

Northern Cape Provincial Government



NCPT

NORTHERN CAPE PROVINCIAL TREASURY

NOORD KAAP PROVINSIALE TESOURIE

LEFAPHA LA MATLOTLO LA KAPA BOKONE

ISEBE LEZEMALI LOMNTLA KOLONI

Metlife Towers Building
Private Bag X5054
KIMBERLEY
8300
Tel: 053 - 830 8200

Metlife Towers Building
Cnr. Knight & Stead Street
Market Square
KIMBERLEY
8300

Enquiries: Ms B Phokojoe
Dipatlisiso:
Imibuzo:
Navrae:

Date: 06 February 2024
Leshupelo:
Umhla:
Datum:

Reference: Banking Services & Cash Flow
Tshupelo:
Tsalathiso:
Vervysings:

**TO: CHIEF FINANCIAL OFFICERS
FINANCIAL ACCOUNTANTS
MANAGEMENT ACCOUNTANTS**

CIRCULAR 3 of 2023/24: GUIDELINES FOR FINANCIAL YEAR END CLOSURE 2023/2024

This letter serves to inform departments about Banking Services and Cash Flow Management's year-end closure arrangements for the financial year ending 31 March 2024.

The following important information should be noted and complied with:

1.1. BAS Disbursement Release of Payments

1.1.1. The last disbursement release of payments for the 2023/2024 financial year will be on **Monday, 18th March 2024** for the action date of EBT/EFT (Electronic Bank/Funds Transfers) on **Friday 22nd March 2024**. Departments must ensure that all payments are captured and authorised by no later than **14h00 on Monday, 18th March 2024** to be included in the last disbursement batch run.

1.1.2. The first disbursement release of payments for the 2024/2025 financial year will be on **Tuesday 02nd April 2024**.

1.2. BAS Credit Transfers

1.2.1. BAS Credit Transfer instructions must be submitted this office by no later than **10h00** on the **19th March 2024** for the action date of **20th March 2024** to beneficiaries.

1.2.3. Departments using LOGIS must ensure that the settlement date of payments is before of 26 March 2024.

1.2.3 Due to the process of the verification of bank account details in line with the Protection of Personal Information Act (POPI Act), the departments will be required to attach to the bank credit transfer, bank confirmation of the service provider not older than 6 months when submitting credit transfers to avoid delays.

1.3. PERSAL

1.3.1. The last Supplementary Run for the 2023/2024 financial year is scheduled for the **20th March 2024**, with the action date of 25th March 2024.

1.3.2 Supplementary runs for the 2024/2025 financial year will resume on the **03rd April 2023**.

1.3.3. PERSAL runs for the main pay groups will continue as normal.

In view of the above mentioned and in order to avoid any inconvenience, Accounting Officers are urged to plan in advance thus ensuring that payments for goods and services are processed in line with this Circular. Cognisance must however be taken that payments will only be disbursed within available cash resources.

Compliance to this circular is of high importance and will be enforced.

Kind regards,


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CAROL SHUPING
DIRECTOR: BANKING SERVICES & CASH FLOW MANAGEMENT

Date:

Cc: Mr O Vermeulen