



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries: Mr L Rambaran

Ref No: 3/4/1/1

22 October 2019

**To: All Deputy Director Generals
Chief Directors
Head Office Directors & Staff
District Directors & Staff
Heads of Institutions**

FINANCE CIRCULAR NO. 04 OF 2019

RE: REPEAL OF PROVINCIAL TREASURY INSTRUCTION NOTES

1. The Provincial Treasury will be repealing specific Provincial Treasury Instruction Notes with effect from 01 November 2019, as indicated in the attached Annexure A to the letter.
2. A list of Provincial Treasury Instruction Notes issued and in effect is attached for reference purposes as Annexure B and may be accessed on the Provincial Treasury website
3. The content of this circular must be brought to the attention of all officials in the Department.
4. Your co-operation will be highly appreciated.

DR EVNZAMA

HEAD OF DEPARTMENT: EDUCATION

06/11/2019
DATE

**...Leading Social Compact and Economic Emancipation
Through a Revolutionary Education for All...**

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treasury

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**TO: ACCOUNTING OFFICERS/CHIEF FINANCIAL OFFICERS
PROVINCIAL AUDITOR-GENERAL**

RE: REPEAL OF PROVINCIAL TREASURY INSTRUCTION NOTES

1. The Provincial Treasury undertook a comparative analysis of Provincial Treasury Instruction Notes and National Treasury Instructions and Policies to determine whether provisions were replicated in Provincial Treasury's Instruction Notes, or revealed any inconsistency in information that could result in erroneous interpretation and application.
2. The analysis revealed that certain Provincial Treasury Instruction Notes may be repealed without negatively impacting on departmental operational performance in terms of the achievement of strategic objectives.
3. In view thereof, the following Provincial Treasury Instruction Notes as indicated in the attached **Annexure A** will be repealed with effect from **1 November 2019**.
4. Provincial Treasury Instruction Notes that are issued and in effect after the abovementioned repeal process are set out in the attached **Annexure B** and may be accessed on KZN Provincial Treasury's website.
5. Kindly contact this office should you have any enquiries.

MR S MOODLEY

PROVINCIAL ACCOUNTANT-GENERAL

DATE: 14/10/2019

ANNEXURE A

REPEALED PROVINCIAL TREASURY INSTRUCTION NOTES		
INSTRUCTION NOTE NO.	RATIONALE	REPEAL DATE
Provincial Treasury Instruction Note No. 4: Accounting Control	Duplication of information contained in the PFMA and Treasury Regulations. PFMA Section 21; and 44 Treasury Regulations Section 7.2; 8.2; and 8.8 Section 15.1; 15.5; and 15.10 Section 17.1	1 November 2019
Provincial Treasury Instruction Note No. 8: Government Payroll Deductions	Duplication of information contained in Treasury Regulations: Chapter 23.	1 November 2019
Provincial Treasury Instruction Note No. 13: Roles and Responsibilities of the Chief Financial Officer	Duplication of information contained in Office of the Accountant-General Handbook for Chief Financial Officers – Departments.	1 November 2019
Provincial Treasury Instruction Note No. 22: Motor Vehicle Guarantees	Duplication of information contained in National Treasury Practice Note 2 of 2009/09: Maximum amounts of Guarantees to secure financing for the purchase of a Motor Vehicle.	1 November 2019
Provincial Treasury Instruction Note No. 23: Employee Headcount	This was replaced by the Office of the Premier "Guideline on conducting a Departmental Headcount", which was approved by the Director-General on 13 July 2018.	1 November 2019
Provincial Treasury Instruction Note No. 27: Cancellation and Re-issue of Persal Cheque Payments	This instruction note was developed as a transitional arrangement during 2013.	1 November 2019
Provincial Treasury Instruction Note No. 31: Biological Asset Management	This was taken up as a policy by Department of Agriculture and Rural Development.	1 November 2019

ANNEXURE B

PROVINCIAL TREASURY INSTRUCTION NOTES			
Instruction Note No.	Title	Amendment	Effective Date
1	Inter-Departmental Accounts	1 of 2015	1 September 2015
2	Management of Debtors	1 of 2015	1 July 2015
3	Recording and Payment of Creditors	1 of 2015	1 March 2015
5	Receipt of State Money	1 of 2015	1 July 2015
6	Management of Face Value Forms and Disposal of Accounting Records		1 April 2013
7	Unauthorised, Irregular and Fruitless and Wasteful Expenditure		1 April 2013
10	Persal-BAS Reconciliation		1 April 2013
11	Payroll and Voucher Control	1 of 2014	1 October 2014
12	Management of Suspense Accounts	1 of 2015	1 July 2015
14	Use of Official Cellphones	1 of 2016	1 March 2016
15	Loss Control	1 of 2016	1 March 2016
16	Departmental Revenue	1 of 2013	1 December 2013
17	Voted Funds	1 of 2013	1 December 2013
18	Management of Petty Cash	1 of 2017	1 April 2017
19	Gifts, Donations and Sponsorships		1 April 2013
21	Consumable Stores		1 April 2013
24	Virement of Funds	1 of 2016	1 March 2016
25	Donor Funding	1 of 2014	1 October 2014
26	Cash Flow Management	1 of 2015	1 March 2015
30	Movable Asset Management		1 April 2013