



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

Municipal Financial Reporting And Analysis Training

Business, Commerce and Management Studies / Public Administration

Unit Standard 116363 · NQF Level 6 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips participants with the skills to interpret, analyze, and report on municipal financial statements in compliance with South African legislative frameworks. It focuses on fostering accountability, transparency, and informed decision-making within local government financial management.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	116363
Accreditation	SAQA Accredited · NQF Level 6 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of the Municipal Finance Management Act (MFMA) and relevant GRAP standards to financial reporting.
- Analyze municipal financial statements to assess fiscal performance and compliance.
- Evaluate budget versus actual variances and recommend corrective actions.
- Demonstrate the ability to prepare and present accurate financial reports to stakeholders.
- Interpret key financial ratios and indicators for municipal decision-making.
- Design internal controls to enhance financial accountability and prevent misstatement.

WHO SHOULD ATTEND

- This course is designed for financial officers, accountants, budget analysts, and managers in South African municipalities who are responsible for financial reporting and analysis.

COURSE OUTLINE

Day 1: Introduction to Municipal Financial Reporting Framework

- Overview of the Municipal Finance Management Act (MFMA) and Municipal Systems Act.
- Generally Recognised Accounting Practice (GRAP) standards.
- Structure and content of annual financial statements.
- The role of the National Treasury and provincial treasuries.
- Key stakeholders in municipal financial reporting.

Day 2: The Municipal Budget Cycle and Financial Planning

- IDP and budget alignment.
- Budget preparation timeline and processes.
- Operating and capital budgets.
- Budget review and approval mechanisms.
- Performance budgeting and outcomes.

Day 3: Revenue Management and Collection

- Property rates, service charges, and user fees.
- Grants and subsidies from national government.
- Revenue enhancement strategies.
- Debt management and indigent policies.
- Cash flow management from revenue.

Day 4: Expenditure Management and Supply Chain Management

- Budget implementation and virements.
- SCM policy and procurement processes.
- Contract management and oversight.
- Expenditure reporting and variance analysis.
- Preventing wasteful and irregular expenditure.

Day 5: Asset and Liability Management

- Property, plant, and equipment (GRAP 17).
- Intangible assets and heritage assets.
- Asset registers and physical verification.
- Borrowing powers and loan management.
- Investment policies and cash management.

Day 6: Financial Statement Preparation and Analysis

- Statement of financial position, performance, and cash flows.
- Notes to the financial statements.
- Liquidity, solvency, and efficiency ratios.
- Comparative analysis over multiple years.
- Common errors and adjustments.

Day 7: Performance Reporting and Audit Processes

- Service delivery and budget implementation plan (SDBIP).
- Annual performance reports.
- Role of the Auditor-General of South Africa.
- Audit committees and internal audit.

- Audit action plans and consequence management.

Day 8: Advanced Financial Analysis and Decision Making

- Trend analysis and forecasting.
- Cost-benefit analysis for capital projects.
- Debt capacity and affordability analysis.
- Benchmarking against similar municipalities.
- Financial modeling for scenario planning.

Day 9: Integration, Reporting, and Continuous Improvement

- Consolidation of financial and performance data.
- Reporting to council, community, and oversight bodies.
- MFMA section 71 and 72 reports.
- Good governance and ethical financial management.
- Continuous professional development and training.

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 **12 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 36,600.00	R 36,600.00
1	In-House	R 47,600.00	R 47,600.00
1	On-Campus (Pretoria)	R 55,000.00	R 55,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	19 Aug 2026	On-Campus	Mauritius
10 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Mauritius
14 Aug 2026	26 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	27 Aug 2026	On-Campus	Pretoria, South Africa

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 116363) 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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