



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

**TO ALL: ACCOUNTING OFFICERS OF DEPARTMENTS  
HEAD OFFICIALS OF PROVINCIAL TREASURIES  
PROVINCIAL ACCOUNTANTS-GENERAL**

**NATIONAL TREASURY INSTRUCTION NO. 1 OF 2020/2021: AMENDED MONTH-END CLOSURE DATES FOR 2019/2020 and 2020/2021**

**LOCKDOWN UNTIL 16 APRIL 2020**

**1. PURPOSE**

- 1.1 The purpose of this Treasury Instruction is to inform departments of the amended month end closure date for March 2020.

**2. BACKGROUND**

- 2.1 On 15 March 2020, President Cyril Ramaphosa declared a national state of disaster in terms of the Disaster Management Act to enable government and the country at large to manage the spreading of the COVID-19 virus.
- 2.2 On 23 March 2020, the President declared a nationwide lockdown, whereby all citizens, except those that form part of essential services, were ordered to stay home for a period of 21 days. The nationwide lockdown commenced at midnight on Thursday 26 March 2020.
- 2.3 The Minister of Finance approved an exemption (Government Gazette, 31 March 2020, No. 43188) on specific sections of the Public Finance Management Act, Act No. 1 of 1999 (PFMA) and provisions of Treasury Instructions issued in terms of section 76 of the PFMA as it relates to those sections of the PFMA to ensure proper financial management in PFMA compliant institutions.

**3. MONTH END CLOSURES**

- 3.1 The revised month-end closure dates for financial year 2019/2020 and 2020/2021 are contained in the enclosed Annexure D as per National Treasury Instruction No. 02 of 2018/2019 and National Treasury Instruction No. 7 of 2019/2020.

**4. APPLICABILITY**

- 4.1 This Treasury Instruction applies to all departments.

**5. REVISION OF SPECIFIC REPORTING TIMELINES**

- 5.1 This Treasury Instruction revises specific reporting timelines referred to in paragraph 3.1 above as contained in paragraph 3.4 of National Treasury Instruction No. 02 of 2018/2019 and paragraph 3.4 of the National Treasury Instruction No. 7 of 2019/2020

**6. EFFECTIVE DATE**

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

**7. DISSEMINATION OF INFORMATION CONTAINED IN THIS TREASURY INSTRUCTION**

- 7.1 Head officials of provincial treasuries are requested to bring the contents of this Treasury Instruction to the attention of accounting officers of departments in their respective provinces.

**8. AUTHORITY FOR THIS TREASURY INSTRUCTION**

- 8.1 This Treasury Instruction is issued in terms of section 76(4)(j) of the PFMA.

**9. CONTACT INFORMATION**

Enquiries related to this Treasury Instruction may be directed to:

**Lizette Labuschagne**

Director: Accounting Support and Reporting

Phone: 012 315 5781

E-Mail: [Lizette.Labuschagne@treasury.gov.za](mailto:Lizette.Labuschagne@treasury.gov.za)



**Karen Maree**

**ACTING ACCOUNTANT-GENERAL**

**DATE:** 3 April 2020

**ANNEXURE D**

**MONTH-END CLOSURE DATES FOR THE 2019/2020 and 2020/2021 FINANCIAL YEAR, TO MEET THE REPORTING REQUIREMENTS IN TERMS OF SECTION 32 OF THE PUBLIC FINANCE MANAGEMENT ACT**

<b>ACCOUNTING MONTH</b>	<b>CLOSURE DATES</b>
MARCH 2020 - Reporting to Vulindlela	2020/04/21 (no month/year close transaction)
MARCH 2020 – PRELIMINARY	2020/05/18
APRIL 2020	2020/05/25
MAY 2020	2020/06/05
JUNE 2020	2020/07/07
JULY 2020	2020/08/07
AUGUST 2020	2020/09/07
SEPTEMBER 2020	2020/10/06
OCTOBER 2020	2020/11/06
NOVEMBER 2020	2020/12/07
DECEMBER 2020	2021/01/08
JANUARY 2021	2021/02/08
FEBRUARY 2021	2021/03/08
MARCH 2021 - Reporting to Vulindlela	2021/04/08 no month/year close transaction)
MARCH 2021 – PRELIMINARY	2021/04/30

**Please note: for BAS Departments:**

- **For BAS Departments:** The PRELIMINARY close for March must be dealt with in accordance with the prescripts as detailed in **BAS notice 1 of 2019**.
- **Should the Lockdown period be extended, an amended Annexure D will be issued.**