



Building No.4, No. 7 Government Boulevard, Riverside Park, Ext 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

SigcinaMafa SesiFundza

UmNyango weeMali ZesiFunda

Provinsiale Tesourie

Enquiries : Lucky Radebe x 4380  
Ref : MPT 14/6/1

## PROVINCIAL TREASURY CIRCULAR NO. 8 OF 2016

### TO:

THE ACCOUNTING OFFICER (ACTING): VOTE 1: OFFICE OF THE PREMIER (MR T MDAKANE)  
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (MS NZ NKAMBA)  
THE ACCOUNTING OFFICER (ACTING): VOTE 4: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (MR G NTOMBELA)  
THE ACCOUNTING OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS (MS SP XULU)  
THE ACCOUNTING OFFICER: VOTE 6 (ACTING): ECONOMIC DEVELOPMENT AND TOURISM (MR JS MGIDI)  
THE ACCOUNTING OFFICER: VOTE 7: EDUCATION (MS MOC MHLABANE)  
THE ACCOUNTING OFFICER: VOTE 8: PUBLIC WORKS, ROADS AND TRANSPORT (MR KM MOHLASEDI)  
THE ACCOUNTING OFFICER: VOTE 9: COMMUNITY SAFETY, SECURITY AND LIAISON (MR W MTHOMBOTHI)  
THE ACCOUNTING OFFICER (ACTING): VOTE 10: HEALTH (DR S MOHANGI)  
THE 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 CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (MR SS SHONGWE)  
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR MA KHOZA)  
THE CHIEF FINANCIAL OFFICER: VOTE 4: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (MR SEB MATSEBULA)  
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 5: AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS (MS F NGOBENI)  
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (MR CT DLAMINI)  
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 7: EDUCATION (MS TF NTULI)  
THE CHIEF FINANCIAL OFFICER: VOTE 8: PUBLIC WORKS, ROADS AND TRANSPORT (MS HN MDAKA)  
THE CHIEF FINANCIAL OFFICER: VOTE 9: COMMUNITY SAFETY, SECURITY AND LIAISON (MS SA SEFALA)  
THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (MR CB MNISI)  
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 11: CULTURE, SPORT AND RECREATION (MR NC MAMARU)  
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MR JB MBATHA)  
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 13: HUMAN SETTLEMENTS (MR TC MASHILE)

THE CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT  
THE CHIEF DIRECTORATE: ASSETS AND LIABILITIES MANAGEMENT  
THE CHIEF DIRECTORATE: FINANCIAL GOVERNANCE

## PROVINCIAL TREASURY CIRCULAR NO. 8 OF 2016

### CUT OFF DATES FOR 2015/16 FINANCIAL YEAR-END

#### 1. Objective

The objective of this circular is to advise all Provincial Departments in Mpumalanga of the cut off dates for the 2015/16 financial year for all transactions on the transversal systems in order to have a smooth financial year-end closure.

#### 2. Background

Every financial year-end, Departments experience challenges with regard to the closure of books in BAS (Basic Accounting Systems) mainly because of the system being loaded with many transactions at the last day of the financial year that the system is not able to handle and therefore causes the transactions (payments) that were meant for the current financial year (2015/16) to be posted in the new financial year (2016/17) without necessary roll over processes being followed and approved. This is a bad reflection of the management of expenditure and the transversal systems. The Provincial Treasury therefore, on an annual basis issue cut-off dates circulars to curb the above.

#### 3. Cut off dates for 2015/16 financial year-end

Herewith are the cut off dates and activities to be followed for the 2015/16 financial year:

Dates	Activities to be done
22 February 2016 to 4 March 2016	<ul style="list-style-type: none"><li>Follow up and settlement of all outstanding orders</li><li>De-commit outstanding orders that need to be cancelled in both Logis and BAS.</li><li>Follow up and settlement of all outstanding invoices</li></ul>
7 March 2016 to 18 March 2016	<ul style="list-style-type: none"><li>Creation and finalisation of new orders for all goods and services that need to be procured before the financial year-end.</li><li>New orders processing must not go beyond 31 March 2016.</li></ul>
18 March 2016	<ul style="list-style-type: none"><li>Stop creation of new orders. No order must be created after this date.</li></ul>
21 March 2016 to 25 March 2016	<ul style="list-style-type: none"><li>Settlement of all outstanding invoices to avoid accruals.</li></ul>
25 March 2016	<ul style="list-style-type: none"><li>Last day for payments to be processed for 2015/16 financial year. No payment after this date must be processed.</li></ul>

Departments are urged to follow the above cut off dates without exception.

Your co-operation in this regard is appreciated.

Kind Regards,



MS NZ NKAMBA  
HEAD OFFICIAL: PROVINCIAL TREASURY  
DATE: 24/2 /2016