



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 Management and Budgeting

Business, Commerce and Management Studies / Public Administration

Unit Standard 244295 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to understand municipal financial management and budgeting processes in the South African context. It covers the legislative framework, budget cycles, financial reporting, and internal controls specific to local government. Participants will gain practical insight into how to contribute effectively to municipal financial sustainability and accountability.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	244295
Accreditation	SAQA Accredited · NQF Level 3 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate an understanding of the legislative and regulatory framework governing municipal financial management.\n
- Apply the principles of the municipal budget cycle, including planning, compilation, approval, and implementation.\n
- Analyze financial reports and statements to assess municipal financial performance and compliance.\n
- Evaluate internal control measures and risk management practices in a municipal context.\n
- Demonstrate knowledge of supply chain management and procurement processes as they relate to municipal finance.\n
- Implement basic budgeting techniques and monitoring mechanisms to support sound financial governance

WHO SHOULD ATTEND

- This course is designed for municipal officials, finance officers, budget analysts, and anyone involved in financial decision-making or oversight within a South African municipality.
- It is also suitable for councillors and community representatives seeking to understand municipal finances.

COURSE OUTLINE

Day 1: Introduction to Municipal Financial Management and Legislative Framework

- Overview of the South African local government system and legislative framework.
- The Municipal Finance Management Act (MFMA) and its key provisions.
- Roles and responsibilities: Mayor, Councillors, Municipal Manager, Chief Financial Officer.
- Principles of transparency, accountability, and public participation.
- Introduction to the municipal budget cycle and financial planning.
- Internal controls and risk management in municipalities.

Day 2: Budgeting Processes and Financial Planning

- The budget cycle: preparation, approval, implementation, and oversight.
- Linking the Integrated Development Plan (IDP) to the budget.
- Revenue sources: property rates, service charges, grants, and loans.
- Capital vs. operational budgets.
- Budget preparation techniques: incremental, zero-based, and performance budgeting.
- Budget implementation, cash flow management, and monthly reporting.
- Public participation in the budget process.
- Budget monitoring and in-year reporting.

Day 3: Financial Reporting, Audit, and Performance Management

- Generally Recognised Accounting Practice (GRAP) and its application.
- Preparation of annual financial statements.
- Audit process: internal audit, audit committee, and Auditor-General.
- Understanding audit reports and outcomes.
- Performance management: measuring financial and non-financial performance.
- Corrective actions and consequence management.
- Ethics and fraud prevention in municipal finance.
- Case study: lessons from municipal audit outcomes.

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 **6 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

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

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 244295) 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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