



**NATIONAL TREASURY
REPUBLIC OF SOUTH AFRICA**

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To: All Accounting Officers
 Heads of Provincial Treasuries
 Provincial Accountants-General
 Chief Financial Officers

TREASURY PRACTICE NOTE 14 of 2002

ANNUAL REPORTING BY DEPARTMENTS – Year ending 31 March 2002

The working group appointed by the Chief Financial Officers (CFO) Forum to research and develop a specimen set of Annual Financial Statements, to be used by National and Provincial Departments for the year ending 31 March 2002, has completed this process. The desired outcome of the process was to improve and enhance financial reporting for the year ending 31 March 2002.

The process has resulted in the production of the following documents:

- Specimen Annual Financial Statements for Departments for the year ended 31 March 2002;
- A Guide for the Preparation of Annual Reports of Departments;
- Questions and Answers on the Format and Completion of the Financial Statements; and
- A pre-configured electronic version of the Annual Financial Statements.

The documents will also be posted in a downloadable format on the National Treasury website: www.treasury.gov.za. Once at the site click on the "organization" link and then click on Branch: Office of the Accountant-General which appears on the left frame. The guidelines will also be on the following intranet site: <http://vulindlela.pwv.gov.za/FMIP>.

To facilitate the process of preparation of the Annual Financial Statements, the audit thereof and proactively identify and resolve issues of principle that may arise during this process, a committee comprising representatives of the Office of the Auditor-General and the Office of the Accountant-General has been established. The details of the committee are in Part 5 of the Guide. The committee must be notified, via e-mail or fax, of any proposed amendments to the guidelines. All amendments will be confirmed in writing and posted on the website.

The Auditor-General has been informed that it is the responsibility of the Chief Financial Officer to prepare the Annual Financial Statements for audit. I wish to express my appreciation to all the participants who contributed to the production of these guidelines.

Kind regards



ISMAIL MAMOOJEE
ACCOUNTANT-GENERAL

DATE: 28 March 2002