

All communications should be addressed to:  
"The Secretary for Primary and Secondary Education"



ZIMBABWE

Ministry of Primary and Secondary Education  
P.O Box CY 121  
Causeway  
Harare  
ZIMBABWE

Telephone: 734051/59 and 734071  
Telegraphic address: "EDUCATION"  
Fax: 734075; 794505

25 June 2015

To: All Provincial Education Directors

Bulawayo  
Harare  
Manicaland  
Mashonaland East  
Mashonaland West  
Mashonaland Central  
Masvingo  
Matabeleland North  
Matabeleland South  
Midlands

### ACKNOWLEDGEMENT AND ACQUITTAL OF 2015 SCHOOL IMPROVEMENT GRANT FUNDS

Reference is made to the above subject:

I wish to advise you that UNICEF has started transferring School Improvement Grant funds for 2015 direct to schools bank accounts for terms 1, 2 and 3.

The schools are expected to acknowledge receipt of the funds to the DEO who should in turn consolidate the acknowledgements for submission to the Provincial Office. The Provincial Office should produce a consolidated acknowledgement report and submit it to Head Office (GMT).


Funds disbursed to schools should be acquitted within 3 months of disbursement; that is not later than 30 September 2015.

The following documents should be submitted on acquittal.

- a) An acquittal letter summarizing the attachments.
- b) A duly completed FACE form (samples attached).
- c) A statement of expenditure (sample attached) which indicates the expenditures aligned with the original itemized budget, reflected in the request for disbursement, any variances between budget and actual expenditure should be supported with a proper explanation.
- d) District schedule of expenditure
- e) Detailed narrative report.
- f) Schools bank statements

May I take this opportunity to remind you that any incident of theft in respect of SIG funds should be reported forthwith separately without waiting for acquittal.

Your usual cooperation will be greatly appreciated.



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Dr. S.J. Utete-Masango

**Secretary for Primary and Secondary Education**



District Schedule of Expenditure

School Name	School Type	Amount Received	Expenditure Head (Eligible Items)						TOTAL
			WASH	OVC	TLMS	SMALL MAINT	RUNNING COSTS	ETC	
Chikaka	P3	3000	150	650	1400	350	450	3000	
Kanyoka	P3	3000	0	900	600	1000	300	3000	
Orefi	Satellite	6500	1500	1500	1000	2000	180	6500	
Jairros Jiri	Special	20000	3000	3500	7500	1500	750	20000	
								0	
								0	
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TOTAL.		32500	4650	6550	10500	4850	1680	4270	32500

NB:  
Expenditure column totals are then transferred to the Statement of Expenditure and are used by the Provincial Office during consolidation.