

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

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

29 August 2014

Secretary's Circular Minute Number 15 of 2014

DISTRIBUTION

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

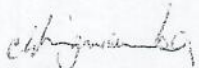
RE: SUBMISSION OF 2014 FINANCIAL STATEMENTS FOR SCHOOL DEVELOPMENT COMMITTEES (SDC)

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 all schools are hereby requested to submit Interim (Abridged) Financial Statements ending August 31, 2014 together with proposed budgets for 2015.

Both the Interim Financial Statements and the proposed budgets should be submitted to Provincial Education Directors (PEDs) through the District Education Officers (DEOs) by 30 September 2014 for audit purposes.

DEOs are expected to facilitate the production of these Accounts with the support of District Accountants and advise PEDs of those schools that are ready for audit.

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


C. Chigwamba (Mrs)

SECRETARY FOR PRIMARY AND SECONDARY EDUCATION

2014 financial statements