



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

- TO ALL: ACCOUNTING OFFICERS OF DEPARTMENTS**
- : ACCOUNTING OFFICERS OF CONSTITUTIONAL INSTITUTIONS**
- : ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES LISTED IN SCHEDULES 1, 2, 3A, 3B, 3C AND 3D TO THE PFMA AS WELL AS UNLISTED PUBLIC ENTITIES**
- : HEAD OFFICIALS OF PROVINCIAL TREASURIES**

NATIONAL TREASURY INSTRUCTION 03 OF 2021/2022

FINANCIAL YEAR-END PROCEDURES, CLOSURE, AND SUBMISSION DATES OF ANNUAL FINANCIAL STATEMENTS AND RELATED DOCUMENTS

1. PURPOSE

- 1.1 The purpose of this Treasury Instruction is to prescribe financial year-end procedures, closures, and submission dates for departments, constitutional institutions, and public entities listed in schedules 1, 2 and 3 to the PFMA and unlisted entities.

2. BACKGROUND

- 2.1 Sections 40 and 55 of the Public Finance Management Act (PFMA) (Act 1 of 1999) require accounting officers and accounting authorities to prepare and submit financial statements for each financial year and annual reports to the relevant treasury, the Auditor-General of South Africa, and the executive authority respectively.
- 2.2 Accounting officers and accounting authorities must take note of important financial year-end procedures and closure/submission dates relating to the preparation and auditing of annual financial statements and the preparation of annual reports where such institutions have 31 March as their financial year-end.
- 2.3 Similarly, Accounting authorities of public institutions with a financial year-end other than 31 March must take note of important financial year-end procedures and submission dates relating to preparation and auditing of annual financial statements and preparation of annual reports applicable to their circumstances.

NATIONAL TREASURY INSTRUCTION 03 OF 2021/2022

FINANCIAL YEAR-END PROCEDURES, CLOSURE, AND SUBMISSION DATES OF ANNUAL FINANCIAL STATEMENTS AND RELATED DOCUMENTS

3 FINANCIAL YEAR-END CLOSURE AND SUBMISSION DATES FOR NATIONAL AND PROVINCIAL DEPARTMENTS

Annexures A and B stipulate the submission dates for the above-mentioned institutions.

Table 1

FINANCIAL YEAR-END AND ACCOUNTING CLOSURE FOR NATIONAL AND PROVINCIAL DEPARTMENTS		
ACTION	DATE	RESPONSIBILITY
Financial Year-end closure		
<i>March 2022 Reporting to Vulindlela</i>	<i>08 April 2022</i>	Accounting Officer
<i>March 2022 – Preliminary</i>	<i>29 April 2022</i>	Accounting Officer

3.1 Accounting officers whose departments are using Basic Accounting System (BAS) are required to perform preliminary closure for March 2021 in line with BAS notice number 1 of 2022 including National Treasury Instruction No. 02 of 2021/2022, which is available on the National Treasury website on the following link:

<http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/AccountGeneral.aspx>

3.2 The National Treasury does not prescribe accounting closure dates for public entities.

SUBMISSION DATES FOR NATIONAL AND PROVINCIAL DEPARTMENTS, LISTED AND UNLISTED NATIONAL AND PROVINCIAL PUBLIC ENTITIES.

3.3 Public entities with a financial year end of 31 March are required to comply with the submission dates as prescribed in the PFMA and/or Treasury Regulations. **Refer to Annexure A.**

3.4 Public entities with a financial year end other than 31 March must comply with the submission dates as prescribed by the PFMA and/or Treasury Regulations. **Refer to Annexure B.**

NATIONAL TREASURY INSTRUCTION 03 OF 2021/2022

FINANCIAL YEAR-END PROCEDURES, CLOSURE, AND SUBMISSION DATES OF ANNUAL FINANCIAL STATEMENTS AND RELATED DOCUMENTS

4 SPECIMEN AFS, AFS EXCEL TEMPLATES, MODIFIED CASH STANDARD AS WELL AS ACCOUNTING MANUAL FOR DEPARTMENTS

- 4.1 Accounting officers and may access the specimen AFS, Microsoft Excel Template, the Modified Cash Standard (MCS), and the Accounting Manual for Departments (AMD) by following the links on the Office of the Accountant General's Website as illustrated in **Annexure C**.

5 IMPLEMENTATION PLANS ON AUDIT OUTCOMES (2021/22)

- 5.1 In December 2008, Cabinet passed a resolution that supported the need for accounting officers and accounting authorities to immediately implement recommendations contained in the Auditor- General's management letters for the past financial year. Cabinet also noted National Treasury's request for institutions to provide corrective steps to be taken to address concerns raised in their audit reports on an annual basis.
- 5.2 It is therefore based on the Cabinet resolution referred to in paragraph 5.1 above that all PFMA institutions with negative audit outcomes, must submit implementation plans (corrective plans) detailing how their respective institutions plan on correcting matters raised in their audit reports.
- 5.3 National Institutions are required to submit their implementation plans, in their format or alternatively in a format provided by the National Treasury, to the relevant cluster manager by 30 November 2022, for the audit outcomes relating to the 2021/2022 financial year.
- 5.4 Provincial institutions, are required to submit their implementation plans, in the format as described above or as prescribed by the provincial treasuries to their relevant treasuries by 30 November 2022.

6 ADDITIONAL NOTES

Accounting Officers and Accounting Authorities should take note of the following:

Accuracy of Information

- 6.1 Sections 40(1)(c) and 55(1)(c) of the PFMA provides the timeframe for submission of financial statements to the AGSA and relevant treasury. Sections 40(3)(a) and 55(2)(a) provides that financial statements must be accurate and complete.

NATIONAL TREASURY INSTRUCTION 03 OF 2021/2022

FINANCIAL YEAR-END PROCEDURES, CLOSURE, AND SUBMISSION DATES OF ANNUAL FINANCIAL STATEMENTS AND RELATED DOCUMENTS

Failure to submit accurate AFS constitutes non-compliance with the aforementioned sections of the PFMA.

Misstatements by departments/entities

- 6.2 Should there be misstatements identified during the audit process, the affected departments and entities must correct these. We urge departments and entities to also correct immaterial misstatements as these may have an impact on the audit outcome of consolidated financial statements (CFS) prepared by the relevant treasury.

Inter-departmental balances

- 6.3 The consolidation process for departments requires the elimination of inter-departmental balances of advances received/paid. This elimination is based on information recorded by departments in annexures 8A and 8B. Accounting officers and accounting authorities must ensure that inter-departmental balances are complete and accurately recorded in these annexures based on confirmed balances with the counter department.
- 6.4 Accounting officers and accounting authorities must ensure that information is recorded under the correct headings in these annexures and that these balances are between departments and that no public entities' balances are included. Departments are therefore requested to follow up on these differences and ensure that accurate and complete figures are confirmed and recorded in 2021/22 financial year-end.

Inter-entity transactions and balances

- 6.5 Similarly, the consolidation process for public entities requires the elimination of inter-entity transactions and balances. The entity consolidation AFS template contains an "inter-entity" sheet where inter-entity transactions and balances should be recorded completely and accurately.

Final AFS templates and other documents submission

- 6.6 Where institutions do not submit the final audited AFS template that agrees to published AFS by 31 July 2022, together with the other required documentation, the relevant

NATIONAL TREASURY INSTRUCTION 03 OF 2021/2022

FINANCIAL YEAR-END PROCEDURES, CLOSURE, AND SUBMISSION DATES OF ANNUAL FINANCIAL STATEMENTS AND RELATED DOCUMENTS

treasury will record the submission as late and all late recordings will be disclosed in the consolidated financial statements.

- 6.7 At national Treasury, Submission is made to the relevant cluster managers at the Office of Accountant General (OAG) for national institutions or to the relevant contacts at the PAG offices for provincial institutions per Provincial treasury instructions.

Entities under ownership control of the Executive Authority

- 6.8 It is the responsibility of the Executive Authority to advise the relevant treasury of any entity under its ownership or control that the relevant treasury may not be aware of. All public institutions under the control of the government must be consolidated.
- 6.9 Where an entity (controlling) has controlled entities, the financial information of the latter must be consolidated into that of controlling entity, and a consolidated set of financial statements must be submitted to the relevant authorities in the prescribed format.
- 6.10 Accounting officers and accounting authorities who are unable to comply with any of the submission requirements of this treasury instruction must promptly report that inability together with reasons to the relevant treasury. This requirement to report is in line with sections 40(5) and 51(2) of the PFMA.
- 6.11 No submission deviations will be granted for requests received after the financial year-end.
- 6.12 The accounting framework to be used for departments is Modified Cash Standard (MCS), while, the reporting framework to be used by the constitutional institutions and public entities Schedules 1, 3A, and 3C to the PFMA and unlisted public entities is Generally, Recognised Accounting Practice (GRAP).
- 6.13 Schedule 2, 3B and 3D public entities that apply International Financial Reporting Standards (IFRS) must make use of the conversion worksheet in the AFS template to ensure the entities' AFS templates for 2021/22 are GRAP compliant templates in line with the 2021/22 Public Entities Year-End Instruction issued by OAG and available on the OAG website.

NATIONAL TREASURY INSTRUCTION 03 OF 2021/2022

FINANCIAL YEAR-END PROCEDURES, CLOSURE, AND SUBMISSION DATES OF ANNUAL FINANCIAL STATEMENTS AND RELATED DOCUMENTS

6.14 PFMA institutions must adhere to the requirements of this Treasury Instructions, especially those requirements relating to the submission of audited AFS. This will assist the treasuries in compiling the consolidated AFS as prescribed in section 8(1)(a) and 19(1)(a) of the PFMA for National treasury and Provincial Treasuries respectively.

7 CONTACT DETAILS AT NATIONAL TREASURY

7.1 National Institutions that require further information and clarity on the contents of this circular and any issue relating to the preparation, submission, and audit of AFS and AR should contact the relevant cluster manager as detailed below:

CLUSTER	CONTACT NAME	TELEPHONE	EMAIL
CENTRAL GOVERNMENT ADMINISTRATION	Nandipa Tsheqane-Sonn Daniel Tau	(012) 315 5792 (012) 315 5233	Nandipa.Sonn@Treasury.gov.za Daniel.Tau@Treasury.gov.za
FINANCIAL AND ADMINISTRATIVE SERVICES	Keitumetse Malebye Gomotsegang Tsatsimpe	(012) 315 5989 (012) 395 6542	Keitumetse.Malebye@Treasury.gov.za Gomotsegang.Tsatsimpe@Treasury.gov.za
SOCIAL SERVICES	Thomas Matjeni Nthua Motlhala	(012) 315 5792 (012) 315 5244	Thomas.Matjeni@Treasury.gov.za Nthua.Motlhala@Treasury.gov.za
JUSTICE AND PROTECTION SERVICES	Star Kafu Musa Ndlovu	(012) 315 5763 (012) 315 5741	Star.Kafu@Treasury.gov.za Musa.Ndlovu@Treasury.gov.za
ECONOMIC SERVICE AND INFRASTRUCTURE DEVELOPMENT	Esther Padi Andrea Wolfaardt	(012) 315 5281 (012) 406 9091	Esther.Padi@Treasury.gov.za Andrea.Wolfaardt@Treasury.gov.za

8 CONTACT DETAILS AT PROVINCIAL TREASURIES

8.1 As per Provincial Treasuries' instructions.

9 APPLICABILITY

9.1 This Treasury Instruction applies to all the, departments, constitutional institutions, and entities listed in schedules 1, 2 and 3 to the PFMA.

NATIONAL TREASURY INSTRUCTION 03 OF 2021/2022

FINANCIAL YEAR-END PROCEDURES, CLOSURE, AND SUBMISSION DATES OF ANNUAL FINANCIAL STATEMENTS AND RELATED DOCUMENTS

10 AUTHORITY

10.1 This Treasury Instruction is issued in terms of section 76(4)(a) of the PFMA

11 EFFECTIVE DATE

11.1 This National Treasury Instruction takes effect from the date of signature.

12 DISSEMINATION OF INFORMATION CONTAINED IN THIS TREASURY INSTRUCTION

12.1 Accounting officers of national departments are requested to bring the contents of this Treasury Instruction to the attention of all:

- a) accounting officers of constitutional institutions that receive transfers and subsidies from its vote; and
- accounting authorities of public entities reporting to their executive authority.

12.2 Head officials of provincial treasuries are requested to bring the contents of this Treasury Instruction to the attention of all accounting officers of departments and accounting authorities of provincial public entities of their respective province

13 REFERENCE TO TREASURY INSTRUCTION

This Treasury Instruction is available on the National Treasury Website at:
<http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/AccountGeneral.aspx>

14 CONTACT INFORMATION

Enquiries related to this Treasury Instruction may be directed to:

E-Mail: oagqueries@treasury.gov.za; or



KAREN MAREE
ACTING ACCOUNTANT-GENERAL
NATIONAL TREASURY
DATE: 2 March 2022

NATIONAL TREASURY INSTRUCTION 03 OF 2021/2022

FINANCIAL YEAR-END PROCEDURES, CLOSURE, AND SUBMISSION DATES OF ANNUAL FINANCIAL STATEMENTS AND RELATED DOCUMENTS

ANNEXURE A

SUBMISSION DATES – PUBLIC INSTITUTIONS WITH 31 MARCH YEAR-END			
ACTION	PFMA	DATE	RESPONSIBILITY
Commence preparation of AFS	40(1)(b) & 55(1)(b)	1 April 2022	Accounting Officer/Accounting Authority
Submit prepared AFS and AFS template to the external auditor and relevant Treasury: <ul style="list-style-type: none"> ▪ <u>NT: Electronic copy</u> ▪ (Uploaded in the NT Share point platform for national departments) ▪ by email for public entities ▪ <u>PT: Per PT instruction</u> ▪ <u>AGSA: Per AGSA requirements</u> ▪ (Duly signed off by the AO/AA or CFO) Additional instructions are included in 2021/22 Public Entities Year-End Instruction	40(1)(c) & 55(1)(c)	31 May 2022	Accounting Officer/Accounting Authority
Submission of draft Annual Report (including performance information and report of Accounting Officer) to external audit for final review (in a mode as per auditor's requirement).	41 & 51(1)(f) & 76	31 May 2022	Accounting Officer
Submission of the Audited AFS to the Audit Committee for final evaluation	Treasury Regulation 3.1.13(c)	Preferably by 15 July 2022	Accounting Officer/Accounting Authority
Submit prepared AFS and AFS template to the external auditor and relevant Treasury: <ul style="list-style-type: none"> ▪ <u>NT: Electronic copy</u> ▪ (Uploaded in the NT Share point platform for national departments) ▪ by email for public entities ▪ <u>PT: Per PT instruction</u> ▪ <u>AGSA: Per AGSA requirements</u> ▪ (Duly signed off by the AO/AA or CFO) 	41 & 51(1)(f) & 76 To finalise consolidation on audited figures as per Sec 8 and 19 of the PFMA.	31 July 2022	Accounting Officer

NATIONAL TREASURY INSTRUCTION 03 OF 2021/2022

FINANCIAL YEAR-END PROCEDURES, CLOSURE, AND SUBMISSION DATES OF ANNUAL FINANCIAL STATEMENTS AND RELATED DOCUMENTS

SUBMISSION DATES – PUBLIC INSTITUTIONS WITH 31 MARCH YEAR-END			
ACTION	PFMA	DATE	RESPONSIBILITY
Additional instructions are included in 2021/22 Public Entities Year-End Instruction			
<p>Submission of Annual report audited AFS & audit report to relevant treasury and the executive authority</p> <ul style="list-style-type: none"> ▪ NT: Electronic copy ▪ (Uploaded in the NT Share point platform or email for national departments) ▪ (By email for public entities) <p>PT: Per PT instruction</p>	40(1)(d) & 55(1)(d)	Not later than 31 August 2022	Accounting Officer/Authority
The tabling of Annual report and AFS to Parliament or Relevant Legislature	65(1)(a) & 65(2)	30 September 2022	Executive Authority
Where the Executive Authority fails to table the annual report by 30 September 2022 – Executive Authority must table an explanation to Parliament or Relevant Legislature	65(2)(a)	Immediately after 30 September 2022	Executive Authority

NATIONAL TREASURY INSTRUCTION 03 OF 2021/2022

FINANCIAL YEAR-END PROCEDURES, CLOSURE, AND SUBMISSION DATES OF ANNUAL FINANCIAL STATEMENTS AND RELATED DOCUMENTS

ANNEXURE B

SUBMISSION DATES – PUBLIC INSTITUTIONS WITH FINANCIAL YEAR-END OTHER THAN 31 MARCH (30 JUNE)			
ACTION	PFMA	DATE	RESPONSIBILITY
Commence preparation of AFS	55(1)(b)	1 July 2022	Accounting Authority
<p>Submit prepared AFS and AFS template to the external auditor and relevant Treasury:</p> <ul style="list-style-type: none"> ▪ <u>NT: Electronic copy</u> ▪ (Uploaded in the NT Share point platform for national departments) ▪ by email for public entities ▪ <u>PT: Per PT instruction</u> ▪ <u>AGSA: Per AGSA requirements</u> ▪ (Duly signed off by the AO/AA or CFO) <p>Additional instructions are included in 2021/22 Public Entities Year-End Instruction</p>	55(1)(c)	Not later than 31 August 2022	Accounting Authority
Submission of draft Annual Report (including performance information) to external audit for final review.	51(1)(f)	Not later than 31 August 2022	Accounting Authority
<p>Submission of the Audited AFS and AFS template to the Audit Committee for final evaluation</p> <ul style="list-style-type: none"> ▪ <u>NT: Electronic copy</u> ▪ (Uploaded in the NT Share point platform for national departments) ▪ by email for public entities ▪ <u>PT: Per PT instruction</u> ▪ <u>AGSA: Per AGSA requirements</u> ▪ (Duly signed off by the AO/AA or CFO) <p>Additional instructions are included in 2021/22 Public Entities Year-End Instruction</p>	Treasury Regulation 3.1.13(c)	Preferably by 15 October 2022	Accounting Authority

NATIONAL TREASURY INSTRUCTION 03 OF 2021/2022

FINANCIAL YEAR-END PROCEDURES, CLOSURE, AND SUBMISSION DATES OF ANNUAL FINANCIAL STATEMENTS AND RELATED DOCUMENTS

SUBMISSION DATES – PUBLIC INSTITUTIONS WITH FINANCIAL YEAR-END OTHER THAN 31 MARCH (30 JUNE)			
ACTION	PFMA	DATE	RESPONSIBILITY
<p>Submit final and audited AFS template to the Relevant Treasury as follows:</p> <ul style="list-style-type: none"> ▪ <u>NT: Electronic copy</u> ▪ (Uploaded in the NT Share point platform for national departments) ▪ by email for public entities ▪ <u>PT: Per PT instruction</u> ▪ <u>AGSA: Per AGSA requirements</u> ▪ (Duly signed off by the AO/AA or CFO) <p>Additional instructions are included in 2021/22 Public Entities Year-End Instruction</p>	To finalise consolidation on audited figures as per Sec 8.	31 October 2022	Accounting Authority
<p>Submission of Annual report audited AFS & audit report to relevant Treasury and the Executive Authority</p> <ul style="list-style-type: none"> ▪ <u>NT: Electronic copy</u> ▪ (Uploaded in the NT Share point platform or email for national departments) ▪ (By email for public entities) ▪ <u>PT: Per PT instruction</u> 	40(1)(d) & 55(1)(d)	Not later than 30 November 2022	Accounting Officer/Authority
The tabling of Annual report and AFS to Parliament or Relevant Legislature	65(1)(a) & 65(2)	31 December 2022	Executive Authority
Where the Executive Authority fails to table the annual report by 31 December 2022 – Executive Authority must table an explanation to Parliament or Relevant Legislature	65(2)(a)	Immediately after 31 December 2022	Executive Authority

NATIONAL TREASURY INSTRUCTION 03 OF 2021/2022

FINANCIAL YEAR-END PROCEDURES, CLOSURE, AND SUBMISSION DATES OF ANNUAL FINANCIAL STATEMENTS AND RELATED DOCUMENTS

ANNEXURE C

Departments can access the specimen AFS, Excel Template, and the MCS by following the links on the Office of the Accountant General's Website as illustrated below:

(i) NATIONAL AND PROVINCIAL DEPARTMENTS

Step 1: Go to <http://oag.treasury.gov.za> and then select "**Publications**" from the menu

Step 2: Select "**01. Annual Financial Statements**"

Step 3: Select "**03. For Prov. And Nat. Departments**"

Step 4: Select "**MCS and related material for the year ending 31 March 2022**".

Step 5: Select the relevant folder and documents

(ii) PUBLIC ENTITIES, CONSTITUTIONAL INSTITUTIONS, AND TRADING ENTITIES

Step 1: Follow steps 1 and 2 as for National and Provincial Departments above, then.

Step 2: Select "**04. For Entities**"

Step 3: Select "**For fin. Year ending 31-03-2022**"

Step 4: Select the relevant folder and documents

Please note that the public entity AFS template for 2021/22 will not be published on the OAG website but rather emailed to each entity individually as in previous years.