



provincial treasury

MPUMALANGA PROVINCE  
REPUBLIC OF SOUTH AFRICA

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UmNyango weeMali ZesiFunda

Provinsiale Tesourie

Enquiries : **Mr HL Silaule X4292**  
Ref : **MPT 13/6/6**

## PROVINCIAL TREASURY CIRCULAR NO. 34 OF 2018

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TO:-

**DIRECTOR GENERAL (ACTING): VOTE 1: OFFICE OF THE PREMIER OF MPUMALANGA (MR KM MOHLASEDI)**  
**SECRETARY: VOTE 2: PROVINCIAL LEGISLATURE (MR L MWALE)**  
**HEAD: VOTE 3: PROVINCIAL TREASURY (MS NZ NKAMBA)**  
**HEAD: VOTE 4: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (MR PT NYONI)**  
**HEAD (ACTING): VOTE 5: AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIROMENTAL AFFAIRS (MR LS MONARENG)**  
**HEAD (ACTING): VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (MR MN SIBETSO)**  
**HEAD: VOTE 7: EDUCATION (MS MOC MHLABANE)**  
**HEAD: VOTE 8: PUBLIC WORKS, ROADS AND TRANSPORT (MS SP XULU)**  
**HEAD: VOTE 9: COMMUNITY SAFETY, SECURITY AND LIAISON (MR W MTHOMBOHI)**  
**HEAD: VOTE 10: HEALTH (DR S MOHANGI)**  
**HEAD: VOTE 11: CULTURE, SPORT AND RECREATION (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 S SHONGWE)**  
**THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL LEGISLATURE (MR M MPIKA)**  
**THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR M 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 ENVIROMENTAL AFFAIRS (MR M LETSWALO)**  
**THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (MRS 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 (MR M PHASWA)**  
**THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 11: CULTURE, SPORT AND RECREATION (MS M THOBELA)**  
**THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MR JB MBATHA)**  
**THE CHIEF FINANCIAL OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR N NYOKA)**

## PREPARATION AND SUBMISSION OF INTERIM FINANCIAL STATEMENTS (IFS)

The Mpumalanga Provincial Treasury is requesting all Departments to prepare Interim Financial Statements for the period ending 30 June 2018, 30 September 2018 and 31 December 2018. An accurate and complete IFS template must be submitted to the Provincial Treasury within 30 days after the end of the period.

In terms of Instruction Note 1 of 2013/14, Interim Financial Statements (IFS) must be prepared and submitted on a quarterly basis.

Provincial Departments are required to comply with the IFS instruction Schedule for the 2018/19 financial year. IFS should be submitted on the dates indicated below:-

Period	Submission date
1 April to 30 June 2018	31 July 2018
1 July to 30 September 2018	31 October 2018
1 October to 31 December 2018	31 January 2019

The IFS should be submitted to the internal auditors for review and the review report must be attached to the submissions to the Accounting Officer and Provincial Treasury.

The purpose of Interim Financial Statements is to detect and address issues that are posing a challenge to Departments with regard to Annual Financial Statements before year-end.

The following should be adhered to by Departments for the process to be effective:

- a) Proper closure of the books to be done
- b) All suspense accounts should be cleared to zero to enable Departments to provide complete financial information on expenditure and revenue.
- c) Stock counts and reconciliation of assets between BAS and LOGIS systems must be performed
- d) Reconciliation of assets, creditors, debtors and bank accounts must be performed.
- e) The expenditure management report should be scrutinized to ensure that all expenditure is correctly allocated to the budget appropriated.

The template to prepare the IFS is available at Provincial Treasury, Accounting Services section, and is also available on the website: <http://oag.treasury.gov.za>.

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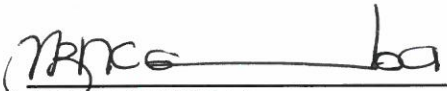
The following officials in Provincial Treasury could be contacted for clarification and assistance in completing the IFS:

Ms N Mokgalaka  
Tel: 013 766 4196  
Cell: 071 871 3433  
E-mail: nicotia@mpg.gov.za

Ms Shokie Thaga  
Tel: 013 766 4548  
Cell: 071 364 1593  
E-mail: Thagasm@mpg.gov.za

Your cooperation in this regard is appreciated.

Regards,



**MS NZ NKAMBA**  
**HEAD: PROVINCIAL TREASURY**  
**DATE: 28/05/2018**