



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

South African Municipal Finance Legislation Policy Interpretation Training

Business, Commerce and Management Studies / Public Administration

Unit Standard 116361 · NQF Level 6 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to interpret and apply South African municipal finance legislation, including the Municipal Finance Management Act (MFMA) and related policies. Participants will gain the competence to ensure compliance, enhance financial accountability, and support sound governance within municipalities.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	116361
Accreditation	SAQA Accredited · NQF Level 6 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Interpret the key provisions of the Municipal Finance Management Act (MFMA) and its application to municipal financial governance.
- Apply principles of budgeting, supply chain management, and financial reporting as prescribed by municipal finance legislation.
- Analyze the roles and responsibilities of municipal officials in ensuring financial compliance and accountability.
- Evaluate internal control systems and audit processes to mitigate financial risks in a municipal context.
- Demonstrate the ability to draft and review financial policies and procedures aligned with legislative requirements.
- Implement corrective actions based on findings from financial audits and performance assessments.

WHO SHOULD ATTEND

- This training is designed for municipal finance officers, budget analysts, internal auditors, and other professionals involved in financial management and policy implementation within South African municipalities.

COURSE OUTLINE

Day 1: Foundations of Municipal Finance Legislation

- Overview of the South African legislative landscape for municipal finance.
- The Constitution of the Republic of South Africa, 1996: Chapter 7 and Chapter 13.
- Introduction to the Municipal Finance Management Act (MFMA) No. 56 of 2003.
- The Municipal Structures Act and Municipal Systems Act: key financial provisions.
- Roles of the accounting officer, chief financial officer, and council.
- Principles of transparency, accountability, and public participation.
- Policy interpretation vs. legal compliance: definitions and distinctions.
- Case study: Applying foundational principles to a municipal scenario.

Day 2: Budget and Revenue Management

- The budget cycle: IDP, budget preparation, approval, and implementation.
- MFMA requirements for budget formats, timelines, and public participation.
- Revenue management: property rates, service charges, and grants.
- Tariff policies and the Municipal Property Rates Act.
- Budget monitoring: monthly and quarterly reporting.
- Adjustments budget: legal requirements and procedures.
- Policy interpretation: resolving ambiguities in budget documentation.
- Practical exercise: Interpreting a municipal tariff policy.

Day 3: Expenditure, Procurement, and Supply Chain Management

- MFMA provisions on expenditure management: virements, commitments, and payments.
- Unauthorized, irregular, fruitless, and wasteful expenditure: definitions and consequences.
- Supply Chain Management (SCM) regulations and policy.
- Procurement processes: competitive bidding, quotations, and deviations.
- Contract management and performance monitoring.
- Ethical considerations and conflict of interest.
- Policy interpretation: analyzing SCM policy clauses.
- Group activity: Reviewing a municipal SCM policy for compliance.

Day 4: Financial Reporting, Oversight, and Audit

- Annual financial statements: standards (GRAP) and MFMA requirements.
- The annual report: content, timeline, and public participation.
- Oversight structures: audit committees, municipal public accounts committees (MPACs).
- Role of the Auditor-General: audit process and types of opinions.
- Common audit findings and material irregularities.
- Policy interpretation: addressing audit queries.
- Case study: Analyzing a municipal annual report.
- Practical exercise: Preparing an oversight report.

Day 5: Integrated Application and Compliance Strategies

- Integration of budget, SCM, expenditure, and reporting requirements.
- Policy interpretation: resolving conflicts between different policies.
- Compliance risk assessment and mitigation strategies.
- Case study: A municipality facing multiple compliance challenges.
- Developing a compliance action plan.

- Role-play: Council committee debate on policy interpretation.
- Recap and final assessment.
- Course evaluation and certification.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **8 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 18,600.00	R 18,600.00
1	In-House	R 24,200.00	R 24,200.00
1	On-Campus (Pretoria)	R 27,900.00	R 27,900.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Harare, Zimbabwe
24 Aug 2026	28 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Durban, South Africa
24 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, UAE
31 Aug 2026	04 Sep 2026	On-Campus	Shenzhen, China
31 Aug 2026	04 Sep 2026	On-Campus	Harare, Zimbabwe

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116361) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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