

NDM CFO FORUM
OAG - ACCOUNTING SUPPORT AND REPORTING
3 MARCH 2016



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Contents

1. Feedback on the NDM CFO Forum Survey
2. NDM CFO Terms of Reference

Feedback on the NDM CFO Forum Survey

Survey Feedback

Refer to CFO Forum Summary of Responses

[CFO Forum Summary of responses.docx](#)

To be Noted

- *Members satisfied by the Administration of the Forum – frequency of forums, communication leading to forum, agenda items and relevance thereof.*
- *Matters raised:*
 1. Rotate chairing of forum (4)
 2. Invitation to be extended to MMC's of Finance and Mayors
 3. Consideration should be made for a venue closer to the airport for attendees arriving from other cities. The traffic congestion and lack of parking has been a challenge
 4. Agenda with more high level strategic focus
 5. Standing agenda items:
 - Tabled challenge before meeting to be discussed at forum with other muni inputs
 - GRAP, SCM, Audit outcomes

To be Noted

- *Matters raised (continued):*
 6. No follow through on issues discussed / certain strategic issues still outstanding
 7. Discussion of issues of common strategic relevance
 8. Integrated awareness of the broader spectrum of governance which can impact on the office of the CFO
 9. Improve co-ordination between NT CFO Forums and GPG-PCC; this creates more work for metro municipalities in Gauteng

NDM CFO Forum Terms of Reference

Purpose of NDM Forum

- Discuss issues , arrive at ***common understanding*** with the objective of promoting ***consistency*** in ***LG*** on ***financial accounting, reporting, auditing and MFMA interpretation***
- ***Assist OAG*** in identify whether the existing legal framework, ***GRAP Standards and guidance thereon*** deals with issues ***sufficiently and appropriately*** , and if not, to ***make recommendations*** for considerations and improvements
- Obtain ***member views*** on FM aspects for consideration by NT or AGSA
- ***Peer learning and experience*** sharing wrt operational impacts related to the co-ordination, communication and implementation of FM and governance reforms.
- ***Monitor, communicate and share developments*** regarding the above

To be noted from Survey

1. Discussion of issues of common strategic relevance

- *Covered, but limited to Terms of Reference*
 - *Consistency in LG on financial accounting, reporting, auditing and MFMA interpretation*

2. Improve co-ordination between NT CFO Forums and GPG-PCC; this creates more work for metro municipalities in Gauteng

- *How do other metros deal with similar challenge as raised by GP? City of Cape Town, eThekweni?*

Authority & Membership

Authority

- Operates under the purview of NT OAG
- **Chair - NT Accountant General or nominee**
- Secretariat - NT OAG

Permanent Membership

- Permanently appointed officials from NT – OAG (TSS, Capacity Building, IA, RM, MFMA)
- CFO's (or nominees) of the 17 NDM
- One official from COGTA

By invitations

- AGSA
- NT divisions

● Other institutions

Meeting Dates

Three times a year

- January – previous audit debrief
- May – preparation of upcoming audit
- September/October – deal with matters arising from audit process
 - *May be varied; depending on agenda items*
 - *Adhoc meetings held at request of Accountant General*
 - *Secretariat circulate dates off all ordinary meetings for year*
 - *Meeting notice to be distributed at least a month*
 - **Meeting location to be decided by NT (OAG)**

To be noted from Survey

3. Rotate chairing of forum (4)

- *ITO TOR: Chair - NT Accountant General or nominee*
- *Suggestion: Limited to the keen NDMs*

4. Invitation to be extended to MMC's of Finance and Mayors

- *ITO TOR includes other institutions. Motivations why?*
- *NB: Role separation by the MFMA*

5. Consideration should be made for a venue closer to the airport for attendees arriving from other cities. The traffic congestion and lack of parking has been a challenge

- *In terms of TOR : Meeting location to be decided by NT (OAG)*
- *Cost containment measures – previously sought from Ekurhuleni*

Agenda and Minutes

Agenda

- Set in consultation with members
- **Members should suggest agenda items**
- **Proposed agenda item in prescribed format, including supporting documents**
- Distributed 2 working days prior meeting

Minutes

- Maintained by secretariat
- Minimum: names of members present, **all resolutions taken (with responsible person)**, matters arising (with responsible person), broad discussion areas, signature of Chair and Secretariat
- Distributed within 10 working days after meeting
- **Care should be taken in applying conclusions reached to other discussions**
- Confidential; for Forum Members only



Quorum, Resolutions & Financial Matters

Quorum & Resolutions

- *No quorum for proceeding of meetings*
- *No quorum for resolutions – forum proposes resolutions which are approved by the Accountant General*

Financial and Other Matters

- ***NT OAG responsible for costs of venue hire and catering***
- *Members responsible for costs for attending meetings and hosting meetings*
- *Members are responsible for regular review of TOR*
- *Forum NOT a policy making Forum*

To be noted from Survey

6. **Agenda with more high level strategic focus**
7. **Standing agenda items:**
 - **Tabled challenge before meeting to be discussed at forum with other muni inputs.**
 - **GRAP, SCM, Audit outcomes**

ITO TOR Members SHOULD SUGGEST agenda items and invite NT and other divisions

8. **Integrated awareness of the broader spectrum of governance which can impact on the office of the CFO**

ITO TOR Members SHOULD SUGGEST agenda items and invite NT and other divisions

To be noted from Survey

9. No follow through on issues discussed / certain strategic issues still outstanding

ITO TOR Included in minutes - all resolutions taken (with responsible person)

Challenge strategic issues involving other divisions

In conclusion

- From the Survey
 - No call to amend TOR
 - Need for NDMs to drive the forum by forwarding agenda items
- Possible amendment to TOR - Signed 14 June 2013 (2 years,6 months)
 - Define quorum for ordinary meetings
 - Define regular review of TOR to yearly/every two year

THANK-YOU