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PROVINCIAL TREASURY CIRCULAR NO. 10 OF 2018

TO:

DIRECTOR GENERAL: OFFICE OF THE PREMIER OF MPUMALANGA: VOTE 1 (MR T MDAKANE)
HEAD: VOTE 3: PROVINCIAL TREASURY (MS NZ NKAMBA)
HEAD: VOTE 4: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (MR PT NYONI)
HEAD: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS
(MS SP XULU)
HEAD: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (ACTING) (MS SP XULU)
HEAD: VOTE 7: EDUCATION (MS MOC MHLABANE)
HEAD: VOTE 8: PUBLIC WORKS, ROADS AND TRANSPORT (MR KM MOHLASEDI)
HEAD: VOTE 9: COMMUNITY SAFETY, SECURITY AND LIAISON (MR W MTHOMBOTHI)
HEAD: VOTE 10: HEALTH (DR S MOHANGI)
HEAD: VOTE 11: CULTURE, SPORT AND RECREATION (ACTING) (MR GS NTOMBELA)
HEAD: VOTE 12: SOCIAL DEVELOPMENT (MR MV MAHLALELA)
HEAD: 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: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT, LAND AND
ENVIRONMENTAL AFFAIRS (MR MA LETSWALO)
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (ACTING)
(MS H THRUSH)
THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION (MS G MASHITENG)
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 (ACTING) (MR PP MAMOGALE)
THE CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE, SPORT AND RECREATION
(MR B NGOMA)
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MR JB MBATHA)
THE CHIEF FINANCIAL OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR SB NYOKA)

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

CUT OFF DATES FOR 2017/18 FINANCIAL YEAR END

1. OBJECTIVE

The objective of this Circular is to advise the Provincial Departments about cut off dates for transactions to be completed in order to have a smooth financial year-end closure for the 2017/18 financial year.

2. BACKGROUND

At financial year end, Departments experienced difficulties in closing the financial year due to outstanding transactions that are not resolved which result in some instances for Departments to be forced closed. This is a bad reflection on the management of systems and finances in the Province. Provincial Treasury has decided in the previous years to set up cut off dates at which the current year transactions must be finalized.

3. CUT OFF DATES FOR 2017/18 FINANCIAL YEAR END

DATE	ACTIVITY
1 February 2018 to 16 February 2018	Follow up and settlement of all outstanding purchase orders. De-commit incomplete purchase orders and clear commitments, which are not going to be paid in Logis and BAS.
19 February 2018 to 16 March 2018	Follow up and settlement of all outstanding invoices
16 March 2018	Last date of creating new orders. No new orders must be created after this date New order created must not go beyond 31 March 2018. Roll over will only be approved (preliminary) around June 2018
19 March 2018 to 27 March 2018	Paying all outstanding and current invoices
27 March 2018	Last day for payments to be processed for 2017/18 financial year. No payments must be processed after this day.

Your co-operation in this regard is appreciated.

Regards



MS. NZ. NKAMBA
HEAD: PROVINCIAL TREASURY
DATE: 02/02/2018