



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

ENQUIRIES: J.M Mogane

Telephone: 012 336 8541

Reference: 3/1/2/2 -2016/17

**DEPUTY DIRECTOR-GENERALS
CHIEF DIRECTORS
PROVINCIAL HEADS
DIRECTORS
PROJECT MANAGERS
HEADS OF FINANCE IN PROVINCES
SUPPLY CHAIN MANAGEMENT PRACTITIONERS
BUDGET CO-ORDINATORS
BUDGET CONTROLLERS**

FINANCE CIRCULAR NO 2 OF 2016

CONFIRMATION OF FUNDS PRIOR TO COMMITTING AND PROCESSING EXPENDITURE

1. In terms of Section 39 of the Public Finance Management Act (PFMA), the Accounting Officer must ensure that expenditure of the Department is in accordance with Vote of the Department and the effective and appropriate steps are taken to prevent unauthorised expenditure.
2. This circular seeks to inform all Managers to ensure that the budget is available before committing the Department to any expenditure and/or approving expenditure for payment. Further to this, Supply Chain Management Practitioners should obtain a written confirmation / certification of funds from Management Accounting division of the Department prior raising a commitment on the system. This applies to Head Office and Provincial Offices/ Regional Offices.
3. The controls stated in Paragraph 2 above, will ensure the use of correct budget allocation codes, compliance with Standard Charts of Accounts (SCOA) and other relevant financial prescripts/legislation like the PFMA, Treasury Regulations, Budget Procedure Manual and the Division of Revenue Act (DoRA). These controls will also assist in preventing the following:
 - Unauthorised expenditure (including over-expenditure in Programmes, Sub Programme and Expenditure Classifications);
 - Misclassifications at the requisition and procurement stage of Goods and Services by End-Users.
4. Over and above the established procurement processes, the following procedures must be adhered to:
 - The Requisition Officer (Chief-User Clerk) must complete Fund Certificate form accompanied by the BAS Expenditure Control Commitment report not older than two days and submit the form to Budget Controllers for certification;
 - The Requisition Officer (Chief-User Clerk) must ensure that requisition form is accompanied by an approved funds certificate obtainable from Management Accounting;
 - The Procurement Officer must source the quotation and communicate the preferred supplier to the Requisition Officer (Chief-User Clerk) and commit the expenditure on LOGIS;
 - The Requisition Officer (Chief-User Clerk) must keep record of the commitment register until the expenditure is realised on BAS;
 - The Chief-User Clerk must provide a monthly report to Management Accounting on LOGIS commitments per Programme and per Sub Programme, and so that reconciliations of LOGIS commitments and BAS commitments can be performed, and any possible exceptions be cleared.

5. The following Budget Controllers and Head of Finance in provinces should be engaged to certify availability of fund for the under-mentioned Programmes:

PROGRAMME (HEAD OFFICE)	BUDGET CONTROLLER	CONTACT DETAILS
Programme 1: Administration	Mr Devon Africa	012 336 6891
Programme 1: International Water Support		063-251-9362
Programme 2: Water Planning and Information Management	Ms Nomusa Hlaethwa	012 336 7385
		063-251-9471
Programme 3: Infrastructure Development and Rehabilitation	Mr Mashudu Mukwevho	012 336 8720
		083-793-4417
Programme 4: National Sanitation Services	Ms Merle Frankfort	012 336 6895
		083-608-9036
Programme 4: Water Sector Support	Mr Tahulela Muhashela	012 336 7166
Programme 5: Water Sector Regulation Management and Support	Ms Maredi Marathana	012 336 7241
		063-251-9358
PROVINCES	HEADS OF FINANCE IN PROVINCES	CONTACT DETAILS
Gauteng	Ms Grennies Skosana	012 392 1312
		082 953-7766
Limpopo	Mr Golden Nyavani	015 290 1200
		082 809-5601
Mpumalanga	Mr Walter Magoro	013 759 7558
		082 876-2224
KwaZulu-Natal	Ms Veronica Mkhize	031 336 2925
		082 888-2954
Western Cape	Mr Gavin Leak	021 941 6007
		082 808-2726
Eastern Cape	Mr Cyril Samuels	043 604-3405
		082 808-0472
Northern Cape	Mr Fanie Malan	053 830 8876
		082 809 5152
Free State	Ms Belina Keele	051 405 9267
		082 808-5589
North-West	Ms Manamela Gomotsegang	018 387 9588
		082 875-3232

6. Attached please find Annexure A (Fund Certificate Form). The Implementation of this circular is effective immediately.

CHIEF FINANCIAL OFFICER (Acting)

DATE: 2016/04/15



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REPUBLIC OF SOUTH AFRICA

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Enquires: K MOGASHOA

Telephone: 012 336-6898

Reference: F3/2/1

Mr F Moatshe
Chief Director: Management Accounting
ZwaMadaka Building 402
PRETORIA
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Dear Mr Moatshe

APPOINTMENT AS ACTING CHIEF FINANCIAL OFFICER: MAIN ACCOUNT

You are hereby appointed as Acting Chief Financial Officer: Main Account from 11 - 15 April 2016 with full delegated powers. In this regard, I wish to refer you to the Departmental Policy on the payment of acting allowance.

In carrying out your acting responsibilities you will directly report to the Director- General. Please bear in mind that during the period of your acting appointment, all correspondence must be signed under the title Acting Chief Financial Officer.

If you accept the appointment unconditionally, please indicate accordingly and append your signature below in the space provided and return it to the Chief Director: Human Resources for implementation and record purposes.

I look forward to your support and co-operation in carrying out the duties and responsibilities assigned to this important post. I wish you everything of the best during your term as Acting Chief Financial Officer: Main Account.

Yours sincerely


Mr Sifiso Mkhize
ACTING DIRECTOR-GENERAL

DATE: 11/04/2016