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**ATTENTION: DEPUTY DIRECTOR GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND STAFF
DISTRICT DIRECTORS AND STAFF
CIRCUIT AND WARD MANAGERS
HEAD OF INSTITUTIONS AND STAFF
PRINCIPALS OF SCHOOLS AND STAFF**

FINANCE CIRCULAR NO. 08 OF 2023

KZN DOE PERSAL SUPPLEMENTARY PAYMENT SYSTEM

1. National Treasury has confirmed to reduce the number of supplementary runs for the KZN Department of Education to one run per month for the remainder of the 2023/24 financial year.
2. The supplementary runs are to be scheduled on the last Monday of each month as follows: -
 - 25 September 2023
 - 30 October 2023
 - 27 November 2023
 - 25 December 2023 (subject to changes)
 - 29 January 2024
 - 26 February 2024 (subject to changes for tax year-end)
 - 25 March 2024 (subject to changes for financial year-end)
3. The capturer, authoriser, and approver of the transactions for directorates and districts must ensure compliance with all policy.
4. Sufficient time is allocated to investigate any matters that require the attention of the Manager and clear any queries before the supplementary run dates.
5. This would ensure that all transactions that may result in fraudulent payments or cause for concern, are addressed timeously with the relevant officials or Internal Control directorate.
6. All the transactions instated on PERSAL will wait for the monthly supplementary run and ALL of the payments will be processed on the month-end supplementary run.
7. The contents of this Circular must be brought to the attention of all officials in the Department.

Yours faithfully,

MR. GN NGCOBO
HEAD OF DEPARTMENT
KZN EDUCATION
DATE: 18.09.2023