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Enquiries: DD Louw

Circular: 0019/2020  
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Heads: Management and Governance, Circuit Managers and Principals and Members of the governing body of public schools

Short summary: *Annual financial statements to be drawn up and submitted to the Head of Department.*

**Subject: Drawing up and submission of annual financial statements**

1. In terms of Direction 17 of the amendment of the directions issued in terms of Regulation 4(3) of the Regulations made under section 27(2) of the Disaster Management Act, 2002 (Act 57 of 2002), and published in *Government Gazette* No. 43465 of 23 June 2020, the following directive is issued with regards to the drawing up of annual financial statements (AFS) and the submission thereof to the Head of Department (HoD).
2. Where the AFS of a school were not submitted at the end of March 2020 in terms of section 42(b) of the South African Schools Act (SASA), 1996 (Act 84 of 1996), as amended, the governing body must draw up and submit the AFS by 31 July 2020.
3. Where the AFS of a school were not submitted to the HoD by 30 June 2020 in terms of section 43(5) of SASA, the governing body must submit a copy of the AFS, audited or examined by 30 September 2020, to the HoD.
4. Kindly ensure that the contents of this circular and guidelines are brought to the attention of all concerned, including the school's auditor.

**SIGNED:** BK SCHREUDER

**HEAD: EDUCATION**

**DATE:** 2020-07-28