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Institutional Resource Support Minute: 0006/2024

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Support, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers, Principals and Governing Bodies of non-section 21 ordinary public schools

Subject: A reminder to non-section 21 schools to complete their WCED 032 allocations electronically on CEMIS from 01 to 10 April 2024

1. This communication must be read with Circular 0020/2023, dated 01 August 2023.
2. Upon receipt of the final budget allocation on 31 March 2024 on CEMIS, non-section 21 schools are required to divide their available norms and standards (N&S) allocation for 2024/25 among the various expenditure categories.
3. The electronic WCED 032 is pre-populated on CEMIS for easy use by schools and can be found under the tab: "Administration", "School financial transaction".
4. Principals are advised to access the WCED 032 electronic form on CEMIS from **01 to 10 April 2024**, read the Welcome note and follow the How-to guide that will be available on the system.
5. The WCED 032 form should be based on the final allocation amount in the letter published on the CEMIS system on 31 March 2024.
6. Where no deviation from the recommended allocation percentages is envisaged, the school should choose the "No-deviation" option, save/submit and follow the sign-off process.
7. Where a school decides to deviate from the allocation percentages, as recommended in paragraph 3.1 of Circular 0020/2023, the school should indicate its decision and follow the deviation process. It is important to note that with deviation, it is a requirement that a copy of the governing body's decision in this regard is uploaded on CEMIS.

8. Upon completion of the deviation and sign-off process, a copy of the completed WCED 032 should be printed and signed by the chairperson of the governing body.
9. The WCED 032 process should be completed and signed off by the principal on CEMIS by no later than 10 April 2024. Failure to submit by the due date will result in the N&S allocation being divided into the suggested percentages as per paragraph 3.1 of the circular.
10. The cooperation of all in the above regard will be appreciated.
11. Kindly bring the contents of this minute to the attention of all staff concerned.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2024-02-19