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## **PROVINCIAL TREASURY CIRCULAR NO. 17 OF 2026**

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**TO:**

**THE CHIEF EXECUTIVE OFFICER: MPUMALANGA GAMBLING BOARD (MR. V MTSWENI)**

**THE CHIEF EXECUTIVE OFFICER: MPUMALANGA ECONOMIC GROWTH AGENCY (MR. I M MAHLANGU)**

**THE ACTING CHIEF EXECUTIVE OFFICER: MPUMALANGA TOURISM AND PARKS AGENCY (MR. L MDLULI)**

**THE ACTING CHIEF EXECUTIVE OFFICER: MPUMALANGA REGIONAL TRAINING TRUST (MR C MAEBELA )**

**THE CHIEF FINANCIAL OFFICER: MPUMALANGA GAMBLING BOARD ( MS. R MAMPANE)**

**THE CHIEF FINANCIAL OFFICER: MPUMALANGA ECONOMIC GROWTH AGENCY (MR. B MASEKO)**

**THE CHIEF FINANCIAL OFFICER: MPUMALANGA TOURISM AND PARKS AGENCY(MR P MPELE)**

**THE CHIEF FINANCIAL OFFICER: MPUMALANGA REGIONAL TRAINING TRUST (MS B MALEKA)**

**CC: THE CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT**

**THE CHIEF DIRECTORATE: ASSETS AND LIABILITIES MANAGEMENT**

**THE CHIEF DIRECTORATE: FINANCIAL GOVERNANCE**

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**SUBJECT: 2024/25 YEAR-END REPORTING GUIDANCE FOR PUBLIC ENTITIES**

### **1. 2025/26 YEAR END REPORTING REQUIREMENTS**

According to the Public Finance Management Act of 1999 (PFMA) Section 55 (1) (c), the Accounting Authority for a Public Entity –

“(c) must submit the financial statements within two months after the end of the financial year to-

- i. the auditor of the Public Entity for auditing.
- ii. if it is a business enterprise or other Public Entity under the ownership control of the Provincial Government, to the relevant Treasury”

The Circular is meant to enable the Provincial Treasury to prepare Consolidated Financial Statements in terms of Section 19 of the PFMA.

## 2. PREPARATION OF FINANCIAL STATEMENTS

- A template to prepare the Annual Financial Statements will be issued to Entities. This will assist in ensuring that the Financial Statements are properly and timely compiled.
- All suspense accounts should be cleared by 31 March 2026 to enable the entities to provide complete financial information on expenditure and revenue.
- Stock counts and reconciliation of control accounts must be performed.
- All misallocation should be corrected to minimize material misstatement.
- All the supporting documentation for all the transactions, and other important records, should be made available for audit purposes.

## 3. AUDIT PROCESS

- Each Public Entity 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**
- **Annexure B** is a checklist to guide a compilation of the audit file.
- **Annexure C** is a work plan which provides guidance of when to complete the Annual Financial Statements and Performance Information.

## 4. SUBMISSION OF PERFORMANCE INFORMATION

The Auditor-General will be engaging in performance audit reviews for the financial year ended 31 March 2026. Public Entities are therefore required to submit the Performance Information as well as Annual Financial Statements and Human Resource oversight report, to the Office of the Auditor-General by 31 May 2026.

## 5. SUBMISSION OF ANNUAL REPORT

The PFMA Section 55 (1) (d) requires that the Accounting Authority of a Public Entity must submit within five months of the end of a financial year to the relevant Treasury and to the

Executive Authority:-

- i. an annual report on the activities of the entity during that financial year
- ii. the financial statements for that financial year after those statements have been audited, and the auditor's report on those statements

## 6. TABLING OF ANNUAL REPORT

Section 65 (1) (a) requires that the Executive Authority responsible for a Public Entity must table in the Provincial Legislature:-

- a. The annual report, financial statements and audit report on those statements, within one month after the Accounting Authority for the Public Entity received the audit report.

It is crucial that institutions adhere to the applicable legislation.



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**MS. GUGU MASHITENG**  
**HEAD OF DEPARTMENT**  
**DATE: 05-03-2026**