

2020/2021  
UPDATED DASHBOARD  
NATIONAL TREASURY INSTRUCTION NOTES  
PRACTICE NOTES  
CIRCULARS

Practice Note/ Treasury Instruction Number	Year Issued	Heading of the Practice Note/Treasury Instruction	Reporting Element	Section 76 PFMA Authority	Repealed (Yes/No)	Practice Note/Treasury Instruction repealing	Contact information	Division in the National Treasury	Contact Details Code (012)
<b>Issued in 2000/2001</b>									
1	2000/2001	Month closure procedures for 2000/01 to meet the reporting requirement of section 32 of the PFMA	Revenue accounting	None	Y	6 of 2001	LA Mamoojee	Office of the Accountant General	672 2227
2	2000/2001	Capturing and maintenance of MTEF budget allocations	Enforcement of Sec 40(4)(c) of PFMA reporting	None	N	-	LA Mamoojee	Office of the Accountant General	672 2227
<b>Issued in 2001/2002</b>									
1	2001/2002	Methods of payments for warrant vouchers in excess of R10000: Treasury Regulations 15.12.3	Enforcement of TR 15.12.3	None	Y	4 of 2005	E Labuschagne	Office of the Accountant General	315 5781
2	2001/2002	Logis /FMS interface: Use of ledger accounts for payments	Guidance on LOGIS/FMS interface	None	N	-	C Bester	Office of the Accountant General	672 2113
3	2001/2002	Stock taking and discrepancies: Logis year end	Guidance LOGIS system	None	N	-	LA Mamoojee	Office of the Accountant General	672 2227
4	2001/2002	Implementation of amended deposits systems at the commercial banks	Guidance on amended deposit systems	None	N	-	E Labuschagne	Office of the Accountant General	315 5781
5	2001/2002	Deposits into provincial revenue funds	Enforcement of Sec 21(1) & 22(1)	None	Y	16 of 2002	A Van der Merwe	Office of the Accountant General	672 2087

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			of the PFMA- deposit in PRF						
6	2001/2002	Month closure procedures for 2000/01 to meet the reporting requirement of section 32 of the PFMA	Enforcement of Sec 40(4)(c) of PFMA reporting	None	Y	10 of 2002	A Van der Merwe	Office of the Accountant General	672 2087
7	2001/2002	Guarantee required to secure financing for the purchase of a motor vehicle : Implementation of an inclusive flexible remuneration package systems for senior managers(SMS) from 1 January 2001	Guidance on guarantee to secure financing	None	Y	4 of 2003	E Labuschagne	Office of the Accountant General	315 5781
8	2001/2002	Reclaims on persal in respect of insurance premiums deducted from salaries	Guidance on reversal of salaries up to 12 months and reclaim of salaries paid after termination of service	None	N	-	H A Kottze	Office of the Accountant General	672 2024
9	2001/2002	Amendment of date for the year end closure I.R.O 2000/2001 financial year	Extension of year end closure dates	None	N	-	A Van der Merwe	Office of the Accountant General	672 2469

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10	2001/2002	Warrant voucher/MICR number coupling requirements	Guidance on issue of warrant vouchers	None	Y	2 of 2002	W Gelderham	Office of the Accountant General	672 2227
11	2001/2002	Deposits into provincial revenue fund	Updated of excheque account bank details	None	Y	17 of 2001	LA Mamoojee	Office of the Accountant General	672 2227
12	2001/2002	Implementation of BAS and Reporting in accordance with PFMA & GFS	Development and implementation of BAS from FMS	None	Y	17 of 2002	JJ Gilliland	Office of the Accountant General	672 2821
13	2001/2002	Disciplinary deduction on persal: Micro lenders	Guidance on termination of employees salary deduction determined by the employer	None	Y	4 of 2002	HA Kotze	Office of the Accountant General	672 2024
14	2001/2002	Compulsory use of new enterprise registration number	Compulsory enterprise registration number	None			LA Mamoojee	Office of the Accountant General	-
16	2001/2002	Manual for the reconstruction and development programme fund: Accounting procedure for the RDP fund	Guidance on RDP funds	None	N	-	E Labuschagne	Office of the Accountant General	315 5781
17	2001/2002	Deposits into provincial revenue fund	Updated of excheque account bank details	None	Y	5 of 2001	LA Mamoojee	Office of the Accountant General	672 2227

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18	2001/2002	Authorization of remuneration overtime	Guidance for overtime	None	N	-	C Bester	Office of the Accountant General	672 2435
19	2001/2002	Employment of employees out of adjustment	Guidance on out of adjustment salary payments	None	N	-	C Bester	Office of the Accountant General	672 2435
21	2001/2002	Implementation of BAS and reporting in accordance with the PFMA and GFS	Guidance on SCOA implementation in terms of Government financial statistics, annual financial statements & estimates of national expenditure.	None	Y	12 of 2002	LA Mamoojee	Office of the Accountant General	672 2067
22	2001/2002	Obtaining of Cash for official purposes	Guidance on cross cancellation of cheques and opening of bank accounts	None	N	-	E Labuschagne	Office of the Accountant General	315 5781
24	2001/2002	Implementation of BAS and reporting in terms of PFMA and GFS	Guidance BAS system	None	Y	12 of 2001	JJ Gilliland	Office of the Accountant General	672 2821
<b>Issued in 2002/2003</b>									
1	2002/2003	Item limits on payments	Guidance on credit, cheques & debit order payment limit	None	N	-	E Labuschagne	Office of the Accountant General	315 5781
2	2002/2003	Implementation of new warrant	Guidance on issue of warrant vouchers	None	N	-	E Labuschagne	Office of the Accountant General	315 5781

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		voucher stationery							
4	2002/2003	Discretionary deduction on persal: Micro lenders: termination of deductions by employees.	Guidance on termination of employees salary deduction determined by the employer	None	Y	9 of 2003	HA Kotze	Office of the Accountant General	672 2024
5	2002/2003	Payments of maintenance orders in terms of the maintenance Act	Guidance on payment of monies electronically and furnishing of the analysis & reconciliation reports to the magistrate's office	None	N	-	HA Kotze	Office of the Accountant General	672 2024
6	2002/2003	Deviation from TR 15.12.3 for non-electronic payments amounts in excess of R2000 on PERSAL	Payment of electronic transfer	None	Y	4 of 2005/2006	HA Kotze	Office of the Accountant General	012 672 2024
8	2002/2003	Accounting officer's responsibilities regarding leave and guarantees	Enforcement on correct data captured on PERSAL for leave and Guarantees	None	Y	2 of 2003	L Rabe	Office of the Accountant General	672 2105
9	2002/2003	Maximum amounts of guarantees to secure a	Guidance on guarantee to secure financing	None	Y	2 of 2004	E Labuschagne	Office of the Accountant General	315 5781

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		purchase for a motor vehicle							
10	2002/2003	Month end Procedures to meet reporting requirements of section 32 of the PFMA	Enforcement of Sec 40(4)(c) of PFMA reporting	None	Y	2 of 2003	E Labuschagne	Office of the Accountant General	315 5781
12	2002/2003	Implementation of BAS and Reporting in accordance with PFMA & GFS	Guidance on SCOA implementation in terms of Government financial statistics, annual financial statements & estimates of national expenditure.	None	Y	17 of 2002	JJ Gilliland	Office of the Accountant General	672 1881
13	2002/2003	Month end Procedures to meet reporting requirements of section 32 of the PFMA	Enforcement of Sec 40(4)(c) of PFMA reporting	None	Y	20 of 2002	Was Snyders	Office of the Accountant General	672 1881
14	2002/2003	Annual reporting by the departments year ending 31 March 2002	Guidance on annual reporting for the year ended 31 March 2002	None	Y	8 of 2003	LA Mamoojee	Office of the Accountant General	672 2067
15	2002/2003	Acquisition of accommodation/conference facilities for conferences and	Guidance on acquisitions of conferences, accommodations, facilities and etc.	None	N	-	Jayce Nair	Specialist function	315 5482

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		seminars, bosberade, etc.							
16	2002/2003	Deposits into provincial revenue fund	Enforcement of Sec 21(1) & 22(1) of the PFMA- deposit in PRF	None	Y	5 of 2003	LA Mamoojee	Office of the Accountant General	672 2227
17	2002/2003	Implementation of BAS and Reporting in accordance with PFMA & GFS	Guidance on SCOA implementation in terms of Government financial statistics, annual financial statements & estimates of national expenditure.	None	Y	3 of 2003	JJ Gilliland	Office of the Accountant General	672 1881
20	2002/2003	Month end Procedures to meet reporting requirements of section 32 of the PFMA	Enforcement of Sec 40(4)(c) of PFMA reporting	None	Y	1 of 2003	JJ Gilliland	Office of the Accountant General	672 1881
<b>Issued in 2003/2004</b>									
1	2003/2004	Month end Procedures to meet reporting requirements of section 32 of the PFMA	Enforcement of Sec 40(4)(c) of PFMA reporting	None	Y	1 of 2004	Was Snyders	Office of the Accountant General	672 1881
2	2003/2004	Accounting officer's responsibilities regarding leave & guarantees	Enforcement on correct data captured on PERSAL for	None	N	-	L Rabe	Office of the Accountant General	672 2769



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			leave and Guarantees						
3	2003/2004	Implementation of National and Provincial Department on GFS based SCOA	Guidance on SCOA implementation in terms of Government financial statistics, annual financial statements & estimates of national expenditure.	None	N	-	LA Mamoojee	Office of the Accountant General	315 5711
4	2003/2004	Maximum amounts of guarantees to secure a purchase for a motor vehicle	Guidance on guarantee to secure financing	None	Y	2 of 2008	E Labuschagne	Office of the Accountant General	315 5781
5	2003/2004	Deposits into provincial revenue fund	Enforcement of Sec 21(1) & 22(1) of the PFMA- deposit in PRF	None	Y	6 of 2003	LA Mamoojee	Office of the Accountant General	315 5111
6	2003/2004	Deposits into provincial revenue fund	Enforcement of Sec 21(1) & 22(1) of the PFMA- deposit in PRF	None	N	-	LA Mamoojee	Office of the Accountant General	315 5111
7	2003/2004	Accounting officers responsibilities for grants received by SETA	Guidance on Grants received by departments from Sector Education & training Authorities	None	N	-	JJ Gilliland	Office of the Accountant General	672 2821

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8	2003/2004	Annual financial statements for the year ended 31 March 2003	Guidance on annual reporting for the year ended 31 March 2002	None	N	-	LA Mamoojee	Office of the Accountant General	315 5111
9	2003/2004	Administration of emolument attachment orders on persal: centralization of codes for garnishee beneficiaries and implementation of electronic interface between certain debt collections and persal	Guidance on garnishee order is placed on PERSAL	None	Y	6 of 2005	S Kgruger	Office of the Accountant General	672 2035
<b>Issued in 2004/2005</b>									
1	2004/2005	Month end Procedures to meet reporting requirements of section 32 of the PFMA	Enforcement of Sec 40(4)(c) of PFMA reporting	None	Y	1 of 2005	WAS Snyders	Office of the Accountant General	672 1881
2	2004/2005	Maximum amounts of guarantees to secure a purchase for a motor vehicle	Guidance on guarantee to secure financing	None	Y	2 of 2008	LA Mamoojee	Office of the Accountant General	315 5111
<b>Issued in 2005/2006</b>									
1	2005/2006	Month end Procedures to meet reporting	Enforcement of Sec 40(4)(c) of PFMA reporting	None	Y	1 of 2006	L Labuschagne	Office of the Accountant General	315 5781

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		requirements of section 32 of the PFMA							
3	2005/2006	Implementation of and compliance with requirements and clarification on certain sections of DORA.	Guidance on DORA regarding withholding of funds and quarterly reporting	None	N	-	Dr Sandra Sooklal	Office of the Accountant General	315 5510
4	2005/2006	Deviation from TR 15.12.3 for non-electronic payments amounts in excess of R2000 on PERSAL	Guidance on amounts in excess of R2000	None	Y	6 of 2005	Freeman Nomvalo	Office of the Accountant General	315 5417
5	2005/2006	Accounting framework relevant to public entities in the absence of GRAP	Guidance on the Accounting Framework and Application of GRAP for Public Entities	None	Y	2 of 2010/2011	Freeman Nomvalo	Office of the Accountant General	315 5417
<b>Issued in 2006/2007</b>									
1	2006/2007	Month end Procedures to meet reporting requirements of section 32 of the PFMA	Enforcement of Sec 40(4)(c) of PFMA reporting	None	Y	1 of 2009	L Labuschagne	Office of the Accountant General	315 5781
3	2006/2007	Policy framework for the opening of an external bank account	Guidance policy on the opening and external bank accounts.	None	Y	Reference with Practice note 4 of 2006	Freeman Nomvalo	Office of the Accountant General	315 5417

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4	2006/2007	Illegal use of resources by departments and public entities	Enforcement on Illegal use of department's resources	None	Y	Reference with Practice note 3 of 2006	Freeman Nomvalo	Office of the Accountant General	315 5417
5	2006/2007	Finance lease transactions	Goods and services: leases	None	-	-	-	Office of the Accountant General	-
6	2006/2007	Accounting for transactions between departments and the property management Trading Entity	Guidance on Municipal utility charges & other accommodation expenses paid by (PMTE) on behalf of client department	None	N	-	Mr Chris Kgruger	Office of the Accountant General	315 5219
<b>Issued in 2007/2008</b>									
1	2007/2008	Month end Procedures to meet reporting requirements of section 32 of the PFMA		None	Y	1 of 2008/2009	L Labuschagne	Office of the Accountant General	315 5781
8	2007/2008	Procurement of goods and services by petty cash, price quotations and competitive bids	Goods and services: Procurement	76(4)c	N	-	D Naidoo	Office of the Accountant General	315 5348
10	2007/2008	Payment of entails transactions into National revenue fund	Guideline on transaction fees by the provincial departments of transport & registering Authorities.	None	N	-	Ms Marissa Moore	Office of the Accountant General	315 5789
<b>Issued in 2008/2009</b>									

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1	2008/2009	Month end Procedures to meet reporting requirements of section 32 of the PFMA	Enforcement of Sec 40(4)(c) of PFMA reporting	None	Y	1 of 2009	L Labuschagne	Office of the Accountant General	315 5781
2	2008/2009	Maximum amounts of guarantees to secure financing for the purchase of motor vehicle	Guidance on guarantee to secure financing	None	N	-	Sheree Khan	Office of the Accountant General	315 3187
3	2008/2009	Bank account details in terms of section 32(1) of the Division of Revenue Act		None	Y	8 of 2008/2009	L Labuschagne	Office of the Accountant General	315 5781
4	2008/2009	Procedure for treatment of irregular expenditure	Procedure for treatment of irregular expenditure	76(1) 76(4)	Y	01 of 2018/2019	M Ramoipone	Office of the Accountant General	315 5284
8	2008/2009	Bank account details in terms of section 32(1) of the Division of Revenue Act	Bank account details	None	Y	10 of 2008	L Labuschagne	Office of the Accountant General	315 5781
9	2008/2009	Accounting for money received from NSF	Revenue accounting	76(1) 76(4)	N	-	L Labuschagne	Office of the Accountant General	315 5781
10	2008/2009	Bank account details in terms of section 32(1) of the Division of Revenue Act	Bank account details	None	Y	3 of 2009	L Labuschagne	Office of the Accountant General	315 5781

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<b>Issued in 2009/2010</b>									
1	2009/2010	Month end Procedures to meet reporting requirements of section 32 of the PFMA	Enforcement of Sec 40(4)(c) of PFMA reporting	None	Y	1 of 2010/2011	L Labuschagne	Office of the Accountant General	315 5781
3	2009/2010	Bank account details in terms of section 44(1) of the Division of Revenue Act	Bank account details	None	N	-	Mr Philip Franken	Office of the Accountant General	312 7829
6	2009/2010	Interim financial statements	Guidance on the implementation of interim financial statements	None	Y	1 of 2010/2011	N Singh	Office of the Accountant General	315 5794
<b>Issued in 2010/2011</b>									
1	2010/2011	Interim financial statements & Month year end procedures	Guidance on the implementation of interim financial statements	76(4)(g)	N	-	L Labuschagne	Office of the Accountant General	315 5781
2	2010/2011	Generally accepted accounting practice	GRAP	76(1) 76(4)	N	-	Karen Maree	Office of the Accountant General	315 5334
<b>Issued in 2011/2012</b>									
3	2011/2012	Month end Procedures to meet reporting requirements of section 32 of the PFMA	Enforcement of Sec 40(4)(c) of PFMA reporting	76(4)(g)	y	Instruction note 1	L Labuschagne	Office of the Accountant General	315 5781
None	2011/2012	Enhancing Compliance monitoring and improving	Supply chain management	76(4)(g)	N	-	Freeman Nomvalo	Office of the Accountant General	315 5417



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<b>Issued in 2014/2015</b>									
5	2014/2015	Month-End Closure Procedures	Month end	76(2)(j)	Y	05 of 2016/2017	L Labuschagne	Office of the Accountant General	315 5781
6	2014/2015	Departmental Financial Reporting Framework	Reporting	76(4)(g)	Y	1 of 2021/2022	L Boedewig	Office of the Accountant General	315 5702
<b>Issued in 2015/2016</b>									
3	2015/2016	Retention of Surpluses	Revenue Management	76(4)(g)	N	-	M Ramoipone	Office of the Accountant- General	315 5284
5	2015/2016	Month-End Closure Procedures	Month end	76(2)(j)	Y	05 of 2016/2017	L Labuschagne	Office of the Accountant General	315 5781
<b>Issued in 2016/2017</b>									
2	2016/2017	Cost Containment Measures	Expenditure management	76(4)(b)	Y	03 of 2017/2018	M Ramoipone	Office of the Accountant General	315 5284
<b>Issued in 2017/2018</b>									
3	2017/2018	Cost Containment Measures	Expenditure management	76(4)(b)	N	-	M Ramoipone	Office of the Accountant General	315 5284
5	2017/2018	Integrated Financial Management System	Systems	76(2)(j)	N	-	L Bodewig	Office of the Accountant General	315 5702
6	2017/2018	Retention of Surpluses	Revenue Management	76(4)(g)	Y	12 of 2020/2021	K Maree	Office of the Accountant General	315 5334
7	2017/2018	Tax Compliance Status	Expenditure Management	76(4)(c)	Y	07 of 2017/2018	M Nxumalo	Office of chief procurement Officer	315 5208
8	2017/2018	Month-End Closure	Reporting	76(2)(j)	Y	08 of 2018/2019	L Labuschagne	Office of the Accountant- General	315 5781



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		Procedures for 2018/2019							
<b>Issued in 2018/2019</b>									
1	2018/2019	Irregular Expenditure Framework	Expenditure Management	76(2)(e) 76(4)(a)	Y	2 of 2019/2020	M Ramoipone	Office of the Accountant- General	315 5284
2	2018/2019	Month-End Closure Procedure	Reporting	76(2)(j)	Y	02 of 2019/2020	L Labuschagne	Office of the Accountant- General	315 5781
<b>Issued in 2019/2020</b>									
2	2019/2020	Irregular Expenditure Framework <b>Revised paragraphs 18 and 21 issued in 2020/2021</b>	Expenditure Management	76(2)(e) 76(4)(a)	N	-	M Ramoipone	Office of the Accountant- General	315 5284
3	2019/2020	Fruitless and Wasteful Expenditure Framework	Expenditure Management	76(2)(e) 76(4)(a)	N	-	M Ramoipone	Office of the Accountant- General	315 5284
7	2019/2020	Month-End Closure Procedure for 2020/2021	Reporting	76(2)(j)	Y	13 of 2020/2021	L Labuschagne	Office of the Accountant- General	315 5781
<b>Issued in 2020/2021</b>									
1	2020/2021	Amended Month- End Closure Procedure for 2019/2020 & 2020/201 <b>Revises paragraph 3.4 of 2018/2019 &amp; 2019/2020</b>	Reporting	76(2)(j)	Y	13 of 2020/2021	L Labuschagne	Office of the Accountant- General	315 5781

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6	2020/2021	Amended dates for submission of interim Financial Statements <i>Revises paragraphs 6.2 &amp; 6.3 of Instruction 07 of 2019/2020</i>	Reporting	76(2)(j)	N	-	L Labuschagne	Office of the Accountant- General	315 5781
<b>Issued in 2021/2022</b>									
1	2021/2022	Modified Cash Standards	Reporting	76(4)(a) 6(2)(a)	N	-	L Boedewig	Office of the Accountant- General	315 5702

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2004	Retention of surplus funds	Jayce Nair	Governance, Monitoring and Compliance	315 5482
2005	Irregular Expenditure	Jan Breytenbach	Norms and Standards	315 5336
2005	Contracts containing provisions relating to indemnities, limitations liabilities and warranties	Jayce Nair	Governance, Monitoring and Compliance	315 5482
2008	Irregular Expenditure	Jan Breytenbach	Norms and Standards	315 5336
2011	Duty to report on or suspected corrupt transactions	Freeman Nomvalo	Office of the Accountant General	315 5264
2011	Circular on database of restricted suppliers	Freeman Nomvalo	Office of the Accountant General	315 5264
2011	Postponing Implementation of certain paragraphs in Instruction Note 32 dated 31 May 2011	Freeman Nomvalo	Office of the Accountant General	315 5264
2014	Implementation of Public Finance Management knowledge queries portal for PFMA related enquiries	Mr Jayce Nair	Governance, Monitoring and Compliance	315 5482
2012	Postponing implementation of Sub-paragraph 3.9.4 of Instruction Note number 32	Freeman Nomvalo	Office of the Accountant General	315 5264
2014	Implementation of Public Finance Management knowledge queries portal for PFMA related enquiries	Mr Jayce Nair	Governance, Monitoring and Compliance	315 5482
2018	Timeous payments of invoices and claims	Empie Van Schoor	Legislation	315 5983
2018	Classification of transfers and subsidies versus goods and services or capital assets	SCOA Technical Committee	Technical Support Services	315 5311
2021	Implementation of the irregular expenditure frequently asked questions	Karen Maree	Office of the Accountant-General	315 5334