



cooperative governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

Chief Directorate: Municipal Infrastructure
Development & Coordination
Directorate: Municipal Infrastructure Policy,
Stakeholder and Sector Collaboration

MEMORANDUM

Reference No: MIG-MIS-2019-02-001
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TO: PROVINCIAL PROGRAMME MANAGERS
NATIONAL PROVINCIAL MANAGERS
SKHOMO TECHNOLOGIES

**NOTICE: EXPENDITURE REPORTING FUND ADMINISTRATION DELETION
PROTOCOL / PROCEDURE**

1. PURPOSE

- 1.1 The purpose of Expenditure Reporting Fund Admin Deletion Protocol / Procedure is to implement a process to be followed when municipalities report expenditure against uploaded PoE (PoP's) and submit through PPMU office for pre-verification and recommendation or rejection if wrongly reported

2. BACKGROUND

- 2.1. Municipalities use MIG-MIS system to report both PMU Management (5% TOP SLICE) and Infrastructure Projects expenditure monthly through Provincial workflow processes (verification and recommendation) to National DCoG

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workflow processes (final verification and signing-off) of municipal reported expenditure to consolidate into single expenditure report to National Treasury.

2.2. Deletion Procedures / Protocol for incorrect expenditure is as follows:

The screenshot displays the MIG MIS web application interface. The main content area shows a table of expenditure data, categorized by Municipality and Project Name. The table includes columns for Amount, MIS transaction ID, Voucher Reference, and Invoice Number.

Municipality	Amount
Umgungundlovu DM (0)	6,768,670.34
Total for Umkhanyaside DM (0)	2,196,046.49
Municipality	Amount
Umkhanyaside DM (0)	2,196,046.49
Municipality	Amount
Big 5 Hlabisa LM	
District management area: KZINDA27	
Hlabisa Impilo LM	
Jozini LM	
Mthubulu LM (0)	2,196,046.49

Pop	Project Name	Amount	MIS transaction ID	Voucher Reference	Invoice Number
Down road	Msizi Gravel Road & Causeway - Ward 18	488,385.80	50008	VODS18BY3NLF	INV000051
Down road	Msizi Gravel Road & Causeway - Ward 18	21,123.00	50571	VODS18QK0QLF	FMA-K038-13-004
Down road	Mthubulu Traffic Management Centre, Ward 5(AFA)	43,664.20	50310	VODS198ASNLF	INV000196
Down road	Mthubulu Traffic Management Centre, Ward 5(AFA)	1,327,449.80	50309	VODS1989NLF & VODS1993NLF & VODS1993NLF & VODS1993NLF	MOCPH-12/01/2019
Down road	Mthubulu Traffic Management Centre, Ward 5(AFA)	315,403.89	50307	VODS2183NLF	63712

Municipality	Amount
Umkhanyaside DM (0)	0.00
Total for UThukela DM (0)	171,734.49
Total for ZuluLand DM (0)	2,669,425.72
I Impopo (0)	0.00
Mpumalanga (0)	0.00
North West (0)	10,922,228.83
Northern Cape (0)	35,141.18
Western Cape (0)	490,209.45

1. If the municipality has reported incorrect expenditure with incorrect / incomplete upload (Proof of payment): Delegated PPMU personnel at PPMU office after verification must refer back the expenditure back to the municipality and include the comments for referring back.
2. If municipality has uploaded wrong / incomplete PoP's -: Delegated PPMU personnel at PPMU office after verification must refer back the expenditure back to the municipality and include the comments for referring back.

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- Then municipality will then overwrite or replace old (incorrect) PoE / PoP with the correct new one and re-submit the expenditure.
- There is no need for the municipality to re-capture the expenditure as it is already been captured but the wrongly uploaded PoP can be overwritten by the municipal user.
- All of the above can only be executed before expense / expenditure is being signed off at National MIG Office and expenditure been reported to National Treasury.

The screenshot displays the 'Municipal Infrastructure Grant' (MIG) MIS system. The user is logged in as Mr. Kgashane Filusa. The main content area shows an 'Expenses' report with the following data:

Municipality	Amount
Total for Umhlangayale DM (0)	10,249,529.75
Total for Umhlangayale DM (0)	19,555,182.19
Municipality	Amount
Umhlangayale DM (0)	19,555,182.19
Municipality	Amount
Endereleni LM (0)	1,923,152.97
Msinga LM (0)	4,486,704.48
Nquthu LM (0)	4,056,444.60
Umvoti LM	
Umhlangayale DM (on n projects) (0)	9,065,880.14

PoP	Project Name	Amount	MIS transaction ID	Voucher Reference	Invoice Number
Done	Douglas Water Supply Scheme (AFA)	218,573.88	49719	Direct Payment EF007837-0021	8050004
Done	Douglas Water Supply Scheme (AFA)	401,475.77	49721	Direct Payment EF007854-0025	051218
Done	Eradication of Sanitation Backlogs in Umvoti Local Municipality	1,440,712.50	49719	Indirect Payment EF7837-0022	2457
Done	MSINGA REGIONAL BULK WATER SUPPLY - PHASE 1	512,838.79	49723	Indirect Payment EF7837-0028	0910202
Done	MSINGA REGIONAL BULK WATER SUPPLY - PHASE 1	870,939.06	49730	Indirect Payment EF7853-0030	2018046
Done	MSINGA REGIONAL BULK WATER SUPPLY - PHASE 1	2,775,384.10	49717	Indirect Payment EF007837-0023	INV 10
Done	MSINGA REGIONAL BULK WATER SUPPLY - PHASE 1	1,846,392.34	49749	Direct Payment EF007854-0025	INV01274
Done	MSINGA REGIONAL BULK WATER SUPPLY - PHASE 1	762,148.17	49754	Direct Payment EF007854-0024	5130
Done	Ninini Water Project - AFA (Implementation)	250,215.60	49724	Indirect Payment EF0078370029	2849
Total for UThukela DM (0)		4,711,532.44			
Total for Z'okandani DM (0)		30,803,683.28			
Limpopo (0)		251,799,608.58			
Mpumalanga (0)		134,116,843.68			
North West (0)		150,153,906.61			
Northern Cape (0)		48,424,922.25			
Western Cape (0)		49,976,754.02			

Footer: Legalities | About the MIS | Browsers & Resolution | Version: 2.05 | 25 Jul 2008

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The same rule applies at all transaction workflow levels even at National level if the reported expenditure is wrongly accounted for. National Delegated official at National level will reject the expenditure back to the municipality with accompanying refer back comments.

Skhomo Technologies (MIG-MIS Service Provider for MIG-MIS System maintenance and Call Centre Support) can **ONLY** execute the following duties when reported by Users country-wide: **(DO'S)**

- Delete duplicate captured expense if reported by the municipality at Municipal level;
- Move wrongly reported expenditure from wrong month to the correct month at Municipal level;

The following duties are **NOT** allowed to be executed by Service Provider **ONLY** after the expense has been signed-off by DCoG National MIG office. See slide below: **(DON'T'S)**

The screenshot displays the MIG-MIS web application interface. The main content area shows a table of expenses categorized by District Municipality, Municipality, and Project Name. The table includes columns for Amount, MIS Transaction ID, Voucher Reference, and Invoice Number.

Category	Item	Amount	MIS Transaction ID	Voucher Reference	Invoice Number
District Municipality	Mpumalanga (0)	187,562,973.68			
District Municipality	North West (0)	79,998,799.51			
District Municipality	Northern Cape (0)	36,131,756.50			
District Municipality	Western Cape (0)	29,869,074.42			
District Municipality	Metropolitan Municipalities (0)	0.00			
District Municipality	Total for Cape Winelands DM (0)	14,149,852.54			
Municipality	Cape Winelands DM (0)	14,149,852.54			
Municipality	Breda Valley LM (0)	156,728.07			
District management area	WCDMA02				
Municipality	Drakenstein LM (0)	8,471,226.33			
POP	Upgrading of Bulk Water Pipeline at Saron	1,851,656.18	45903	VCDSPQIM/HUF AND VCDSPZY/VERK	3973 & 3906 FOPs
POP	Upgrading of Mbeke's Sports Field	357,729.46	45985	VCDSP6/MTWKF	Ref: 2018-41
POP	Upgrading of Mbeke's Sports Field	46,804.36	45915	VCDSP6/MTWKF	A170316
POP	Upgrading of Strawberry King Pipeline	438,466.67	50056	VCDSP6/MTWKF and VCDSPZY/VERK	PS5102, PS4632, PS FOPs
POP	Upgrading of Strawberry King Pipeline	5,736,570.72	50053	VCDSP6/MTWKF and VCDSPZY/VERK	3962, 3963, 3987, 39 FOPs
Municipality	Langenberg LM (0)	291,408.13			
Municipality	Stellenbosch LM				
Municipality	Witzenberg LM (0)	5,228,489.96			
District Municipality	Total for Central Karoo DM (0)	3,415,392.29			
District Municipality	Total for Eden DM (0)	7,404,526.72			
District Municipality	Total for Overberg DM (0)	1,960,651.89			
District Municipality	Total for West Coast DM (0)	2,938,651.07			

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- Expenditure **CANNOT** be moved to another month or deleted by the Service Provider if **IT IS ALREADY SIGNED-OFF** (As per above) at DCoG National MIG Office AS it is against the conditions of MIG and is already accounted for at National Treasury (NT).

3. RECOMMENDATIONS

It is recommended that:

- 3.1 ALL parties involved in expenditure reporting transactions should understand their roles and responsibilities including delegation of responsibilities (pre-verification) at PPMU Level before final recommendation by PPMU Manager or Delegated official.
- 3.2 All MIG receiving municipalities are encouraged to apply on MIG-MIS system on behalf of their municipal Chief Financial Officers (CFO's) and ensure that Municipal CFO's are registered system-wise—**if not done** before implementation of the **CFO signing off role** at Municipal level to both Province and National level on the **1st July 2019**.



Mr K. Pilusa
MIG MIS Administration
Date: 20/03/2019