



agriculture, environmental affairs,
rural development and land reform

Department:
agriculture, environmental affairs,
rural development and land reform
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

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Date: 04 February 2022

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TIMEOUS SUBMISSION OF SUPPORTING DOCUMENTS TO CLEAR ADVANCE ACCOUNT RELATED TO DEPARTMENTAL PROJECTS AND THE SURRENDERING OF UNSPENT FUNDS TO DEPARTMENT BANK ACCOUNT

PURPOSE:

The purpose of this Memo is to inform all staff about the **timeous** submission outstanding supporting documents for the clearing of departmental project advance accounts to Finance for the financial year 2021/22.

BACKGROUND

OUTSTANDING SUPPORTING DOCUMENTS

The Department has to prepare Annual Financial Statements for the year ended **2021/22**. In order for this process to run smoothly, the Department needs to ensure that there are no outstanding balances for the payment of Advances for work done for the 2021/22 financial year.

To ensure that these advance accounts are cleared on time, you are hereby requested to submit **ALL** outstanding supporting documents for advances paid to projects **immediately and by not later than 06 March 2021/22**.

The provision for wages for the remainder of the financial year must done with due



diligence to avoid over expenditure of the advances.

SURRENDERING OF UNSPENT FUNDS BY PROJECTS

Unspent funds on projects must be surrendered to Departmental Bank Account **by the 28 March 2022**. The submission of documents for pay out on 18 March 2022, must reach Finance by no later than 1 April 2022.

The bank details are:

Bank: Standard Bank
Account Name: NCPG PMG Agriculture
Account Number: 2400 12070

You are reminded to submit accurate, complete and audit worthy documentation to ensure no audit findings.

Your positive response to this request will be highly appreciated.

Yours faithfully,



MR L.M.M. WA MODISE
Acting Head of Department