

The Region

Ref: C/497/7

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ZIMBABWE

Ministry of Education, Sport and Culture
P.O Box CY 121
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Zimbabwe

16 September, 2002

FINANCE CIRCULAR NO. 7 OF 2002

DISTRIBUTION

Heads of Divisions
Regional Directors
Heads of Sections: Head Office

CONTROL OF EXPENDITURE YEAR 2002

We have now gone through three quarters of the current financial year. The remaining quarter is not an easy one in terms of adequately providing finances to take us through to 31 December, 2002.

It has been noted that there is a general tendency on the part of all centres to request for additional funds. May I remind all budget controllers that the country is experiencing a severe drought. Resources are therefore required to procure and provide food relief to the nation.

To this end, we are guided by the monthly expenditure figures provided by Treasury (monthly targets) which are released to all cost centres monthly through the computerized accounting system in place i.e. Public Financial Management System (PFMS). In saying this, I believe that our objectives will still be achieved provided we exercise ingenuity in applying the funds in the most cost effective manner and according to the accounting procedures laid down in the Treasury Instruction and the Audit and Exchequer Act.

DISTRIBUTION

Addressees are called upon to observe these monthly targets in order to help government achieve its objectives by:-

- a) setting yourselves monthly expenditure targets within the funds provided and ensure that they are adhered to;
- b) issuing computer generated purchase orders to avoid excess commitments;

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- c) reprioritizing and streamlining your activities commensurate with your allocations;
- d) keeping within approved staff establishment

CRITICAL AREAS REQUIRING ATTENTION

Sub-Head A: Salaries, Wages and Allowances

A ceiling has been placed on the wage bill. As you engage staff, the monthly wage bill must not be in excess of the monthly targeted expenditure for the station/region.

Sub-Head B: Subsistence and Transport

Fares, hotel and vehicle hire rates have continuously gone up. The movement of officers away from home station is on the increase and in some cases unco-ordinated as evidenced by application for advances travelling and subsistence being submitted to accounts offices. Accounts office will continue to objectively vet all applications and reject payment in the event the claim does not meet the required standards.

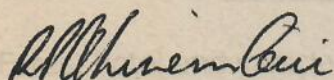
With regards to transfer of members of staff from one station to another, it should be noted that there is a cost attached to this. The rates have gone up drastically.

When a member is transferred, it becomes mandatory to pay these expenses. There is need therefore, to cost the exercise and to ensure availability of funds before the move is taken to obviate unnecessary and protracted litigation.

Sub-Head C: Incidental Expenses

I need to emphasize the need to put control measures to cut down on PTC expenses, printing and stationery and any other expenses under this sub-head.

Lastly, I want to urge you to ensure that the budget takes you to the end of the financial year which ends on 31 December, 2002.



R P Chinembiri

DIRECTOR – FINANCE

for: **SECRETARY FOR EDUCATION, SPORT AND CULTURE**

/ak circular control expenditure