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Ref: C/524/19

Ministry of Education Sport and
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7 December 2000

FINANCE CIRCULAR NO. 20 OF 2000
Distribution

Heads of Divisions
Regional Directors
Heads of Non Government Rural Primary (P3) Schools
Chairman, Book Publishers Association
Chairman, Booksellers Association

**BUDGET SUPPORT TO THE MINISTRY OF EDUCATION, SPORT AND
CULTURE FROM THE NETHERLANDS GOVERNMENT (DUTCH):
GUIDELINES IN THE UTILISATION OF FUNDS FOR THE YEAR 2001**

The Ministry is pleased to advise that for the year 2001, the Netherlands government has provided a grant to support the budget line item for textbooks and library books for the disadvantaged non government rural primary schools (P3). These funds must be used only for the purchase of prescribed pupils/teachers books and library supplementary readers from the "Primary Schools Approved Essential Reading list" 2001 – 2002. No STATIONERY will be bought with these funds in 2001.

The funds will be disbursed to the respective regions using the 2000 enrolment statistics before end of January 2001.

Regions should go through both the Finance Circular No. 20 of 2000 and Directors Circular No. 11 of 2000 so that their contents are properly understood.

Regional Directors are expected to hold meetings with schools heads to advise them of the amount allocated and the procedures to be followed in purchasing the books.

A total amount of \$67.00 is allocated to each pupil. Out of this amount, \$37.00 per child should be used for textbooks while \$30.00 must be used for buying library/supplementary readers for all grades.

SCHOOL LIBRARIES

Part of the funds for 2001 will be used to support the development of school libraries. Out of a total of \$67.00 per pupil, \$30.00 must be used for purchasing library/supplementary readers for the library. Library books for all grades should be chosen from the "Primary Schools Approved Essential Reading list" 2001- 2002 which has been distributed to all schools.

ORDERS

- a) Headmasters are expected to shop around to ensure that they purchase from the cheapest approved supplier.
- b) Orders are to be placed with current approved book supplier as advertised by the Government Tender Board form time to time.
- c) Orders should be placed for essential, relevant and appropriate pupils textbook/teachers guide.
- d) Heads should submit their orders through their District/Region for approval and endorsement before they are sent to suppliers.
- e) Suppliers are also expected to adhere to the procedures as detailed in this circular.
- f) Each order and invoice must be clearly labeled with the source of the funding that is "P3 Budget Support 2001" for ease of identification and processing.
- g) Orders made must not exceed funds allocated to each school.

PRICES

- (a) Prices of library books must comply with those in the "Primary Schools Approved Essential Reading list 2001 – 2002".
- b) Prices of textbooks should comply with those in the Publishers' catalogues 2001.
- c) Only those booksellers willing to sell at the recommended Publishers prices should be used by schools.

MONITORING AND CONTROL

- a) Each school is expected to maintain a separate commitment register for these funds which must be kept up to date. The commitment register should show/indicate the amount used for supplementary readers.
- b) Regions should maintain separate ledgers for individual schools and keep them up to date. The ledgers should show separately the amount used for textbooks and library /supplementary readers.
- c) Visits will be made to schools by Head Office, Regional and district office, External Audit and the Royal Netherlands Embassy to check on the progress and compliance with the requirements of the programme.

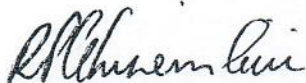
DELIVERY AND PAYMENTS

- a) Delivery of the books should be made direct to the school accompanied by copies of the original orders.
- b) School Heads must check deliveries against orders and acknowledge receipt of the books received by signing and date stamping the invoices. The signed copies of the original orders and invoices should be submitted to the Regional Office for payment. Under no circumstances should orders/invoices be signed for books not delivered.
- c) The Regional office is expected to make frequent payments to creditors and ensure that payments are made promptly.

REPORTING

- a) Regions are expected to submit three returns of expenditure at the end of April, May and October 2001. Balances on the return must always tally with the balance in the cash book.

- b) The deadline for the use of funds is 31 October 2001 and the deadline for reporting by the Regions to Head Office is 16 November 2001.
- c) Regions should ensure that all funds are spent by this deadline.
- d) Unspent funds on 31 October 2001 must be returned to Head Office by cheque.



R.P. Chinembiri

DIRECTOR – FINANCE

For: SECRETARY FOR EDUCATION, SPORT AND CULTURE

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