

MPUMALANGA PROVINCIAL GOVERNMENT

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Department of Finance *Office of the HOD*

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UmNgango weZeemali

Departement van Finansies

Kgoro ya Matlotlo

Enquiries : Ms C Makwela x4116

Ref No : DOF 13/6/1/1

PROVINCIAL TREASURY CIRCULAR 3(a) OF 2013

TO:

THE ACCOUNTING OFFICER: VOTE 1: OFFICE OF THE PREMIER (DR NONHLAHLA MKHIZE)
THE 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 D MAHLOBO)
THE ACCOUNTING OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT AND LAND ADMINISTRATION (MS NL SITHOLE)
THE ACCOUNTING OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENTAL AND TOURISM (DR DV DLAMINI)
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: SAFETY SECURITY & LIASON (MR ST SIBUYI)
THE ACCOUNTING OFFICER: VOTE 10: HEALTH (MR R MNISI)
THE ACCOUNTING OFFICER: VOTE 11: CULTURE SPORTS AND RECREATION (MS SP MJWARA)
THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS NL MLANGENI)
THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENT (MR S MTSWENI)

THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER: (MR MJ NKOJANE)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL LEGISLATURE: (MR S SANYANE)
THE CHIEF FINANCIAL OFFICER: VOTE 3: FINANCE: (MS PS SEMENYA)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS: (MR DR SHIPALANA)
THE CHIEF FINANCIAL OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT AND LAND ADMINISTRATION: (MR C DLAMINI)
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENTAL AND TOURISM: (MS JP HLATSHWAYO)
THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION: (MR C MNISI)
THE CHIEF FINANCIAL OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT: (MR S MATHEBULA)
THE CHIEF FINANCIAL OFFICER: VOTE 9: SAFETY SECURITY & LIASON: (MR BH NGOMA)
THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH: (MS BM MOJAPELO)
THE CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE SPORTS AND RECREATION: (MS PS KHOZA)
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT: (MS P MORGAN)
THE CHIEF FINANCIAL OFFICER: VOTE 13: HUMAN SETTLEMENTS: (MS SA FEFALA)

2012/13 YEAR END REPORTING REQUIREMENTS

The financial year-end is approaching. 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 advice 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 the 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 2013 to enable department 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 make sure 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 2013. Departments are therefore required to submit the performance information as well as Annual Financial Statement and Human Resource oversight report, to the Office of the Auditor-General by 31 May 2013 to enable the auditors to perform the necessary audit procedures before 31 July 2013.

SUBMISSION OF ANNUAL REPORT

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

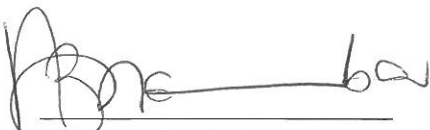
- (i) an annual report on the activities of the department during that financial year
- (ii) the financial statements for that financial year after those statements have been audited, and
- (iii) the Auditor-General's report on those statements.

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: 28/3/13

ANNEXURE A

AUDIT STEERING COMMITTEE

TERMS OF REFERENCE

The aim of the Audit Steering Committee is to establish a formal communication channel between the Department and the Office of the Auditor-General, in this way to accomplish a sound co-operation between the parties. Matters that may be discussed during the meetings of the Audit Steering Committee are, *inter alia*;

- Audit planning for the year -in other words which activities will be subjected to an audit and the reasons.
- Estimated audit costs.
- The estimated costs of the auditing for the year must be furnished, as the Department must budget for the expenditure;
- Any deficiencies or irregularities revealed during audits.
- The Audit Steering Committee gives the parties the opportunity to discuss problems and in this way to prevent any unnecessary written communication, which can be time consuming and costly.
- Discussion of audit reports, Management letters and queries of a serious nature to obtain unanimity on the contents and to expedite the finalisation thereof.
- Problems emerging during audits, e.g. availability of records, etc.
- Create the opportunity for the Department to give inputs in good time.
- The identification of contact persons for enquiries and mutual communication.

CONSTITUTION OF COMMITTEE

In order to ensure the efficient functioning of the Audit Steering Committee, the committee should consist of the following members:

- Head of the Department
- Chief Financial Officer
- Head of Internal Audit
- Representatives from the Office of the Auditor-General;
- Secretary - in order to ensure that proper minutes are taken of the meeting and are distributed to all members.

ANNEXURE B

AFS REVIEW CHECKLIST

1. Audit file
 - a. Copy of budget adjustment
 - b. Trial balance – long and short
 - c. Annual Report 2012/13
 - d. Programme expenditure control reports
 - e. Copies of journals of unauthorised/ fruitless expenditure
 - f. Letter to Treasury that report irregular expenditure
 - g. Copy of donation letter
 - h. Copy of commitments report
 - i. Copy of a list of accruals
 - j. Copy of lease agreements
 - k. Copies of debtors confirmation letters
 - l. Copy of leave entitlement
 - m. Copy of thirteenth cheque report
 - n. Copy of performance awards
 - o. Copy of capped leave commitments
 - p. Copy of related party transactions
 - q. Key management personnel record
2. The total balance of the trial balance is zero on actual, adjustment and final columns
3. Total amount on the Appropriation statement agrees to Adjustment budget.
4. Total amount on the Appropriation statement agrees to Performance statements
5. Appropriation funds is distributed into:
 - a. Annual appropriation
 - b. Statutory appropriation
 - c. Unauthorized expenditure
 - d. Local/foreign aid assistance
6. Disclosure of donations received
7. Disclosure of donations made
8. Disclosure of unauthorized/ fruitless expenditure as per the difference in the total of programmes in the appropriation statement

9. The amount of unauthorized/fruitless is debited to increase the current assets and credited on add back unauthorized expenditure
10. Disclosure of irregular expenditure and steps to recover the expenditure
11. Cash and cash equivalents in the statement of financial position agree to the amount in the cash flow statement.
12. Voted funds to be surrendered agree to total variance in the appropriation statement
13. Revenue to be surrendered agrees to revenue accrual in the trial balance

ANNEXURE C

YEAR-END REPORTING WORKING PLAN- 2012/13

| Activity | Due date | Responsibility | PFMA |
|--|-----------------------|---------------------|----------------|
| Year end | 29 Mar 2013 | All Departments | |
| Correction of allocations and clearing of suspense accounts | 15 Apr 2013 | | TR 17.1 |
| Signing off of trial balance | 18 Apr 2013 | CFO | |
| Final trial balance | 18 Apr 2013 | | |
| Capturing the prior year figures on the template | 19 Apr 2013 | | |
| Provincial closure for year end | 18 Apr 2013 | FG | |
| Force closure for year end | 03 May 2013 | NT | |
| Final compilation of the Annual Financial Statements (AFS) in Excel spread sheet | 14 May 2013 | | |
| Submission of AFS to Financial Governance (FG) for review | 15 - 20 May 2013 | FG | |
| Compilation of the AFS in word document | 17 May 2013 | | |
| Compilation of Performance Information | 14 May 2013 | Planner | |
| Review of the AFS and Performance Information by the Chief Financial Officer (CFO) | 21 May 2013 | CFO | |
| Review of the AFS and Performance Information by the Head of Department (HOD) | 24 May 2013 | HOD | |
| Final corrections on the AFS and Performance Information | 25 May 2013 | | |
| Signing off of AFS | 27 May 2013 | HOD | |
| Evaluation of AFS by Audit Committee | 22 May- 26 July 2013 | Audit Committee | TR 3.1.13 |
| Submission of the AFS and Performance Information to Auditor-General (AG) | 31 May 2013 | HOD | sec 40 (1) (c) |
| Compilation of the Annual Report (AR) | | | |
| Review and final approval of AR | 01 Apr - 16 July 2013 | Planner | |
| Report of the AG on the departmental AFS | 30 July 2013 | HOD/MEC | |
| Submission of (AR) printers proof to AG | 30 July 2013 | AG | sec 40 (2) |
| Printing of AR | 06 Aug 2013 | CFO & Communication | |
| Tabling of the departmental AR's to Legislature | 16 Aug-20 Aug 2013 | Communication | |
| | 30 Aug 2013 | MEC | sec 65 (1) (a) |