

**NON DELEGATED MUNICIPALITIES (NDM) CFO FORUM SURVEY**

**SUMMARY OF RESPONSES TO FEEDBACK QUESTIONNAIRE JANUARY 2016**

**Outline and purpose of the questionnaire**

The purpose of this questionnaire is to obtain feedback from the members of the NDM CFO Forum about the administration of the Forum by the Secretariat (NT OAG: Accounting Support and Reporting) and to determine if the terms of reference of the Forum warrant to be amended since being agreed upon in January 2013.

The survey comprised 9 questions with 2 additional questions requesting suggestions on improving the NDM CFO Forum under general.

The survey was sent out to NDM CFOs on the 21 January 2016 with a deadline of completion by 15 February 2016.

**Responses received**

A total of 9 responses were received by 2 March 2016 from the following municipalities:

- City of Cape Town
- eThekweni
- Msunduzi
- Nelson Mandela Metropolitan
- Rustenburg
- Sol Plaatje
- Mafikeng
- Ekurhuleni
- City of Tshwane

<b>Question 1</b>	<b>Lerato Riba</b>	<b>Kwena Mokgokong</b>	<b>Siza Majola</b>	<b>Ayanda Lekopa</b>	<b>Buhle Ngqabayi</b>	<b>Karen Maree</b>	<b>Other Specify</b>
Who is your primary contact person at the National Treasury – Office of the Accountant-General?	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	-	-	-

<b>Question 2</b>	<b>None</b>	<b>1</b>	<b>2</b>	<b>3</b>
How many CFO Forums did the municipality attend in the calendar year ending December 2015?	-	<b>2</b>	<b>3</b>	<b>4</b>

<b>Question 3</b>	<b>Yes</b>	<b>No</b>
Was the date of all the CFO Forums communicated with adequate timing?	<b>9</b>	-

Question 4	Yes	No
Did the municipality forward any agenda items for preparation of any of the CFO Forums held in 2015?	4	5
If no, kindly provide reasons:		
<ol style="list-style-type: none"> <li><b>1. We were covered by the proposed agenda items</b></li> <li><b>2. All technical requests are discussed with Kwena OAG</b></li> <li><b>3. Agenda was sufficiently covered</b></li> </ol>		

Question 5	Yes	No
According to your knowledge, were RSVPs by your municipality accurately captured by the secretariat?	9	-
If no, kindly provide explanation:		

Question 6	Yes	No
Does the agenda of the CFO Forum warrant attendance by your municipality?	9	-
If yes/no, provide reasons:		
<ol style="list-style-type: none"> <li><b>1. Yes - Forum for discussion of issues of common strategic relevance.</b></li> <li><b>2. Yes - Allows for useful information sharing, benchmarking and consultation on proposed legislation i.e. GRAP.</b></li> <li><b>3. Yes - Topics are always relevant.</b></li> <li><b>4. Yes - The topics are always relevant and provide guidance in decision making.</b></li> <li><b>5. Yes - Topical issues that impact all municipalities especially metros are discussed.</b></li> </ol>		

Question 7	Yes	No
Were the agenda items adequately deliberated on, resolved and closed, during the proceedings of the forum?	7	2
If no, provide reasons:		
<ol style="list-style-type: none"> <li><b>1. Certain strategic issues still outstanding.</b></li> <li><b>2. Not all items could be resolved in one meeting as research and consultation with other stakeholders were needed.</b></li> </ol>		

Question 8	Yes	No
Is the frequency of the CFO Forums currently adequate? i.e. January, May and November per year	9	0
If no, suggest number of meetings per annum		
<ol style="list-style-type: none"> <li><b>1. Would be appreciated a minimum one per quarter or at least two over the period May to Nov to deal with audit issues.</b></li> </ol>		

Question 9	Yes	No
Would the CFOs of the municipality consider rotation of chairing of CFO Forums between the Chief Director: Accounting Support and Reporting and all the NDM CFOs?	4	5

If yes/ no, provide reasons:

1. **No - The current process is working effectively.**
2. **No - Fine with current setup.**
3. **No - The current system is working well.**
4. **Yes - To take ownership of the program especially CFOs.**
5. **No - The CD is adequately equipped and serves the interests of the entire participants.**
6. **Yes - CFO Forums are delegated to the Divisional Head: Financial Reporting**
7. **Yes - Provides an opportunity for robust discussions**

#### Question 10

Provide three suggestions to improve the Non-Delegated CFO Forums moving forward:

1. **No follow through on issues discussed.**
2. **Agenda with more high level strategic focus.**
3. **Integrated awareness of the broader spectrum of governance which can impact on the office of the CFO.**
4. **The agenda should include topics of discussions on implementation of new standards/legislation for information sharing lessons learnt and best practise.**
5. **I am satisfied with current setup and discussion points.**
6. **Allow an agenda item for metro challenges to be tabled by each metro if there is a challenge and give colleagues time to respond and make suggestion before the actual meeting. Then the items with responses can be discussed at the meeting.**
7. **Standing items - GRAP, SCM Compliance, Audit outcomes.**
8. **Once, the invitation to be extended to MMC's of Finance and Mayors**
9. **Co-ordination of activities between NT, PT and COGTA depts. as these forums are duplications for the GP metros.**

#### Question 11

Any other comments:

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