting at least 90 days before the start of the budget year.

- 2.2 The Act further states that immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must-
- (a) in accordance with chapter 4 of the Municipal Systems Act-
    - (i) make public the annual budget and the documents referred to in section 17 (3)
    - (ii) invite the local community to submit representations in connection with the budget
  - (b) submit the annual budget-
    - (i) in both printed and electronic formats to the National Treasury and the relevant Provincial Treasury and
    - (ii) in either format to any prescribed national or provincial organs of state and to other municipalities affected by the budget.

### 3. Request

- 3.1 To facilitate oversight of compliance with Municipal Budget Reporting Regulations, accounting officers are reminded that:
- Section 22 (b) (1) of the MFMA requires that immediately after an annual budget is tabled in a municipal council it must be submitted to the National Treasury and the relevant Provincial Treasury in both printed and electronic formats.

The Municipal Manager must submit:

- the budget documentation as set out in Schedule A of the Municipal Budget and Reporting Regulations, including the main tables (A1- A10) and all the supporting tables (SA 1- SA37) in both printed and electronic format .
  - the draft Service Delivery and Budget Implementation Plan in both printed and electronic format and
  - in the case of an approved budget, the Council resolution.
- 3.2 In terms of circular 54 of the MFMA, the deadline for submission was 8 April 2011. Municipalities are further requested to immediately forward a copy (hard copy and electronic version) to our offices and the respective departments (set out in section 22 of the MFMA) to reach our offices by no later than the 15 April 2011.

### 4. Conclusion

The annual budget should also be accessible on the municipalities' website as required by section 75 of the MFMA. Municipalities are required to send printed submission of budget documents to:

**For posted documents**

- MFMA Coordinator  
Senior Manager  
Ms BS Gunqisa  
Private Bag x 11205  
NELSPRUIT  
1200

Or

**For couriered documents**


- Riverside Government Complex  
Building No. 4  
Upper Ground Floor  
Office No. 54  
Nelspruit

Tel No: (013) 766-4287

Cell No: 072 996 4662

E-mail: [bgunqisa@mpg.gov.za](mailto:bgunqisa@mpg.gov.za)

Your cooperation in this regard will be appreciated.

A handwritten signature in black ink, enclosed in an oval shape. The signature is stylized and appears to read 'JB Mbatha'.

**MR JB MBATHA**

**ACTING HEAD OF DEPARTMENT**

**DATE: 13/4/2011**