



agriculture, environmental affairs,
rural development and land reform

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

Office of the Head of Department

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Our Reference:

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Your Reference:

Date: 25 February 2022

TO:

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State Vet Office: Upington
Vet Office: De Aar
State Vet Office: Calvinia
State Vet Office: Kuruman
State Vet Office: Kuruman
Vet Office: Springbok
Eiland Research Station
Eiland Research Station
Vaalharts Research Station
State Vet Office: Upington
State Vet Office: De Aar
State Vet Office: Calvinia
State Vet Office: Kuruman
State Vet Office: Kuruman
State Vet Office: Springbok
Orlogsloof Nature Reserve
Goegap Nature Reserve
Rolfontein Nature Reserve
Witsand Nature Reserve
Doornkloof Nature Reserve
Eiland Research Station
Eiland Research Station
Vaalharts Research Station
JTG Office Manager

All Financial Management Staff



LAST DAY FOR CAPTURING RECEIPT ON BAS

PURPOSE:

The purpose of this Memo is to inform all relevant staff about the last day for the capturing of receipts and the banking of cash collected.

BACKGROUND

The Department is in the process of preparing Annual Financial Statements for the year - ended **2019/20**. In order for this process to run smoothly, the Department needs to ensure that there are no outstanding transactions/receipts not captured in relation to the **2019/20** financial year.

All cash received in respect of the current financial year must be banked without delay **by not later than 14h00 on the 20th of March 2020**.

All receipts, deposit slips as well as the supporting documents not yet submitted to Head Office Finance must be submitted immediately and not later than the 23rd of March 2020 to the Finance Section for processing.

Your positive response to this request will be highly appreciated.

Yours faithfully,



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