



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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Our Reference:

Enquiries: Mapule Dhlamini

Your Reference:

Date: 25 February 2022

TO:

Mr K Mohibidu	Head of Ministry
Dr AB. Fourie	State Vet Office: Upington
Dr N. Matekwe	State Vet Office: De Aar
Dr E.A. Nel	State Vet Office: Calvinia
Dr M.J. Letsie	State Vet Office: Kuruman
Dr L. Shuda	State Vet Office: Kuruman
Dr C. Lombard	State Vet Office: Springbok
Mr. N. Muller	Orlogsloof Nature Reserve
Mr. C. Gilbert	Goegap Nature Reserve
Mr. T. Mathebula	Rolfontein Nature Reserve
Mr. J. Keyser	Witsand Nature Reserve
Mr. I Cronje	Doornkloof Nature Reserve
Ms L. Kotze	Eiland Research Station
Mr H. Gerber	Eiland Research Station
Ms L. Besselaar	Vaalharts Research Station
Mr. J.R Kalakgosi	JTG Office Manager
All Financial Management Staff	

FINANCIAL YEAR END PROCEDURE: PETTY CASH COUNT FOR 2021/22

PURPOSE:

The purpose of this Memo is to inform all relevant staff about the date for the counting of Petty cash for the financial year-end 2021/22.

BACKGROUND

The Department is in the process of preparing Annual Financial Statements for the year - ended **2021/22**. In order for this process to run smoothly, the Department needs to ensure that Petty cash balances are accurate and complete for the **2021/22** financial year.

Officials responsible for Petty cash must count the Petty Cash in their possession by the **18th of March 2022**. This Petty Cash must not withdraw up until **1 April 2022**.



The supporting documents must be sent to Head Office Finance for the attention of Mrs Mapule Dhlamini and Mrs. D. Mphatsoane by 18 March 2022.

No Petty cash will be withdrawn until **31 March 2022** for the Department to comply with **Audit requirements**.

Your positive response to this request will be highly appreciated.

Yours faithfully,



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