



CHIEF DIRECTORATE: RESOURCING AND SCHOOL ADMINISTRATION

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

Enquiries: Mr N Dlamini Tel: 040 608 4720. Cell: 0765695052. Email: nceba.dlamini@ecdoe.gov.za

Website: www.eceducation.gov.za

**TO : CLUSTER CHIEF DIRECTORS: CLUSTER A & B
DISTRICT DIRECTORS
DEPUTY DIRECTORS - FINANCE**

FROM : CHIEF DIRECTOR: RESOURCING AND SCHOOL ADMINISTRATION

DATE : 31 JANUARY 2025

**SUBJECT : ESTABLISHMENT OF DISTRICT FORUM FOR THE MANAGEMENT OF
MUNICIPAL ACCOUNT**

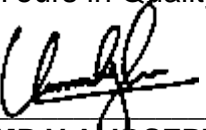
1. The department is in the process of scaling down inefficiencies that are costing the department huge sums due to municipal payments. The non-payment of municipal services by schools, despite receiving their transfers, has been identified as one area that urgently needs attention. According to section 21(1)(d) of SASA, the governing body of a public school must pay for services to the school e.g. municipal accounts.
2. District and schools are required to closely monitor school municipal accounts and implement consumption saving measures for both water and electricity. This includes the fitting of prepaid meters and other cost-saving devices for electricity and water.
3. Section 21 schools are required to manage the payment for all services from the transfers received in May and November each year. It is therefore of crucial importance that municipal accounts are stringently controlled and monitored by schools working closely with Cluster office and District offices.
4. **District Directors are requested to appoint a co-ordinator** to manage this payment, monitoring, reporting and processing of municipal accounts by the latest, **15th of February 2025 and submit the names with surnames and contact details to Mr. Nceba Dlamini: Acting Assistant Director RSA. Email: Nceba.dlamini@ecdoe.gov.za**
5. The main purpose of these co-ordinators is to monitor and report monthly to School Financial Management services at Head Office on the status of accounts. Reports should cover:

- a) Regularly monitoring the payment of municipal services by schools
- b) School infrastructure e.g. water leakages and vandalism.
- c) Inaccurate meter reading and billing by municipalities
- d) Challenges and corrective measures with timeframes and
- e) Preparing memo to HoD requesting to bailout schools for District Directors sign-off

Monthly meetings with the District Co-ordinators will be held in cluster A & B to regularise municipal payments after the establishment of the forum.

Your assistance in this regard will be greatly appreciated.

Yours in Quality Education


MR V A JOSEPH
CD: RSA

31/01/2025
DATE