

Chief Directorate: Municipal Infrastructure Development & Coordination

Directorate: Municipal Infrastructure Policy, Stakeholder and Sector Collaboration

MEMORANDUM

Reference No: MIG-MIS-2019-02-001 Enquiries: K Pilusa Extension: 012 395 4704 Email: kgashanep@cogta.gov.za

TO: PROVINCIAL PROGRAMME MANAGERS

NATIONAL PROVINCIAL MANAGERS

SKHOMO TECHNOLOGIES

NOTICE: EXPENDITURE REPORTING FUND ADMINISTRATION DELETION PROTOCOL / PROCEDURE

PURPOSE

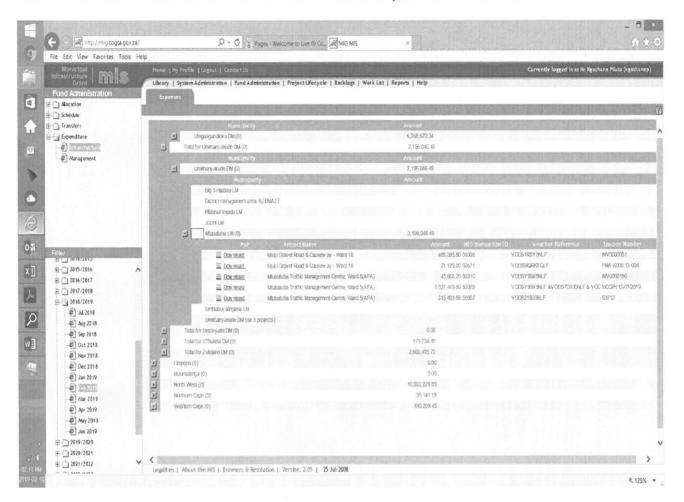
1.1 The purpose of Expenditure Reporting Fund Admin Deletion Protocol / Procedure is to implement a process to be followed when municipalities report expenditure against uploaded PoE (PoP's) and submit through PPMU office for preverification and recommendation or rejection if wrongly reported

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

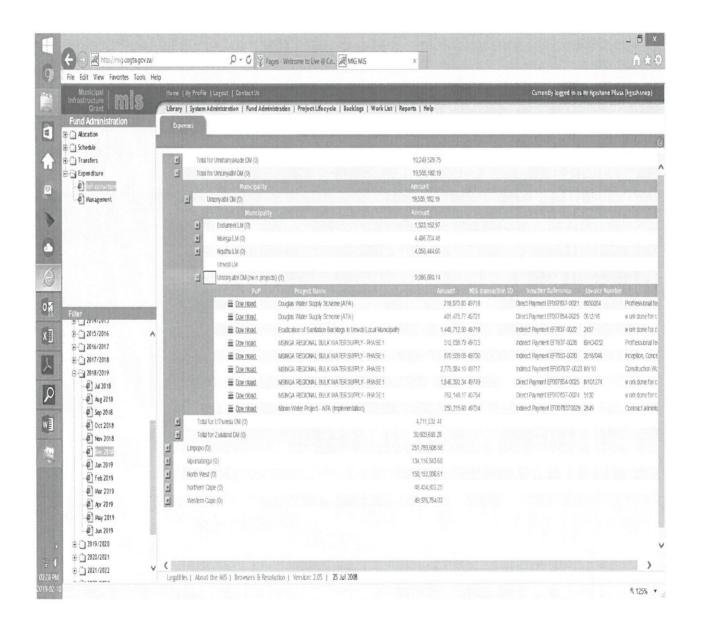
workflow processes (final verification and signing-off) of municipal reported expenditure to consolidate into single expenditure report to National Treasury.

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



- 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.

- 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.

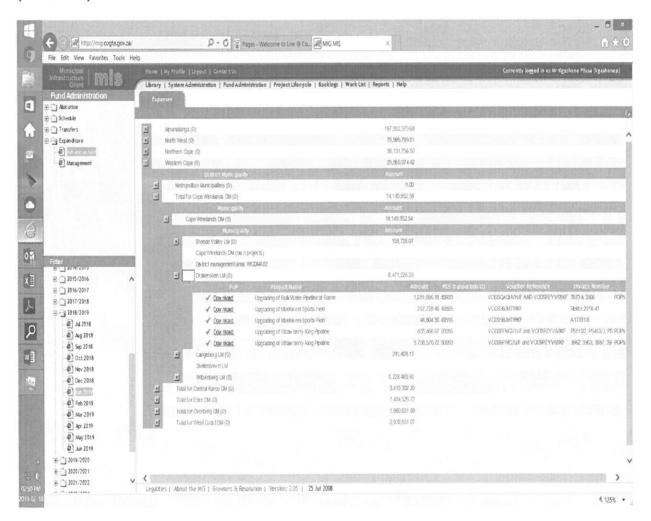


The same rule applies at all transaction workflow levels even at National level if the reported expenditure is wrongly accounted for. National Delegated official at National level will reject the expenditure back to the municipality with accompanying refer back comments.

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)**



 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