



sport, arts, culture & recreation

Department of  
Sport, Arts, Culture and Recreation  
FREE STATE PROVINCE

**PAYMASTERS**

**PROGRAMME MANAGERS**

**DEPARTMENT OF SPORT ARTS CULTURE AND RECREATION**

**RE: PAYROLL MANAGEMENT 2020/21 FINANCIAL YEAR**

The audit query 19 of 2017 and the low compliance rate on the monthly Key Control Matrix have reference.

**All paymasters are hereby requested to collect and return all outstanding payrolls as from 1 April 2020 up to 30 April 2021 before the 10th of May 2021 at Salary Administration.**

**All paymasters must please take note of the following when returning the payrolls to Salary Administration:**

- Every official must sign for his or her own pay slip.
- With the absence of an official, a leave form must be attached.
- All payrolls must be returned within the 7 day period after date of payment and signed by all officials.
- All paymaster must signed and certify on all pages that their payrolls are correct before returning to Salary Administration
- Payrolls should be certified before or on payment date but not with a date after payment date.
- When an employee is on leave, keep a copy of the payroll until the official comes back from leave to sign the payroll copy. The signed copy must then be returned to Salary Administration.

**Outstanding payrolls can be returned to:**

Lorick Maasdorp

Room 116

Business Partners Building

Tel no: 051 – 410 4806

Email: [lorick@sacr.fs.gov.za](mailto:lorick@sacr.fs.gov.za)

Kekeletso Nkhabu

Room 117 or 115

Business Partners Building

Tel no: 051 – 410 4898 or 051 – 410 4791

Email: [nkhabu.kc@sacr.fs.gov.za](mailto:nkhabu.kc@sacr.fs.gov.za)

Mr. MF Macheng

Room 118

Business Partners Building

Tel no: 051 – 410 4722

Email: [macheng@sacr.fs.gov.za](mailto:macheng@sacr.fs.gov.za)

The collaboration of all officials will be highly appreciated to enable the Department to comply with legislative requirements for the 2020/21 financial year regarding Payroll Management.

Regards



Me MV Ntipe

Acting Chief Financial Officer

Date:

03/05/2021



Enquiries: P le Roux

Ref: SP 19157649

HUMAN RESOURCE

Ms MV Ntipe  
Director: Financial Management

Dear Ms Ntipe,

**ACTING APPOINTMENT: CHIEF FINANCIAL OFFICER**

This letter serves to confirm your appointment as acting Chief Financial Officer, in terms of Public Services Regulations, 2016, Chapter 4, Part 4, Section 63 (1&11), from 1 April 2021 until 30 June 2021.

You are responsible for the performance of the duties of Chief Financial Officer and the delegated powers attached to the post. It is therefore important that you familiarize yourself with the content of these delegations and the conditions attached to them.

You are further informed that a monetary payment will be made to you only after six weeks of the acting period backdated to the original date accepting the acting appointment, there after a monthly acting allowance will be paid to you.

I wish to extend my best wishes to you on this very necessary and important task that lies ahead of you. Feel free to contact me anytime on any matter that you deem necessary.


Your cooperation is appreciated.

Yours sincerely

  
.....  
EXECUTIVE AUTHORITY

06/04/2021  
.....  
DATE

Notice given and accepted

  
.....  
Signature  
06/04/2021  
.....  
Date

