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File no.: 4/5/1/1  
Enquiries: DR Harrison

Financial Accounting Minute: 0006/2020

**To:** Superintendent-General, Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads of all subdirectorates and divisions and finance personnel

**Subject: Implementation of Provincial Treasury System Circular No. 2 of 2020 – Measures to control the use of the sundry payment method on the Basic Accounting System**

1. **Purpose**

The purpose of this minute is to inform all Basic Accounting System (BAS) pay points, BAS users, responsibility managers and budget holders of the phased implementation of System Circular No. 2 of 2020, dated 05 August 2020 (attached), and the migration of BAS users to Logistical Information System (LOGIS).

2. **Legislative framework**

In terms of subsections 38(1)(a)(i) and 38(1)(b) of the Public Finance Management Act, 1999 (Act 1 of 1999), as amended, the accounting officer of the Western Cape Education Department (WCED) must ensure that the WCED maintains effective, efficient and transparent systems of financial and risk management and internal control, and is responsible for the effective, efficient, economical and transparent use of the resources of the WCED.

3. **Phased implementation**

In adhering to System Circular No. 2 of 2020, the following process will be followed:

- 3.1 All BAS users must nominate themselves for LOGIS training and submit their nominations to Cornette Grundling (via email to [Cornette.Grundling@westerncape.gov.za](mailto:Cornette.Grundling@westerncape.gov.za) or on tel. no. 021 483 5688) by no later than 15 December 2020.

- 3.2 The Directorate: Financial Accounting (DFA) will contact each pay point and responsibility manager for the migration of BAS payments to LOGIS by 31 March 2021.
- 3.3 The DFA, in consultation with Provincial Treasury, will assist with change management as follows:
  - a) In terms of the use of the LOGIS.
  - b) On the job training and the management of queries such as the following will be provided for:
    - i) Order generation process
    - ii) Authorisation process
    - iii) Supporting document process.
- 3.4 All suppliers must register on the Central Supplier Database as well as the Western Cape Supplier Evidence Bank. All entities will be deactivated and removed from BAS in a phased approach.
4. This minute is applicable to all budget holders, project managers, BAS and BASIS users, Supply Chain Champions and officials involved in the payment process.
5. All procured goods and services must be processed on LOGIS.
6. Any deviations must be submitted to the Directorate: Financial Accounting and will be dealt with in terms of paragraph 4.1.5 of System Circular No. 2 of 2020.
7. Your cooperation in adhering to the requirements of this minute is appreciated.

**SIGNED:** LJ ELY

**DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

**DATE:** 2020-12-09