

MPUMALANGA PROVINCIAL GOVERNMENT

No. 7 Government Boulevard
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Department of Finance

Litiko LeteTimali

UmNyango weZeemali

Departement van Finansies

Kgoro ya Matlotlo

Reference: MF2/2010
Enquiries: Ms B Gungisa

PROVINCIAL TREASURY CIRCULAR MUN: 31 of 2010

THE MAYOR, EHLANZENI DISTRICT: MR C MKHONTO
THE MAYOR, UMJINDI MUNICIPALITY: MR R.V LUKHELE
THE MAYOR, THABA CHWEU MUNICIPALITY:
THE MAYOR, NKOMAZI MUNICIPALITY: MR MAVUSO
THE MAYOR, BUSHBUCKRIDGE MUNICIPALITY: MR M MOREMA
THE MAYOR, MBOMBELA MUNICIPALITY: MR LL CHiWAYO
THE MAYOR, NKANGALA DISTRICT: Cir.S K MASHILO
THE MAYOR, EMALAHLENI MUNICIPALITY: CIIir. L MALATJIE
THE MAYOR, STEVE TSHWETE MUNICIPALITY: CIIir. IMT MAHLANGU
THE MAYOR, THEMBISILE HANI MUNICIPALITY: CIIir. V NKOSI
THE MAYOR, DR. JS MOROKA MUNICIPALITY: CIIir. I MASOMBUKA
THE MAYOR, EMAKHAZENI MUNICIPALITY: CIIir. L MOHLALA
THE MAYOR, DELMAS MUNICIPALITY: CIIir. J RAPATSA
THE MAYOR, GERT SIBANDE DISTRICT: MR MA NGCOBO
THE MAYOR, GOVAN MBEKI MUNICIPALITY:
THE MAYOR, ALBERT LUTHULI MUNICIPALITY: MS ES DLAMINI
THE MAYOR, MSUKALIGWA MUNICIPALITY: MR B VILAKAZI
THE MAYOR, LEKWA MUNICIPALITY:
THE MAYOR, MKHONDO MUNICIPALITY:
THE MAYOR, DIPALESENG MUNICIPALITY: MR MT TSOTETSI
THE MAYOR, PIXLEY KA SEME:

THE MUNICIPAL MANAGER, EHLANZENI DISTRICT: MR. H MBATHA
THE MUNICIPAL MANAGER UMJINDI MUNICIPALITY: MS S. MNISI
THE MUNICIPAL MANAGER THABA CHWEU MUNICIPALITY: ADMINISTRATOR
THE MUNICIPAL MANAGER NKOMAZI MUNICIPALITY: MR MKHATSHWA
THE MUNICIPAL MANAGER, BUSHBUCKRIDGE MUNICIPALITY: MR C LISA
THE MUNICIPAL MANAGER, MBOMBELA MUNICIPALITY: MR RC MATOLA
THE MUNICIPAL MANAGER, NKANGALA DISTRICT: MR TC MAKOLA
THE MUNICIPAL MANAGER, EMALAHLENI MUNICIPALITY: MR A LANGA
THE MUNICIPAL MANAGER STEVE TSHWETE MUNICIPALITY: MR W FOUCHE
THE MUNICIPAL MANAGER, THEMBISILE HANI MUNICIPALITY: MR WK MAHLANGU
THE MUNICIPAL MANAGER, DR. JS MOROKA MUNICIPALITY: MS M MATHEBELA

THE MUNICIPAL MANAGER, EMAKHAZENI MUNICIPALITY: MR O NKOSI
THE MUNICIPAL MANAGER, DELMAS MUNICIPALITY: MR S NGUBENI
THE MUNICIPAL MANAGER, GERT SIBANDE DISTRICT: MR MA NQOBO
THE MUNICIPAL MANAGER, GOVAN MBEKI MUNICIPALITY: DR LH MATHUNYANE
THE MUNICIPAL MANAGER, ALBERT LUTHULI MUNICIPALITY: MR DR MANDGO
THE MUNICIPAL MANAGER, MSUKALIGWA MUNICIPALITY: MR T KUBHEKA
THE MUNICIPAL MANAGER, LEKWA MUNICIPALITY: MR C NGOBENI
THE MUNICIPAL MANAGER, MKHONDO MUNICIPALITY: MR R LEDWABA
THE MUNICIPAL MANAGER, DIPALESENG MUNICIPALITY: MR P MALEBYE
THE MUNICIPAL MANAGER, PIXLEY KA SEME: MR KE MPUNGOSE

THE CHIEF FINANCIAL OFFICER, EHLANZENI DISTRICT: MR W KHUMALO
THE CHIEF FINANCIAL OFFICER, UMJINDI MUNICIPALITY: MS M TLALI
THE CHIEF FINANCIAL OFFICER, THABA CHWEU MUNICIPALITY: MR G LANDMAN
THE CHIEF FINANCIAL OFFICER, NKOMAZI MUNICIPALITY: MS SNN MABASO
THE CHIEF FINANCIAL OFFICER, BUSHBUCKRIDGE MUNICIPALITY: MR E NYALANGU
THE CHIEF FINANCIAL OFFICER, MBOMBELA MUNICIPALITY: MS N MTHEMBU
THE CHIEF FINANCIAL OFFICER, NKANGALA DISTRICT: MS A STANDER
THE CHIEF FINANCIAL OFFICER, EMALAHLENI MUNICIPALITY: MR W VOIGHT
THE CHIEF FINANCIAL OFFICER, STEVE TSHWETE MUNICIPALITY: MR F NAUDE
THE CHIEF FINANCIAL OFFICER, THEMBISILE HANI MUNICIPALITY: MR MW MAWELA
THE CHIEF FINANCIAL OFFICER, DR. JS MOROKA MUNICIPALITY: MR S MONAGENG
THE CHIEF FINANCIAL OFFICER, EMAKHAZENI MUNICIPALITY: MR O NKOSI
THE CHIEF FINANCIAL OFFICER, DELMAS MUNICIPALITY:
THE CHIEF FINANCIAL OFFICER, GERT SIBANDE DISTRICT: MR A SINGH
THE CHIEF FINANCIAL OFFICER, GOVAN MBEKI MUNICIPALITY: MS NDHOVU
THE CHIEF FINANCIAL OFFICER, ALBERT LUTHULI MUNICIPALITY: MR SPH KRUGER
THE CHIEF FINANCIAL OFFICER, MSUKALIGWA MUNICIPALITY: MR D BOERS
THE CHIEF FINANCIAL OFFICER, LEKWA MUNICIPALITY: MR LEON
THE CHIEF FINANCIAL OFFICER, MKHONDO MUNICIPALITY: MS T MATHABATHA
THE CHIEF FINANCIAL OFFICER, DIPALESENG MUNICIPALITY: MS J LUUS
THE CHIEF FINANCIAL OFFICER, PIXLEY KA SEME: MR JA LINDE

THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR M MAZIBUKO)
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 SENIOR MANAGER: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS: MR
IDP STRAUS

ANNUAL REPORT TABLING AND SUBMISSION 2009/10

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 annual reports. Annual reports are important documents in respect of municipalities' and municipal entities' transparency and accountability to the community. For this reason it is important that the Accounting Officer takes a personal interest in the quality of their reports as well as the prescribed timeframes related to it. The timeous submission of annual 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 127(2) of the MFMA the annual report must be tabled to council no later than the 29 January 2010.

127. (1) The accounting officer of a municipal entity must, within six months after the end of a financial year, or on such earlier date...

(2) The mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control.

- 2.2 The act further states that immediately after the tabling, the annual report must be submitted to the Provincial Treasury, the Department of Local Government and Housing and the Auditor-General.

127. (5) Immediately after an annual report is tabled in the council in terms of Subsection (2), the accounting officer of the municipality must –

(a) in accordance with section 21A of the Municipal Systems Act –

(i) make public the annual report; and

(ii) invite the local community to submit representations in connection with the annual report; and

(b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.

3. Request

- 3.1 Municipalities are requested to supply Provincial Treasury with the prospective dates of council meetings (i.e. tabling dates) where the annual report will be tabled. If there are any *changes* to the tabling date, it should be communicated to Provincial Treasury.
- 3.2 Municipalities are further requested to immediately forward a copy (hard copy and electronic version) to our offices and the respective departments (set out under 4.2 below) to reach our offices by no later than the 4 February 2011.

4. Conclusion

- 4.1 Kindly note that parts of the annual report as indicated in section 127(3)(a) should be tabled by the prescribed date if the whole annual report has not yet been completed.

127. (1) The accounting officer of a municipal entity must, within six months after the end of a financial year, or on such earlier date...

(3)(a) promptly submit to the council a written explanation referred to in section 133(1)(a) setting out the reasons for the delay, together with any components of the annual report listed in section 121(3) or (4) that are ready; and..."

- 4.2 The Annual report should also be accessible on the municipalities' website as required by the MFMA. It is requested that a hard copy together with an electronic version (compact disc) of the annual report be submitted to:

Provincial Treasury


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

Tel No: (013) 766-4287

Cell No: 072 996 4662

E-mail: bgungisa@mpg.gov.za

Your cooperation in this regard will be appreciated.



MR M MAZIBUKO
HEAD OF DEPARTMENT
DATE: 14-12-2010