



provincial treasury

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

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PROVINCIAL TREASURY CIRCULAR NO. 7 OF 2017

TO:

DIRECTOR GENERAL: OFFICE OF THE PREMIER OF MPUMALANGA (MR T MDAKANE)
HEAD: VOTE 3: PROVINCIAL TREASURY (MS NZ NKAMBA)
HEAD: VOTE 4: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
(MR PT NYONI)
HEAD: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL
AFFAIRS (MS SP XULU)
HEAD: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (MR MW MKHIZE)
HEAD: VOTE 7: EDUCATION (MS MOC MHLABANE)
HEAD: VOTE 8: PUBLIC WORKS, ROADS AND TRANSPORT (MR KM MOHLASEDI)
HEAD: VOTE 9: COMMUNITY SAFETY, SECURITY AND LIAISON (MR W MTHOMBOTHI)
HEAD: VOTE 10: HEALTH (DR S MOHANGI)
HEAD: VOTE 11: CULTURE, SPORT AND RECREATION (MR W MNISI)
HEAD: VOTE 12: SOCIAL DEVELOPMENT (MS NL MLANGENI)
HEAD: VOTE 13: HUMAN SETTLEMENTS (MR K MASANGE)

THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (MR SS SHONGWE)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR MA KHOZA)
THE CHIEF FINANCIAL OFFICER: VOTE 4: CO-OPERATIVE GOVERNANCE AND
TRADITIONAL AFFAIRS (MR SEB MATSEBULA)
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 5: AGRICULTURE, RURAL
DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS (MR S MASEKO)
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM
(MR CT DLAMINI)
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 CB MNISI)
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 11: CULTURE, SPORT AND
RECREATION (MR NC MAMARU)
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MR JB MBATHA)
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 13: HUMAN SETTLEMENTS
(MR TC MASHILE)

THE CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT
THE CHIEF DIRECTORATE: ASSETS AND LIABILITIES MANAGEMENT
THE CHIEF DIRECTORATE: FINANCIAL GOVERNANCE

CUT OFF DATES FOR 2016/17 FINANCIAL YEAR END

1. Objective

The objective of this circular is to advise all Provincial Departments in Mpumalanga of the cut off dates for the 2016/17 financial year for all transactions on the transversal systems in order to have a smooth financial year-end closure.

2. Background

Every financial year-end, Departments experience challenges with regards to the closure of books in BAS (Basic Accounting System), mainly because of the system being loaded with many transactions at the last day of the financial year which the system is not able to handle and therefore causes the transactions (payments) that were meant for the current financial year (2016/17) to be posted in the new financial year (2017/18) without the necessary roll over processes being followed and approved. This reflects negatively on the management of expenditure and the transversal systems. Provincial Treasury therefore, on an annual basis issues the cut-off dates circulars to curb the above.

3. Cut off dates for 2016/17 financial year-end

Herewith are the cut off dates and activities to be followed for the 2016/17 financial year:

Dates	Activities to be done
20 February 2017 to 3 March 2017	<ul style="list-style-type: none"> • Follow up and settlement of all outstanding orders • De-commit outstanding orders that need to be cancelled in both Logis and BAS. • Follow up and settlement of all outstanding invoices
6 March 2017 to 17 March 2017	<ul style="list-style-type: none"> • Creation and finalisation of new orders for all goods and services that need to be procured before the financial year-end. • New orders processing must not go beyond 31 March 2017.
17 March 2017	<ul style="list-style-type: none"> • Stop creation of new orders. No order must be created after this date.
20 March 2017 to 24 March 2017	<ul style="list-style-type: none"> • Settlement of all outstanding invoices to avoid accruals.
24 March 2017	<ul style="list-style-type: none"> • Last day for payments to be processed for 2016/17 financial year. No payment after this date must be processed.

Departments are urged to follow the above cut off dates without exception.

Your co-operation in this regard is appreciated.

Kind Regards,



MS/NZ NKAMBA
HEAD: PROVINCIAL TREASURY
DATE: 03/02/2017