



**MUNICIPAL FINANCE INTERNS PROGRAM MONITORING TOOL**

Grant Name: Gauteng Financial Intern Support Grant (GIG)  
 Objective: Monitoring the implementation of the conditions of GIG in collaboration with other similar Grants  
 Due Date for Submission: Report due quarterly 30 days after the end of the quarter under review.  
 Financial Year: 2019/20  
 Quarter under review: Q4 - June

GENERAL INFORMATION						
Name of Municipality	WESTRAND DISTRICT MUN (DC 48)					
Name of Municipal Manager	Elias Koloi (Acting)					
Name of Chief Financial Officer	Samuel Ramaele					
INTERN SPONSORED BY GAUTENG TREASURY						
Name of Mentor and designation if not CFO	CFO					
Total Number of Interns in municipality	0					
Number of Interns reporting to the same Mentor	0					
Name of Coach for quarter under review	Kagiso Hlatshwayo					
Designation of the Coach	Acting Budget and Regional Support					
Number of Interns in the same unit as the GIG Intern	0					
Number of Interns reporting to the same Coach	0					
Portfolio of Evidence updated for quarter under review.	n/a					
GENERAL INFORMATION ON INTERNS						
Total Number of Interns Employed in BTO and Internal Auditing	4					
Total Number of Interns	Sponsored by GIG	Sponsored by FMG	*Sponsored by Other(Specify)			
	0	1	5			
Total Budget allocated to Interns only for the year ending June 2009.	NA	1,000,000				
Total Available budget at the beginning of the quarter under review.	NA	579,129				
Total Expenditure on the abovementioned budget for the quarter under review	NA	216,129				
Budget Allocated for interns training/development only for year ending June 2009	NA	420,000				
Available Budget for interns training/development at the beginning of the quarter under review.	NA	174,644				
Expenditure on the abovementioned budget for the quarter under review.	NA	137,424				
Total Number of Interns at the beginning of the quarter under review	In Budget Office	Revenue	Supply Chain Management	Assets	*Financial Reporting	Internal Audit
	3	2	1	0	2	0
Total Number of Interns at the end of the Quarter under review	In Budget Office	Revenue	Supply Chain Management	Assets	*Financial Reporting	Internal Audit
	2	2	1	0	2	0
Variance(formula)	1	0	0	0	0	0
Explanation for Variances	appointed at another institution					
In case of variances caused by termination of contract,indicate the whereabouts of the Intern.e.g. absorbed,employed by mun,private etc.						
Did the Municipality Appoint any new Intern for the quarter under review?	No					
Total Budget allocated to Interns other than GIG for the year ending June 2009.	FMG	Other				
	1 000 000	0				
DEVELOPMENT OF INTERNS						
Number of Interns still in Employment of Municipality who completed the MFMA Multi Media Training(REFER TO circular 35 of NTI)	0					
Any course or training received for quarter under review(formal and informal)	GIG Intern	FMG Interns	Other Interns			
	0	0	0			
OTHER						
Total Number of Employees reporting to CFO for period under review (excluding Interns)						
	Senior Managers	Middle Managers	Others			
Currently Employed	0	2	22			
Permantley Employed	0	2	20			
Total Number Completed the MFMA Multi Media Learning	0	0	4			
Number employed in Budgets	0	1	3			
Number employed in SCM	0	1	4			
Number employed in Revenue Collections	0	1	3			
Number employed in Payments	0	1	1			
Number employed in Financial Reporting	0	1	3			
Report Prepared by :	Kagiso Hlatshwayo					
Signature and Date Prepared:	2020-07-28					
Verified as correct by CFO:	Samuel Ramaele					
Signature and Date verified:	2020-07-28					
Approved by MM:	Elias Koloi					
Signature and Date Approved:	2020-07-28					