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Department of Finance

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Kgoro ya Matlotlo

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Ref Number: *DoF 14/6/1*

PROVINCIAL TREASURY CIRCULAR 2(a) OF 2013

TO:-

THE ACCOUNTING OFFICER: VOTE 1: OFFICE OF THE PREMIER (Dr N. MKHIZE)
THE ACCOUNTING OFFICER: (ACTING): VOTE 3: FINANCE (Mr J.B. MBATHA)
THE ACCOUNTING OFFICER: VOTE 4: COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS (Mr D. MAHLOBO)
THE ACCOUNTING OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT & LAND ADMINISTRATION (Ms N.L. SITHOLE)
THE ACCOUNTING OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM (Dr D.V. DLAMINI)
THE ACCOUNTING OFFICER: VOTE 7: EDUCATION: (Mrs M.O.C. MHLABANE)
THE ACCOUNTING OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (Mr K.M. MOHLASEDI)
THE ACCOUNTING OFFICER: VOTE 9: SAFETY, SECURITY & LIAISON (Mr S.T. SIBUYI)
THE ACCOUNTING OFFICER: VOTE 10: HEALTH (Dr J.J. MAHLANGU)
THE ACCOUNTING OFFICER: VOTE 11: CULTURE, SPORTS & RECREATION (Ms S.P. MJWARA)
THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (Ms N.L. MLANGENI)
THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENT (Mr M.S. MTSWENI)

THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (Mr T. NKOJOANA)
THE CHIEF FINANCIAL OFFICER: VOTE 3: FINANCE (Ms P. SEMENYA)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS (Mr M.D. SHIPALANA)
THE CHIEF FINANCIAL OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT & LAND ADMINISTRATION (Mr CT.DLAMINI)
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM (Ms J.P. HLATSHWAYO)
THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION (Mr C.B. MNISI)
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (Mr SEB. MATHEBULA)
THE CHIEF FINANCIAL OFFICER: VOTE 9: SAFETY, SECURITY & LIAISON (Mr B.H. NGOMA)
THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (Ms B. MOJAPPELO)
THE CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE, SPORTS & RECREATION (Mr M. KHOZA)
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (Ms P. MORGAN)
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 13: 13 HUMAN SETTLEMENT (Ms S.A. SEFALA)

SUBJECT: CUT OFF DATES FOR 2012/ 2013 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 year.

3 DISCUSSION

Herewith are cut-off dates and activities to be followed for the financial year 2012/13. 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 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

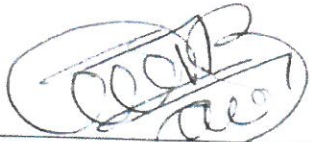
CUT OFF DATES FOR 2012/ 2013 FINANCIAL YEAR END

DATES	ACTIVITIES TO BE DONE
18 February - 28 February 2013	Follow up and settlement of all outstanding orders De-commit incomplete Orders and unsettled commitments on Logis and BAS
18 February 2013 - 28 February 2013	Follow-up, and Settlement of all outstanding invoices

15 March 2013	<p>Stop creation of new Orders. No orders must be created after this date unless activities above have been completed</p> <p>New orders processing must not go beyond 31 March 2012. Roll over will only be approved (preliminary) around June.</p>
18 March 2013 - 25 March 2013	Paying all outstanding and current invoices
25 March 2013	Last day for payments to be processed for 2012/13 financial year. No payment after this date must be processed.

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

Regards,



MR. JB MBATHA
 ACTING HEAD OF DEPARTMENT
 DATE: 21/3/2013