

# 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
GT423	Lesedi	2013	Q4 Apr-June
Ref	Question	Council Use Only	
		Response	Date (if applicable)
<b>1 PREPARING AN IMPLEMENTATION PLAN</b>			
<p>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.</p> <p>A copy of the MFMA Implementation Plan (Circular 7) must be submitted to the National Treasury by September 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.</p>			
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	
<b>2 ALLOCATING APPROPRIATE RESPONSIBILITIES UNDER THE MFMA TO THE ACCOUNTING OFFICER</b>			
<p>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.</p>			
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	