

# NATIONAL TREASURY

## QUARTERLY MFMA IMPLEMENTATION AND MONITORING CHECKLIST

### IMPLEMENTATION PRIORITIES



1. Change Muncde to your own municipal code (e.g.: GT411), Year End (ccyy) to Financial Year End (e.g.: 2007 for year 2006/2007 and Quarter (Qn) to Quarter End (e.g.: Q1 for Quarter 1)
2. Enter Date if No to response (ccyy/mm/dd)
3. To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S
4. In-built macro will save file as: Muncde\_MFM1\_ccyy\_Qn.xls (e.g. GT411\_MFM1\_2006\_Q1.xls)
5. E-mail completed returns to: lgdatabase@treasury.gov.za

MunCde	Municipality Name	Financial Year End	Quarter
DC42	Sediberg	2018	Q2 Oct-Dec
Ref	Question	Council Use Only	
		Response	Date (if applicable)

#### 1 PREPARING AN IMPLEMENTATION PLAN

All municipalities are required to prepare an MFMA implementation plan that focuses on what the municipality intends to implement and achieve over the next few years. The plan should contain a list of activities together with target (and actual) dates, with provision to show ongoing (possibly monthly) progress with comments and a responsible councillor / official for each activity.

A copy of the MFMA Implementation Plan (Circular 7) must be submitted to the National Treasury by October each year as well as each time it is updated. Note that the MFMA Implementation Plan should include implementation issues to align implementation with amendments to the Municipal Systems Act.

1.1	Is an MFMA implementation plan prepared that contains realistic and achievable activities together with target dates, responsible councillors or officials and provision to record ongoing progress to meet targeted implementation? (If not, please download the implementation plan template from the NT website).	Yes	
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#### 2 ALLOCATING APPROPRIATE RESPONSIBILITIES UNDER THE MFMA TO THE ACCOUNTING OFFICER

The accounting officer of the municipality (municipal manager) must take on the responsibilities assigned to the position under the MFMA. A full list of these responsibilities is provided in Chapter 8 of the MFMA and throughout the legislation.

2.1	Has council appointed a person to assume the duties of the municipal manager?	Yes	
2.2	Has a report to the <u>current council</u> been tabled that creates an awareness of the roles and responsibilities of the municipal manager as the accounting officer of the municipality who must exercise the powers and functions of this position in terms of the MFMA, and to provide guidance and advice to council and officials? (s 60).	Yes	
2.3	Are the appropriate systems in place to allow the municipal manager to take responsibility for managing the financial administration of the municipality to ensure compliance with the MFMA. (s 62)	Yes	
2.4	Are the appropriate systems in place to allow the municipal manager to take full responsibility for managing the municipality's assets, liabilities, revenue and expenditure? (s 63, s 64, s 65)	Yes	
2.5	Does the municipal manager ensure that expenditure on staff benefits is reported to council on a regular basis? (s 66) If so, how often is this expenditure reported ie: monthly, quarterly, six-monthly, annually or other?	Mth	
2.6	Does the municipal manager assist the mayor in carrying out his or her responsibilities under the MFMA? (s 68)	Yes	
2.7	Is the municipal manager provided with the appropriate autonomy and flexibility to implement the budget? (s 69)	Yes	



Ref	Question	Council Use Only	
		Response	Date (if applicable)
<b>3 ESTABLISHING A TOP (SENIOR) MANAGEMENT TEAM</b>			
The municipal manager is required to formally establish and maintain a top management team, to include all those senior managers who are responsible for a vote or the budget of a vote. Detail of top management is provided in section 77 of the MFMA. All councils should comply with the provisions of the Municipal Systems Act (as amended) and its regulations in relation to annual staff performance agreements.			
3.1	Has council appointed a person to assume the duties of the Chief Financial Officer (CFO)? (s 77, 80, 81)	Yes	
3.2	Has council appointed persons to assume the duties of other senior managers ie: to form top (or senior) management, with appropriate responsibilities and delegations? (s 77, 78)	Yes	
3.3	Is the CFO able to effectively assist the municipal manager in carrying out his or her duties with respect to financial management generally, in providing financial advice to senior managers and undertaking specific financial management duties? (s 81)	Yes	
3.4	Are other senior managers able to exercise the appropriate financial management responsibilities as required by legislation? (s 78)	Yes	
3.5	Does an appropriate system of delegations exist, that maximises administrative and operational efficiency and provides adequate checks and balances in financial administration within the municipality, within the confines of the MFMA in terms of limits to delegations? (s 79)	Yes	
3.6	Has a report to the <u>current council</u> been tabled that creates an awareness of and endorses the roles and responsibilities of the top (or senior) management team within the municipality? (s 77)	Yes	
3.7	Does council comply with the provisions of the MFMA and the Municipal Systems Act (as amended) and its regulations in relation to the establishment and review of annual staff performance agreements? (MFMA s 53 and Municipal Systems Act s 57)	Yes	
<b>4 IMPLEMENTING APPROPRIATE CONTROLS OVER MUNICIPAL BANK ACCOUNTS AND CASH MANAGEMENT</b>			
Municipalities must establish controls over their bank accounts, cash management and investments. Further details of these requirements are provided in Chapter 3 of the MFMA.			
4.1	Does the municipality maintain at least one bank account, designated the primary bank account which receives all allocations (including those for a municipal entity), income from investments and money collected by an entity on behalf of the municipality? (s 8)	Yes	
4.2	During the quarter under review has there been any changes to the details of the primary bank account of the municipality and were such changes reported to the National Treasury and Auditor-General? (s 8(5))	No changes	
4.3	During the quarter under review did the municipality open any new bank accounts and were these reported to the Provincial Treasury and Auditor-General? (s 9)	No changes	
4.4	Does the municipal manager administer all bank accounts and is the municipal manager accountable to council for this? (s 10)	Yes	
4.5	Is an appropriate system of delegation in place in instances where the municipal manager has delegated the administration of a bank account to another officer (or the CFO)? Note limitation on delegations with respect to enforcement of sections 7, 8 and 11 that may only be delegated to the CFO (s 10).	Yes	
<b>5 MEETING OF FINANCIAL COMMITMENTS</b>			
Municipal managers must ensure that they take the appropriate steps to implement effective systems of expenditure control, and meet their financial commitments to other parties promptly and in accordance with the Act.			
5.1	Does the municipality operate and maintain an effective system of expenditure control that includes procedures for approval, authorisation, withdrawal and payment of all funds? (s 65(2)(a))	Yes	
5.2	Is the municipal manager able to confirm that all moneys owing by the municipality are paid within 30 days of receiving the relevant invoice or statement? (s 65(2)(e))	Yes	
5.3	Does the municipality promptly meet all financial commitments toward other municipalities, national and provincial organs of state? (s 37(1)(c))	Yes	
5.4	Is the municipality currently party to any formal dispute concerning non-payment of monies owing between the municipality and another organ of state? (s 65(2)(g)). Note: formal disputes between organs of state are discussed in s 44 and Circular 21.	Yes	

Ref	Question	Council Use Only	
		Response	Date (if applicable)
<b>6 REPORTING REVENUE AND EXPENDITURE</b>			
Municipal managers must take steps to put systems in place that ensure that they report on the implementation of the current budget by submitting monthly reports to the mayor and quarterly reports to the council on revenue collected and total spending. Further detail on reporting is contained in sections 71 and 72 of the MFMA.			
The municipality must monthly report on the implementation of the current budget to the National Treasury and to the relevant Provincial Treasury.			
6.1	Has the municipal manager submitted monthly budget statements to the mayor, National Treasury and the Provincial Treasury for each of the months of this quarter? (s 71)	Yes	
6.2	Has the municipal manager submitted a quarterly budget statement to council, reflecting expenditure incurred and income collected? (s 71)	Yes	
<b>7 SUPPLY CHAIN MANAGEMENT (SCM)</b>			
All municipalities must adopt and implement a supply chain management (SCM) policy in accordance with the Municipal Supply Chain Management Regulations and consistent with the "model policy" provided in MFMA Circular No 22.			
7.1	Has council adopted a supply chain management policy that complies with the Supply Chain Management Regulations? (SCM Regulations 2 & 3, Circular No 22) ?	Yes	
7.2	Has council delegated SCM powers and duties to the municipal manager as required in SCM Regulation 4?	Yes	
7.3	Does the municipal manager report at least quarterly to the mayor and at least annually to council on implementation of the supply chain management policy? (SCM Regulation 6)	Yes	
7.4	Has the municipal manager submitted monthly reports on contracts awarded above R100 000 to National Treasury for each of the months of this quarter? (Circular No 34)	Yes	
7.5	If a tender other than one recommended in the normal course of implementing the SCM policy was approved during this quarter, has the municipal manager reported the approval of tenders not recommended and the reasons for deviating from such recommendation to the National Treasury, provincial treasury and Auditor-General? (s 114)	Yes	
7.6	If there has been any deviation from or breach of the SCM policy during this quarter, has the municipal manager reported the reasons for such deviation from or ratification of minor breaches of procurement processes to council during this quarter? (SCM Regulations 36)	Yes	
<b>8 IMPLEMENTING REFORMS IN RELATION TO MUNICIPAL ENTITIES AND LONG-TERM CONTRACTS</b>			
Municipalities must ensure compliance with the MFMA and Municipal Systems Act (as amended) where relevant, for any new undertaking relating to a municipal entity, Public-Private Partnership (PPP), long-term contract (LTC) or any borrowings.			
8.1	Has the municipal manager submitted to the National Treasury the Municipal Entity Return Form, for this quarter? (See "Municipal Entity Return Form" under National Treasury Return Forms on website <a href="http://www.treasury.gov.za/mfma">www.treasury.gov.za/mfma</a> ).	Yes	
8.2	Has the municipal manager submitted to the National Treasury the Long Term Contract Return Form, for this quarter? (See "Long Term Contract Return Form" under National Treasury Return Forms on website <a href="http://www.treasury.gov.za/mfma">www.treasury.gov.za/mfma</a> ).	Yes	



Ref	Question	Council Use Only	
		Response	Date (if applicable)
<b>9 COMPLETING FINANCIAL STATEMENTS AND ADVISING NATIONAL TREASURY</b>			
The municipal manager must ensure that financial statements are promptly prepared and submitted to the Auditor-General for audit by 31 August each year. In the case of a parent municipality, the municipal manager must ensure that consolidated financial statements (including all municipal entities) are promptly prepared and submitted to the Auditor-General by 30 September each year (s 126). Also refer MFMA Circular No. 36.			
9.1	Have the 2016/2017 annual financial statements of the municipality been prepared and submitted to the Auditor-General for audit? >If Yes, provide actual date submitted in the space provided for date.	Yes	31-08-17
9.2	Have the 2016/2017 annual financial statements of the municipality been prepared in compliance with the prescribed accounting framework? > If Yes also indicate in the space provided for date the format (framework) of the annual financial statements.	Yes	GRAP
9.3	In the case of a parent municipality, have the consolidated 2016/2017 annual financial statements of the municipality and all its entities been prepared and submitted to the Auditor-General for audit? >If Yes, provide actual date submitted in the space provided for date.	No entities	
9.4	If the accounting officer did not submit either the 2016/2017 annual financial statements and/or the 2016/2017 consolidated annual financial statements (including all municipal entities) to the Auditor-General for audit on time,  (a) did the mayor table a written explanation in council setting out the reasons for the failure and (b) did the municipal council investigate the matter and take the appropriate steps as required by section 133(1)(c).	5. AFS submitted on time	
<b>10 COMPLETING AND TABLING ANNUAL REPORT</b>			
The municipal manager must ensure that the annual report of the municipality and the annual reports of all of its municipal entity(s) have been tabled in council by 31 January each year. Refer NT Circulars No 11 and 18.			
10.1	Are the appropriate management systems in place to ensure that the annual report of the municipality and the annual reports of all its municipal entity(s) will be tabled in council by 31 January each year? (s 121 & 127)	Yes	
10.2	Have the 2016/2017 annual report of the municipality and the 2016/2017 annual reports of all of its entities been tabled in council by 31 January?	Yes	
<b>11 COMPLYING WITH PROVISIONS FOR TENDER COMMITTEES, BOARDS OF MUNICIPAL ENTITIES AND IN RELATION TO FORBIDDEN ACTIVITIES</b>			
Municipalities must ensure that there is no councillor that serves on a bid or tender committee or on any board of an entity. Municipalities must also ensure that the composition of all boards of entities comply with the Municipal Systems Act (as amended). Boards of an entity should consist of at least one-third non-executive directors and a non-executive chairperson.  Municipalities must also ensure that councillors do not engage in any forbidden activities prohibited under section 164 of the MFMA. Refer MFMA Circular No 8 - Forbidden loans - Oct 2004.			
11.1	Does council comply with s 117 which precludes councillors from serving on a bid or tender committee? (s 117)	Yes	
11.2	Does council comply with s 118 which precludes undue interference from any person in relation to the municipal tender process? (s 118)	Yes	
11.3	Does council comply with s 93F of the amended Municipal Systems Act which precludes any councillor of any municipality or official of the municipality, or member of the National Assembly or a provincial legislature or permanent delegate to the NCOP from serving on boards of a municipal entity? (Municipal Systems Act, as amended s 93F)	Yes	
11.4	Does council comply with s 103 which precludes improper interference by any councillor in relation to the financial affairs or responsibilities of the board of directors of a municipal entity? (s 103)	Yes	
11.5	Does council comply with s 164 which precludes loans to councillors or officials of the municipality, directors or officials of a municipal entity or members of the public? (s 164)	Yes	
<b>12 COMPLYING WITH PROVISIONS FOR INTERNAL AUDIT AND AUDIT COMMITTEES</b>			
The municipality and each of its municipal entity(s) must have an internal audit unit and an audit committee. (Refer s165 and 166).			
12.1	Does the municipality have an internal audit (IA) unit (s 165) and indicate whether the function is in-house or outsourced or shared?	5. Yes, 100% outsourced to external provider	
12.2	Does each of the municipality's entity(s) have an internal audit unit? (s 165)	Yes	
12.3	Does the municipality have an audit committee (AC)? (s 166) > If Yes, indicate in the space provided for date whether the function is shared	Yes	
12.4	Does each of the municipality's entity(s) have an audit committee (AC)? (s 166)	Yes	
<b>13 COMPLYING WITH PROVISIONS FOR BUDGETS</b>			
The municipality may only incur expenditure in terms of an approved budget and within the limits of the amounts appropriated for the different votes in its approved budget. (s15). When a municipality revises an approved annual budget it may do so only through an adjustments budget and within the framework as set-out in s 28.			
13.1	Did the municipality revise its approved annual budget? > If Yes, indicate the number of adjustments budget(s) tabled in council <u>to date</u> in the space provided for date.	Yes	1. 1 adjustment
13.2	If the municipality revised its approved annual budget, were the Service Delivery and Budget Implementation Plan (SDBIP) and performance agreements of the municipal manager and all senior managers (section 57 (Systems Act)) accordingly amended?	Yes	
<b>14 INFORMATION TO BE PLACED ON WEBSITE OF MUNICIPALITY</b>			

Ref	Question	Council Use Only	
		Response	Date (if applicable)
13.2	If the municipality revised its approved annual budget, were the Service Delivery and Budget Implementation Plan (SDBIP) and performance agreements of the municipal manager and all senior managers (section 57 (Systems Act)) accordingly amended?	Yes	

#### 14 INFORMATION TO BE PLACED ON WEBSITE OF MUNICIPALITY

The municipal manager must ensure that the documents set out in s75 are placed on the website (refer s 21A of the Systems Act) of the municipality.

14.1	Does the municipality have a website?	1. Yes	
14.1.1	If Yes in 14.1 or share district website or other website arrangement, provide the website address in the space provided.	<a href="http://www.sedibeng.gov.za">www.sedibeng.gov.za</a>	
14.2	Is all the information as set-out in s75 displayed on the municipality's / shared district website?	Yes	

Other Comments:

#### FOR COUNCIL USE ONLY

Prepared by: (CFO, or other)



(Acting )Kajal Wiese Name

Kajalk@sedibeng.gov.za E-mail

(016) 450 3110 Contact number

19/01/2018 Date

Reviewed by: (Municipal Manager)

Khanyile S Name

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(016) 450 3165 Contact number

19/01/2017 Date







MUNICIPAL FINANCE INTERNS PROGRAM MONITORING TOOL


Grant Name: Gauteng Financial Interns Support Grant (GIG)  
 Objective: Monitor the implementation of the conditions of GIG in collaboration with other similar Grants  
 Due Date for Submission: Report due quarterly, 30 days after the end of the quarter under review.  
 Financial Year: 2017/18  
 Quarter under review: Q2 - December



GENERAL INFORMATION

Name of Municipality	SEBENGS DISTRICT MUN (DC 42)					
Name of Acting Municipal Manager	S. Khayile					
Name of Acting Chief Financial Officer	Kajal Wase					
Name of Mentor and designation if not CFO	INTERNS SPONSORED BY GAUTENG TREASURY					
Total Number of Interns in municipality	5					
Number of Interns reporting to the same Mentor	5					
Name of Coach for quarter under review	Shubale Zwedda					
Designation of the Coach	Acting Director, Supply Chain					
Number of Interns in the same unit as the GIG Intern	0					
Number of Interns reporting to the same Coach	0					
Portfolio of Evidence updated for quarter under review	Yes					
GENERAL INFORMATION ON INTERNS						
Total Number of Interns Employed in BTO and Internal Auditing	5	Sponsored by GIG	Sponsored by FMG	*Sponsored by Other (Specify)		
Total Number of Interns	0		2			N/A
Total Budget allocated to Interns only for the year ending June 2018.	N/A					
Total Available Budget at the beginning of the quarter under review.	N/A					
Total Expenditure on the above mentioned budget for the quarter under review	N/A					
Budget Allocated for Interns training/development only for year ending June 2018	N/A					
Available Budget for Interns training/development at the beginning of the quarter under review.	N/A					
Expenditure on the above mentioned budget for the quarter under review.	N/A					
Total Number of Interns at the beginning of the quarter under review	In Budget Office	Revenue	Supply Chain Management	Assets	*Financial Reporting	Internal Audit
Total Number of Interns at the end of the Quarter under review	0	1	3	0	0	0
Variance (formula)	0	0	0	0	0	0
Explanation for Variances	Employed by the municipality					
In case of variances caused by termination of contract, indicate the whereabouts of the Interns: a) absorbed/employed by main private etc.						

Important Information used somewhere don't delete

- Q1 - September 2008/9 EMERALDEN METROPOLITAN MUN (G1000)
- Q2 - December 2008/9 CITY OF JOBURG METROPOLITAN MUN (G1001)
- Q3 - March 2010/11 CITY OF TSHANE METROPOLITAN MUN (G1002)
- Q4 - June 2011/12 SEBENGS DISTRICT MUN (DC 42)
- 2012/13 EMERALDEN LOCAL MUN (G1 421)
- 2013/14 METROPOLITAN LOCAL MUN (G1 422)
- 2014/15 LESERU LOCAL MUN (G1 423)
- Yes
- 2015/16 METSWENING DISTRICT MUN (DC 48)
- 2016/17 NOKENG TSAI TSEMENE LOCAL (G1200)
- GIG
- 2017/18 KUNGWINI LOCAL MUN (G1202)
- FMG
- 2018/19 WESTRAND DISTRICT MUN (DC 48)
- Others
- 2018/20 MOGALE CITY LOCAL MUN (G1 481)
- 2020/21 RANDFONTEIN LOCAL MUN (G1 482)
- 2021/22 WESTONDBA LOCAL MUN (G1 483)

Did the Municipality Appoint any new Intern for the quarter under review?		No			
Total Budget allocated to Interns other than OIG for the year ending June 2008:		FIG	Other		
		N/A	N/A		
DEVELOPMENT OF INTERNS					
Number of Interns still in Employment of Municipality who completed the MIFMA Multi Media Training/register to circular 35 of LRU Number of interns received for quarter under review (formal and Informal)		5			
	GIG Intern	0	FIG Interns	Other Interns	
	N/A	0			
		0			
OTHER					
Currently Employed	Senior Managers		Middle Managers	Officials	
Permanently Employed	2		4	15	
Total Number Completed the MIFMA Multi Media Learning	2		4	15	
Number employed in Budgets	1		0	2	
Number employed in SCM	1		1	5	
Number employed in Revenue Collections			1	3	
Number employed in Payments			0	3	
Number employed in Financial Reporting			1	2	
Report Prepared by:		Ms. M Maguire			
Signature and Date Prepared:					
Verified as correct by CFO:		Ms. K Wiese (Acting)			
Signature and Date verified:					
Approved by MI:		Mr. S Kuan/ie			
Signature and Date Approved:					

MFMA - WITHDRAWAL FROM MUNICIPAL BANK ACCOUNTS  
SECTION 11(4) & 74(1)

Name of Municipality:	Sedibeng District
Municipal Demarcation Code:	DC42
Financial year	2017/18
Responsible official:	Masechaba Magalefa
Contact details	016 450 3056
Quarter	Q2 Oct - Dec

Primary bank account refers to any banks account as defined in terms of Section 8 of the MFMA.

	Consolidated	Bank 3	Bank 4	Bank 5	Bank 6
Bank:		STANDARD BANK	STANDARD BANK		
Account number:		21777667	21781494		
Bank reconciliation/s compiled and attached	Yes				
Month:	October	October	October	October	
Opening cash book balance at beginning of month	37,853,595	2,785,263	35,088,332		
Add Receipts for month	62,152,059	42,603,448	19,548,612		
Less Payments for month	80,074,105	43,897,003	36,177,102		
Closing cash book balance at end of month	19,931,549	1,471,708	18,459,841		
GL Account Balance					
Payments for the month	80,074,105	43,897,003	36,177,102		
Less Recoveries	-				
Add Non cash items (for the period)	-				
Add Commitments (for the period)	-				
Less Input VAT (for the period)	-				
Less Accruals at end of month	-				
Add Accruals at beginning of month	-				
Total	65,046,885	28,869,783.15	36,177,102.00		
Actual capital expenditure for the month	263,800	263,800			
Actual operating expenditure for the month	25,846,742	25,846,742			
Section 11(4) expenditure					
Total	26,110,542	26,110,542			
a) to defray expenditure appropriated in terms of an approved budget:	26,110,542	26,110,542			
b) to defray expenditure authorised in terms of section 28(4):					
S28(4) - until a budget for the municipality is approved in terms of subsection (1), funds for the requirements of the municipality may, with the approval of the MEC for finance in the province, be withdrawn from the municipality's bank account in accordance with subsection (5)					
Was any payment made in terms of (b) Yes/No	No				
c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1):					
S29(1) - the mayor of a municipality may in emergency or other exceptional circumstances authorise unforeseeable and unavoidable expenditure for which no provision was made in an approved budget.					
Was any payment made in terms of (c) Yes/No	No				
d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section:					
S12(2) - a municipality may in terms of section 7 open a separate bank account in the name of the municipality for the purpose of a relief, charitable, trust or other fund					
Was any payment made in terms of (d) Yes/No	No				
e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including -					
i) money collected by the municipality on behalf of that person or organ of state by agreement, or (VAT, motor vehicle licensing)					
ii) any insurance or other payments received by the municipality for that person or organ of state;					
Was any payment made in terms of (e) Yes/No	No				
f) to refund money incorrectly paid into a bank account;					
Was any payment made in terms of (f) Yes/No	No				
g) to refund guarantees, sureties and security deposits; (refund of consumer deposits)					
Was any payment made in terms of (g) Yes/No	No				
h) for cash management and investment purposes in accordance with section 13; (inter-bank transactions)					
Was any payment made in terms of (h) Yes/No	No				
i) to defray increased expenditure in terms of section 31; or					
S31 Shifting of funds between multi-year appropriations					
Was any payment made in terms of (i) Yes/No	No				
j) for such other purposes as may be prescribed. (making guarantees, store purchases, petty cash, loan repayments, leave payout, provisions)					
Was any payment made in terms of (j) Yes/No	No				
Specify					



**MFMA - WITHDRAWAL FROM MUNICIPAL BANK ACCOUNTS**  
**SECTION 11(4) & 74(1)**

Name of Municipality:	Sedibeng District	Please select from List supplied
Municipal Demarcation Code:	DC42	Please select from List supplied
Financial year	2017/18	
Responsible official:	Masechaba Magalefa	Enter official's name
Contact details	016 450 3056	Enter contact information
Quarter	Q2 Oct - Dec	Please select from List supplied

Primary bank account refers to any banks account as defined in terms of Section 8 of the MFMA.

	Consolidated	Primary Bank Account	Bank 2	Bank 3	Bank 4
Bank:		Nedbank	Nedbank	STANDARD BANK	STANDARD BANK
Account number:		1152944835	1152944606	21777667	21781494
Bank reconciliation/s compiled and attached	Yes	Yes	Yes		
Month:	November	November	November	November	November
Opening cash book balance at beginning of month	19,931,550	-	-	1,471,708	18,459,842
Add Receipts for month	135,914,532	500,000	2,878,928	115,666,838	16,868,766
Less Payments for month	69,603,497	1,247	18,676	40,350,251	29,233,322
Closing cash book balance at end of month	86,242,585	498,753	2,860,252	76,788,295	6,095,285
<b>GL Account Balance</b>					
Payments for the month	69,603,497	-	-	40,350,251	29,233,322
Less Recoveries	-	-	-	-	-
Add Non cash items (for the period)	-	-	-	-	-
Add Commitments (for the period)	-	-	-	-	-
Less input VAT (for the period)	-	-	-	-	-
Less Accruals at end of month	-	-	-	-	-
Add Accruals at beginning of month	-	-	-	-	-
<b>Total</b>	69,603,497	-	-	40,350,250.56	29,233,322.40
Actual capital expenditure for the month	560,557	560,557			
Actual operating expenditure for the month	28,433,435	28,433,435			
Section 11(4) expenditure	-	-	-	-	-
<b>Total</b>	28,993,992	28,993,992	-	-	-
a) to defray expenditure appropriated in terms of an approved budget.	28,993,992	28,993,992	-	-	-
b) to defray expenditure authorised in terms of section 28(4); S26(4) - until a budget for the municipality is approved in terms of subsection (1), funds for the requirements of the municipality may, with the approval of the MEC for finance in the province, be withdrawn from the municipality's bank account in accordance with subsection (5)	-	-	-	-	-
Was any payment made in terms of (b) Yes/No	No	No	No		
c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1); S29(1) - the mayor of a municipality may in emergency or other exceptional circumstances authorise unforeseeable and unavoidable expenditure for which no provision was made in an approved budget.	-	-	-	-	-
Was any payment made in terms of (c) Yes/No	No	No	No		
d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section; S12(2) - a municipality may in terms of section 7 open a separate bank account in the name of the municipality for the purpose of a relief, charitable, trust or other fund	-	-	-	-	-
Was any payment made in terms of (d) Yes/No	No	No	No		
e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including - i) money collected by the municipality on behalf of that person or organ of state by agreement; or (VAT, motor vehicle licensing) ii) any insurance or other payments received by the municipality for that person or organ of state;	-	-	-	-	-
Was any payment made in terms of (e) Yes/No	No	No	Yes		
f) to refund money incorrectly paid into a bank account;	-	-	-	-	-
Was any payment made in terms of (f) Yes/No	No	No	No		
g) to refund guarantees, sureties and security deposits; (refund of consumer deposits)	-	-	-	-	-
Was any payment made in terms of (g) Yes/No	No	No	No		
h) for cash management and investment purposes in accordance with section 13; (inter-bank transactions)	-	-	-	-	-
Was any payment made in terms of (h) Yes/No	No	No	No		
i) to defray increased expenditure in terms of section 31; or S31 Shifting of funds between multi-year appropriations	-	-	-	-	-
Was any payment made in terms of (i) Yes/No	No	No	No		
j) for such other purposes as may be prescribed, (making guarantees, store purchases, petty cash, loan repayments, leave payout, provisions)	-	-	-	-	-
Was any payment made in terms of (j) Yes/No	Yes	Yes	No		
Specify	R 8538.10 was paid out in form of petty cash to different department within the municipality for the month ending 31 October 2017/18 financial year.				



**MFMA - WITHDRAWAL FROM MUNICIPAL BANK ACCOUNTS  
SECTION 11(4) & 74(1)**

Name of Municipality:	Sedibeng District	Please select from List supplied
Municipal Demarcation Code:	DC42	Please select from List supplied
Responsible official:	Masechaba Magalefa	Enter official's name
Financial year:	2017/18	
Contact details:	016 450 3056	Enter contact information
Quarter:	Q2 Oct - Dec	Please select from List supplied

Primary bank account refers to any banks account as defined in terms of Section 8 of the MFMA.

	Consolidated	Primary Bank Account Nedbank	Bank 2 ABSA	Bank 3 STANDARD BANK	Bank 4 STANDARD BANK
Bank:					
Account number:		1152944835	1152944606	21777667	21781494
Bank reconciliation/s compiled and attached	Yes	Yes	Yes		
Month:	December	December	December	December	December
Opening cash book balance at beginning of month	86,225,445	2,863,112	498,753	76,788,295	6,075,285
Add Receipts for month	19,490,552	11,916,694	149,226	3,312,371	4,112,262
Less Payments for month	55,066,217	150,706	8,747	54,788,200	118,564
Closing cash book balance at end of month	50,649,780	14,629,100	639,231	25,312,466	10,068,983
GL Account Balance					
Payments for the month	55,066,217	150,706	8,747	54,788,200	118,564
Less Recoveries	-	-	-	-	-
Add Non cash items (for the period)	-	-	-	-	-
Add Commitments (for the period)	-	-	-	-	-
Less Input VAT (for the period)	-	-	-	-	-
Less Accruals at end of month	-	-	-	-	-
Add Accruals at beginning of month	-	-	-	-	-
<b>Total</b>	<b>55,066,217</b>	<b>150,706</b>	<b>8,747</b>	<b>54,788,199.75</b>	<b>118,564.00</b>
Actual capital expenditure for the month	158,868	158,868			
Actual operating expenditure for the month	35,090,959	35,090,959			
Section 11(4) expenditure					
<b>Total</b>	<b>35,249,827</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
a) to defray expenditure appropriated in terms of an approved budget:	35,249,827	35,249,827	-	-	-
b) to defray expenditure authorised in terms of section 26(4): S26(4) - until a budget for the municipality is approved in terms of subsection (1), funds for the requirements of the municipality may, with the approval of the MEC for finance in the province, be withdrawn from the municipality's bank account in accordance with subsection (5)					
Was any payment made in terms of (b) Yes/No	No	No	No		
c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1): S29(1) - the mayor of a municipality may in emergency or other exceptional circumstances authorise unforeseeable and unavoidable expenditure for which no provision was made in an approved budget.					
Was any payment made in terms of (c) Yes/No	No	No	No		
d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section: S12(2) - a municipality may in terms of section 7 open a separate bank account in the name of the municipality for the purpose of a relief, charitable, trust or other fund					
Was any payment made in terms of (d) Yes/No	No	No	No		
e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including: i) money collected by the municipality on behalf of that person or organ of state by agreement, or (VAT, motor vehicle licensing) ii) any insurance or other payments received by the municipality for that person or organ of state;					
Was any payment made in terms of (e) Yes/No	No	No	Yes		
f) to refund money incorrectly paid into a bank account;					
Was any payment made in terms of (f) Yes/No	No	No	No		
g) to refund guarantees, sureties and security deposits; (refund of consumer deposits)					
Was any payment made in terms of (g) Yes/No	No	No	No		
h) for cash management and investment purposes in accordance with section 13; (inter- bank transactions)					
Was any payment made in terms of (h) Yes/No	No	No	No		
i) to defray increased expenditure in terms of section 31; or S31 Shifting of funds between multi-year appropriations					
Was any payment made in terms of (i) Yes/No	No	No	No		
j) for such other purposes as may be prescribed. (making guarantees, store purchases, petty cash, loan repayments, leave payout, provisions)					
Was any payment made in terms of (j) Yes/No	Yes	Yes	No		
Specify		R 8 529.70 was paid out in form of petty cash to different department within the municipality for the month ending 31 December 2017/18 financial year.			



**MFMA - WITHDRAWAL FROM MUNICIPAL BANK ACCOUNTS**  
**SECTION 11(4) & 74(1)**

Name of Municipality:	Sedibeng District	Please select from List supplied
Municipal Demarcation Code:	DC42	Please select from List supplied
Financial year	2017/18	
Responsible official:	Masechaba Magalefa	Enter official's name
Contact details	016 450 3056	Enter contact information
Quarter	Q2 Oct - Dec	Please select from List supplied

Primary bank account refers to any banks account as defined in terms of Section 8 of the MFMA.

	Consolidated	Primary Bank Account	Bank 2	Bank 3	Bank 4	Bank 5
Bank:		Nedbank	ABSA	STANDARD BANK	STANDARD BANK	
Account number:		1152944835	1152944606	21777667	21781494	
Bank reconciliation/s compiled and attached	Yes	Yes	Yes			
Month:(End of Quarter)	December	December	December	September	December	December
Opening cash book balance at beginning of quarter	144,010,588.88	5,628,375.24	35,587,084.15	78,260,003.05	24,535,126.44	-
Add Receipts for quarter	217,557,142.79	55,020,140.94	22,576,765.60	118,979,208.81	20,981,027.44	-
Less Payments for quarter	204,743,818.05	44,048,955.73	36,204,525.61	95,138,450.31	29,351,886.40	-
Closing cash book balance at end of quarter	156,823,913.62	16,599,560.45	21,959,324.14	102,100,761.55	16,164,267.48	-
GL Account Balance		-	-	-	-	-
Payments for the quarter	204,743,818.05	44,047,708.59	36,185,849.20	95,138,450.31	29,351,886.40	-
Less Recoveries	-	-	-	-	-	-
Add Non cash items (for the period)	-	-	-	-	-	-
Add Commitments (for the period)	-	-	-	-	-	-
Less Input VAT (for the period)	-	-	-	-	-	-
Less Accruals at end of month	-	-	-	-	-	-
Add Accruals at beginning of quarter	-	-	-	-	-	-
Total	204,743,818.05	44,047,708.59	1,201,917.00	95,138,450.31	29,351,886.40	-
Actual capital expenditure for the quarter	983,225.77	983,225.77	-	-	-	-
Actual operating expenditure for the quarter	89,371,135.66	89,371,135.66	-	-	-	-
Section 11(4) expenditure						
Total	90,354,361.43	90,354,361.43	-	-	-	-
a) to defray expenditure appropriated in terms of an approved budget:	90,354,361.43	90,354,361.43	-	-	-	-
b) to defray expenditure authorised in terms of section 26(4): <i>S26(4) - until a budget for the municipality is approved in terms of subsection (1), funds for the requirements of the municipality may, with the approval of the MEC for finance in the province, be withdrawn from the municipality's bank account in accordance with subsection (5)</i>						
Was any payment made in terms of (b) Yes/No	No	No	No			
c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1): <i>S29(1) - the mayor of a municipality may in emergency or other exceptional circumstances authorise unforeseeable and unavoidable expenditure for which no provision was made in an approved budget.</i>						
Was any payment made in terms of (c) Yes/No	No	No	No			
d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section: <i>S12(2) - a municipality may in terms of section 7 open a separate bank account in the name of the municipality for the purpose of a relief, charitable, trust or other fund</i>						
Was any payment made in terms of (d) Yes/No	No	No	No			
e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including: i) money collected by the municipality on behalf of that person or organ of state by agreement; or (VAT, motor vehicle licensing) ii) any insurance or other payments received by the municipality for that person or organ of state;						
Was any payment made in terms of (e) Yes/No	No	No	Yes			
f) to refund money incorrectly paid into a bank account;						
Was any payment made in terms of (f) Yes/No	No	No	No			
g) to refund guarantees, sureties and security deposits; (refund of consumer deposits)						
Was any payment made in terms of (g) Yes/No	No	No	No			
h) for cash management and investment purposes in accordance with section 13: (inter- bank transactions)						
Was any payment made in terms of (h) Yes/No	No	No	No			
i) to defray increased expenditure in terms of section 31: or <i>S31 Shifting of funds between multi-year appropriations</i>						
Was any payment made in terms of (i) Yes/No	No	No	No			
j) for such other purposes as may be prescribed. (making guarantees, store purchases, petty cash, loan repayments, leave payout, provisions)						
Was any payment made in terms of (j) Yes/No	Yes	Yes	No			
Specify						

R 14 368 was paid out in form of petty cash to different department within the municipality for the q Quarter ending 31 December







# MFMA IMPLEMENTATION AND MONITORING LONG TERM CONTRACTS QUARTERLY RETURN

Municipalities must report on all long term contracts (LTC) with a **contract period exceeding 3 years and a total contract value of R1 million and above** (a quarterly return must be completed for the term of the LTC).  
Each quarter every municipality must submit this return to National Treasury disclosing for that quarter:

1. any new LTC established, and
2. any LTC terminated or that came to an end, or
3. Changes to detail of existing LTC
4. Existing LTC(s) but no activity for this quarter, or
5. that there are no LTC(s)
6. Specifically for the quarter ending **30 September 2006** details of **all** LTCs existing as at 30 September 2006 must be submitted once off, thereafter for each quarter select the applicable return(s) from 1-5 above.

To save the file press the following keys at the same time with Caps Lock off: **Ctrl-Shift-S**. The file will be saved as e.g. EC000\_LTC\_2007\_Q1\_1.xls

The electronic return must be emailed to [lgdatabase@treasury.gov.za](mailto:lgdatabase@treasury.gov.za).

Please refer to the Guidelines for completing this return available on the website [www.treasury.gov.za/mfma](http://www.treasury.gov.za/mfma) (NT returns)

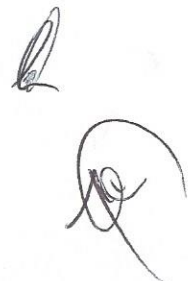
<b>RETURN TYPE:</b>		
Financial Year and Quarter	2017/18	Q2 Oct-Dec
Municipality		
Long Term Contract Number	0	
<i>Number between 1 and 100, start at number 1</i>		
<b>CONTRACT DETAILS</b>		
Head Contractor Name		
Main / Sub Function		
Purpose, Extent and Other Particulars		
Date Established (ccyy/mm/dd)		
Date Terminated/ came to an end (ccyy/mm/dd)		
Feasibility Study Done (Yes/No)		
LTC compliant with MFMA (Yes/No)		
Total Value (Whole Rand)		
Duration (Number of Whole Years)		
Participating Parties (Specify Subcontractors)		
<b>HEAD CONTRACTOR CONTACT DETAILS</b>		<i>Specify Position</i>
<b>Postal address:</b>		
Post Box/Private Bag		
Box/Bag No		
City / Town		
Postal Code		
<b>Street address</b>		
Building		
Street No. & Name		
City / Town		
Postal Code		
<b>General Contacts</b>	<i>Phone, fax and cell no's: nnn nnn nnnn (example 011 315 2341)</i>	
Telephone number		
Fax number		
E-mail address		
<b>Position 1</b>		
Name		
Telephone number		
Cell number		
Fax number		
E-mail address		
<b>Position 2</b>		
Name		
Telephone number		
Cell number		
Fax number		
E-mail address		
<b>Position 3</b>		
Name		
Telephone number		
Cell number		
Fax number		
E-mail address		
<b>Contact Person:</b>		
Email:		
Phone:		
Date: (ccyy/mm/dd)		

Information on purpose additional to subfunction. If the purpose does not neatly fit into a subfunction, choose 'Other' and provide detail here.

Specify Position

Specify Position

Please provide details of the contact person who completed this return, should further information be required.



# MFMA IMPLEMENTATION AND MONITORING MUNICIPAL ENTITY QUARTERLY RETURN

Each quarter every municipality must submit this return to National Treasury disclosing for that quarter:

1. any new entity established, and
2. any entity disestablished, and
3. changes to details of an existing entity, or
4. that there has been no changes to existing entity(s) since the previous quarter (established/disestablished/changes), or
5. there are no entities.
6. Specifically for the quarter ending 30 September 2006 details of ALL entities existing as at 30 September 2006, must be submitted once off, thereafter for each quarter select the applicable return(s) from 1-5 above.

To save the file press the following keys at the same time with Caps Lock off: Ctrl-Shift-S. The file will be saved as e.g.

EC000\_ME\_2007\_Q1\_2.xls

The electronic return must be emailed to [lgdatabase@treasury.gov.za](mailto:lgdatabase@treasury.gov.za).

*Please refer to the Guidelines for completing this return available on the website [www.treasury.gov.za/mfma](http://www.treasury.gov.za/mfma) (NT returns)*

<b>RETURN TYPE:</b>		5.No entity	
Financial Year and Quarter	2017/18	Q2 Oct-Dec	Information on purpose additional to subfunction. If the purpose does not neatly fit into a subfunction, choose 'Other' and provide detail here.
Municipality	DC42 Sedibeng		
Entity Number			
Number between 1 and 100, start at number 1 (never allocate the same number to another entity)			
<b>ENTITY DETAILS</b>			
Entity Name			
Type of Entity			
Main / Sub Function			
Purpose, Extent and Other Particulars			
Date Established (ccyy/mm/dd)		Date Disestablished (ccyy/mm/dd)	To be completed ONLY when the entity is disestablished
Sole Control (Yes/No)		% Control (Whole Number)	
MFMA / PFMA Applicable	Does the entity comply with the provisions of the MFMA and Systems Act (as amended). (Refer MFMA Chapter 10 and Systems Act (Chapter 8A)). (Yes/No)		
MFMA (s 84) and Systems Act (s 78) Feasibility Done (Yes/No)		Month of Financial Year End	If Sole Control = Yes, then 100%
Funding Source			
Annual Budget (Whole Rand)		Jobs Transferred from Muni (Number)	
New Permanent Jobs Created (Number)		New Temporary Jobs Created (Number)	
Participating Parties			
If parties are munes select Muncde's in the above cells, otherwise use cell on the right to enter parties			
<b>ENTITY CONTACT DETAILS</b>			
<b>Postal address:</b>			
Post Box/Private Bag			
Box/Bag No			
City / Town			
Postal Code			
<b>Street address</b>			
Building			
Street No. & Name			
City / Town			
Postal Code			
<b>General Contacts</b>	Phone, fax and cell no's: nnn nnn nnnn (example 011 315 2341)		
Telephone number			
Fax number			
E-mail address			
<b>CEO</b>			
Name			
Telephone number			
Cell number			
Fax number			
E-mail address			
<b>CFO</b>			
Name			
Telephone number			
Cell number			
Fax number			
E-mail address			
<b>CHAIRPERSON</b>			
Name			
Telephone number			
Cell number			
Fax number			
E-mail address			
<b>Contact Person:</b>			
Email:			
Phone:			
Date: (ccyy/mm/dd)			
			Please provide details of the contact person who completed this return, should further information be required. Thank You





BM: EXTERNAL DEBT CREDA												
Show Finance Museum, BM or												
Change Year End (CYE) to FY												
For other Budgets (P) or other												
Municipality Year End												
PC#2	Municipality	2018	Loan	Abandonment	Shedule	Year of	Timing of	% interest	Interest	Balance	Check Forward	Additional
Instrument	Loan	Purpose			years	Interest	Rate of Debt	(FR)	(FR)	(FR)	(FR)	(FR)
No	Reference No					(FR)	(FR)	(FR)	(FR)	(FR)	(FR)	(FR)
1												
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Ministry	Year End	Chart	Loans	Loans			Loans			Loans			Loans		
Code			No.	Period	Period	Period	Period	Period	Period	Period	Period	Period	Period	Period	Period
Line	Agency	Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
85															
86															
87															
88															
89															
90															
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92															
93															
94															
95															
96															
97															
98															
99															
100															
TOTAL															

*[Handwritten signature and initials]*

Account	Year End	2018		Municipality	Loan	Maturity	Type of	Timing of	Is interest	Interest	Balance	Capital	Additional	Balance
		Loan	Principal											
65														
66														
67														
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99														
100														
TOTAL														



# Municipal Compliance Review Form of the Quarterly BM Returns

Activity: Submission of the 'Quarterly BM Returns'  
 Legislative requirement: MFMA Circular 26 and section 74 of MFMA  
 Legislative Due date: 31 December 2017

Code	Municipality	Electronic Copy BM	Date Submitted	Signed Copy BM	Date Submitted	Borrowing Register No Borrowings	Investment Register No Investment	Proof of payments of loans for the quarter No Loans
DC42	Sadberg District Municipality	Yes	1/16/2018	Yes	1/16/2018	No Borrowings	No Investment	No Loans

**Notes**



Prepared by: Maechaba Mgqaleka  
 Budget Manager: Accountant Budget

Date Prepared: 2018/01/15