



PROVINCIAL TREASURY

Provincial Government of the Western Cape

SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

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REFERENCE: T14/3/1/2
ENQUIRIES: A Bastiaanse

TREASURY CIRCULAR NO. 50/2010

THE PREMIER

THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM
THE MINISTER OF HEALTH
THE MINISTER OF HOUSING
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF SOCIAL DEVELOPMENT
THE MINISTER OF TRANSPORT AND PUBLIC WORKS
THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT
ALL OTHER MEMBERS OF PARLIAMENT

} For information

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR P WILLIAMS) (For information)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (DR JC STEGMANN)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (DR GA LAWRENCE)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MS P VINJEVOLD) (For information)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KC HOUSEHAM) (For information)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MS K LUBELWANA)
THE ACCOUNTING OFFICER: VOTE 8: HOUSING (MR M TSHANGANA)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR R ELLIS)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR J FOURIE)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (DR H FAST)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR D BASSON)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY) (ACTING) (For information)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)
THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY) (For information)
THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR A VAN NIEKERK) (For information)
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 8: HOUSING (MR F DE WET) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR AA GAFFOOR)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)
THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)
THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)
THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MR F DE WET) (ACTING)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR TC ARENDSE)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)
THE HEAD: FINANCIAL GOVERNANCE (MR A REDDY) (ACTING)
THE HEAD: ASSET MANAGEMENT (MR TC ARENDSE) (PRO TEM)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (ACTING)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MR T MADONDILE/MS M FORTUIN) (ACTING)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MS M SHERATON)
THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR ML BOOYSEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP ONE) (MR F SABBAT)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS C HORTON)
THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)
THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS A SMIT)
THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

ACCESS TO PERSONNEL AND SALARY ADMINISTRATION (PERSAL) FUNCTIONS

1. Purpose

To inform Accounting Officers (AO's) and Chief Financial Officers (CFO's) of departments (excluding the Departments of Health and Education) of the PERSAL functions that will remain the responsibility of departments and the access required to the applicable functions (production functions), post the transfer of the Human Resource Administration (HRA) functions, to the Department of the Premier.

2. Background

- 2.1. With the transfer of the Human Resource Administration (HRA) functions to the Corporate Services Centre (CSC) of the Department of the Premier with effect from 15 November 2010, all HRA related functions (e.g. recruitment, selection, appointment, transfer, secondment, administration and processing of leave administration, etc.) will henceforth be rendered by the CSC on behalf of departments.
- 2.2. The PERSAL functions (e.g. tax matters, debtors, recall of salaries, etc.) traditionally rendered by the office of the Chief Financial Officer (CFO) within a department, will however remain the responsibility of departments and include the functions as indicated on the attached annexure.
- 2.3. In the case of general allowances and claims, the CSC will be responsible for allowances/claims pertaining to overtime, standby, overtime non programmatical, night shift, acting and shift work, while the CFO will be responsible for motor financing official kilometers, subsistence and transport claims and re-settlement costs.
- 2.4. If however there is uncertainty regarding allowances not specifically mentioned, Mr. Eugene Southgate, Chief Director: Human Resource Management from the CSC can be contacted for further clarity and guidance in this regard.

3. Requirements

- 3.1. Departments are requested to ensure that the applicable officials in the office of the Chief Financial Officer have access to the indicated functions and if not, to arrange through the CSC for access to the required functions.


A BASTIAANSE

SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

DATE: 16-11-2010

No	Function No	Function Description	CFO
46	3.2.19	Matrix (A=Responsibilities and Objectives)	X
129	4.5.5	Transport	X
142	4.5.21	Subsidised Motor Transport	X
259	5.2.6	Tax	X
262	5.2.10	Reversal Of Salary	X
263	5.2.11	Freeze Of Salary	X
264	5.2.12	Cancel Of Unfinished Supplementary Record	X
269	5.3.1	General Allowances	X
274	5.3.6	Over-Deduction	X
275	5.3.7	Abnormal Payment	X
276	5.3.8	Man Issued Warrant Vouchers (Beneficiary Payments)	X
278	5.3.11	Subsistence And Travelling Payments	X
283	5.4.1	General Deduction	X
284	5.4.2	Disallowance Of Allowance	X
286	5.4.4	Departmental Deductions	X
287	5.4.5	Amend Disallowance Or Medical Arrears	X
289	5.4.7	Discretionary Deductions	X
290	5.4.8	Instate Instalments I.R.O Disallowance Of Allow.	X
291	5.4.9	Medical Dependents Prior To Current Scheme	X
293	5.5.1	Fringe Benefit : Cash Equivalent	X
294	5.5.2	Amend : IRP5 Accumulations	X
295	5.5.3	Manual IRP5 Certificates	X
296	5.5.4	Recalculate IRP5-Certificates	X
297	5.5.5	Cancel/Reinstate : Issued IRP5	X
298	5.5.6	Fringe Benefit : Free Or Cheap Housing	X
299	5.5.7	Create/Split IRP5 Master	X
300	5.5.8	Amend Closed IRP5 Details	X
301	5.5.9	Issue Of Duplicate IRP5/It3a	X
302	5.5.10	IRP5 - Discontinued Organisation	X
303	5.5.11	Update IRP5 Failing Print Validation	X
367	5.8.10	Reversal Of Suppl. Remuneration Periodical	X
369	5.8.13	Deductions	X
370	5.8.14	Manually Issued Warrant Vouchers	X
371	5.8.15	Over-Deductions Periodic	X
390	5.11.1	Check IRP5 Status	X
391	5.11.2	Validate IRP5 - Mark CSV Ready	X
392	5.11.3	Create CSV File	X
393	5.11.4	Tax Reconciliation Status	X
394	5.11.5	Monthly Tax And Accumulation Amendment Totals	X
395	5.11.6	IRP5 Accumulation Amendments	X
444	6.8.20	Approval: Suspense File Transactions	X
445	6.8.30	Authorisation : Suspense File Transactions	X
451	6.9	Transaction File	X
452	6.9.10	Enquiry : Transaction File Transactions	X
468	6.10.15	Admission To Codes	X