

11 April 2019

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

Dear Sir/Madam,

**Cut-off Date for 2018/19 Fixed Asset Conversion Requests: 30 April 2019**

This notification serves to inform Munsoft clients of the cut-off date for requests to perform fixed assets register (FAR) conversions for the 2018/19 financial period.

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

There is two months remaining till the end of the 2018/19 financial year period and the client needs to ensure that all the transactions in the asset sub-module are posted before the roll-over/closure of the general ledger within the 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 period. 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:

- All municipalities who would like to use the asset module for the first time.
- All municipalities who would like to re-convert the Fixed Asset Register (FAR).
- All municipalities whose FARs have been converted but are not transacting in the asset module.

Munsoft will accept requests to perform fixed assets register (FAR) conversions for the 2019/20 financial period from 1 September 2019 onwards.

Kindly contact your Service Delivery Manager before the cut-off date of 30 April 2019 if any assistance is required in the above matter(s).

Yours sincerely,

**Omphile Sehunelo  
FMS Support Manager  
082 547 6614**

**MUNSOFT**

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