



File no.: 26/6/3
Reference: 20230814-7099

Institutional Management and Governance Minute: 0004/2023

To: Deputy Director-General, Chief Director, Directors (Head Office and district offices), Heads: Management and Governance, Deputy Directors, Circuit Managers, Planning Officials and Principals of public schools

Subject: Recording ad hoc transfer payments to schools

1. During an internal audit done in 2022 it was discovered that not all ad hoc transfer payments to schools were reflected adequately in WCED 043 income and expenditure reports.
2. If ad hoc transfer payments are not specified in the income and expense statement of a school, it makes it difficult for the school and the Western Cape Education Department (WCED) to monitor the use of the ad hoc transfer payment.
3. In future all ad hoc transfer payments to a school must be entered into the electronic cash book system provided by the WCED and must reflect on the WCED 043 as follows:
 - a) On the "Budget" page, under the column "Other WCED Transfer Payments (Projects)" provision is made for 10 ad hoc transfer payments. Once received, the name of the ad hoc transfer payment (e.g. "Focus Schools", "Safe schools", "PEIP", etc.) must be entered on the "Budget" page. More payments can be added once received.

Budget (other transfers unknown)

Other WCED Transfer Payments (Projects)

- 1
- 2
- 3
- 4
- 5
- 6

Budget (once transfer payments become known)

Other WCED Transfer Payments (Projects)

Focus Schools

Safe schools

PEIP

4

5

6

- b) This entry will transfer the name (e.g. "Focus Schools", "Safe schools", "PEIP", etc.) into the income sections of the cash book system and the WCED 043.

Other WCED Transfer Payments (Projects)

Focus Schools

Safe schools

PEIP

4

5

6

- c) Then the same entry (e.g. "Focus Schools", "Safe schools", "PEIP", etc.) will be reflected in the expense section of the cash book system and the WCED 043.

Other WCED Transfer Payments (Projects)

Focus Schools

Safe schools

PEIP

4

5

6

- d) All expenses for these ad hoc transfer payments must be reflected under the specific items.

4. All schools are requested to ensure that all ad hoc transfer payments are entered into the cash book system as explained above. Those schools that make use of other accounting packages must ensure that the same entries are recorded (a separate WCED 043 is provided for this purpose with the same features as eCashbook).

5. It is kindly requested that the content of this minute be communicated to all governing bodies to ensure that all schools comply.
6. Your cooperation in this regard is appreciated.

SIGNED: S NAICKER

ACTING DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2023-11-07