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**CHIEF DIRECTORATE: RESOURCING AND SCHOOL ADMINISTRATION**

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

**FROM :DDG: ECD & IOM**

**DATE :14 APRIL 2026**

**SUBJECT :MANAGEMENT OF MUNICIPAL ACCOUNT IN SCHOOLS.**

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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 services 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 or disconnect the Head Office for outstanding payments relating to schools.

Principals are reminded that failure to utilize Norms and 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 compliances 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 transfer funds can also be utilized to install prepaid meters at schools.



School Principals and SGBs must also manage the risk associated with extortionate 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.

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 measures for both water and electricity. Should the schools municipal account exceed the allocated funds that was provided by the Department, schools will be responsible for the excess payment of the municipal accounts as the Department funded 100% according to the norms and standard funding as gazetted.

It is therefore critical that municipal accounts are strictly controlled by schools working closely with Municipalities, Cluster Office, District Offices and Circuit Offices.

Yours in Quality Education

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

.....17/4/26.....

**DATE**