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## PROVINCIAL TREASURY CIRCULAR NO. 42 OF 2025

TO:

**CHIEF EXECUTIVE OFFICERS OF PUBLIC ENTITIES**  
**CHIEF FINANCIAL OFFICERS OF PUBLIC ENTITIES**

### **SUBJECT: DATES FOR SUBMISSION OF QUARTERLY IN-YEAR MONITORING (IYM) REPORTS TO PROVINCIAL TREASURY**

Public entities are required to report on a quarterly basis to their Executive Authority. Treasury Regulations 5.3.1, 29.3.1, 30.2.1 require the Accounting Officer of an institution and the Accounting Authority of a public entity to establish procedures for quarterly reporting to the Executive Authority to facilitate effective performance monitoring, evaluation, and corrective action.

Treasury Regulations 26.1.1 state that the designated Accounting Officer must ensure that the public entity submits information on its actual revenue and expenditure up to the end of that quarter as well as a projection of expected expenditure and revenue for the remainder of the current financial year within thirty days of the end of each quarter. The information on actual revenue and expenditure shall be determined after taking accruals into account.

All quarterly IYM reports must be signed off by the Accounting Authority or the Chief Executive Officer of the institution and submitted, in the required format, to the Executive Authority and relevant treasury within the days stipulated below at the end of each quarter. Information reported must include validated accurate data as per the entity's accounting system.

Furthermore, the entities are requested to avail themselves for technical sessions with Provincial Treasury during the first week of June to engage on all matters related to the compilation and submission of the IYM report for 2025/26 financial year.

Quarter	Due date of submission
Q1: Quarter ending 30 June 2025	24 July 2025
Q2: Quarter ending 30 September 2025	23 October 2025
Q3: Quarter ending 31 December 2025	22 January 2026
Q4: Quarter ending 31 March 2026	23 April 2026

Note: The pre-audited and audited IYMs also need to be submitted after submitting the related Annual Financial Statements and the entities must ensure that those IYMs mirrors the AFSs submitted.

Your support is always appreciated.

Kind regards,



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**MS. GUGU MASHITENG**  
**HEAD: PROVINCIAL TREASURY**  
**DATE: 08-07-2025**