



**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**

ANNEXURE 37

PROVINCIAL TREASURY CIRCULAR 7/2019 (MUNICIPAL BUDGET CIRCULAR FOR THE 2019/20 MTREF AND ASSOCIATED SIME: 2019 LG MTEC PROCESSES)



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Reference: RCS/C.5

TREASURY CIRCULAR MUN NO. 7/2019

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THE MAYOR, MATZIKAMA MUNICIPALITY: MR J VAN DER HOVEN
THE MAYOR, CEDERBERG MUNICIPALITY: MR W FARMER
THE MAYOR, BERGRIVIER MUNICIPALITY: MR R VAN ROOY
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR M KOEN
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: DR H VON SCHLICHT
THE MAYOR, WITZENBERG MUNICIPALITY: MR BC KLAASEN
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR CJ POOLE
THE MAYOR, STELLENBOSCH MUNICIPALITY: ADV. G VAN DEVENTER
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN
THE MAYOR, LANGEBERG MUNICIPALITY: MR HM JANSEN
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR A FRANKEN
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MS CJM VOSLOO
THE MAYOR, OVERSTRAND MUNICIPALITY: MR D COETZEE
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR PJ SWART
THE MAYOR, SWELLENDAAM MUNICIPALITY: MR NG MYBURGH
THE MAYOR, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M BOOYSEN
THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDLES
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR HJ LEVENDAL
THE MAYOR, GEORGE MUNICIPALITY: MR MG NAIK
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR CF SYLVESTER
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE
THE MAYOR, KNYSNA MUNICIPALITY: MR M WILLEMSE
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: DR A RABIE
THE MAYOR, LAINGSBURG MUNICIPALITY: MR M GOUWS
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR N CONSTABLE

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THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV. H LINDE
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THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
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THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: ADV. L NGOQO
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THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR E ALFRED
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR M WÜST
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THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H VAN BILJON
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THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR R BUTLER
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THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR DM ASMAL
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR K JORDAAN
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR F LOTTER
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR V MKHEFA
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR M MEIMANI
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THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING
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MUNICIPAL BUDGET CIRCULAR FOR THE 2019/20 MTREF AND ASSOCIATED SIME: 2019 LG MTEC PROCESSES

1. PURPOSE

This Circular supplements Circular 38 of 2018 issued on 21 December 2018. The Circular aims to:

- guide municipalities with their finalisation of the 2019/20 Medium Term Revenue and Expenditure Framework (MTREF) Budgets and accompanied budget documentation; and
- brief municipalities on the 2019 Strategic Integrated Local Government Medium Term Expenditure Committee Process (i.e. LG MTEC) and related matters.

2. LEGISLATIVE CONTEXT

The Western Cape Provincial Government (WCG) has institutionalised the LG MTEC Engagements process in fulfilment of its obligations under –

- Sections 5, 22 and 23 of the Local Government: Municipal Finance Management Act (MFMA), Act No. 56 of 2003; and
- Chapter 5 of the Local Government: Municipal Systems Act (Act No. 32 of 2000) [MSA].

The 2019 process aims to strengthen the alignment between municipal and provincial planning and budgeting and the continuity of the theme of **Consolidation for Maximum Citizen Impact** for the current 4th Generation Integrated Development Planning Cycle and the ensuing 2020 - 2024 Provincial Strategic Plan.

3. AN INTEGRATED APPROACH TO PLANNING AND BUDGETING

The WCG's Provincial Strategic Plan promotes an integrated management approach to better align provincial and local government policy, planning, budgeting and implementation, while supporting the spatial and local context. This alignment is formalised through a structured Integrated Work plan which specifically gives effect to the concept of *partnerships*, a prominent feature of Provincial Strategic Goal 5 which synchronises key processes within the WCG by strengthening joint planning, co-ordination, collaboration and coherence across sector departments, municipalities and national organs of state.

The Integrated Workplan aims to strengthen integration by focussing on the governance, economic and financial elements associated with sustainability. Practical effect is given to this envisaged outcome by the establishment of three platforms for role-players across the spheres of government to engage one another. These are in short:

- Strategic Integrated Municipal Engagements (SIME): SIME considers municipalities' mission, vision and strategic direction for the year ahead. These engagements usually take place in October.
- Technical Governance and Integrated Municipal Engagements (TIME): Held annually in February, the TIME considers performance challenges associated with the day-to-day functioning of municipalities. Importantly, the TIME sessions assess the extent to which operational functions align to the strategic vision outlined at the SIME.

- **Local Government Medium Term Expenditure Committee Engagements (extended SIME):** LG MTEC engagements take place in April and May, preceding the adoption of municipal budgets. The LG MTEC process provides Provincial Government the opportunity to assess the municipality's planning efforts for the upcoming budget year – LG MTEC serves as a holistic process that measures the extent to which strategic planning and budgeting is credible, sustainable and responsive.

These platforms create opportunities for a continued link and feedback mechanism for areas of collaboration as well as for concerns raised. In particular, the LG MTEC provides the opportunity to reflect on the outcomes from previous engagements and test whether the issues raised have been incorporated into provincial and municipal budgets and strategic plans. It also gives Provincial Government the opportunity to review and provide feedback on practicalising its commitments within the partnerships.

Ensuring stability and certainty in the integrated planning and budgeting process during the formulation of the 2019/20 MTREF budgets will guarantee continued focus on expenditure control within budget limits, while embedding the fiscal and budget policy principles of allocative efficiency, fiscal consolidation, fiscal sustainability and fiscal discipline. This is key for government to ensure maximum citizen impact by focusing on more efficient and effective use of resources.

Mainstreaming the Whole of Society Approach (WoSA) to improve governance for delivery and implementation drives maximum citizen impact and public value. Considering the common objectives and principles of Integrated Management and WoSA, presents an opportunity to strengthen collaboration through an integrated approach which drives joint delivery through strengthening governance for delivery in areas where value can be added.

The 2019 LG MTEC will reflect on the following: local government's strategic direction as identified in the IDPs and associated plans; budgetary alignment to social and economic development priorities; prioritisation of spending for maximum service delivery and citizen impact; and credibility and sustainability of the budget.

4. **PURPOSE, OBJECTIVES AND STRATEGIC FOCUS OF THE SIME: 2019/20 LG MTEC**

Although the different spheres of government have distinct and sometimes overlapping service delivery mandates the country is collectively confronted with the same challenges which amongst others include current economic pressures as well as resource, capacity and governance constraints which impacts upon the ability of government to provide basic services and to improve the overall quality of life of its citizens.

Service delivery challenges is most visible at a municipal level which is commonly regarded as the service delivery arm of government as it is the closest sphere of government to the citizens.

The theme **Consolidation for Maximum Citizen Impact** aims to promote the concept of working in unison as different spheres of government to uplift communities both economically and socially.

The LG MTEC process which is entrenched in legislation and in practice and emanates from Provincial Government's oversight responsibilities, presents opportunities to, through its interactions and discussions with municipalities, make a meaningful impact within the local government space. In addition, it presents an opportunity to deepen and strengthen existing partnerships, as well as identify new areas for collaboration.

A key focus of the 2019/20 LG MTEC process will be on local governments responsiveness to its socio-economic environment and the related impact for its citizens. This will also reveal potential opportunities and gaps for collaboration or partnerships with Province or other stakeholders.

The overall objectives of the 2019/20 LG MTEC process and the key messages therefore emphasises:

- Aligning strategic intent as encapsulated within Integrated Development Plans (IDP) and municipal budgets to create public value based on the community needs/ priorities identified through the public participation processes;
- Safeguarding of municipal sustainability by ensuring that municipalities table funded budgets and the strengthening of municipal financial management;
- Ensure optimal citizen impact and targeted service delivery through strategic spatial planning and alignment;
- Deepening of an integrated approach to service delivery with the intention of creating synergies through the consolidation/concentration of resources, also across different spheres of government;
- Identification of areas for support, training as well as opportunities for collaboration and partnerships.

Municipalities are formulating their 2019/20 MTREF budgets in a volatile, uncertain, complex and ambiguous (VUCA) world, which includes a general election which takes place just over a month after the budget and IDP tabling. It is therefore anticipated that the local government IDP and budget preparation process takes place during a period of heightened political uncertainty, which plays itself out within the local government space. Ensuring maximum service delivery and citizen impact is critical notwithstanding the challenging political, economic, fiscal, environmental and service delivery environments and risks.

Despite municipalities making significant progress to address such challenges, there is an increased acknowledgement that true service delivery excellence can only be achieved through integrated development planning, considered decision-making and appropriate policy responses by all spheres of government.

- The discussions at the engagements will be pitched at a strategic level. Hence, the representation at the LG MTEC engagements between the Province and municipalities will be as follows:
 - The Provincial Government - senior officials from the Provincial Treasury, Department of Local Government, Department of Environmental Affairs and Development Planning, the Department of the Premier and the Economic Development Partnership and relevant provincial departments.
 - Municipalities - Municipal Manager, section 56 Managers, Budget and Treasury officials, IDP Manager/officials and Planning officials.
- The LG MTEC engagements have been confirmed and is scheduled to take place from 23 April 2019 to 6 May 2019. The schedule of the LG MTEC engagements is attached as Appendix A.

5. HIGHLIGHTS OF THE 2019/20 PROVINCIAL BUDGET

The 2019 Provincial Budget, which was tabled by the Minister for Finance, Dr Ivan Meyer on 5th March 2019, was formulated in an environment of slow economic growth and constrained fiscal environment. The prolonged effect of the drought weighed heavily on the province's economic growth; it is estimated that the provincial economy have contracted by 0.1 per cent in 2018, mainly due to a huge slump in the agriculture, forestry and fishing sector. Despite the improved dam levels

and expected recovery in the agricultural, forestry and fishing sector in 2019 prospects of a full scale economic recovery will be constrained by the current energy crisis as investment and business confidence wane.

Guided by the Western Cape Fiscal Strategy and budget and policy principles, the 2019 Budget draws on the collective insight of the Western Cape Government in response to the identified risks and gives effect to the strategic policy priorities as set out the 2014 - 2019 Provincial Strategic Plan. The 2019 Budget presents a credible, sustainable and responsive allocation of resources in support of improved service delivery and maximum impact.

The 2019 Provincial Budget is premised on the theme: Consolidation for Maximum Citizen Impact. The Provincial Budget aims to provide opportunities for **youth**; supports the creation of **safe and secure environment** for the citizens of the Western Cape; provides an enabling environment for **job creation and skills development**; builds and maintain **economic and social infrastructure**; and applies **good governance** standards.

The Provincial Budget amounts to R67.148 billion in 2019/20, R70.368 billion in 2020/21 and R74.611 billion in 2021/22.

6. NATIONAL TREASURY AND PROVINCIAL TREASURY GUIDELINES

6.1 Context

- Municipalities are advised to consult the latest Budget Circular, MFMA Circular 94 released on 8 March 2019, which is a follow up circular on MFMA Circular 93 issued on 7 December 2018.
- Municipalities must include the National and Provincial Treasury Budget Circulars as part of the source documents consulted in the preparation of the 2019/20 MTREF Budget documents and to table it as part of the budget documentation in the Municipal Council.

6.2 Municipal Tariffs and Charges Increases

- Municipalities are urged to maintain tariff and charges increases at levels that reflect an appropriate balance between the affordability to poorer households and other customers while ensuring sustainability of the municipality.
- Consumer Price Index (CPI) inflation is forecasted to be within the upper limit of the 3 to 6 per cent target band; thus municipalities are required to justify all increases in excess of the projected inflation target of **5.2 per cent** for 2019/20, **5.4 per cent** of 2020/21 and **5.4 per cent** for 2021/22 in their budget narratives, and pay careful attention to the differential incidence of tariff increases across all consumer groups.
- Municipalities should include details of their revenue growth assumptions for the different service charges in their budget narrative.

6.2.1 Electricity Supply and Tariffs

- The National Energy Regulator of South Africa (NERSA) published their new multi-year price determination for the period from 2019/20 to 2021/22 on 7 March 2019. The new effective tariff increases are **13.8 per cent** more for electricity in 2019/20, **12.5 per cent** for 2020/21 and **9.6 per cent** for 2021/22.
- Based on the above, Provincial Treasury estimates the weighted average electricity increase to be 11.75 per cent in 2019/20.

- NERSA must still publish their “Municipal Tariff Guidelines Increases, Benchmarks and Proposed Timelines for Municipal Tariff Approval Process for the 2019/20 financial year”. It is unlikely that this document will be published before 31 March 2019. As such, municipalities therefore should use above stated price determination as a guide. **Municipalities should also include a disclaimer in the Budget documentation and Tariff List** which states that the electricity tariffs are still subject to change due to the non-availability of the NERSA Tariff Guidelines for municipalities. Provincial Treasury has already written to NERSA to expedite this process.
- Municipalities are urged to examine the cost structure of providing electricity services and to apply to NERSA for electricity tariff increases that reflect the total cost of providing the services so that they work towards archiving fully cost-reflective tariffs that will help them achieve financial sustainability. Municipalities that are in arrears with Eskom must ensure that their payment arrangements are effected in their 2019/20 MTREF budget.
- NERSA is planning a workshop regarding the 2019/20 Municipality Tariff Guideline Consultation Paper with all Electricity Distribution Licensees on 8 April in Midrand, Gauteng. Municipalities are requested to confirm their availability to Dr Nleya at email: ndodana.nleya@westerncape.gov.za by 25 March, in order for NERSA to finalise the logistics.
- Given the current energy crisis and global trends to move **away from fossil-based energy towards cleaner and more renewable forms of energy** municipalities are advised to:
 - Consider the development of a legal framework for Small-scale Embedded Generation (SSEG/Solar PV) and feed-in tariffs (if not done already);
 - Investigate the development and implementation of a wheeling framework;
 - Investigate the advantages of implementing the Property Assessed Clean Energy (PACE) model;
 - Prepare for the purchase of power from IPPs – the IPP Office has already designed a procurement process;
 - Explore the financial feasibility of energy storage; and
 - Explore the financial feasibility of installing solar PV at its own buildings or building a renewable energy generation facility.
- Municipalities that require more information on the subject of green and sustainable energy practices can contact Dr Hildegard Fast, Lead: Energy Security Game Changer whom made a presentation on the subject matter at the recent Municipal Chief Financial Forum and Premier Coordinating Forum at: hildegard.fast@westerncape.gov.za.

6.2.2 Water and sanitation Tariffs

- Although dam levels have improved, large parts of the Western Cape are still at risk of experiencing water shortages due to effects of the prolonged drought. It is now more crucial than ever before to adopt a holistic approach to secure water sustainability through improved demand management, infrastructure maintenance, loss management, meter reading and tariff setting in accordance with a pricing strategy to ensure full cost recovery of water services.
- Municipalities in arrears with water boards should ensure that their payment arrangements are effected in their 2019/20 MTREF Budgets.

- In order to balance water demand, water provision and revenue, municipalities must include a comprehensive set of water tariffs which makes provision for various levels of water scarcity/availability with the approval of the 2019/20 MTREF budget. This should be reflected in the municipal tariff policies and by-laws.
- Alternative measures should be considered to curb water consumption to address the water shortage by reducing the amount of water to its users and regulate the availability of water during certain time periods.
- Municipalities are urged to develop a Drought Management Plan/Policy that would indicate the actions municipalities should take if water resources fall to and below predetermined levels. The Provincial Disaster Management Centre and the Department of Water and Sanitation are willing to assist municipalities to develop these plans/policies. Municipalities that need assistance can contact the Director: Disaster Recovery Operations: Ms J Pandaram on **021-937 6306**.

6.3 Approval of capital projects

- Municipalities are advised to consult sections 19 and 33 of the MFMA and regulation 13 of the MBRR dealing with the approval of capital projects above specific thresholds.
- Section 19 of the MFMA regulates budgetary matters in relation to capital projects. In terms of section 19(1)(b), a municipality may not spend any money on a capital project unless the council has approved the specific project including the total cost. Adding to this provision, section 19(3) indicates that capital projects below a prescribed value may be approved either individually or as part of a consolidated capital programme.
- Regulation 13 of the MBRR further elaborates by stating that the following capital projects may be approved by council either individually or as part of a consolidated capital programme as contemplated in section 19(3) of the MFMA:
 - capital projects of which the total projected costs is below 5 per cent of the municipality's revenue, in the case of a municipality with approved total revenue in its current annual budget not exceeding R250 million.
 - capital projects of which the total projected costs is below 8 per cent of the municipality's revenue, in the case of a municipality with approved total revenue in its current annual budget greater than R250 million but not exceeding R500 million.
 - capital projects of which the total projected costs is below R50 million, in the case of a municipality with approved total revenue in its current annual budget greater than R500 million.
- Municipality's mostly comply with these provisions by adopting capital projects as part of the capital works plan included in the annual budget. However, a footnote to regulation 13 states that capital projects of which the total projected cost is above the values detailed above must be approved individually by the council in terms of section 19(1)(b) of the MFMA.

For ease of reference and interpretation, regulation 13(2) is summarised as follows:

	MBRR	Approved total revenue range	Total projected cost of capital project (%)	Total projected cost of capital project (Maximum value)
13(2)(a)	Capital projects of which the total projected costs is below 5 per cent of the municipality's revenue, in the case of a municipality with approved total revenue in its current annual budget not exceeding R250 million.	≤ R250.0 million	5%	R12.5 million
13(2)(b)	Capital projects of which the total projected costs is below 8% of the municipality's revenue, in the case of a municipality with approved total revenue in its current annual budget greater than R250 million but not exceeding R500 million.	R251.0 million - R500.0 million	8%	R21.1 million
13(2)(c)	Capital projects of which the total projected costs is below R50 million, in the case of a municipality with approved total revenue in its current annual budget greater than R500 million.	> R500.0 million	-	Above R50.0 million

- Municipalities with total approved revenue within the ranges specified in above table, must approve all capital projects that exceed the values detailed in the furthest right-hand column, individually, as per the requirements of regulation 13 of the MBRR.
- Provincial Treasury recommends that the annual budget specifically makes reference to this provision and the identified projects and that all such projects be listed in a separate report to the tabled together main budget document. Note that this report should list all of the required information as prescribed within section 19 of the MFMA. It is further advised that a one-page (preferably) project description plan be developed for each project and subsequently included in the main budget document. A specific council resolution should be adopted for this report.

6.4 The Municipal Budget and Reporting Regulations

6.4.1 Schedule A- version to be used for the 2019/20 MTREF

- National Treasury has released Version 6.3 of Schedule A1 (the excel formats) which is aligned to Version 6.3 of mSCOA. **ALL** municipalities **MUST** use this version with updates to "Service Charges - Other Revenue" on Table A4 and "Public contributions & donations" on Table A5 in preparation of their 2019/20 MTREF Budget, published on the National Treasury website (file name: "A1 Schedule - mSCOA vs 6.3 - 30 Jan 2019") with the following link:

<http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Documents/Forms/AllItems.aspx?RootFolder=http%3a%2f%2fmfma%2etreas%2egov%2eza%2fRegulationsandGazettes%2fMunicipal%20Budget%20and%20Reporting%20Regulations%2fDocuments%2f2019-20&FolderCTID=0x0120001860D4A2BD7AD042BF8427FC3BB59F67>

- Municipalities must prepare their 2019/20 MTREF budgets in their financial systems. Schedule A1 must be produced directly from their financial system.
- National and Provincial Treasury will conduct compliance checks to ascertain if municipalities have complied with the Municipal Budget and Reporting Regulations (MBRR). In cases where municipalities have not adhered to the MBRR they will be required to return to the municipal council and table a complete budget documents aligned to the requirements of the MBRR.
- Municipalities with municipal entities must prepare consolidated budgets for both the municipality and its entity(ies). The Schedule A that the municipality must submit to National and Provincial Treasury must be the consolidated budget for both the municipality as well as the plus entity(ies). Schedule D must be submitted for each entity.

6.4.2 Tabling of funded budgets

- The importance of tabling funded budgets is highlighted in MFMA Circulars No. 74, 89 and 93. Municipalities are required to adopt funded budgets. There are cases that may warrant a plan as the approval of a funded budget may not be achievable over one year. As a result, such municipalities must, together with their 2019/20 MTREF budget, table a plan in a municipal council on how and by when the budget will improve from an unfunded to a funded position. This will be essential when the National and provincial treasuries are assessing the budget to determine its credibility.

6.4.3 Tabling of budget documents

- The slow spending of the capital budget by municipalities is a challenge as it has direct impact on service delivery. This is a direct result of poor planning by municipalities. To address this weak planning process, all municipalities are required to table the following supporting documents to council when they table their draft budgets:
 - Service Delivery and Budget implementation plan (SDBIP) and
 - Procurement Plan.

7. MUNICIPAL BUDGET PROCESS

7.1 Non-compliance with the provisions of Chapter 4 of the MFMA

- As per section 27 of the MFMA, the mayor of a municipality must inform the MEC for Finance in writing of any impending non-compliance with the provisions of the MFMA or any other legislation pertaining to the tabling or approval of an annual budget or compulsory consultation processes.
- If the impending non-compliance pertains to a time provision, except section 16(1) of the MFMA, the mayor should have applied to the MEC for Finance for an extension, in writing by **15 March 2019** in accordance with Schedule G of the Municipal Budget and Reporting Regulations. It is recorded that no such applications were submitted to the MEC for Finance by the regulated date.

7.2 Municipal Budget Day

According to sections 16(2) and 17(3)(d) of the MFMA, the Mayor of a municipality must table the annual budget at a council meeting at least 90 days (i.e. by 29 March for this year) before the start of the budget year.

It is important to note there is no explicit requirement for council to endorse or approve the tabled budget or reviewed or amended IDP tabled by the mayor for public participation. The municipal council only has the legal authority to consider a tabled budget and reviewed/amended IDP after the completion of one or more public participation processes undertaken pursuant to section 22, read with section 23 of the MFMA. Council will only consider for approval "*the product of an inclusive budget preparation and consultative process*" when the proposed annual budget (as amended, if applicable) is placed before council in terms of section 24(1) of the MFMA.

Given that the preparation, consultation, adoption and implementation of a municipality's annual budget is inextricably linked to, and must be substantially aligned to and informed by the contents of that municipality's IDP, it would be procedurally flawed by the mayor to proceed with the tabling of the proposed annual budget (and commence with public participation process required in terms of section 22 of the MFMA) at a time when the annual review and/or revision of the municipality's IDP has not been completed.

If a municipality has failed to complete the relevant processes applicable to review and revision of the annual budget and IDP in time for the deadline applicable to the tabling of the proposed annual budget (i.e. 31 March), the mayor should submit an application for an extension of the said deadline to MEC for Finance as outlined in paragraph 7.1 above.

Municipalities are kindly requested to indicate any changes to the confirmed tabling dates as per **Appendix B** with the Provincial Treasury as it is crucial for the collection of the budget documentation and the assessment process leading up to the LG MTEC engagements. Municipalities are requested to indicate any changes to the confirmed tabling dates to Tania.Bosser@westerncape.gov.za by **25 March 2019**.

7.3 Submitting budget documentation and schedules for 2019/20 MTREF

- Section 22 (b)(i) of the MFMA requires that, immediately after an annual budget is tabled in municipal council, it must be submitted to the National Treasury and the relevant provincial treasury in both printed and electronic format.
- If the annual budget is tabled in council on **29 March 2019**, the final date of submission of the electronic budget documents and corresponding data strings is **Wednesday, 3 April 2019**. The deadline for submission of hard copies including council resolution is **Friday, 5 April 2019**.
- It is important to note that although National Treasury has granted municipalities from 3 to 5 April 2019 to submit the electronic and hard copies of the budget documentation, the Western Cape Provincial Treasury requires these documents on the tabling date to fulfil its responsibilities in terms of section 5 of the MFMA.
- In order to facilitate this, the Provincial Treasury will deploy officials to attend the budget tabling proceedings and collect the tabled budget documentation (inclusive of budget, IDP, SDF, budget related policies and draft SDBIP). It is important for the CFO's office to liaise with the relevant departments for the submission of documents (eg. IDP, SDFs, relevant sector plans) which is not the responsibility of the Finance Directorate.
- A designated municipal official should ensure that a set of these documents is prepared in both hard (where required) and electronic copy, except for the budget policies which are only required in electronic copy.
- The municipal manager must submit –
 - the budget documentation as set out in Schedule A (version 6.3) of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10) and ALL the supporting tables (SA1 - SA38) in both printed (signed and stamped) and electronic formats;
 - the draft Service Delivery and Budget Implementation Plan (SDBIP) in both printed and electronic format;
 - the draft Integrated Development Plan (IDP) (as amended/reviewed);
 - Procurement Plan;
 - the council resolution;
 - signed Quality Certificate as prescribed in the Municipal Budget and Reporting Regulations;
 - the budget locking certificate; and
 - schedules D specific for the entities.

- The designated official needs to co-sign the accompanying checklist (see **Appendix C**) as confirmation that the set of budget documents have been submitted.

7.4 Electronic and Hard copy submissions

Municipalities must follow the process of ensuring that their Information and Communication Technology Infrastructure can accommodate official email addresses.

For the purpose of the implementation of mSCOA the Local Government Database requires municipalities to update their contact details and provide official email addresses instead of private accounts.

NT electronic documents should be submitted to: lgdocuments@treasury.gov.za or if the budget documentation are too large (exceeds 4 MB) via lgbigfiles@gmail.com.

PT electronic documents should be submitted to: MFMA.MFMA@westerncape.gov.za or if too large (exceeds 3 MB) must be submitted via the lift server function (<http://lift.pgwc.gov.za/>).

How to lift:

1. Go to the website: <http://lift.pgwc.gov.za/>
2. Type in the email address: MFMA.MFMA@westerncape.gov.za
3. Browse to correct file for uploading
4. Press: Submit

Municipalities are required to submit the signed hard copies of their budget documents and council resolutions to the following addresses:

National Treasury

Ms Linda Kruger
40 Church Square
Pretoria, 0002

Provincial Treasury

Mr Paul Pienaar
7 Wale Street, Room 3-50
Cape Town, 8000

Metropolitan municipalities should submit the BEPP to Yasmin.coovadia@treasury.gov.za or if it exceeds 4 MB to Yasmin.coovadia@gmail.com. Hardcopies of the BEPP may be sent to Yasmin Coovadia, National Treasury, 3rd Floor, 40 Church Square, Pretoria, 0002 or Private Bag X115, Pretoria, 0001. The BEPP should also be submitted to Provincial Treasury together with the budget documentation.

7.5 Publication of budgets on municipal website

In terms of section 75 of the MFMA, all municipalities are required to publish their tabled budgets, adopted budgets, annual reports (containing audited annual financial statements) and other relevant information on the municipality's website. This will aid in promoting public accountability and good governance.

8. CONCLUSION

The Provincial Government wishes you well with the preparation of your Annual Budget, IDP, SDBIP and related documents and look forward to the Strategic LG MTEC engagement with your Municipality.

Please direct any queries regarding this circular to Malcolm Booysen at Malcolm.Booyesen@westerncape.gov.za.



H MALILA
DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES
DATE: 22 MARCH 2019

Appendix A

GROUP 1

REGION	MUNICIPALITY	DAY OF VISIT	TIME
CoCT	CITY OF CAPE TOWN	23 April 2019, Tuesday	09h00 - 12h00
GRD	MOSSEL BAY	24 April 2019, Wednesday	08h30 - 11h30
GRD	GARDEN ROUTE DISTRICT	24 April 2019, Wednesday	13h30 - 16h30
GRD	BITOU	25 April 2019, Thursday	09h00 - 12h00
GRD	KNYSNA	25 April 2019, Thursday	14h00 - 17h00
GRD	GEORGE	26 April 2019, Friday	08h30 - 11h30
GRD	HESSEQUA	26 April 2019, Friday	14h00 - 17h00
	FREEDOM DAY	27 April 2019, Saturday	
		28 April 2019, Sunday	
WCD	SALDANHA BAY	29 April 2019, Monday	09h00 - 12h00
WCD	SWARTLAND	29 April 2019, Monday	14h00 - 17h00
CWD	STELLENBOSCH	30 April 2019, Tuesday	09h00 - 12h00
	NO SCHEDULED ENGAGEMENTS	30 April 2019, Tuesday	
	WORKERS DAY	01 May 2019, Wednesday	
	NO SCHEDULED ENGAGEMENTS	02 May 2019, Thursday	
CWD	DRAKENSTEIN	02 May 2019, Thursday	14h00 - 17h00
OD	CAPE AGULHAS	03 May 2019, Friday	09h00 - 12h00
OD	OVERBERG DISTRICT	03 May 2019, Friday	13h00 - 16h00
		04 May 2019, Saturday	
		05 May 2019, Sunday	
OD	OVERSTRAND	06 May 2019, Monday	09h00 - 12h00
OD	THEEWATERSKLOOF	06 May 2019, Monday	14h00 - 17h00

GROUP 2

REGION	MUNICIPALITY	DAY OF VISIT	TIME
	NO SCHEDULED ENGAGEMENTS	23 April 2019, Tuesday	
GRD	KANNALAND	24 April 2019, Wednesday	09h00 - 12h00
GRD	OUTDSHOORN	24 April 2019, Wednesday	14h00 - 17h00
CKD	BEAUFORT WEST	25 April 2019, Thursday	09h00 - 12h00
CKD	CENTRAL KAROO DISTRICT	25 April 2019, Thursday	13h30 - 16h30
CKD	PRINCE ALBERT	26 April 2019, Friday	08h30 - 11h30
CKD	LAINGSBURG	26 April 2019, Friday	14h00 - 17h00
	FREEDOM DAY	27 April 2019, Saturday	
		28 April 2019, Sunday	
WCD	BERGRIVIER	29 April 2019, Monday	08h30 - 11h30
WCD	MATZIKAMA	29 April 2019, Monday	14h00 - 17h00
WCD	CEDERBERG	30 April 2019, Tuesday	08h30 - 11h30
WCD	WEST COAST DISTRICT	30 April 2019, Tuesday	14h00 - 17h00
	WORKERS DAY	01 May 2019, Wednesday	
CWD	LANGEBERG	02 May 2019, Thursday	09h00 - 12h00
CWD	BREEDE VALLEY	02 May 2019, Thursday	14h00 - 17h00
CWD	WITZENBERG	03 May 2019, Friday	09h00 - 12h00
CWD	CAPE WINELANDS DISTRICT	03 May 2019, Friday	14h00 - 17h00
		04 May 2019, Saturday	
		05 May 2019, Sunday	
OD	SWELLENDAM	06 May 2019, Monday	09h30 - 12h30



APPENDIX B

CONFIRMED 2019 BUDGET TABLING DATES

Municipality	Confirmed date
Cape Town	Thursday, 28 March 2019
Matzikama	Tuesday, 26 March 2019
Cederberg	Friday, 29 March 2019
Bergervier	Tuesday, 26 March 2019
Saldanha Bay	Thursday, 28 March 2019
Swartland	Thursday, 28 March 2019
West Coast District Municipality	Wednesday, 27 March 2019
Witzenberg	Tuesday, 26 March 2019
Drakenstein	Wednesday, 27 March 2019
Stellenbosch	Wednesday, 27 March 2019
Breede Valley	Tuesday, 26 March 2019
Langeberg	Thursday, 28 March 2019
Cape Winelands District Municipality	Thursday, 28 March 2019
Theewaterskloof	Wednesday, 27 March 2019
Overstrand	Wednesday, 27 March 2019
Cape Agulhas	Thursday, 28 March 2019
Swellendam	Thursday, 28 March 2019
Overberg District Municipality	Monday, 25 March 2019
Kannaland	Tuesday, 26 March 2019
Hessequa	Thursday, 28 March 2019
Mossel Bay	Thursday, 29 March 2019
George	Thursday, 28 March 2019
Oudtshoorn	Thursday, 28 March 2019
Bitou	Friday, 29 March 2019
Knysna	Friday, 29 March 2019
Garden Route District Municipality	Wednesday, 27 March 2019
Laingsburg	Friday, 29 March 2019
Prince Albert	Friday, 29 March 2019
Beaufort West	Thursday, 28 March 2019
Central Karoo District Municipality	Tuesday, 26 March 2019



APPENDIX C

LG MTEC INTEGRATED PLANNING AND BUDGETING: 2019/20 CHECKLIST SUBMISSION OF TABLED BUDGET DOCUMENTATION

MUNICIPALITY: _____

In completing and signing the budget documentation checklist below, the municipality confirms that Schedule A1 **complies with the Municipal Budget and Reporting Regulations (MBRR)** and that the main tables (A1 - A10) and the supporting tables (SA1 - SA38) are completed in **version 6.3** of Schedule A1 (the Excel formats) and **drawn directly from the municipal financial system**.

Please ensure that (as per MFMA Circular 72) **each page of the hard copy of 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 (SA1 - SA38) and prescribed minimum narrative information that is submitted to Provincial Treasury (and National Treasury) **has been stamped and signed** by the secretariat responsible for ensuring accurate records of council decisions.

The IDP Document as set out in Section 26, 32 and 34 of the Local Government: Municipal Systems Act, No 32 of 2000 and Regulations (MSA) and Section 21 of the Local Government Municipal Finance Management Act 56 of 2003 (MFMA).

The Spatial Development Framework, Disaster Management Framework and additional documents must be submitted as required in terms of budget circulars.

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Council Resolution in terms of the Budget						
Draft Service Delivery and Budget Implementation Plan						
Draft Service Level Standards						
Signed Quality Certificate as prescribed in the MBRR						
Prescribed Minimum Budget Narrative Information	Stamped and Signed Hard Copy Budget Narrative			Soft Copy (correlates with hard copy)		
Budget Narrative						
Municipal Budget Tables: Tables A1 to A10	Stamped and Signed Hard Copy A1 – A10			Soft Copy (correlates with hard copy)		
Table A1: Budget Summary						
Table A2: Budgeted Financial Performance (revenue and expenditure by standard classification)						
Table A2A: Budgeted Financial Performance (revenue and expenditure by standard classification)						
Table A3: Budgeted Financial Performance (revenue and expenditure by municipal vote)						
Table A3A: Budgeted Financial Performance (revenue and expenditure by municipal vote)						
Table A4: Budgeted Financial Performance (revenue and expenditure)						
Table A5: Budgeted Capital Expenditure (by vote, standard classification & funding source)						
Table A5A: Budgeted Capital Expenditure (by vote, standard classification & funding source)						
Table A6: Budgeted Financial Position						
Table A7: Budgeted Cash Flow						
Table A8: Cash Backed Reserves/Accumulated Surplus Reconciliation						
Table A9: Asset Management						
Table A10: Basic Service Delivery Measurement						

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Municipal Budget Supporting Tables: Supporting Tables SA1 to SA38	Stamped and Signed Hard Copy SA1 – SA38			Soft Copy (correlates with hard copy)		
SA1: Supporting Detail to Budgeted Financial Performance						
SA2: Matrix Financial Performance Budget (revenue source/expenditure type and department)						
SA3: Supporting Detail to Budgeted Financial Position						
SA4: Reconciliation of IDP Strategic Objectives and Budget (revenue)						
SA5: Reconciliation of IDP Strategic Objectives and Budget (operating expenditure)						
SA6: Reconciliation of IDP Strategic Objectives and Budget (capital expenditure)						
SA7: Measurable Performance Objectives						
SA8: Performance Indicators and Benchmarks						
SA9: Social, Economic and Demographic Statistics and Assumptions						
SA10: Funding Measurement						
SA11: Property Rates Summary						
SA12a: Property Rates by Category (current year)						
SA12b: Property Rates by Category (budget year)						
SA13a: Service Tariffs by Category						
SA13b: Service Tariffs by Category (explanatory)						
SA 14: Household Bills						
SA15: Investment Particulars by Type						
SA16: Investment Particulars by Type						
SA17: Borrowing						
SA18: Transfers and Grant Receipts						
SA19: Expenditure on Transfers and Grant Programme						
SA20: Reconciliation of Transfers, Grant Receipts and Unspent Funds						
SA21: Transfers and Grants made by the Municipality						
SA22: Summary Councillor and Staff Benefits						
SA23: Salaries, Allowances and Benefits (political office bearers/councillors/senior managers)						

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Municipal Budget Supporting Tables: Supporting Tables SA1 to SA38	Stamped and Signed Hard Copy SA1 – SA38			Soft Copy (correlates with hard copy)		
SA24: Summary of Personnel Numbers						
SA25: Budgeted Monthly Revenue and Expenditure						
SA26: Budgeted Monthly Revenue and Expenditure (municipal vote)						
SA27: Budgeted Monthly Revenue and Expenditure (standard classification)						
SA28: Budgeted Monthly Capital Expenditure (municipal vote)						
SA29: Budgeted Monthly Capital Expenditure (standard classification)						
SA30: Budgeted Monthly Cash Flow						
SA31: Aggregated Entity Budget (where applicable)						
SA32: List of External Mechanisms						
SA33: Contracts having Future Budgetary Implications						
SA34a: Capital Expenditure on New Assets by Asset Class						
SA34b: Capital Expenditure on the Renewal of Existing Assets by Asset Class						
SA34c: Repairs and Maintenance Expenditure by Asset Class						
SA34d: Depreciation by Asset Class						
SA34e: Upgrading of Existing Infrastructure						
SA35: Future Financial Implications of the Capital Budget						
SA36: Detail Capital Budget						
SA37: Projects Delayed from Previous Financial Years						
SA38: Consolidated Detail Operational Projects						
Budget Related Policies	Hard copies			Soft Copy (correlates with hard copy)		
Information on any amendments to budget related policies						
Suite of budget related policies	Soft copies only					

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
IDP and Related Documentation	Hard copies			Soft Copy (correlates with hard copy)		
Council Resolution in terms of the IDP						
Draft Integrated Development Plan						
Process Plan/Time schedule according to Section 29) of the MSA read in conjunction with Section 21 (b) of the MFMA						
Spatial Development Framework	Soft copies only					
Council Resolution in terms of the adoption of the <i>Spatial Development Framework</i>						
Applicable Disaster Management Plan						
Council Resolution in terms of the adoption of the <i>Disaster Management Framework</i>						
Integrated Waste Management Plan						
Air Quality Management Plan						
Coastal Management Plan (Coastal Municipalities only)						
Human Settlement Plan						
Local Economic Development Strategy						
Water Services Development Plan						
Storm Water Master Plan						
Integrated Transport Plan						
Electricity Master Plan						
Infrastructure Growth Plan						
Workplace Skills Plan						

MUNICIPAL REPRESENTATIVE

PROVINCIAL REPRESENTATIVE

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____