

all communications should be addressed to
"The Secretary for Primary and Secondary
Education"
Telephone: 734051/59 and 734071
Telegraphic address: "EDUCATION"
Fax: 794505/705289/734075



ZIMBABWE

Ref: C/H/225

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

29 August 2014

Secretary's Circular No. 14 of 2014

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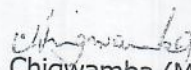
Provincial Education Directors
All Responsible Authorities
All Chief Internal Auditors
District Education Officers
School Heads

RE: SUBMISSION OF FINANCIAL STATEMENTS FOR SCHOOL DEVELOPMENT COMMITTEES (SDC)

Your attention is directed to the requirements of the Education Act Chapter 25:04 Section 21 read with Statutory Instrument 379 of 1998 Section 21. These refer to increases of all school levies and fees being subjected to the approval of the Secretary before implementation. In an effort to address these concerns the following areas need to be attended to:

1. The proposed budgets for the following year should be submitted by 30 September of the current year together with current budget and Interim (Abridged) Financial Statements ending August 31, of the current financial year.
2. All school must submit Financial Statements for the current financial year ending December 31, by January 31 of the following year to the Provincial Education Director (PEDs) through their District Education Office's (DEOs).
3. Priority will be given to the audit of Interim Financial Statements of schools that intend to increase fees in the subsequent year. Auditing of year end Financial Statements submitted by January 31 would be spread over the year.
4. The District Education Officers are expected to facilitate the production of Schools Financial Statements with the support of Accountants stationed at the Districts and advise the PEDs of those schools that are ready for Audit.

The interpretation of this circular will rests with the Secretary for Primary and Secondary Education.


C. Chigwamba (Mrs)

SECRETARY FOR PRIMARY AND SECONDARY EDUCATION

Financial statements2

AEUS
Copy Head
for your
assistant
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