



DIRECTORATE:

RESOURCE PLANNING

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MEMORANDUM

To: District Directors
Deputy Directors (District Finance)
Principals of Schools
SA-SAMS Practitioners in Schools

From: Mr BP Majozi
Director: Resource Planning

Subject: Migration to SA-SAMS Financial Assistance Module for School Financial Management

1. The Resource Planning committed to enhancing financial management practices within KwaZulu-Natal schools, having initiated expenditure reporting in 2017 to promote efficient, transparent, and accountable financial operations, hereby announces the migration of school financial management from traditional paper-based systems to the digital SA-SAMS Financial Assistance Module (Module 11). This module offers schools an integrated financial system that supports daily accounting tasks, improves the efficiency of financial processes, and simplifies expenditure reporting.
2. **Please be informed of the following key aspects of the transition:**
3. As per the annual funding process, Resource Planning has sent indicative allocation letters to schools for the 2025 fiscal year. This year, **no budget forms were attached** to these letters due to the transition to SA-SAMS for budgeting and financial management.
4. All schools are required to **begin using the SA-SAMS Financial Assistance Module**, specifically starting with the preparation of their 2025 budgets. This transition will standardize financial operations across schools, enabling better tracking and keeping of financial records.
5. Schools are advised to **seek assistance from the district EMIS teams** in the event of any challenges or difficulties encountered while implementing SA-SAMS. Additionally, we are coordinating training sessions, which will be conducted for all schools in early 2025 to ensure a smooth transition and provide comprehensive guidance on using the module effectively.
6. Until the customized KwaZulu-Natal patch becomes available, schools are directed to use the **generic SA-SAMS patch** currently accessible on the system. The KZN-specific patch is in development by the National Department of Education and will be launched soon. Further communication will be provided upon its release, which will be January/February 2025.
7. This move is a significant step towards strengthening financial management capabilities in our schools and striving to improve compliance with School Funding Norms. Your cooperation in guiding and supporting schools within your district during this transition is highly appreciated. For further information contact **Mr SR Alwar**, 033 264 1567/45, Sibusiso.alwar@kzndoe.gov.za.

Thank you for your attention and assistance in implementing this critical advancement.

BP Majozi
Director: Resource Planning
Date: 2024/12/05