

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso

PT 19/1

Navrae
Enquiries
Imibuzo

SP Manuel

TREASURY CIRCULAR 27/2007

THE PREMIER

THE MINISTER OF AGRICULTURE
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS, SPORT AND RECREATION
THE MINISTER OF EDUCATION
THE MINISTER OF ENVIRONMENT, PLANNING AND ECONOMIC DEVELOPMENT
THE MINISTER OF FINANCE AND TOURISM
THE MINISTER OF HEALTH
THE MINISTER OF LOCAL GOVERNMENT AND HOUSING
THE MINISTER OF SOCIAL SERVICES AND POVERTY ALLEVIATION
THE MINISTER OF TRANSPORT AND PUBLIC WORKS

THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

ALL OTHER MEMBERS OF PARLIAMENT

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (DR GA LAWRENCE)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR P WILLIAMS)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (DR JC STEGMANN)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (MR P MBAMBO) (ACTING)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR RB SWARTZ)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KG HOUSEHAM)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MS K LUBELWANA) (ACTING)
THE ACCOUNTING OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MS S MAJIET)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T TOLMAY)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR T MANYATHI)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS J JOHNSTON) (ACTING)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR MN LINDIE)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR H ARENDSE)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS A SMIT)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M MACIKAMA) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)
THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR A VAN NIEKERK)
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MR PAE BREDEKAMP)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR AA GAFFOOR)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)
THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)
THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR A ASSIM)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: SUSTAINABLE RESOURCE MANAGEMENT (MS SMA ROBINSON)
THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
THE HEAD: FINANCIAL GOVERNANCE (MR TC ARENDSE)
THE HEAD: PUBLIC FINANCE (MR H MALILA)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS PG PIEDT)
THE SENIOR MANAGER: ACCOUNTING (MR A REDDY)
THE SENIOR MANAGER: NORMATIVE FINANCIAL MANAGEMENT (MR F JACOBS) (ACTING)
THE SENIOR MANAGER: ENTERPRISE RISK MANAGEMENT AND GOVERNANCE SYSTEMS
THE CHIEF AUDIT EXECUTIVE (MS R JAFTHA)
THE SENIOR MANAGER: ECONOMIC ANALYSIS (MS B BOQWANA)
THE SENIOR MANAGER: FISCAL POLICY: PROVINCIAL GOVERNMENT (MR D BASSON) (PRO TEM)
THE SENIOR MANAGER: FISCAL POLICY: LOCAL GOVERNMENT (MR G PAULSE) (PRO TEM)
THE SENIOR MANAGER: BUDGET MANAGEMENT (MS AJ HICKEY)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MR DG BASSON)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (MR G PAULSE)
THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)
THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE HEAD: OFFICE OF THE MINISTRY (MR G GESWINDT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

For information

GUIDELINES FOR THE MONTHLY DEPARTMENTAL BAS/LOGIS RECONCILIATION

PURPOSE

1. To provide Accounting Officers and Chief Financial Officers with a framework for compiling and monitoring the monthly reconciliation of transactions between BAS and LOGIS, that will also serve as a framework for reporting on the status of the monthly reconciliations.

BACKGROUND

2. Chapter 5 of the PFMA (Act 1 of 1999) prescribes the responsibilities of Accounting Officers in respect of financial reporting. Section 40(4)(c) requires, *inter alia*, that departments must, within 15 days of each month, submit to the Provincial Treasury and the executive authority responsible for that department:
 - The IYM information for that month, including the reporting on the management of financial transactions with particular reference to the reconciliation between BAS and LOGIS).
3. The audit findings for the 2006/07 reflected a lack of control over the accounting of expenditure transactions on BAS and LOGIS by certain departments. To ensure accurate recording of capital expenditure and disclosure of assets in the asset register that corresponds to the actual asset count, monthly control over assets transactions are imperative.

GUIDELINES FOR COMPILING AND SUBMITTING THE MONTHLY BAS/LOGIS RECONCILIATION

4. All assets should be procured via LOGIS to enhance asset management. Departments may only, in exceptional cases, capture payments for assets on BAS.
5. On a monthly basis, capital assets as procured on LOGIS must be reconciled against the capital expenditure recorded on BAS. The purpose of the reconciliation is to ensure that capital expenditure on BAS equals purchases made on LOGIS at year-end.

6. Steps to be followed on reconciliation

Step 1: The LOGIS DWA1 report – Payment Asset Detail Information must be downloaded from Vulindlela into an Excel spreadsheet.

Step 2: A BAS Detail Report – PAYMENTS FOR CAPITAL ASSETS should be requested on item level 11.

Step 3: Compare the above-mentioned two reports and identify differences.

Step 4: It is recommended that this reconciliation be performed throughout the month and differences identified should be corrected.

Step 5: The reconciliation certificate must be based on the BAS month-end closure, for the reporting month e.g. July 2007 (BAS month-end; 07/08/2007 and LOGIS: 31/07/2007).

Step 6: The BAS/LOGIS reconciliation certificate must be completed and forwarded to PT: Accounting as part of the month-end IYM Compliance reporting in terms of Provincial Treasury Circular 18/2006 (see Annexure A).

ENQUIRIES

7. Any further enquiries in this regard may be directed to Shaun Manuel at ext. 6600 or Henri du Toit at ext. 3023.



TC ARENDSE

PROVINCIAL ACCOUNTANT – GENERAL

DATE: 01/10/2007

BAS/LOGIS RECONCILIATION

DEPARTMENT: _____ Month: _____

The Head of Treasury,

Expenditure on LOGIS and BAS has been reconciled for the month: _____ as follows:

Compiled by: _____
Date: _____Approved by: _____
Date: _____

Reconciliation between LOGIS and BAS for the month of :			
LOGIS	Amount	BAS	Amount
1. Total purchases per month on LOGIS		1. Total purchases per month on BAS	
Plus:		Plus:	
2. Payments made on BAS and not on LOGIS		2. Amounts on LOGIS, not on BAS	
3. BAS journals (rectifications on responsibility objective & item)			
Minus:		Minus:	
4. LOGIS adjustments (cost centres, reporting levels & asset category)		3. BAS adjustments iro incorrect allocations (ROI)	
		4. LOGIS adjustments (cost centres, reporting levels & asset category)	
TOTAL	0	TOTAL	0

Accumulative difference between LOGIS and BAS as at:			
5. Capital expenditure as per LOGIS		5. Capital expenditure as per BAS	
Annexure A1: Accumulative difference (attached detail report of reconciling transactions)			

CERTIFICATE

I certify that the accumulative differences and recorded transactions on BAS and LOGIS have been recorded as reflected in Annexure A1

Chief Financial Officer/Delegated Official: _____

Date: _____

