



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

BRANCH: FINANCE

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

FINANCE CIRCULAR NO 02 OF 2025

BAS CLOSURE FOR FINANCIAL YEAR END 2024/25 DUE TO YEAR END PROCESSES

1. Due to financial year end procedures being finalised, all capturing of payments on BAS for transactions will be closed, with immediate effect, until the 31st of March 2025.
2. Only urgent matters will be considered, following a request via the Office of the Chief Financial Officer, especially on payments for conditional grants and transfers to schools.
3. It is imperative that this circular is brought to the attention of all relevant officials.

Yours faithfully,

**MR GN NGCOBO
HEAD OF DEPARTMENT
KZN EDUCATION
DATE: 04/03/2025**