



O.R. TAMBO
DISTRICT MUNICIPALITY

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To: All Councillors
All Heads of Departments
All Staff members
From: Municipal Manager
Date: 25 May 2026
Subject: FINANCIAL YEAR-END PREPARATIONS

Please be advised that, in preparation for the 2025/2026 financial year-end closure, the following arrangement and deadlines will apply:

- No purchase orders for the 2025/26 financial year will be issued after the 12 June 2026, except for travel accommodation and fuel related procurement.
- All outstanding invoices must be submitted to the Logistics Section (SCM) not later than the 19 June 2026.
- Invoices pertaining to transactions for June 2026 must be submitted on or before 17 July 2026.
- Procurement processes for the 2026/27 financial will resume on the 10 July 2026.

These measures are necessary to ensure proper reconciliation, balancing of general ledger and the preparation of credible and accurate annual financial statements.

Failure to comply with the above-mentioned timeframes may result in material misstatements on the annual financial statements.

Your cooperation and strict adherence to these deadlines will be highly appreciated.

Yours in effective municipal administration


S. Ndakisa
Chief Financial Officer


B. Mase
Municipal Manager