**SUB-DELEGATION OF POWERS, DUTIES, FUNCTIONS AND RESPONSIBILITIES IN TERMS OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 AND ITS ASSOCIATED REGULATIONS; DIVISION OF REVENUE ACT; LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 BY THE CHIEF FINANCIAL OFFICER OF THE …………. MUNICIPALITY TO THE INCUMBENT THAT WILL BE ACTING IN THE POSITION MANAGER: MUNICIPAL BUDGETS WITHIN THE BUDGET AND TREASURY OFFICE OF THE ………….. MUNICIPALITY FOR THE PERIOD …… TO ……. 20…..**

By virtue of the authority vested in me by section 82(1) of the Municipal Finance Management Act, 2003 (Act 56 of 2003), I, …………………, in my capacity as Chief Financial Officer of the ……………. Municipality, hereby sub-delegate the powers, duties, functions and responsibilities to the incumbent that will be acting in the position Manager: Municipal Budgets or the acting official of the indicated post.

It must be noted that the official acting in a temporary capacity in the position Manager: Municipal Budgets will be equally, jointly, severally and otherwise responsible for the agreed outcomes to be achieved and the performance of the tasks attached to the post for the period that he or she is acting in this post.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHIEF FINANCIAL OFFICER**

**DATE:**

I ………… in my capacity as Acting Manager: Municipal Budgets of the …….. Municipality hereby accepts the delegations in the attached Annexure.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACTING MANAGER: MUNICIPAL BUDGETS**

**DATE:**

**[Note: this is a pro forma template which must be used for the issuance, acceptance and implementation of delegations by the delegator and delegate. This therefore means that whenever the CFO or any other official sub-delegates, this template will have to be used and the relevant names will have to be inserted above.]**