



OFFICE OF THE CHIEF FINANCIAL OFFICER

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: L. Sidiya. Tel: 040 608 4753 . Fax :040 608 4690. Email: lukhanyo.sidiya@ecdoe.gov.za

Website: www.ecdoe.gov.za

INTERNAL MEMORANDUM

TO: HEAD OF DEPARTMENT
DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS
DIRECTORS
CES's LABOUR RELATIONS
DEPUTY DIRECTORS: HRA&P
DEPUTY DIRECTORS: FINANCE
DEPUTY DIRECTORS: HRD
CMC HEADS
CIRCUIT MANAGERS
ALL PUBLIC-SCHOOL PRINCIPALS
LABOUR UNIONS
SCHOOL GOVERNING BODIES

FROM: HEAD OF DEPARTMENT

DATE: 22 NOVEMBER 2021

SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF STIPENDS FOR
EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS IN
THE PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE PHASE 2

1. BACKGROUND

- 1.1 This memorandum serves as a guideline on the implementation of payment of stipends for Education Assistants (EAs) and General School Assistants (GSAs) for the Presidential Youth Employment Initiative (PYEI) Phase 2.
- 1.2 Key objective is to ensure that processes related to the utilisation of funds allocated for the payments of stipends for the implementation of Phase 2 of PYEI are standardised and consistent across all Districts.



- 1.3 Provide guidelines on the payment method and documents which will be required for the timeous processing of stipends for Education Assistants (EAs) and General School Assistants (GSAs).
- 1.4 Providing internal controls for the implementation of stipends to EAs and GSAs.

2. GUIDING PRINCIPLES

- 2.1 Transparency, openness, accessibility – Funds allocated for payments of stipends are utilised for the intended purpose, reported in an open, accessible and transparent systems.
- 2.2 Accountability – Funds allocated are accounted for accordingly by all levels and reports provided.
- 2.3 Proactive in management of risk linked to handling government money.
- 2.4 Auditability – the funds allocated and reports thereof should be auditable.
- 2.5 Common Standards and Consistency - ensure uniformity in application of the laws, rules and regulations pertinent to the various transactions.

3. STANDARD OPERATING PROCEDURES

- 3.1 Each school will be allocated paper budget monthly in line with the received allocation of EAs and GSAs.
- 3.2 District allocated budget for the payment of stipends will also be made available in line with the District allocation for EAs and GSAs.
- 3.3 School Principals will be responsible managers in the implementation of stipends to EAs and GSAs at school to ensure that funds are utilised for their intended purpose.





- 3.4 School Admin under the supervision of School Principals is requested to compile salary requests every month, which consist of salary requisition form expenditure approval, attendance registers, time sheets, copies of confirmation of banking information by financial institutions and certified ID copies of EAs and GAs. For expenditure approval and salary requisition form see the attached (**Annexure A & B**).
- 3.5 On the 20th of every month School Principals are required to submit EAs and GSAs salary request/claim form to their respective Circuit Manager.
- 3.6 Circuit managers are to consolidate and recommend the salary request for schools in their respective Circuits and submit to the Deputy Director Finance in the District.
- 3.7 Deputy Director Finance to consolidate all the school claims from Circuit Managers, verifies and recommend for approval by the District Project Manager.
- 3.8 District Project Manager approves all the school claims from his/her District.
- 3.9 The District Project Manager will send all approved claims to the Provincial Project Team for processing.

4. ROLES AND RESPONSIBILITIES: DISTRICT DEPUTY DIRECTOR FINANCE

- 4.1 Ensure that all payments activities adhere to the Departmental Internal Controls aligned to payment of stipends.
- 4.2 All commitments that are implemented for the PYEI Phase 2 are to be aligned to the objectives of the framework.
- 4.3 Monitor and control budget allocation by ensuring that internal control systems are in place for sound financial management
- 4.4 Prepare payment schedule for the transfer of funds to EAs and GSAs.
- 4.5 Check the availability of funds against commitments;
- 4.6 Consolidate monthly financial reports from circuits within the district.





- 4.7 Ensure that there is adherence to processes by the school in the submission of payroll information and attendance registers.
- 4.8 Perform monthly reconciliations to monitor District expenditure and identifying deviations on actual expenditure versus projections, actual claims submitted to Head Office, propose and implement corrective measures.
- 4.9 Any deviations must be reported to Head Office Project Manager by 15th of every month.
- 4.10 Ensure that quality-assured financial reports are submitted to the Provincial Project Manager in the required templates.
- 4.11 Manage the risk management process, including the development of contingency plans, reviewing residual risks and escalating risks that cannot be managed at the district level.

5. ROLES AND RESPONSIBILITIES: SCHOOLS

- 5.1 All schools are required to capture all their EAs and GSAs on Bhelela data management systems. ***NB: This is compulsory as monthly stipend payments will be effected on the claims uploaded on Bhelela***
- 5.2 Capture all EAs and GSAs on SASAMS.
- 5.3 Complete and Capture **monthly** payment requisitions on the 20th of every month using standardized templates and attach the following documents:
 - List of all EAs and GSAs that are still in the school for the reporting month.
 - ID Copies of EAs and GSAs.
 - Bank confirmation of banking information for each EAs and GSAs.
 - Expenditure approval (Administrator as a compiler, Principal recommends, Circuit manager supports after verification, Deputy Directors Finance verify and Support and Deputy Director approves)
 - Monthly EA and GSA performance report.
 - Attendance registers for the month.
- 5.4 Verify the allocation amount reflected on the allocation letter is sufficient to pay all appointed assistants and communicate any discrepancies to the District.





- 5.5 Ensure all appointed assistants have provided an operational bank account registered in their names to avoid bank rejections.
- 5.6 Confirm monthly the accuracy of the EAs and GSAs banking information by means of signature of the EAs and GAs and proof of banking details from the financial institution must be attached before the information is submitted to the Circuit Manager.
- 5.7 Ensure the payment to EAs and GSAs is done and must be in the individual account on or before the last day of every month.
- 5.8 On months whereby the month-end falls over the weekend, payments should reflect in the account of the assistant the Friday before the month-end, therefore submissions must be done timeously.
- 5.9 EAs and GSAs without bank accounts should be assisted to open a bank account online or directed to the nearest banking branch to open an account.

6. PAYROLL (SCHOOL)

- 6.1 Schools must ensure that on a monthly basis appointed EAs and GSAs must sign the payroll sheet as confirmation they have received their stipends.

7. REPORTING (SCHOOL)

- 7.1 On a monthly basis, the school should keep the following information:
 - Number of appointed EAs and GSAs;
 - Signed attendance registers by EAs and GSAs;
 - Signed payroll by EAs and GSAs;
 - Monthly performance report; and
 - Prompt update on any resignation.





Yours in education services

DR N. MBUDE
HEAD OF DEPARTMENT

26 NOVEMBER 2021

DATE

