

Short Learning Programme Course Outline: The Roles & Responsibilities of Municipal Councillors in Terms of the MFMA Training duration - 8 contact hours

Purpose of short learning programme (SLP)

To provide the newly elected municipal councillors with a high level legal overview of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) and to inform councillors of their:

- Roles and responsibilities in Terms of the MFMA; and
- Specific roles with regard to fiscal and financial processes as set out in the MFMA.

***Admission/entrance requirements**

- A National Senior Certificate (NSC)
- A National Certificate (Vocational) Level 4 (NCV4) or
- An appropriate Further Education and Training Certificate or equivalent.
- Good reading and writing skills at NQF level 4 is recommended.

* Please note that the entrance requirements are only applicable, if the student chooses to be assessed.

Attendance requirements

Kindly note students are required to remain in class for the duration of the course.

Course outline

Background

- Promoting sound financial governance by clarifying roles;
- A more strategic approach to budgeting and financial management;
- Modernisation of financial management;
- Promoting co-operative government; and
- Promoting sustainability.

Types of municipalities

The role of the MEC for finance and provincial treasury

The roles of district councils

- Promoting sound financial governance by clarifying roles
- Oversight and clear lines of authority
- Role of the council
- Role of the non-executive councillor
- Role of the non-executive councillor
- Role of the municipal manager (the accounting officer)
 - Budget preparation role
 - Reporting and publishing role

Delegations

Three-year budgeting and planning

- The budget preparation process
- Overview
- Local Economic Development (LED)
- Budget preparation timetable
- Budget preparation and review of IDP and policy
- Tabling of the draft budget
- Publication of the draft budget
- Opportunity to comment on draft budget
- Opportunity for revisions to draft budget
- Adoption of the annual budget
- LGMTEC 3 Budget Process
- Budgets of municipal entities
- Entity budgets to be considered with municipal budgets
 - Budget implementation
 - Implementation management – the service delivery and budget implementation plan
 - Managing the implementation process
 - Variation from budget estimates
 - Revision of budget estimates – the adjustments budget

In-year reporting

- Financial transparency and ongoing performance
- Monitoring progress and financial reporting
- Non-financial reporting
- Monthly budget statements

- Quarterly budget statements
- Mid-year budget and performance assessment
- General in-year reporting obligations

Annual reports

- Preparation of the annual report and annual financial statements
- Submission and tabling of the annual report and annual financial statements
- Oversight reports
- Meetings to discuss the annual report
- Roles of the provincial legislature

Supply chain management

Asset management

- Disposal of capital assets
- Asset and liability management
- Audit committee
- Risk management

Assessment practice (Optional)

- Students need to obtain a 50% pass mark overall in order to be issued with a university Certificate of Compliance.

Training delivery

- Training can take place at the Nelson Mandela University's Bird Street campus in PE or on-site.

Contact details

For further information and to request quotations, please contact:

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