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Reference: T7/2/1

### TREASURY CIRCULAR NO. 17/2013

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THE PREMIER
THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM
THE MINISTER OF HEALTH
                                                                                        For information
THE MINISTER OF HUMAN SETTLEMENTS
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF SOCIAL DEVELOPMENT
THE MINISTER OF TRANSPORT AND PUBLIC WORKS
THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT
THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)
THE ACCOUNTING OFFICER: VOTE 2:
                                  PROVINCIAL PARLIAMENT (MR R HINDLEY)
                                  PROVINCIAL TREASURY (DR JC STEGMANN)
THE ACCOUNTING OFFICER: VOTE 3:
                                  COMMUNITY SAFETY (DR GA LAWRENCE)
THE ACCOUNTING OFFICER: VOTE 4:
                                  EDUCATION (MS P VINJEVOLD)
THE ACCOUNTING OFFICER: VOTE 5:
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                                  SOCIAL DEVELOPMENT (MR R MACDONALD)
THE ACCOUNTING OFFICER: VOTE 7:
                                  HUMAN SETTLEMENTS (MR M TSHANGANA)
THE ACCOUNTING OFFICER: VOTE 8:
THE ACCOUNTING OFFICER: VOTE 9:
                                  ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR J FOURIE)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)
THE ACCOUNTING OFFICER: VOTE 13:
                                  CULTURAL AFFAIRS AND SPORT (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (DR H FAST)
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THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)
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THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR Z HOOSAIN)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE HEAD: LOCAL GOVERNMENT PULIC FINANCE (MR TC ARENDSE)
THE HEAD: ASSET MANAGEMENT (MR IG SMITH)
THE HEAD: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS T EVANS)
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THE SENIOR MANAGER: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)
THE SENIOR MANAGER: FINANCIAL GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: FISCAL POLICY (MS C HORTON)
THE SENIOR MANAGER: INFRASTRUCTURE (MR R DANIELS) (ACTING)
THE SENIOR MANAGER: LOCAL GOVERNMENT ACCOUNTING (MS N OLIPHANT)
THE SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR F SABBAT)
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABÍ)
THE SENIOR MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS M KORSTEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR À BASTIAANSE)
THE PROVINCIAL AUDITOR
MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT
THE DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)
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### MONTHLY MONITORING OF INVOICES SETTLED WITHIN 30 DAYS FROM DATE OF RECEIPT TO COMPLY WITH TREASURY REGULATION 8.2.3

### **PURPOSE**

1. To replace Treasury Circular 68 of 2011 in its entirety and request Accounting Officers and Chief Financial Officers of departments to provide information in terms of National Treasury Instruction Note Number 34 of 2011 including an age analysis of invoices paid after 30 days from receipt and invoices older than 30 days that have not been paid.

### **BACKGROUND**

- 2. Section 38 (1)(f) states that:
  - "The Accounting Officer for a department, trading entity or constitutional institution must settle all contractual obligations and pay all money owing, including intergovernmental claims, within prescribed or agreed period."
- 3. In terms of National Treasury Regulations 8,2,3:
  - "Unless determined otherwise in a contract or other agreement, all payments due to creditors must be settled within 30 days from receipt of an invoice or, in case of civil claims, from the date of settlement or court judgement."
- 4. The prescribed period referred to in section 38 (1)(f) of the PFMA is 30 days from receipt of an invoice or, in the case of civil claims, from the date of settlement or court judgement."

- 5. In Provincial Treasury Circular 15 of 2008, departments were requested to capture the 'source document receipt date' on BAS and LOGIS to improve the control over late payments.
- 6. The Director-General of the Presidency has addressed a letter dated 07 February 2013 to the Director-General of the Province wherein he indicated that the aggregate situation of late payments has not improved and the AO's are failing to address commitments made to the President. He raised the following questions in his letter:
  - Reasons for failure to settle invoices within 30 days?
  - Are AO's and CFOs engaging on NT Instruction Note 34?
  - Do CFOs have systems in place to track invoices (electronic or manual)?
  - Are these systems able to track progress, date of receipt, date of payment and the time taken to process each invoice?

### CONTROL MEASURES TO ENSURE COMPLIANCE WITH TR 8.2.3

- 7. As requested by the Director-General of the Province, the Provincial Treasury responded to the Director-General of the Presidency on the following remedial-steps to be instituted immediately:
  - Provincial Treasury will interrogate the reasons supplied by departments for reasonability of late payments and issue a letter to the Accounting Officer on the acceptability of the reasons, by the 15th of each month.
  - The Provincial Treasury will be providing an age analysis of all departments' late payments to the Provincial Top Management meetings for discussion and disciplinary action, if necessary.
  - The age analysis will be used by the Director-General for reporting to the Presidential Co-ordinators Committee (PCC).
- 8. The responsibility remains with the Accounting officer to institute preventative control measures that addresses the problem upfront based on:
  - document control registers;
  - standardised procedures that are well documented and communicated:
  - regular management oversight, and
  - reporting on remedial and disciplinary steps.

- 9. Manual or electronic systems must be implemented by departments to track the receipt of all invoices, progress made with such payments of invoices and when it was settled. Systems implemented must be able to determine how long it took to settle an invoice.
- 10. On BAS and LOGIS the following reports are available that should be requested and scrutinised on a monthly bases:
  - The Provincial Treasury (Directorate: Supporting and Interlinked Financial Systems)
     will provide information on payments on a monthly basis, including payments
     made after 30 days of receipt of invoice, that can be downloaded from KITSO.
  - On LOGIS, the RR101 'Invoice Age Analysis Report' was introduced at the national LOGIS workshop 2 of 2011 during August/September 2011 and conveyed to Syscons and Practitioners at provincial LOGIS workshops. The National Treasury presentation covering the aforementioned reports, including sub reports 1 and 2, is attached as annexure C.
  - A LOGIS report RR105 'Purchase to payment report' was also introduced that
    enables users to track the time it takes for an Order to be invoiced and paid from
    the time the Order was authorised. Further information on this report can be found
    in annexure C.
- 11. To prevent punitive steps from being taken against individuals for payments being made after 30 days of receipt of an invoice without valid reasons, management processes and controls such as registers and checklists should be utilised to manage payments. In cases where invoices are settled after 30 days, reasons must be provided with the payment as part of the supporting information.

### **REQUIRED**

- 12. Departments are required to note the content and requirements of National Treasury Instruction Note 34 of 2011.
- 13. Departments are required to report to Provincial Treasury, Provincial Government Accounting reporting information as per Annexure B attached, the value of payments made after 30 days of receipt of invoice, including the age analysis and the reasons for the delayed payments.

14. Departments must report on the aging of payments made after 30 days in terms of the

following categories:

30 - 60 days

Greater than 60 days

15. Accounting Officers must ensure that the accuracy and completeness of information

is confirmed by signing the submission of Annexure B.

16. The signed report must be submitted to Provincial Government Accounting by the  $10^{\rm th}$ 

day following the reporting month. Provincial departments that fully comply with

TR 8.2.3 must please submit a nil return.

17. Where a report signed by the Accounting Officer is not received by the Provincial

Treasury by the  $10^{\text{th}}$ , a letter of non-compliance will be issued to the Accounting

Officer and reported to the Director-General and the Premier.

A HARDIEN

PROVINCIAL ACCOUNTANT GENERAL

DATE: 29,04 . 2013

ANNEXURE B : PROVINCIAL DEPARTMENTS	PAID AFTER 30 DAYS FROM RECEIPT AND INVOICES OLDER THAN 30 DAYS THAT HAVE NOT BEEN PAID	STANDARD OF PROVINCE THE STANDARD STAND	VALUE  REASONS FOR LATE PAYMENTS OF INVOICES		TOTAL VALUE:	TOTAL VALUE  TOTAL VALUE  EMAIL ADDRESS OF ACCOUNTING OFFICER.  BIGNATURE OF ACCOUNTING OFFICER.  DATE
		STREET MONTH CO.	<b>₹</b>	30-60 DAYS >60 DAYS		<del>                                     </del>
	A THE TO INVOICE	HIVANCIAL YEAR	NÚMBER OF INVOICES PAID ÁFTER 30 DAYS		TOTAL NUMBER OF INVOICES:	NUMBER OF INVOICES OLDER THAN 30 DAYS THAT HAVE NOT  BEEN PAID  30-60 DAYS  TOTAL NUMBER  OF INVOICES:  NAME OF ACCOUNTING OFFICER:  CONTACT NUMBER

• If the power to confirm the accuracy of the Information in this amexure has been delogated to the Chief Financial Officer or to any other functionary, the Accounting Officer is not divested of the responsibility concerning the execution of the delegated power, as provided for in section 44(1)(d) of the Public Finance Management Act (PFMA)

LOGIS USER WORKSHOP 2 OF 2011

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August / September 2011



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August / September 2011



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- LOGIS Producement reports can be used for management information and reconciliation:
- RR020 Spend Analysis
- RR093 Payments using Invoice Price
- RR094 Payment Recondiliation Report
- RR095 Payments Authorised but with no BAS Payment no
- RR016 Summary of Procurement Integration Commitments
- FR082 Outstanding Commitments per Order Status
- RR083—Outstanding Commitments per Allocation
  - 吊居102 Financial Statement Commitments
- ⊹ RR103 Financial Statement Accruals
- FR101 Invoiče Age Analysis Report
- RR105 Purchase to Payment-Report
- RR069 Supplier Analysis Report



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- RR101 Invoice Age Analysis Report
- The Invoice Age Analysis was previously available in RR103, was moved to a new report RR101, because Accruals (RR103) must calculate age based on the actual receipt date.
- RF101 will calculate and display the age of all <u>open invoices</u> as per the PFMA requirements on the Actual Invoice Receipt Date.
- Parameters:
- Store no / ILNO: Key in the Store number / ILNO for which the Report is requested. ("ALL" is not allowed).
- Supplier No: A valid supplier number or the word "All".
- Cost Centre No: A valid cost centre number or the word "All".
- Summary / Detail / Both: S only FR101-1 (Summary report) will print, D only FR101-2 (Detail report) will print, B both summary and detail report will print.



- RR101 must display all unpaid invoices (excluding rejected invoices)
   The age analysis is calculated as:

   Age in days = Today's date Actual Invoice Received Date.

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PR101-1 - Invoice Age Analysis Report - Summary Report

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# SECULIARIES SECTION OF A SECTIO

- RR105 Purchase to Payment Report
- This report will enable users to track the time it takes for an Order to be hvoiced and paid from the time the Order was authorised.
- Parameters.
- STORE/ILNO Key in the STORE Number / ILNO for which the report is requested (ALL is not allowed)
- nformation should print on the report date compared with <u>order authorised</u> DATE FROM (NYXYMMDD) Key in the start date for which the transaction
- oformation should print on the report date compared with <u>order authorised</u> DATE TO (YYYYMMDD) Key in the end date for which the transaction
  - (D)OWN / (R)EP / (B)OTH Only D, R or B will be accepted as valid inputs input. "D" will generate only a Download that will be sent to the MyFTP application. "R" will generate only a Report that can be viewed on Browse Spool Queue (BRPQ). "B" will generate both the Download, which will be sent to the MyFTP application, as well as the Report, which can be viewed on Brownload.



### PR105 - Purchase to Payment Report

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Please note that this report was recently changed to use the <u>Actual</u> Invoice Received Date (in stead of the Invoice Create Date). After the change the report can be used to report against PFMA compliance, i.e. payment within 30 days of invoice Received Date.

