



CHIEF DIRECTORATE: RESOURCING AND SCHOOL ADMINISTRATION

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**TO : CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
CMC MANAGERS
CIRCUIT MANAGERS
PRINCIPALS OF ALL SCHOOLS**

FROM : DDG: EDC & IOM

DATE : 07 MAY 2025


SUBJECT : MANAGEMENT OF MUNICIPAL ACCOUNT IN SCHOOLS

The department is in the process of scaling down inefficiencies that are costing the department, and the payment of municipal services has been identified as one area that urgently needs focused 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 using the municipal service allocation from the Norms and Standard Funding transferred to each school.

Districts and Schools must please note that the 1st Tranche transfer payments to Section 21 schools in respect of the Norms and Standards funding included the Municipal Services item. The department is noting with concern that there are still schools that are not utilizing these funds to pay accounts for services rendered. This resulted in Municipalities and other service providers to continue sending school services invoices directly to the department.

Principals are reminded that failure to utilize Norms & Standards funding for its intended purpose is irregular and in contravention of Public Finance Management Act (PFMA) no. 1 of 1999 regulations. The department reserves the right to monitor the utilization of these funds to ensure compliance with Section 45 of this Act.

Schools are also required to instruct the relevant Local Municipalities and other service providers to submit invoices directly to schools for schools to manage consumption and to reconcile the school's billing data.



Schools are also encouraged to migrate to prepaid meter systems to improve the management of the school's electricity consumption and to avoid exorbitant charges by service providers. The Services transfer funds can also be utilized to install prepaid meters at schools.

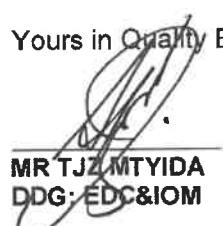
School Principals and SGBs must also manage the risk associated with exorbitant services bills and take steps to bring this under control e.g. utilizing of electricity and water after hours; illegal connections by members of the community; taking care of leakages etc. this would entail the SMT to daily monitor the usage of these resources.

Schools are also encouraged to consider alternative energy sources and water supplies to improve efficiency in providing water and energy supply to schools.

District and schools are urged to closely monitor their municipal account and implement consumption saving measure for both water and electricity. Should the schools municipal account exceed the allocated funds that was provided by Head of Office, schools will be responsible for the further payment of the municipal accounts as the Head Office funded 100% according to the norms and standard funding as gazetted.

It is therefore of crucial importance that municipal accounts are stringently controlled by schools working closely with Municipalities, Cluster office, District offices and Circuit Offices.

Yours in Quality Education



MR T.J. MTSHIDA
DDG: EDC&IOM

07 May 2025

DATE