



Province of the  
**EASTERN CAPE**  
EDUCATION

**INSTITUTIONAL MANAGEMENT, DEVELOPMENT & GOVERNANCE**

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**To :** School Principals  
Chairpersons of the School Governing Board

**CC:** Chief Financial Officer  
Chief Director Finance Management  
Deputy Directors-General  
Cluster Chief Directors  
Directors Head Office and District Offices  
District Directors  
Chief Education Specialists: Institutional Development, Support and Governance  
Circuit Managers  
Norms and Standards for Funding Coordinators

**DEPARTMENTAL CIRCULAR 4 OF 2019**

**NORMS AND STANDARDS FOR SCHOOL FUNDING: SCHOOLS BANK DETAILS TO BE CAPTURED ON THE SOUTH AFRICAN SCHOOL ADMINISTRATION AND MANAGEMENT SYSTEM (SASAMS) AS INDICATED ON FORM 1401**

**1. PURPOSE**

This Circular aims to inform and request all schools to capture their bank details on the South African School Management and Administration System (SASAMS). Norms and Standards for School (NSF) funding payments will be processed using bank details drawn from SASAMS as captured by the schools.

**2. BACKGROUND**

The Department transfers funds to schools as per Government Gazette No. 31574 published on 4 November 2008, the first tranche payments are made on or before 15 May and the second tranche payments are made on or before 15 November annually. No fee schools receive an additional tranche of the 10% cash payment which is paid by 15 April of each year.

In an endeavour to ensure the accuracy, security and timeous transfer of to schools, the Department is going to use SASAMS to extract schools bank details when transferring funds to schools. All Eastern Cape schools have access to and use SASAMS.

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### 3. DISCUSSION

All schools are requested to update their bank details on SASAMS, these are the schools bank details which the Department will use for all NSF transfer payments. It is the responsibility of the school principal to ensure that their respective school's banking details are correct and accurate. The South African Schools Act 84 of 1996 (Section 16A 3(g)) states that the school principal has the responsibility of providing accurate data to the Head of Department when requested to do so.

The schools bank details captured on SASAMS must be the same as the details on Form 1401 signed by the School Principal, School Governing Body Chairperson and stamped by the bank. The Department is in possession of schools Form 1401 on the basis of which the 2018 transfers were made to schools. It is crucial for schools to ensure that the bank details on Form 1401 are the same as those captured on SASAMS.

In the event that the schools bank details on SASAMS differ from those on Form 1401 (or vice versa), the schools are requested update SASAMS and send the completed Form 1401 to the Department. Schools are kindly requested to scan the form to PDF and email the completed Form 1401 to [pula.mtla@ecdoe.gov.za](mailto:pula.mtla@ecdoe.gov.za)

**IMPORTANT TO NOTE:** The primary source of verification of any school's bank details is a correctly completed, school and bank stamped FORM 1401. School bank details on SASAMS are crucial and the second source of verification. School bank details on Form 1401 and on SASAMS must be the same.

Schools whose bank details on SASAMS are the same as those on Form 1401 are NOT required to submit Form 1401 to the Department.

All schools are kindly requested to update their bank details in line with Form 1401 by **28 February 2019**. Schools should submit the updated SASAMS data by the close of business on **1 March 2019** through the VALISTRATOR application. The Term to Date button should be clicked to submit the database to the Data Driven Districts. The submission will be regarded as a February 2019 SASAMS submission.

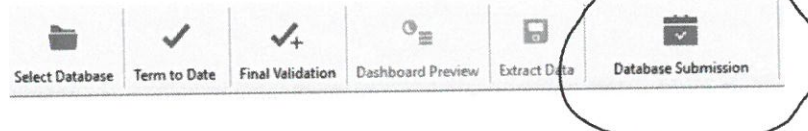






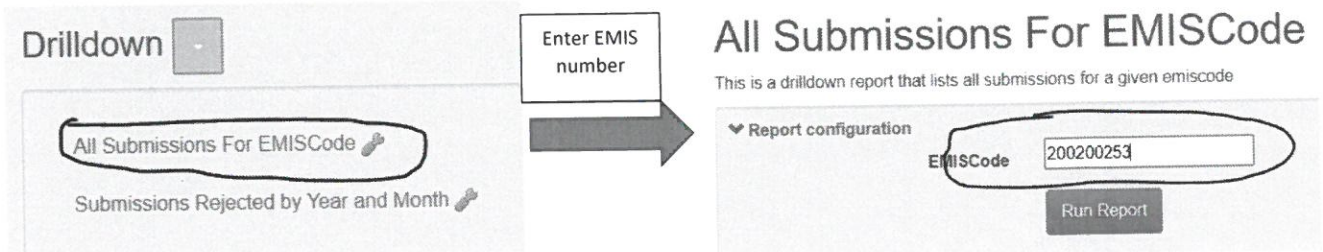
## Province of the **EASTERN CAPE** EDUCATION

Next, schools should click the Database Submission button to submit the data directly to the provincial EMIS office. Without completing this step, the submission will be incomplete.



Schools are encouraged to monitor if their submission has been received by EMIS by visiting the website: <http://reports.emistools.co.za/>

Click on the Drilldown report to check if the database was received by EMIS:



A list of current submissions will be shown:

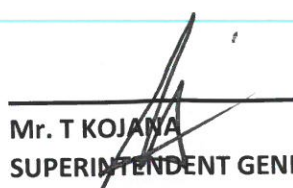
| EMISCode  | Year | Month | SubmitDate              |
|-----------|------|-------|-------------------------|
| 200200253 | 2019 | 1     | 2019-01-30 20:48:37.183 |
| 200200253 | 2018 | 12    | 2018-12-04 20:26:47.207 |
| 200200253 | 2018 | 10    | 2018-10-30 08:32:02.587 |

If your current submission is listed it has been accepted for processing.

Schools can contact their district EMIS representatives if any further assistance is required.

#### 4. EFFECTIVE DATE

The provisions of this Circular are applicable with effect from the signature date of this Circular.

  
Mr. T KOJANA  
SUPERINTENDENT GENERAL

19/02/2019  
Date

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