

9 March 2020

To: **Municipal Manager
Chief Financial Officer
Asset Management Unit**

Dear Sir/Madam,

Cut-off Date for 2019/20 Fixed Asset Conversion Requests: 30 April 2020

This notification serves to inform Munsoft clients of the cut-off date in respect of requests to perform Fixed Assets Register (FAR) conversions for the 2019/20 financial period.

Munsoft continuously strives to provide our clients with quality and efficient service to ensure that our clients comply with the legislative deadlines, regulations and standards governing local government.

There is four (4) months remaining till the end of the 2019/20 financial period and the municipalities needs to ensure that all the transactions in the asset module are posted to the general ledger before the roll-over/closure of the 2019/20 financial period.

Therefore, it would be impractical for Munsoft to perform a fixed asset conversion, conduct training and ensure that the client transact for the entire financial period. Furthermore, if the municipality does not transact using the asset module prior to the stipulated cut-off date, it may affect the municipality's ability to submit the Annual Financial Statements (AFS) as per the legislated deadline and may compromise the quality of the AFS.

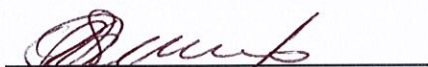
The following municipalities will be affected by the cut-off date:

- All municipalities who would like to use the asset module for the first time
- All municipalities who would like to re-convert the FAR
- All municipalities whose FAR's have been converted during the 2019/20 financial period but are not transacting in the asset module

Munsoft will accept requests to perform Fixed Asset Registers for conversions for the 2020/21 financial period from 1 September 2020.

Kindly contact your Service Delivery Manager before the cut-off date of 30 April 2020, if any assistance is required in the above matter(s).

Yours sincerely,



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