

# MPUMALANGA PROVINCIAL GOVERNMENT

Building No. 4  
No. 7 Government Boulevard  
Riverside Park Extension 2  
Nelspruit  
1200  
South Africa



Private Bag X 11205  
Nelspruit, 1200  
Tel: 013 766 4564  
Fax: 013 766 4604  
Int: +27 13 766 4564  
Int: +27 13 766 4604  
Email: hodfinance@mpg.gov.za

## Department of Finance Office of the HOD

Litiko LeteTimali

UmNgango weZeemali

Departement van Finansies

Kgoro ya Matlotlo

Enquiries : Mr. SE Ntozini  
Ref No : DoF 14/6/1

### PROVINCIAL TREASURY CIRCULAR 4 (a) OF 2014

TO:

- THE ACCOUNTING OFFICER: VOTE 1: OFFICE OF THE PREMIER (DR NONHLANHLA MKHIZE)  
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, ENVIRONMENT AND TOURISM (DR V 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: COMMUNITY SAFETY, SECURITY & LIAISON (MR W MTHOMBOTHU) (ACTING)  
THE ACCOUNTING OFFICER: VOTE 10: HEALTH (DR JV DHLAMINI)  
THE ACCOUNTING OFFICER: VOTE 11: CULTURE, SPORT AND RECREATION (MS SP XULU)  
THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS NL MLANGENI)  
THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR S MTSWENI)
- THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (MR KJ DLAMINI) (ACTING)  
THE CHIEF FINANCIAL OFFICER: VOTE 3: FINANCE (MS LC MLAMBO (ACTING))  
THE CHIEF FINANCIAL OFFICER: VOTE 4: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (MR MD SHIPALANA)  
THE CHIEF FINANCIAL OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT AND LAND ADMINISTRATION (MR CT DLAMINI)  
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM (MS PJ HLATSHWAYO)  
THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION (MR CB MNISI)  
THE CHIEF FINANCIAL OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (MS H MDAKA (ACTING))

THE CHIEF FINANCIAL OFFICER: VOTE 9: COMMUNITY SAFETY, SECURITY & LIAISON (MS SA SEFALA)

THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (MR VS MAKHUBEDU)

THE CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE, SPORT AND RECREATION (MR T NKOJOANA)

THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS P MORGAN)

THE CHIEF FINANCIAL OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR SEB MATSEBULA)

## **SUBJECT: CUT OFF DATES FOR 2013/ 2014 FINANCIAL YEAR END**

---

### **1 PURPOSE**

The purpose of this circular is to advise Departments on cut-off dates for transactions to be completed in order to have a smooth financial year end closure.

### **2 BACKGROUND**

Every financial year end Departments experience challenges on closing the financial Year End on BAS system, in the event that National Treasury implements a force closure. This is a bad reflection on the management of the system and finance. The Provincial Treasury therefore has decided in the previous years to set up cut-off dates at which the current year transactions must be finalised for the year.

### **3 DISCUSSION**

Herewith are cut-off dates and activities to be followed for the financial year 2013/14. Departments are therefore advised to adhere to the dates to enable a smooth Year End closure. Failure to comply will result in departments being force closed. Please be further advised that the Provincial Treasury will be available for assistance in the event of challenges experienced by Departments. It is also important that the process flow be observed.

## CUT OFF DATES FOR 2013/ 2014 FINANCIAL YEAR END

DATES	ACTIVITIES TO BE DONE
14 March 2014	<p>Departments to process Commitments already on the system as from 14<sup>th</sup> March 2014</p> <p>Departments to stop the <u>Creation of new Commitments</u> by not doing <u>PAAP</u> (Procurement Advice Approval) as this will result in the creation of new Commitments</p> <p>The <u>Processing</u> of new orders (i.e from <u>Commitment to Order Final</u>) must be stopped if the <u>Final Payment</u> may go beyond 25 March 2014 (Last day of payment) otherwise they must be de-committed.</p>
17 March 2014 - 21 March 2014	<p>Departments to focus on paying all outstanding and current invoices during this period</p> <p>Departments are urged to follow up outstanding invoices with suppliers for work that has been done.</p>
25 March 2014	<p>25 March 2014 is the last day of payments and no payment or Order Final must be processed on this date.</p>

Your cooperation will be highly appreciated



MS NZ NKAMBA  
HEAD OF DEPARTMENT  
DATE: 10/3/2014