



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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RESOURCE PLANNING

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Deputy Directors-General
Chief Directors
Directors
CESSs: Circuit Management
Circuit Managers
Principals of Public Schools
Chairpersons of School Governing Bodies

KZN CIRCULAR NO 102 OF 2025

SUBJECT: MANDATORY USE OF SA-SAMS FINANCE ASSISTANCE MODULE FOR FINANCIAL MANAGEMENT IN PUBLIC SCHOOLS

1. LEGISLATIVE MANDATE

- 1.1. Subject to the South African Schools Act (SASA), 1996 (Act 84 of 1996) as amended *Sections 37(1) and 42(a)* Governing Bodies must administer school funds per Head of Department's directives and schools must maintain records of all financial transactions, respectively.
- 1.2. Furthermore *Section 43(5) of SASA* (as amended by BELA Act 32 of 2024) directs schools' quarterly financial reporting via Head of Department's prescribed systems.
- 1.3. Paragraph 122 of the National Norms and Standards for School Funding (NNSSF), further puts requirements to Provincial Education Departments to report on school finances.
- 1.4. The amended KZN Circular 57 of 2017 accentuates the importance of financial quarterly reporting by schools.

2. DISCUSSION

- 2.1. Historically, schools have employed a variety of financial management and reporting methods, resulting in inconsistencies and challenges in ensuring compliance and oversight.
- 2.2. To mitigate these challenges and improve on financial reporting the department mandates that all public ordinary schools in KwaZulu-Natal utilize the **SA-SAMS Finance Assistance Module** for all financial management activities.
- 2.3. All financial reports previously submitted through other means must now be sourced exclusively from SA-SAMS, to achieve uniformity, transparency and standardization across the system.
- 2.4. All public schools are required to fully comply with the following:
 - 2.4.1. adopt the SA-SAMS Finance Assistance Module (Module 11) for all financial management tasks. This includes, but is not limited to:
 - 2.4.1.1. Setting and maintaining charts of accounts



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- 2.4.1.2. Preparing and managing budgets
- 2.4.1.3. Recording all income and expenditure transactions
- 2.4.1.4. Generating and submitting financial reports

2.5. After the transition period specified in this circular, paper-based reports or reports generated outside SA-SAMS will no longer be accepted, the process of the implementation is detailed hereunder.

2.5.1. IMPLEMENTATION DETAILS

2.5.1.1. To ensure a seamless transition, schools are directed to:

- **Update Software:** Ensure the SA-SAMS software is updated to the latest version.
- **Set Up Charts of Accounts:** Configure charts of accounts in SA-SAMS per the Department's Policy Implementation Manual Public Schools guidelines.
- **Upload current budget (2026/27) onto SA-SAMS**
- **Record Transactions:** Enter all financial transactions (income and expenditure) into SA-SAMS promptly and accurately.
- **Prepare Budgets:** After all schools receive 2026/27 Indication Allocation Letters, use SA-SAMS to develop budgets which must reflect on or before 31 January 2026.
- Schools must begin recording all new financial transactions in SA-SAMS as of the issuance of this circular.
- Starting with the quarter ending December 31, 2025, and all subsequent quarters, all financial reports must be generated and submitted exclusively through SA-SAMS.

2.6. ROLES AND RESPONSIBILITIES

2.6.1. School Governing Bodies & Principals

- Implement SA-SAMS for **all** financial transactions.
- Ensure principals:
 - Submit accurate data via SA-SAMS (SASA 16A(2)(g)).
 - Advise SGBs on financial decisions (SASA 16A(2)(h)).
 - Report financial mismanagement to HOD (SASA 16A(2)(k)).
- **Deadline:** 2026/27 budgets must be loaded into SA-SAMS by **31 January 2026**.

2.6.2. EMIS Directorate

- Assisting schools in navigating the finance module, ensuring the general maintenance of SA-SAMS and the SA-SAMS deployment environment.
- Implementing specific patches, and overseeing programme change management requests (post-testing) by **31 December 2026**.
- Providing support for the system environment that SA-SAMS operates within.



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2.6.3. Resource Planning Directorate

- Monitor compliance via SA-SAMS data analytics.
- Evaluate, Analyse and Report to the Head of Department.

2.7. SUPPORT AND TRAINING

2.7.1. The Department's expressed commitment to facilitating the transition is through the following:

Training

- **Phase 1 (District/Circuit Officials):** SA-SAMS training by EMIS & Resource Planning (September 2025).
- **Phase 2 (Schools):** District-led training for principals/finance officers (October – December 2025).

Support

- **On-Site Assistance:** District EMIS officials are available to provide hands-on support.
- **Technical Helpdesk:** A dedicated SA-SAMS helpdesk is available for technical queries (contact details below).
- **Resources:** User manuals and detailed guidelines are accessible on the Department's website.

2.8. **For more information:** two directorates are jointly responsible to see through the execution of this transition, Resource Planning : Mr SR Alwar, Tel: 033 264 1567, Sibusiso.Alwar@kzndoe.gov.za and EMIS: Mr S Mhlongo, +27 73 652 9880, Sibongiseni.Mhlongo@kzndoe.gov.za.

2.9. All public schools must comply with these reporting requirements and utilise all resources and support availed by the Department for this purpose.

2.10. Any form of non-compliance may negatively affect the efficiency of system of financial support to the school and attract the Head of Department's commissioning investigation into financial affairs of the school.

I trust you will bring the contents of this circular to all those affected.

Mr GN Ngcobo
Head of Department

Date: 3/12/25