



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE CHIEF DIRECTOR: RESOURCING AND SCHOOL ADMINISTRATION

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MEMORANDUM

TO : CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
NSF CO-ORDONATORS
SCHOOL PRINCIPALS
SCHOOL GOVERNING BODIES

FROM : CHIEF DIRECTOR: RESOURCING AND SCHOOL ADMINISTRATION

SUBJECT : NON-PAYMENT OF MUNICIPAL SERVICES

DATE : 16 NOVEMBER 2020

1. In March 2020, the department notified all schools that with effect from April 2020, funds for Municipal Services would be transferred to schools in order for schools to take full responsibility for servicing their Municipal Accounts. Indeed, in May 2020 the first tranche was paid to all schools and this payment included funds for Municipal Services.
2. It has now come to the attention of the department that despite the transfer of funds to schools, there are schools that do not pay their Municipal Services regularly, with the result that the department is inundated with letters of demand from Municipalities and at times departmental offices are switched off for long periods of time because of delayed or non-payment by schools.
3. This memo therefore seeks to remind and urge School Principals that they are fully responsible for ensuring that funds that are transferred to schools are utilized for the intended purpose and part of their responsibility is to meet all financial obligations of a school including Municipal Accounts.
4. District Directors are requested to ensure that schools make regular payments to Municipalities to avoid interruptions caused by switching-off of electricity.

the extent that it is possible, schools should be compelled to report regularly on the servicing of Municipal Accounts.

5. It must be noted that failure to comply with this correspondence may lead to disciplinary action against School Principals as it may be a sign of poor financial management and may even warrant investigation on the finances of the school.
6. The contents of this memorandum should be shared with all schools without delay and schools must report regularly on the matter.



TJZ MTYIDA

CHIEF DIRECTOR

RESOURCING AND SCHOOL ADMINISTRATION



DATE