



PROVINCE OF KWAZULU-NATAL  
ISIFUNDAZWE SAKWAZULU-NATALI  
PROVINSIE KWAZULU-NATAL

DEPARTMENT OF EDUCATION  
UMNYANGO WEMFUNDO  
DEPARTEMENT VAN ONDERWYS

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Reference: Financial Circular 4 ...  
Inkomba:  
Verwysing:

Date: 02 February 2009  
Usuku:  
Datum

**TO:** ALL SENIOR GENERAL MANAGERS  
ALL GENERAL MANAGERS  
ALL HEAD OFFICE MANAGERS AND STAFF  
SERVICE CENTRE MANAGERS AND STAFF  
DISTRICT MANAGERS AND STAFF  
HEADS OF INSTITUTIONS

## **FINANCIAL CIRCULAR NO. 4**

### **KWAZULU-NATAL DEPARTMENT OF EDUCATION CIRCULAR - REDUCTION IN DEPARTMENTAL COSTS**

#### *Background*

The country in general and the province in particular has been affected by the slowdown in the global economy. As such a call has been made to all departments to assist with the realization of savings. The Department of Education wishes to manage expenditure more closely for the 2009/10 MTEF, and in particular for the 2008/09 financial year to ensure that funding for service delivery programmes is maximized and to institute cost-saving measures that will meet that objective.

#### *Statements of Policy*

Accordingly, the following economy measures will apply in respect of all administrative activities undertaken by the Department:

1. All flights must be specifically authorised by a Senior General Manager;
2. All flights must be in economy class other than for the Senior General Managers and upwards;
3. All conferences shall, where possible, use internal venues (for example: FET Colleges, Education Centres) rather than hotels. Where hotels are used, a strong motivation should be provided and the duration of the conference should be kept to a minimum to avoid overnight stays. All conferences must be specifically authorised in writing by the Senior General Manager responsible for the Branch;

4. Catering shall only be provided to the extent of tea/coffee/juice and biscuits for all internal meetings, irrespective of the duration of the meeting. The same shall be provided in respect of meetings attended by external persons but, in addition, a light lunch may be provided;
5. All purchases of furniture and equipment shall be authorised by a Senior General Manager in writing, in consultation with the Chief Financial Officer.
6. Cellular phone costs incurred by staff on their own cellular phones shall be reimbursed up to the limits allowed in the financial policies and then only in respect of business calls. The relevant Responsibility Manager must review cellular phones costs incurred by the staff members on State provided cellular phones monthly and personal calls must be refunded to the Department within 30 days. Charges in excess of the amounts allowed in the financial policies must also be refunded to the Department;
7. Telephone calls from within the office should be made using landline telephones rather than cellular phones;
8. All Subsistence and Travel claims must be authorised by the Responsibility Manager. No claims shall be paid unless so authorised;
9. State vehicles("KwaZulu-Natal cars") shall only be used for official duties and then only after written authorisation by a manager; and
10. Hired vehicles shall only be obtained and used after written authorisation has been obtained from the General Manager.

#### *Scope*

1. These measures are effective irrespective of whether expenditure has been budgeted for or not; and
2. These measures are applicable to all administrative activities and include conditional grants and training activities.

#### *Implementation Date*

These measures are effective from 2<sup>nd</sup> February 2009 until specifically revoked.

Yours sincerely



**R.C. Lubisi, PhD**  
**Superintendent - General**  
**Department of Education - KZN**