



Office of the Head of Department  
for Finance  
MPUMALANGA PROVINCE

Building No. 4, No 7 Government Boulevard, Riverside Park Extension 2, Mbombela, 1200, Private Bag X 11205,  
Mbombela, 1200, Tel: 013 766 4572, Fax: 013 766 4604, Int: +27 (13) 766 4572, Int: +27 (13) 766 4604

Litiko LeteTimali

UmNyango weZeemali

Departement van Finansies

Enquiries : Ms. C Makwela  
Ext : 4116

PROVINCIAL TREASURY CIRCULAR 5 OF 2015

TO:

THE ACCOUNTING OFFICER: VOTE 1: OFFICE OF THE PREMIER (DR NONHLANHLA MKHIZE)  
THE ACTING: ACCOUNTING OFFICER: VOTE 2: PROVINCIAL LEGISLATURE (MR JB SILINDA)  
THE ACCOUNTING OFFICER: VOTE 3: FINANCE (MS NZ NKAMBA)  
THE ACCOUNTING OFFICER: VOTE 4: COOPERATIVE GOVERNANCE AND TRADITIONAL  
AFFAIRS  
(MR CM CHUNDA)  
THE ACCOUNTING OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT, LAND AND  
ENVIROMENTAL AFFAIRS (MS SP XULU)  
THE ACTING ACCOUNTING OFFICER: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (MR T  
MDAKANE)  
THE ACCOUNTING OFFICER: VOTE 7: EDUCATION (MS MOC MHLABANE)  
THE ACCOUNTING OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (MR KM  
MOHLASEDI)  
THE ACCOUNTING OFFICER: VOTE 9: COMMUNITY SAFETY SECURITY & LIASON (MR W  
MTHOMBOTHU)  
THE ACCOUNTING OFFICER: VOTE 10: HEALTH (DR AM MORAKE)  
THE ACTING ACCOUNTING OFFICER: VOTE 11: CULTURE SPORT AND RECREATION (MR W  
MNISI)  
THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS NL MLANGENI)  
THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR K MASANGE)  
  
THE ACTING CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER: (MS P NGWENYA)  
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL LEGISLATURE: (MR S SANYANE)  
THE ACTING CHIEF FINANCIAL OFFICER: VOTE 3: FINANCE: (MS LC MLAMBO)  
THE CHIEF FINANCIAL OFFICER: VOTE 4: COOPERATIVE GOVERNANCE AND TRADITIONAL  
AFFAIRS: (MR S MATSEBULA)  
THE CHIEF FINANCIAL OFFICER: VOTE 5: AGRICULTURE, RURAL AFFAIRS DEVELOPMENT AND  
LAND AND ENVIROMENTAL AFFAIRS: (MR CT DLAMINI)  
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM: (MS JP  
HLATSHWAYO)  
THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION: (MR C MNISI)  
THE ACTING CHIEF FINANCIAL OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT: (MS  
HN MDAKA)  
THE CHIEF FINANCIAL OFFICER: VOTE 9: COMMUNITY SAFETY SECURITY & LIASON: (MS SA  
SEFALA)  
THE ACTING CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH: (MR BP DLALISA)  
THE ACTING CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE, SPORT AND RECREATION: (MR  
NC MAMARU)  
THE ACTING CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT: (MR CM MALELE)  
THE CHIEF FINANCIAL OFFICER: VOTE 13: HUMAN SETTLEMENTS: (MR D SHIPALANA)

## 2014/15 YEAR END REPORTING REQUIREMENTS

According to the Public Finance Management Act of 1999 (PFMA) Section 40 (1) (c), the Accounting Officer for a Department –

- “(c) must submit the Financial Statements within two months after the end of the financial year to –
- (i) the Auditor-General for auditing
  - (ii) the relevant treasury to enable that Treasury to prepare Consolidated Financial Statements in terms of Section 8 and 19.”

The Provincial Treasury would thus like to advise Departments to ensure that the following issues are attended to:-

### AUDIT PROCESS

- Departments should ensure that the Audit Steering Committees are established at the beginning of the audit process. The terms of reference and the constitution of the Audit Steering Committee are outlined in **Annexure A**.

### PREPARATION OF FINANCIAL STATEMENTS

- A template to prepare the annual financial statements has been issued to Departments and is also available on the website <http://oag.treasury.gov.za>. This will assist in ensuring that the Financial Statements are properly and timely compiled.
- All suspense accounts should be cleared to zero by 31 March 2015 to enable Departments to provide complete financial information on expenditure and revenue.
- Stock counts and reconciliation of assets between BAS and LOGIS systems must be performed.
- The expenditure management report should be scrutinized to ensure that all expenditure is properly allocated to the budget appropriated.
- All the supporting documentation for all the transactions, and other important records, should be made available for audit purposes.

Attached is a checklist for other issues to be made available for audit purposes.  
**(Annexure B)**

A work plan is also attached as **Annexure C** to provide guidance of when to complete the annual financial statements.

### FIRST SUBMISSION OF PERFORMANCE INFORMATION

The Auditor-General will be engaging in performance audit reviews for the financial year ended 31 March 2015. Departments are therefore required to submit the performance information as well as Annual Financial Statements and Human Resource oversight report, to the Office of the Auditor-General by 31 May 2015 to enable the auditors to perform the necessary audit procedures before 31 July 2015.

### SUBMISSION OF ANNUAL REPORT

The PFMA Section 40(1) (d) requires that the Accounting Officer for a Department submit within five months of the end of a financial year to the relevant treasury-

- (i) an Annual Report on the activities of the Department during that financial year;
- (ii) the Financial Statements for that financial year after those statements have been audited; and
- (iii) the Auditor-General's report on those statements.

## TABLING OF ANNUAL REPORT

According to Section 65(1)

- 1) The Executive Authority responsible for the Department must table in the Provincial Legislature-
  - (a) The Annual Report, Financial Statements and Audit Report on those statements, within one month after the Accounting Officer of the Department receive the Audit Report.

Your co-operation in this regard will be appreciated.



**MS NZ NKAMBA**  
**HEAD OF DEPARTMENT**

DATE: 3/3/2015