



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 CFO

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Date:	05 March 2025	File:	
To:	All departmental officials	Enquiries:	Ms LD Mphatsoane
Subject: FINANCIAL YEAR END PROCEDURES			

## 1. Purpose

This memo aims to inform you about the year-end closure arrangements for the financial year ending 31 March 2025. Please pay close attention to the following key details and ensure compliance to avoid any disruptions in operations:

## 2. Entity Maintenance Function

The entity maintenance function used to add suppliers/clients on the financial system (BAS) has been taken back by Provincial Treasury. This is to ensure timeous clean-up of the system as well as a smooth transition to BAS version 6. All requests for payments must be accompanied by the following documentation:

- Entity maintenance form from Northern Cape Provincial Treasury (Annexure A)
- Bank confirmation letter
- Identity document

## 3. Disbursements

The final disbursement for the 2024/2025 financial year will be on Monday, 17th March 2025, for EBT/EFT (Electronic Bank/Funds Transfers) dated Thursday, 20th March 2025.

- All payments must be submitted to Financial Accounting by Thursday 13<sup>th</sup> March to be included in this final batch run.
- First Payment Release for 2025/2026 will take place on Tuesday, 8th April 2025.
- Logis will be closing on 31<sup>st</sup> March 2025.

## 4. Travel and Subsistence advances and claims

The last Persal Supplementary Run for the 2024/2025 financial year is scheduled for 19 March 2025, with an action date of 24 March 2025. All outstanding claims should be submitted by 14th March 2025 to be included in the final run. All advances issued must be



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settled by 19 March 2025. The first supplementary run in the new financial year will be on the 07 April 2025.

### 5. Revenue and Petty Cash deposits

All revenue collected and cash on hand must be deposited into the main bank account no later than **Friday 28 March 2025 at 10:00am**. The documentation for deposits made can be emailed to Ms. I. Petersen (ipetersen@ncpg.gov.za) immediately after depositing, while originals are couriered to Head office.

### 6. Procurement of Goods and Services

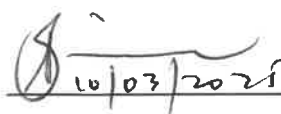
SCM unit is currently finalising payments for the current year. In order to avoid increased commitments at year end, supplier invoices need to be captured before the closure of the system. This is to ensure compliance with instruction note 34 i.e. payment to suppliers within 30 days of receipt of invoice. End users are requested to ensure that **all outstanding invoices are submitted to SCM by 11th March 2025** end of business.

### 7. Project Advances

All documentation for advances paid to projects must be submitted by 04 April, 2025. Project leaders and managers are responsible for ensuring that all paperwork is complete and includes the necessary supporting spreadsheets.

To prevent any disruptions and facilitate a seamless transition into the new financial year, managers are urged to plan in advance.

Your cooperation with these arrangements will be appreciated.

  
10/03/2025

**Acting Head of Department**

**Adv. T Binase**

**Date:** 10/03/2025