



---

**CHIEF DIRECTORATE: SCHOOL RESOURCING AND ADMINISTRATION**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: MR SB LUKHOZI . Tel: 040 608 4494. Email: Sibusiso.Lukhozi@ecdoe.gov.za Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

---

**CIRCULAR 7 OF 2024**

**TO : PRINCIPALS OF PUBLIC ORDINARY SCHOOLS  
CLUSTER CHIEF DIRECTORS  
DISTRICT DIRECTORS  
CMC MANAGERS  
CIRCUIT MANAGERS  
LTSM / NSF COORDINATORS  
SCHOOL GOVERING BODIES/ASSOCIATIONS  
LABOUR UNIONS**

**FROM : A/HEAD OF DEPARTMENT: EDUCATION  
MS S A MAASDORP**

**SUBJECT : UPDATE ON THE LTSM DELIVERIES AND NORMS AND STANDARDS  
TRANSFERS**

**DATE : 16 OCTOBER 2024**

---

1. The purpose of this communication is to provide an update on LTSM and Furniture deliveries in terms of the management plan. The deadline for LTSM and furniture deliveries is 30 November 2024. Various monitoring teams will embark on LTSM monitoring at warehouses and schools regarding the textbooks, stationery and furniture deliveries.
2. Secondly, to update stakeholders on the 2<sup>nd</sup> tranche 2024/25 payments made and issuance of 2025/26 School Paper Budgets.



## **A. LTSM TEXTBOOKS, STATIONERY, WORKBOOKS AND FURNITURE**

### **SCHOLASTIC STATIONERY**

3. Stationery will be delivered to all **Section 20 and Section 21 Quintile 1-3 schools** according to the signed-off Stationery Specifications (attached). Principals must complete the stationery monitoring and evaluation form to report on the quantity and quality of the stationery that was delivered within 7 days after the stationery delivery. Any discrepancies that arise, will be addressed.
4. **Section 21 Quintile 4 and 5 schools** must utilize the stationery funds that were transferred to the school in July 2024 to purchase learner stationery for AY2025. The stationery must be distributed to learners on the SASAMS distribution register for AY 2025. All source documentation (minutes of meetings, attendance registers, quotations, invoices, POD's, payment) must be submitted to the LTSM coordinator by 30 November 2024 for auditing and record-keeping purposes. Distribution to learners must be for AY2025. Consequence management will apply where schools do not comply. The monitoring template will be sent to schools at the start of AY 2025, after distribution to learners have been completed.
5. The following should be noted:
  - a) Deliveries of stationery to schools will start at the end of October 2024 and is planned to be completed by 30 November 2024.
  - b) A detailed delivery schedule will be provided to schools and District Coordinators.
  - c) All the stationery to be provided to schools is in line with approved specifications as determined through departmental processes.
  - d) Stationery samples will be displayed in all District Local Warehouses for the District Coordinators to ensure that quality of procured stationery matches the specification and samples provided by Manufactures and their LED partners.
  - e) A monitoring tool will be shared with District officials to report on the stationery deliveries and shortages.



- f) It is the responsibility of each School Management Team to ensure that the correct quality and quantity of stationery is delivered.
- g) Kindly note that scholastic stationery delivered in October/November 2024 is for use in the 2025 academic year. Schools must therefore under no circumstances start using any of these items in the 2024 academic year.

## **TEXTBOOKS**

- 6. Textbook deliveries started on 5 October 2024 and will be completed by 30 November 2024. Principals must ensure that textbooks are captured in module 14 of SASAMS immediately after the delivery.
- 7. A detailed delivery schedule will be provided to all districts and schools, indicating all planned delivery dates and details of the distributors responsible for delivering textbooks to the various schools. Schools must ensure that LTSM storage facilities are adequate, clean, safe and secure.
- 8. It must be noted that the provisioning of textbooks is on a top-up basis. This provisioning is reviewed nationally by DBE every 5 years when there are changes in the textbooks caused by, amongst other, changes to curriculum and subject needs. Schools base their requisitions for textbooks on the individual subject top up needs. If a school orders a totally different series rather than top-up leads to shortages. Therefore, schools are advised to order the same series to avoid any shortages.
- 9. The amount a school can requisition is largely determined by the school's budget allocation as detailed in the school's LTSM allocation. 100% delivery of textbooks therefore means 100% of the textbooks requisitioned by schools are delivered.
- 10. The School Management Teams are implored to monitor textbook deliveries in accordance with requisitions submitted by the school and NOT according to learner numbers for that subject as this is the usual problem reported at the beginning of the year.
- 11. 100% retrieval of Textbooks is mandatory to avoid any shortages in the AY 2025 for all subjects.



## **DBE WORKBOOKS**

12. Workbooks Volume 1 (term 1 and 2) and Volume 2 (term 3 and 4) deliveries are in progress. Graded Readers are also being delivered to schools with the Volume 2 workbooks. Kindly communicate all challenges to [golesedi@dbe.gov.za](mailto:golesedi@dbe.gov.za) and your District LTSM coordinator.

## **SCHOOL FURNITURE**

13. The department prioritised educator furniture for 2024/25 financial year. Deliveries to schools are in the final phase. Schools are required to maintain the furniture units for the duration of its lifespan a minimum of 10 years.

## **B. UTILISATION OF SERVICES TRANSFER PAYMENTS**

14. Districts and Schools must please note that the 1<sup>st</sup> Tranche transfer payments to Section 21 schools in respect of the Norms and Standards Funding (NSF) 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.
15. 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.
16. 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.
17. Schools are also advised 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. All schools must ensure that the installation of prepaid meters is completed by the 14 December 2024.

### **C. 2024/25 2<sup>nd</sup> TRANCHE TRANSFERS TO SCHOOLS**

18. The department is in the process of 2<sup>nd</sup> tranche payments and should be made during the next available run on Thursday, 17 October 2024. Funds should reach the school bank accounts on Monday, 21 October 2024.
19. The register of payments and tranche payments remittance advices are placed on the department's Share Point for districts to keep records of the payments to schools and to better manage all transfer queries. Note that all section 20 schools' budgets are loaded at the district level according to policy. These schools do not receive 2<sup>nd</sup> tranche payments.
20. All schools are also issued with individual remittance advice as proof of the norms tranche payments made. Schools are required to complete and sign the official transfer query form for each tranche query and to submit it to districts for verification. Such applications must reach the department before 30 calendar days following the date of transfer payments.
21. Note, the circuits and districts are the first line of communication to service all enquiries by schools. No telephonic enquiries will be entertained from schools by head office. District officials must sign and forward the transfer query forms after assessing the validity of the query. Note that the query must be directed to the correct member e.g. Norms, NSNP etc.
22. The 2<sup>nd</sup> Tranche payment is made up of 50% of Municipal Services, Maintenance and Educational Consumables respectively.
23. The department has clawed back all payments made in respect of bailing out schools defaulted with regards to payments of school municipal accounts. This has affected the second tranche municipal transfer payments to those affected schools.
24. Schools were requested to utilize the services funds received in the 1<sup>st</sup> Tranche to settle the schools' Services accounts for the remainder of the 2024/25 financial



year. Furthermore, please note that this practice of non-compliance will not be tolerated and will be investigated. Appropriate action will be taken if necessary.

25. Principals are urged to take adequate steps to safeguard the school properties and assets. Principals and SGBs are therefore required to utilise the Services transfers funds to install alarm systems in key areas on the school premises.

#### **D. SCHOOL PAPER BUDGETS**

26. The 2025/26 preliminary School Paper budgets were issued to schools on 12<sup>th</sup> to 14 October 2024 using the official department [principal.emis@ecschoools.gov.za](mailto:principal.emis@ecschoools.gov.za) email address. These planning budgets have been uploaded per district to SharePoint and can be accessed from this link: [Planning Budgets](#)

#### **E. END OF YEAR MANDATED ACTIVITIES**

27. Many schools do not comply with the basic requirements of accounting for and retrieving textbooks. The following is required:

##### **CAPTURING LTSM RECEIVED IN SASAMS MODULE 14**

28. Schools are expected to capture all textbooks that are delivered to the school in module 14 of SASAMS by end of the fourth term 2024. Kindly communicate with your district LTSM coordinator to provide you with the list of textbooks delivered from 2017 – 2023 if you have not captured any textbooks on SASAMS. Furthermore, schools are requested to complete their data cleansing of all errors in the LTSM module 14 of SASAMS, related to quantities, ISBN, book titles, publishers, etc. The SASAMS district coordinator will assist schools in this regard.

##### **RETENTION AND RETRIEVALS OF LEARNER TEXTBOOKS**

29. All the textbooks that were issued to learners and teachers must be retrieved at the end of each final written examination. Kindly ensure that learners and parents know that the textbooks issued to learners in 2024 will be retrieved at the end of each



final written examination in November – December 2024. Submit retrieval reports to your District LTSM coordinator before 6 December 2024.

30. Non-retrieval of textbooks is the main cause of textbook shortages in schools. Kindly find attached retrieval flyers that must be displayed where it will be visible to learners, parents and staff. Schools are encouraged to have school retrieval campaigns to ensure that learners return all textbooks to school so that there will be no shortages in the next academic year.

### **AUDITED FINANCIAL STATEMENT**

31. All schools are advised to utilise the qualified audit firms / auditors to audit the annual financial statement before submission to District Office to support the clean audit outcomes of the department and maintain transparency.

### **F. DISTRIBUTION OF LTSM - AY 2025**

#### **DISTRIBUTION / ISSUANCE REGISTERS**

32. The Auditor-General noted that there are still some schools that do not maintain distribution registers. Distribution/issuance registers must be completed for all LTSM (Textbooks, Stationery, Workbooks, etc) that are distributed to learners and educators at the beginning of each academic year. Only SASAMS distribution registers must be used, signed, filed and available when requested. The non-compliance of this important LTSM aspect has negatively impacted the departmental audit and its outcome.

Yours in Quality Education,

**MS. S A. MAASDORP**  
**A/ HEAD OF DEPARTMENT**

18 October 2024

**DATE**