



TREASURY INSTRUCTION NOTE NO 4 Of 2025/26.

THE PREMIER
THE MEC FOR EDUCATION
THE MEC FOR AGRICULTURE
THE MEC FOR PROVINCIAL TREASURY
THE MEC FOR ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM
THE MEC FOR HEALTH
THE MEC FOR PUBLIC WORKS, ROADS AND INFRASTRUCTURE
THE MEC FOR TRANSPORT, SAFETY, SECURITY AND LIAISON
THE MEC FOR COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
THE MEC FOR SOCIAL DEVELOPMENT
THE MEC FOR SPORT, ARTS AND CULTURE
THE SPEAKER: PROVINCIAL LEGISLATURE
THE DEPUTY SPEAKER: PROVINCIAL LEGISLATURE
ALL OTHER MEMBERS OF PROVINCIAL LEGISLATURE

For Noting

THE DIRECTOR GENERAL
THE SECRETARY: VOTE 02 : PROVINCIAL LEGISLATURE
THE ACCOUNTING OFFICER: VOTE 03: EDUCATION
THE ACCOUNTING OFFICER: VOTE 04: AGRICULTURE AND RURAL DEVELOPMENT
THE HEAD OF DEPARTMENT: VOTE 05: PROVINCIAL TREASURY
THE ACCOUNTING OFFICER: VOTE 06: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM
THE ACCOUNTING OFFICER: VOTE 07: HEALTH
THE ACCOUNTING OFFICER: VOTE 08: TRANSPORT AND COMMUNITY SAFETY
THE ACCOUNTING OFFICER: VOTE 09: PUBLIC WORKS ROADS AND INFRASTRUCTURE
THE ACCOUNTING OFFICER: VOTE 10: SPORT, ARTS AND CULTURE
THE ACCOUNTING OFFICER: VOTE 11: COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT

THE ACCOUNTING AUTHORITY/CHIEF EXECUTIVE OFFICER: ROAD AGENCY LIMPOPO
THE CHIEF EXECUTIVE AUTHORITY: LIMPOPO GAMBLING BOARD
THE CHIEF EXECUTIVE AUTHORITY: LIMPOPO TOURISM AGENCY
THE CHIEF EXECUTIVE AUTHORITY: GATEWAY AIRPORT AUTHORITY LIMITED
THE CHIEF EXECUTIVE AUTHORITY: LIMPOPO ECONOMIC DEVELOPMENT AGENCY

THE CHIEF FINANCIAL OFFICER: VOTE 01: OFFICE OF THE PREMIER
THE CHIEF FINANCIAL OFFICER: VOTE 02: LIMPOPO LEGISLATURE
THE CHIEF FINANCIAL OFFICER: VOTE 03: EDUCATION
THE CHIEF FINANCIAL OFFICER: VOTE 04: AGRICULTURE AND RURAL DEVELOPMENT
THE CHIEF FINANCIAL OFFICER: VOTE 05: PROVINCIAL TREASURY
THE CHIEF FINANCIAL OFFICER: VOTE 06: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM
THE CHIEF FINANCIAL OFFICER: VOTE 07: HEALTH
THE CHIEF FINANCIAL OFFICER: VOTE 08: TRANSPORT AND COMMUNITY SAFETY
THE CHIEF FINANCIAL OFFICER: VOTE 09: PUBLIC WORKS, ROADS AND INFRASTRUCTURE
THE CHIEF FINANCIAL OFFICER: VOTE 10: SPORT, ARTS AND CULTURE
THE CHIEF FINANCIAL OFFICER: VOTE 11: COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT

THE CHIEF FINANCIAL OFFICER: ROAD AGENCY LIMPOPO
THE CHIEF FINANCIAL OFFICER: LIMPOPO GAMBLING BOARD
THE CHIEF FINANCIAL OFFICER: GATEWAY AIRPORT AUTHORITY LIMITED
THE CHIEF FINANCIAL OFFICER: LIMPOPO TOURISM AGENCY
THE CHIEF FINANCIAL OFFICER: LIMPOPO ECONOMIC DEVELOPMENT AGENCY

THE PROVINCIAL AUDITOR

TREASURY INSTRUCTION NOTE : IN-YEAR-MONITORING REPORTS FOR 2025-26 FINANCIAL YEAR

1. PURPOSE

To inform Accounting Officers, Accounting Authorities and CFOs of departments, public entities and institutions, of the financial reporting requirements in order to standardise the reporting in the province that meet the requirement of National Treasury.

2. BACKGROUND

- 2.1 In terms of chapter 5, section 40 (4) (a) of the PFMA ,1999 as amended the accounting officer of a department must at the beginning of a financial year provide the relevant Treasury in the prescribed format with a breakdown of the anticipated revenue and expenditure of that department for that financial year.
- 2.2 In terms of section 52 of the PFMA, the accounting authority of a public entity listed in schedule 2 and 3 must submit to the accounting officer of a department designated by the executive responsible for that public entity or government business enterprise and to the relevant treasury, at least one month or another period agreed with the national treasury, before the start of the financial year- projections of revenue and expenditure for that financial year in the prescribed format; and
- 2.3 Section 40 (4) (b) states that the designated accounting officer of the department must submit information to the provincial treasury in the prescribed format on actual revenue and expenditure for the preceding month and the amounts anticipated for that month in terms of section 40 (4) (a) . Section 40(4) (c) stipulates that accounting officer of a department must ensure to submit within 15 days of the end of each month to the provincial Treasury and Executive Authority the information for that month, projected expenditure and revenue collection for the remainder of the current financial year and the explanation for variances and the summary of steps to be taken to ensure that the projected expenditure and revenue remain within the budget.
- 2.4 Section 41 of the PFMA prescribed that – an accounting officer for the department, trading entity or constitutional institution must submit to the relevant treasury such information, returns, documents, explanations, and motivations as may be prescribed or as relevant treasury may require.

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- 2.5 Section 51 (1) (f) of the PFMA requires that the accounting authority for the public entity is responsible for the submission by the entity all reports, returns notices and other information as may be required by the act. Furthermore, section 54 of the PFMA prescribed that – an accounting authority for the public entity must submit to the relevant treasury such information, returns, documents, explanations and motivations as may be prescribed or as the relevant treasury may require.
- 2.6 Section 51 of the Financial Management of Parliament Act, Act no.10 of 2009 requires that within fifteen days after the end of each month, the Accounting Officer must submit a financial statement to the Executive Authority and the National Treasury, in a format determined by the Executive Authority, reflecting the state of Parliament’s finances for that month and for the financial year to date and specifying— (a) actual revenue by revenue source; (b) actual expenditure by main division; (c) actual capital expenditure by main division; and (d) when necessary, an explanation of— (i) any material variances from Parliament’s projected revenue by source, and from Parliament’s expenditure projections by main division; and (ii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within Parliament’s approved budget. (2) The statement must include a projection of revenue and expenditure for the remainder of the financial year, and any revisions from initial projections. (3) The amounts reflected in the statement must in each case be compared with the corresponding amounts set out in the projected cash-flows and in Parliament’s budget.

3. REPORTING REQUIREMENTS

- 3.1 Departments, institutions and public entities’ 2025/26 budget must be captured in the financial management system in line with the Estimates of Provincial Revenue and Expenditure (EPRE).
- 3.2 Any deviation to the EPRE will require prior approval from treasury and in the case of the public entity, prior approval from treasury through the shareholder.
- 3.3 National Treasury IYM reports provides for reporting as follows:-

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- **All expenditure** must be captured as per economic classifications and must be in line with the approved budget and the projections for the remaining months of the financial year.
- **Conditional grants expenditure** must be captured for each grant indicating the actual amount received from Provincial Treasury, the actual expenditure for the month and projections for the remaining month for each grant.

3.4 Departments must ensure that the cash flow focus reflected on the IYM is aligned to and exactly the same as submitted to the Provincial Treasury in terms of Section 40 (40)(a)of the PFMA.

3.5 Infrastructure Reporting Model (IRM)

3.5.1 All infrastructure departments are required to submit monthly and quarterly Infrastructure report using the prescribed Infrastructure Reporting Model (IRM). Projects as at the IRM should be the same as projects captured in table 5 of the EPRE and the budget should be the same.

3.5.2 All public entities that have infrastructure budget/projects must report as per 3.5.1 to their respective mother departments.

3.5.3 IRM must be accompanied by a report on expenditure detailing the expenditure versus the budget on each funding source (equitable share, infrastructure conditional grants) capital versus current, challenges, root causes and proposed interventions, the reason for under/overspending must be clearly stated, the projected expenditure must be followed by motivations and all deviations from planning IRM (table B5) must be highlighted.

3.6 Revenue Reporting

3.6.1 All departments and public entities are required to submit monthly revenue reports in the prescribed format. Variations must be explained per economic classification outlining the main revenue source/items contributing to the over/under collection of revenue. ***Management interventions should be explained per each economic classification and main revenue sources. Realistic projections towards the***

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remainder of the financial year should be provided monthly in consideration of the collection trends and the anticipated future revenue.

3.6.2 All departments and public entities with Revenue Enhancement Allocation are required to submit monthly output and expenditure progress report in the prescribed format. Variances must be explained in terms of each allocation with management interventions. The variance report must be per economic classification. Earmarked allocations must be reported on a monthly and quarterly basis on a separated sheet. This should include narrations which outline progress made in terms of delivering outputs.

3.7 Explanations for variances.

3.7.1 All variances must be explained in detail and the variance report must be per economic classification. Executive summary must be provided.

3.7.2 Conditional grants must be explained in detail per grant and per economic classification.

3.7.3 Earmarked allocations must be reported on monthly basis on a separate sheet. This should include narrations which outline progress made in terms of delivering outputs.

3.7.4 Disaster funding allocations must be reported on monthly basis on a separate sheet. This should include narrations which outline progress made in terms of delivering outputs.

3.7.5 Reasons (root causes) for underspending /overspending should be clearly stated with management intervention to curb underspending and over expenditure.

NB. Projections towards the remainder of the financial year should be realistic.

4. REPORTING DATES

4.1 Accounting officer of a department and institutions must within 15 days after the end of each month submit to the Provincial Treasury and Executive Authority the information for that months, projected expenditure and revenue collection for the remainder of the current financial year **and the explanation for any variance and the**

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summary of steps to be taken to ensure that the projected expenditure and revenue remain within the budget.

4.2 **Public Entities are also required to submit on the 15th of each month** to the Provincial Treasury and Executive Authority the information for that month, projected expenditure, and revenue collection for the remainder of the current financial year and explanation of variances **and the summary of steps to be taken to ensure that the projected expenditure and revenue remain within the budget.**

4.3 In case where the 15th falls within a weekend, monthly reports submission should be on a **Friday before the 15th.**

4.4 For purposes of earlier submission by National Treasury to the Government Printers for the publishing of the Provincial Quarterly Section 32 Reports, Provincial Departments and Public Entities are requested to comply with the reporting dates as follows:

Departments, Institutions and Public Entities should note and adhere to these dates for the submission of monthly and quarterly reports.

REPORTING PERIOD	Preliminary IYM (data file only)	Submission Departments and Public Entities	Submission by Provincial Treasury to National Treasury
30 April 2025	07 May 2025	15 May 2025	22 May 2025
31 May 2025	05 June 2025	13 June 2025	20 June 2025
30 June 2025	04 July 2025	10 July 2025	18 July 2025
31 July 2025	06 August 2025	15 August 2025	22 August 2025
31 August 2025	04 September 2025	15 September 2025	22 September 2025
30 September 2025	06 October 2025	10 October 2025	17 October 2025
31 October 2025	06 November 2025	14 November 2025	21 November 2025
30 November 2025	04 December 2025	09 December 2025	13 December 2025
31 December 2025	07 January 2026	12 January 2026	16 January 2026
31 January 2026	05 February 2026	13 February 2026	20 February 2026
28 February 2026	05 March 2026	13 March 2026	20 March 2026
31 March 2026	06 April 2026	10 April 2026	17 April 2026

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4.5 If an accounting Officer/ Accounting Authority is unable to comply with any of the responsibilities as outlined in the Instruction note, the responsible accounting officer must promptly report the non-compliance and reasons thereof to the Provincial Treasury and the Executive Authority together with action plans and timeframes to address the non-compliances.

5. ACTION REQUIRED

The Accounting Officers, Accounting Authorities and CFOs of departments/Public Entities/ Institutions are required to: -

5.1 Take note of the content of this instruction note.

5.2 Ensure that the Monthly In Year Monitoring (IYM) reports that are duly signed by the Accounting Officer / Accounting Authority are submitted to the Provincial Treasury as per stipulated dates above.

6. APPLICABILITY

The instruction note is applicable to all Provincial Departments, Provincial Legislature and Public Entities. Failure to comply with the Instruction Note shall be regarded as financial misconduct in terms of Treasury Regulations.

7. EFFECTIVE DATE

This instruction note take effect from date of approval.

CONTACT INFORMATION

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14 May 2025

Date