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ZIMBABWE

Ref: D/115/1

Ministry of Education, Sport, Arts and
Culture
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Zimbabwe

19 February 2013

**ALL PROVINCIAL EDUCATION DIRECTORS
ALL DISTRICT EDUCATION OFFICERS
ALL SCHOOL HEADS**

~~FINANCE AND ADMINISTRATION CIRCULAR NO 1 OF 2013~~

**GUIDELINES ON THE UTILISATION OF FUNDS FOR REHABILITATION OF
SCHOOLS 2013**

The funds for rehabilitation of schools during 2013 have been availed by Treasury. The funds have since been transferred to PEDs' accounts for all Provinces. **All PEDs should urgently transfer these funds to the respective schools by 28 February 2013. School Heads should in turn ensure that funds are utilized by 30 April 2013.**

This circular therefore, gives clear guidelines to be followed on the utilization of the funds. The Head should ensure that these guidelines are followed.

- i. The school procurement committee shall obtain at least three (3) quotations from reputable suppliers. The suppliers should be registered with the State Procurement Board and should have a **vendor number** with government.

All the suppliers should also have a valid **Tax Clearance** which shall be attached to Payment Vouchers.
- ii. All orders to be issued after authorization by the Procurement Committee.
- iii. School Heads to issue orders to suppliers after authorization by the Procurement Committee.
- iv. Minutes of the School Procurement Committee meetings should be produced, filed and be available for inspection any time.
- v. The documents can only be processed for payment after the Committee has satisfied itself that a thorough job has been done or goods have been delivered. Payment should only be made when the above guidelines have been met.
- vi. All quotations, invoices, delivery notes, receipts, payment vouchers, payment registers and any other relevant documents should be kept and be available for audit.
- vii. The Provincial Education Director shall, ensure that Education Officer, Buildings inspects the works and advise on areas of improvements. **He / she should frequently visit the sites inspecting the works at each stage of completion.**

- viii. In the case of works being done at Government schools, Ministry of Public Works should be consulted and shall supervise the works in liaison with the Education Officer, Buildings.
- ix. The School Head shall report to the DEO on the utilization of the funds as follows;
- A progress report should be submitted to the respective DEO for onward reporting to PED on monthly basis (by the 5th of every month).
 - When the school completes the works, the School Head shall submit a Certificate of Completion to the Provincial Office through the District office. The certificate should be certified correct by EO, Buildings and should include the following information;
 - ✓ Name of the School, District or Province;
 - ✓ Works undertaken;
 - ✓ Budget availed and expenditure;
 - ✓ Date completed and / or;
 - ✓ Other comments
- x. The Provincial office should conduct spot checks and ensure this Circular is adhered to.

All Provinces shall consolidate the reports and submit them to Head Office, to the attention of Director Finance and Administration, copy to PD EdCD within two weeks of receiving them from the schools.

NB: Where the total amount of materials is expected to exceed **USD10 000.00**, the Informal Tender procedures should be followed and where it is estimated to exceed **USD50 000.00**, the Formal Tender procedures should be adhered to.

It is hoped that the funds shall be utilized in an efficient and cost effective manner so as to improve the state of our schools.



Lt. Col. J. Murire (Rtd.)

Director Finance and Administration

For: SECRETARY FOR EDUCATION, SPORT, ARTS AND CULTURE

circular – guidelines on the utilization of funds JM

cc: PD EdCD
PD FAHRD
A/Director PRD
District Education Officers
School Heads – Beneficiary Schools
Ms. Namasasu - Ministry of Finance