



**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:

Enquiries: Mapule Dhlamini

Your Reference:

Date: 10 March 2022

- |   |   |
|---|---|
| 1. Mr K. Mohibidu                         | Head of Ministry  |
| 2. Ms P. Catita                           | Chief Financial Officer   |
| 3. Mr R.L. Banda                          | General Manager: Planning, Performance, Monitoring and Evaluation |
| 4. Dr P.S. Kegakilwe                      | General Manager: Agricultural Technical Services                  |
| 5. Ms N.P. Moletsane                      | General Manager: Agricultural Development Services                |
| 6. Mr E.T. Sibhono                        | General Manager: Corporate Services                               |
| 7. Ms R.P. Burgess                        | Senior Manager: Technology Research and Development Services      |
| 8. Mr W. De Bruyn                         | Senior Manager: Sustainable Resource Management                   |
| 9. Mr J. Bonokwane                        | Senior Manager: Rural Development                                 |
| 10. Mrs N.L. Senosi                       | Senior Manager: Farmer Support and Development Services           |
| 11. Mrs M.M. Motaung                      | Acting Senior manager: Human Resources                            |
| 12. Dr M.J. Letsie                        | Acting Senior Manager: Veterinary Services                        |
| 13. Mr D.S. Kekana                        | Senior Manager: Agricultural Economics                            |
| 14. Mr. O. Gaoraelwe                      | Senior Manager: Compliance and Enforcement                        |
| 15. Mr. B Fisher                          | Senior Manager: Environmental Quality Management                  |
| 16. Dr AB. Fourie                         | State Vet Office: Upington  |
| 17. Dr N. Matekwe                         | State Vet Office: De Aar  |
| 18. Dr E.A. Nel                           | State Vet Office: Calvinia  |
| 19. Dr M.J. Letsie                        | State Vet Office: Kuruman   |
| 20. Dr L. Shuda                           | State Vet Office: Kuruman   |
| 21. Dr C. Lombard                         | State Vet Office: Springbok                                       |
| 22. Mr. N. Muller                         | Orlogsloof Nature Reserve   |
| 23. Mr. C. Gilbert                        | Goegap Nature Reserve   |
| 24. Mr. T. Mathebula                      | Rolfontein Nature Reserve   |
| 25. Mr. J. Keyser                         | Witsand Nature Reserve  |
| 26. Mr. I Cronje                          | Doornkloof Nature Reserve   |
| 27. Ms L. Kotze                           | Eiland Research Station   |
| 28. Mr H. Gerber                          | Eiland Research Station   |
| 29. Ms L. Besselaar                       | Vaalharts Research Station  |
| 30. Mr. J.R Kalagosi                      | JTG Office Manager  |
| 31. All Finance Staff and other Officials |   |



## **TIMEOUS SUBMISSION OF INVOICES**

### **PURPOSE**

The purpose of this Memo is to inform all staff about the last day for the submission of invoices to the SCM and Finance Sections to be processed for payment.

### **BACKGROUND**

The Department is in the process of preparing Annual Financial Statements for year ended **2021/22**. In order for this process to run smoothly, the Department needs to ensure that there are no outstanding transactions/payments (accruals) to suppliers.

In order to minimise accruals, i.e. previous financial year's invoices paid in the new financial year, all invoices relevant to **2021/22** financial year must be submitted before 18 March **2022**. Accruals have a negative impact on the new financial year's budget and those invoices are not budgeted for in the new financial year.

### **RECOMMENDATION**

It is recommended that you take note that all invoices should reach the SCM/Finance Sections not later than 11 March **2022**.

It is recommended that you take note that the last day of capturing and authorising of payments by the Finance Section would be 21 March **2022**.

It is recommended that you take note that the last day of authorizing of payments by the Finance Section would be 22 March **2022** for corrections on payments and for disbursements to be made in time before 22 March **2022**.

Your positive response to this request will be highly appreciated.

Yours faithfully,



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