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**OFFICE OF THE HEAD OF DEPARTMENT**

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**CIRCULAR NO 12 OF 2021**

**TO: DEPUTY DIRECTOR GENERALS  
CHIEF DIRECTORS  
ALL DIRECTORS  
ALL CMC HEADS AND CIRCUIT MANAGERS  
ALL SCHOOL PRINCIPALS  
ALL DISTRICT FINANCE MANAGERS  
ALL DISTRICT SCM MANAGERS  
ALL DISTRICT EMIS COORDINATORS  
ALL SCHOOL GOVERNING BODIES  
SCHOOL ADMINISTRATION CLERKS  
SCHOOL FINANCE OFFICERS**

**FROM: HEAD OF DEPARTMENT**

**DATE : 2 NOVEMBER 2021**

**SUBJECT: COMPULSORY UTILISATION OF THE SASAMS FINANCIAL MODULE  
(MODULE 11)**

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1. The utilization of the South African Schools Administration and Management System (SASAMS) was made compulsory in the Eastern Cape in November 2012.
2. The incremental utilization of SASAMS was encouraged with additional modules being operationalized, as schools became more proficient in the system.
3. It has come to my attention that numerous schools are not providing adequate accountability in relation to the utilization of the finances which they receive from the Department from allocations such as the Norms and Standards for School Funding and Conditional Grants.
4. To this effect:
  - a. The Auditor General has raised audit findings for the department to improve its management of these funds.
  - b. Some schools have missed critical payments to municipal accounts, which has led to disruption of teaching and learning when power cuts are implemented by the affected municipalities.
  - c. Some funds have not been utilized for the intended purpose and there is a lack of paper trail on fund utilization.



5. This instruction note serves to make it compulsory that:

- a) All public schools must utilize the SASAMS Financial Module (Module 11) to account for the utilization of all school funds, including funds received via transfers from the ECDoE.
- b) All Cluster Chief Directors, District Directors, District Finance and SCM Managers, CMC Heads, Circuit Managers and School Principals must ensure that financial accountability by schools is recorded through module 11 of the SASAMS system.
- c) All District EMIS Coordinators are urged to offer technical support and further training to the schools where requests for training assistance have been submitted.
- d) It must be noted that SASAMS does not replace books and/or transactional records by the banks, as these records will be required for auditing purposes.

### **Reports**

6. Circuit Managers are further instructed to make the SASAMS financial reports part of their monthly accountability documents i.e. Circuit FINCOM, taking into special consideration the following reports:

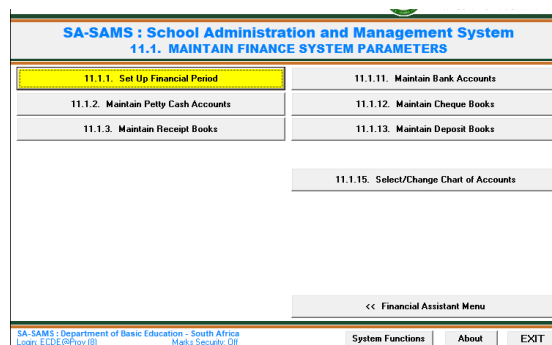
- a. 11.11.1 Actual Receipts and Payments.
- b. 11.11.4 Detailed Year to Date Statement.

7. These reports will provide principals and circuit managers with the required template to monitor monthly financial transactions.

### **System Process Requirements**

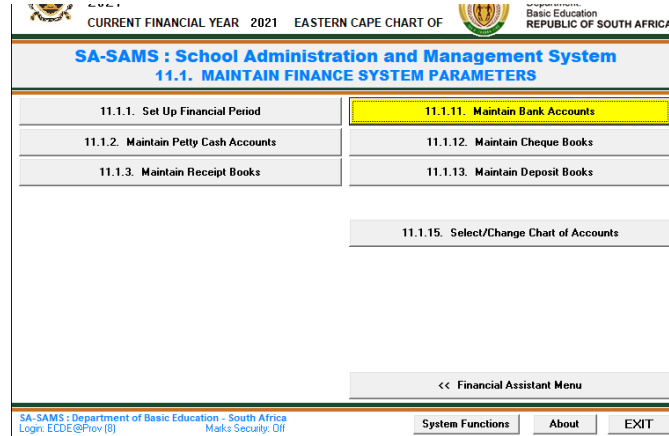
8. General requirements from schools relating to the utilization of the Financial Module:

- a. The 2021 financial period should be opened in menu 11.1.1

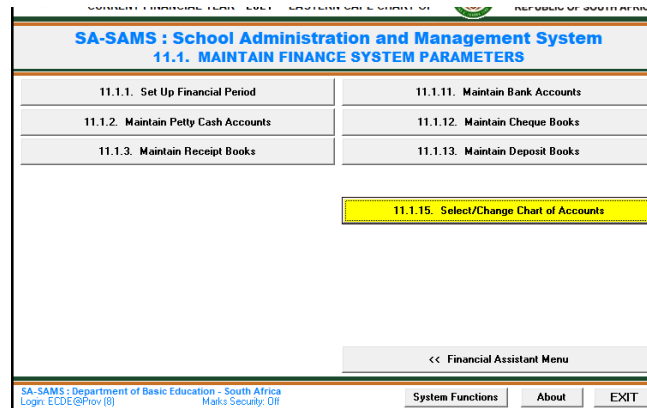




- b. The bank account used by the school to receive funds through transfers from the ECDoE should be loaded and verified in 11.1.11



- c. The Eastern Cape Charter of Accounts should be selected under 11.1.15

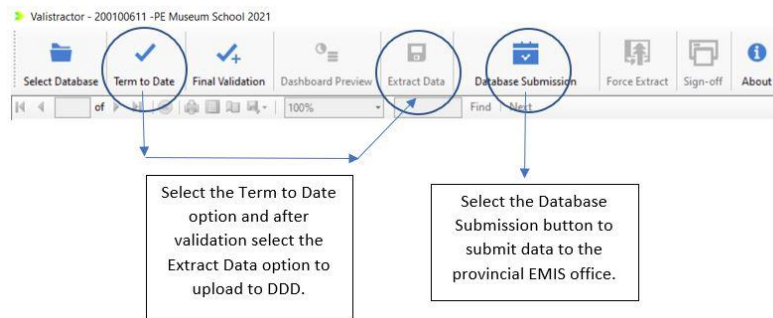


### Submissions

9. SASAMS data should be uploaded to the Data Driven Districts system each Friday by 13:00 through the **Valistractor** application. This extracts a subset of data focusing on curriculum coverage and attendance.
10. A full set of SASAMS data should be submitted to the EMIS section on the last Friday of each month, using the **Valistractor** application.



11. This can be done by following the steps below



12. Schools are encouraged to contact their District EMIS official if assistance or clarity is required on the Finance Module or the associated submission process.

**13. FAILURE TO CAPTURE FINANCIAL INFORMATION ON THE SASAMS FINANCIAL MODULE WILL RESULT IN THE DIRECTION OF SCHOOL TRANCHES TO DISTRICT OFFICE. THE SECTION 21 STATUS OF SCHOOL WILL ALSO BE REVIEWED.**

14. District Directors are instructed to ensure that this communication reaches all the necessary District officials and public schools immediately.

Yours faithfully,

**DR N. MBUDE**  
**HEAD OF DEPARTMENT**

02/11/21  
**DATE**