



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

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TO ALL: ACCOUNTING OFFICERS OF CONSTITUTIONAL INSTITUTIONS AND ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES LISTED IN SCHEDULES 2, 3A AND 3B OF THE PUBLIC FINANCE MANAGEMENT ACT (PFMA), 1999.

QUARTERLY REPORTING OF SCHEDULE 2, 3A AND 3B PUBLIC ENTITIES AND CONSTITUTIONAL INSTITUTIONS

1. PURPOSE

The purpose of this letter is to notify you of the implementation processes and effective dates in respect of the Public Entities Quarterly Reporting System in line with the Public Finance Management Act (PFMA), 1999.

2. IMPLEMENTATION CONSIDERATIONS

- 2.1 The National Treasury has established a quarterly reporting process for constitutional institutions and public entities listed in Schedules 2, 3A and 3B of the Public Finance Management Act (PFMA), 1999. The aim of the quarterly reporting system is to improve transparency and enhance oversight of the financial and non-financial performance of constitutional institutions and public entities.
- 2.2 A uniform system of collecting, storing, consolidating and analysing in-year financial and non-financial information is essential to efficient public financial management. The quarterly reporting system will be utilised by all relevant business units within the National Treasury, the South African Reserve Bank and Statistics South Africa. Further, the quarterly reporting process will reduce the reporting burden on public entities and constitutional institutions by providing a single reporting template that can cater for the information requirements of the National Treasury, the South African Reserve Bank and Statistics South Africa. The template covers revenue, expenditure, performance and personnel information, as well as, assets and liabilities. The template is accompanied by guidelines and an Instruction Note.
- 2.3 Between August and October 2013, National Treasury conducted a pilot of the quarterly reporting template with selected public entities. These entities were required to complete and submit the template with information for the first two quarters of 2013/14, and provide National Treasury with comments relating to the comprehensibility and applicability of the template, as well as availability of the information required. Feedback received from public entities that participated in the pilot informed the refinement of the

template. National Treasury appreciates the participation of selected public entities in the pilot phase, and their positive contribution to enhancing this new process. The quarterly reporting template and guidelines will be periodically reviewed and enhanced based on feedback from public entities and constitutional institutions during the implementation phase.

- 2.4 The roll out of the quarterly reporting system will begin with a series of workshops with all public entities and constitutional institutions, where National Treasury will explain the template. Public entities and constitutional institutions will then be expected to comply with the requirements for quarterly reporting in line with the guidelines and submit the template completed with quarterly data within 30 days after the end of each quarter. The deadline for submitting the report for the first quarter of 2014/15 is 31 July 2014. Other submission dates are reflected in the guidelines. All queries relating to the completion of the template should be directed to the relevant budget analyst and the technical assistant from National Treasury; the contact details are provided in the cover page of the template.
- 2.5 You are requested to support this in-year monitoring process and also nominate 2 officials to attend the workshops (invitations will be sent to individual public entities). The names of officials who will attend the workshops should be sent to the relevant budget analyst reflected on the cover page of the template.



MICHAEL SACHS
ACTING DEPUTY DIRECTOR-GENERAL: BUDGET OFFICE
DATE: 12 June 2014