



Twelve (12) Urgent Implementation Priorities

1. Introduction

The *attached* implementation and monitoring checklist is developed to provide assistance to **all** municipalities when implementing the urgent priorities of the MFMA.

These priorities were discussed at the MFMA Consultative Workshops held during May and June 2004. Further elaboration of these priorities can be obtained from the “Modernising Financial Governance” guide available on the National Treasury website.

It should be noted however that the priorities as listed in the above guide have been amended to reflect comment from municipalities and therefore, this checklist should be used as the primary reference source.

2. Guidelines for Completion

This checklist is attached as an easy to use excel spreadsheet, which should be completed by the municipal manager or a delegated senior finance official such as the CFO of the municipality, both electronically and in writing and endorsed by the mayor.

The official should enter the appropriate response against each question using the drop down selection provided, and on the hard copy initial the response. On most occasions, the response will be a “yes” or a “no”: if the response is a “no”, the official should then enter the date for anticipated completion.

The municipal manager and the mayor respectively should then review and endorse the checklist as appropriate and sign and date the document on the last page in the area provided.

An example is provided below, in which an implementation plan is not yet prepared but the municipal manager anticipates that it will be completed by 31 December 2004:

EXAMPLE:

Ref	Example Question	Council Use Only			NT Use Only
		Response	Date (if applic)	Initials	Verified
1	PREPARING AN IMPLEMENTATION PLAN				
All municipalities are required to prepare an MFMA implementation plan that focuses on what the municipality intends to implement and achieve over the next three to five 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. The plan must be submitted to the National Treasury by 31 October 2004 . Note that the plan should include implementation issues on amendments to the Municipal Systems Act.					
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).	No	2004/12/31	<initial on hard copy>	

Once completed, the municipal manager must ensure that the hard copy is signed and dated by the municipal manager and mayor and forwarded either by mail or by fax to the numbers below. The completed electronic spreadsheet must be emailed to lgdatabase@treasury.gov.za, with the subject heading "municipal code - municipality name - MFMA 12 Urgent Priorities" eg: "GT001 – City of Johannesburg – MFMA 12 Urgent Priorities"

3. Submission Deadline

Both the signed hard copy and the completed electronic spreadsheet must be received by no later than **31 October 2004** ie: two months to finalise the response.

4. Explanatory Notes

In this checklist the following points must be noted to ensure completeness:

- Any reference to mayor includes the mayor, the executive mayor or the councillor acting in the capacity of mayor (as required by s57 of the MFMA)
- Any reference to municipal manager includes the municipal manager or the acting municipal manager
- Any reference to chief financial officer includes the chief financial officer or the acting chief financial officer
- Any reference to other senior managers includes senior managers or acting senior managers

Note: the return relates to financial year "2005" and quarter "1".

A comprehensive MFMA implementation plan template is currently being finalised by the National Treasury and will be provided to all municipalities during September 2004. This template will provide valuable assistance to municipalities when developing their plan of financial reform.

Contact



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