

PROVINCE OF KWAZULU-NATAL
PROVINCIAL TREASURY

OFFICE OF THE HEAD OF DEPARTMENT



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Date: 31 October 2011
Enquiries: Mr F. Cassimjee

**TO: MUNICIPAL MANAGERS
CHIEF FINANCIAL OFFICERS
KWAZULU NATAL MUNICIPALITIES (DELEGATED)**

PROVINCIAL TREASURY CIRCULAR TC/RM 9 OF 2011/12

REQUEST FOR SPECIMEN SIGNATURES

Section 5 of the Municipal Budget and Reporting Regulations states that *“Whenever an annual budget and supporting documentation, an adjustments budget and supporting documentation or in-year report is submitted to the mayor, tabled in council, made public or submitted to another organ of state, it must be accompanied by a quality certificate complying with Schedule A, B or C, as the case may be and signed by the Municipal Manager”*.

In terms of Section 71 of the MFMA, a municipality must submit to the relevant Treasury a monthly statement on the state of the municipality’s performance against budget. Accordingly, municipalities upload their In-Year Monthly reports (monthly returns) within 10 working days after the end of each month to the Igdatabase. National Treasury consolidates these returns on a quarterly basis reflecting actual financial and conditional grant information. The consolidated returns (Section 71 and Conditional Grant) are then sent by National Treasury to all municipalities to verify the correctness and accuracy of the information, before it is published on National Treasury’s website and tabled by the Provincial Treasury in the Provincial Legislature.

The Municipal Manager and the Chief Financial Officer are required to scrutinise, verify and sign-off the Section 71 and Conditional Grant reports on a quarterly basis before these are submitted to both National and Provincial Treasury. However, it has been noted in a number of instances that the Section 71 and Conditional Grant reports were not being signed by the Municipal Manager and Chief Financial Officer.

In light of the above, and to improve the verification process, you are kindly requested to furnish Provincial Treasury with specimen signatures of both the Municipal Manager and Chief Financial Officer, as per the attached template by **4 November 2011**. Provincial Treasury will be checking the signatures on the Section 71 and Conditional Grant reports against the specimen signatures submitted by the municipalities to ensure authenticity of the verified documents. Should there be any changes in the

positions of the Municipal Manager and the Chief Financial Officer, you will be required to re-submit the specimen signature template with the signatures of the new officials.

Municipalities are required to email the scanned copies of the specimen signatures to mfma@kzntreasury.gov.za or courier the document to:

Physical Address:

The Head of Department
Provincial Treasury
7th Floor Treasury House
145 Chief Albert Luthuli Road
Pietermaritzburg
3201

FOR ATTENTION: URASHNA GOBERDHAN

A handwritten signature in black ink, appearing to read 'L.S. Magagula', written over a horizontal line.

**MR L.S MAGAGULA
HEAD: PROVINCIAL TREASURY**

**CC MAYORS
 Jan Hattingh, National Treasury**



treasury

Department:
Treasury

PROVINCE OF KWAZULU-NATAL

Specimen Signatures for Submission of In Year Monitoring Reports and Budget Submissions

Municipality: _____ Date: _____

Designation	Acting/Permanent	Date of appointment	Name	Signature (1)	Signature (2)
Municipal Manager (Accounting Officer)					
Chief Financial Officer (CFO)					