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for Finance
MPUMALANGA PROVINCE**

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Departement van Finansies

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Ref : DOF 14/6/3/1

PROVINCIAL TREASURY CIRCULAR NUMBER 04 OF 2015

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 CM CHUNDA)
THE ACCOUNTING OFFICER: VOTE 5: AGRICULTURE, RURAL AFFAIRS DEVELOPMENT, LAND AND ENVIRONMENTAL (MS SP XULU)
THE ACCOUNTING OFFICER: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (MR T MDAKANE) (ACTING)
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 MTHOMBOHI)
THE ACCOUNTING OFFICER: VOTE 10: HEALTH (DR AM MORAKE)
THE ACTING ACCOUNTING OFFICER: VOTE 11: CULTURE, SPORT AND RECREATION (MR W MNISI)
THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS NL MLANGENI)
THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR K MASANGE)

THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (MS P NGWENYA) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 3: FINANCE (MS L MLAMBO) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (MR SEB MATSEBULA)
THE CHIEF FINANCIAL OFFICER: VOTE 5: AGRICULTURE, RURAL AFFAIRS DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS (MR CT DLAMINI)
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (MS JP HLATSWAYO)
THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION (MR CB MNISI)
THE CHIEF FINANCIAL OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (MS HN MDAKA) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 9: COMMUNITY SAFETY, SECURITY & LIAISON (MS SA SEFALA)
THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (MR BP DLALISA)
THE CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE, SPORT AND RECREATION (MR T NKOJOANA)
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MR CM MALELE) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR DR SHIPALANA)

SUBJECT: CUT OFF DATES FOR 2014/2015 FINANCIAL YEAR END

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.

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.

DISCUSSION

Herewith are cut-off dates and activities to be followed for the financial year 2014/15. 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 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 2014/15 FINANCIAL YEAR END

DATES	ACTIVITIES TO BE DONE
16 February – 28 February 2015	Follow up and settlement of all outstanding orders De-commit incomplete Orders and unsettled commitments on Logis and BAS
02 March 2015 – 13 March 2015	Follow-up, and Settlement of all outstanding invoices
16 March 2015	Stop creation of new Orders. No orders must be created after this date unless activities above have been completed New orders processing must not go beyond 31 March 2015. Roll over will only be approved (preliminary) around June 2015.
16 March 2015 – 25 March 2015	Paying all outstanding and current invoices
25 March 2015	Last day for payments to be processed for 2014/2015 financial year. No payment after this date must be processed.

SUBJECT: CUT OFF DATES FOR 2014/2015 FINANCIAL YEAR END

Departments are urged to follow the above cut off dates without exception and no exemption will be granted to any Department.

Regards,



MS. NZ. NKAMBA

HEAD OF DEPARTMENT

DATE 13/02/2015.