



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

**TO ALL: EXECUTIVE AUTHORITIES OF DEPARTMENTS AND PUBLIC ENTITIES**  
**ACCOUNTING OFFICERS OF DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS**  
**ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES LISTED IN SCHEDULES 2 AND 3 TO THE PFMA**  
**HEAD OFFICIALS OF PROVINCIAL TREASURIES**

**NATIONAL TREASURY INSTRUCTION No. 2 OF 2022/2023**

**TABLING OF ANNUAL REPORTS, FINANCIAL STATEMENTS AND AUDIT REPORTS IN LEGISLATURES**

**1. PURPOSE**

The purpose of this Treasury Instruction is to prescribe the time limits upon which departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the Public Finance Management Act, 1999 (Act No. 1 of 1999 – “PFMA”) must table annual reports, financial statements, and audit reports after tabling a written explanation on late submission of the reports to the relevant legislature.

**2. BACKGROUND**

- 2.1 Sections 40(1)(d) and 55 (1)(d) of the PFMA requires departments and public entities to submit annual reports, financial statements, and audit reports within five months of the end of a financial year to the executive authority responsible for the department or the public entity.
- 2.2 Section 65(1)(a) of the PFMA requires the executive authority responsible for a department or public entity to table the annual report, financial statements, and audit report in the National Assembly or a provincial legislature, within one month after the accounting officer for the department or the accounting authority for the public entity received the audit report.
- 2.3 Section 65(2)(a) of the PFMA states that, if an executive authority fails to table the annual report, financial statements and audit report of the department or the public entity in the relevant legislature within six months after the end of the financial year to which those statements relate, the executive authority must table a written explanation in the legislature setting out the reasons why such reports were not tabled.

**3. ENFORCEMENT OF SECTION 65 OF PFMA**

3.1 As per the requirement of section 65(2)(a) of the PFMA, the executive authority that has tabled a written explanation in the National Assembly or a provincial legislature for late tabling of annual reports, financial statements, and audit reports that relate to their relevant department or public entity, must comply with the following new requirement–

3.1.1 table annual reports, financial statements, and audit reports that relate to their relevant department or public entity in the National Assembly or a provincial legislature within 60 days after tabling of a written explanation;

3.1.2 the reports to be tabled after tabling of written explanation must relate to annual reports, financial statements, and audit reports for the financial year 2021/2022 and future reports not tabled within the legislated period.

**4. APPLICABILITY**

This Treasury Instruction applies to all departments and public entities listed in Schedules 2 and 3 to the PFMA.

**5. EFFECTIVE DATE**

This Treasury Instruction takes effect from the date of issue.

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

6.1 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

(b) accounting authorities of public entities that report to the executive authority responsible for the public entity.

6.2 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 public entities in their respective provinces.

**7. AUTHORITY FOR THIS INSTRUCTION**

This Treasury Instruction is issued in terms of sections 76(4)(g) of the PFMA.

**8. CONTACT INFORMATION**

Enquiries related to this Treasury Instruction may be directed to:

**Moipone Ramoipone**

Chief Director: Governance Monitoring and Compliance

Office of the Accountant-General

Phone: 012 315 5284

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

**KAREN MAREE**

**ACTING ACCOUNTANT-GENERAL**

**DATE:**