



OFFICE OF THE CHIEF DIRECTOR: PHYSICAL RESOURCE MANAGEMENT

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MEMORANDUM

TO: ALL SCHOOL PRINCIPALS

CC: ALL CIRCUIT MANAGERS AND ALL DISTRICT DIRECTORS

FROM: DEPUTY DIRECTOR GENENERAL: EDC AND IOM


DATE: 10 APRIL 2025

SUBJECT: REQUEST FOR SCHOOL PRINCIPALS TO DISCLOSE COMPLETED DONOR FUNDED PROJECTS IN SCHOOLS

1. In January 2025, the Auditor General South Africa (AGSA) commenced with the 2024/25 external audit of the Eastern Cape Department of Education. The Physical Resources Management (Infrastructure) chief directorate is a key focus area of the audit, and a successful audit for the Department will depend heavily on the outcome of the infrastructure audit.
2. An important component of the external audit is the testing of achievements against targets. The AGSA's audit process includes site visits in order to confirm the delivery of facilities on the ECDoE programme.
3. Should such site visits (selected at by AGSA) reveal that the infrastructure facilities (i.e., classrooms, sports fields, etc.) completed in the in 2024/25 and previous financial year are not reported in the immovable asset register, this would lead to an audit finding (limitation of scope and completeness findings).
4. The department therefore needs to be aware of all facilities provided to it, including those received through funding from other sources (Donor funded) to ensure that such assets are correctly reported and accounted for in the department's immovable asset registers.
5. ALL schools are therefore requested to do the following:
 - a. Complete the attached questionnaire and return it to infrastructure-donations@ecdoe.gov.za by the 17th of April 2025 (the questionnaire has been simplified to ensure that the end user is able to complete with minimal effort).
 - b. Where a school has started and completed a donor-funded project, please provide us with the following:
 - i. Donor declaration letter
 - ii. Expenditure information (i.e. invoices)
 - iii. Proof of completion (completion letter/practical completion certificate)

The implications of non-disclosure have the potential to jeopardise the department's audit outcome. Your prompt and accurate response is therefore of utmost important.

Yours in quality education.


Mr. T.J.Z MTYIDA

DEPUTY DIRECTOR GENERAL : EDC AND IOM

11 April 2025
DATE