



PRESIDENTIAL
EMPLOYMENT
STIMULUS



Annexure to the Implementation Framework for BEEI Phase V GUIDELINE TO RECONCILE THE FUNDS

**BASIC EDUCATION EMPLOYMENT INITIATIVE (BEEI) PHASE V:
A COMPONENT OF PRESIDENTIAL EMPLOYMENT STIMULUS (PES)**

JUNE 2025

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ABBREVIATIONS

BEEI	Basic Education Employment Initiative
DBE	Department of Basic Education
DEL	Department of Employment and Labour
EC	Eastern Cape
FS	Free State
GP	Gauteng
IDC	Industrial Development Corporation
KZN	KwaZulu Natal
LP	Limpopo
LSEN	Learners with Special Education Needs
KPS	Kwantu Payment System
MP	Mpumalanga
NC	Northern Cape
NW	North West
PEDs	Provincial Education Departments
PFMA	Public Financial Management Act
POS	Public Ordinary School
UIF	Unemployment Insurance Fund
WC	Western Cape

1. Introduction

As part of Phase V of the Basic Education Employment Initiative (BEEI) a component of the Presidential Employment Stimulus (PES), 204,676 youth will be placed in public ordinary schools (POS) and Schools for Learners with Special Education Needs (LSEN). Overall, the BEEI is funded through National Treasury (NT) Funds – R1.6 billion and the Department of Employment and Labour (DEL), through the Unemployment Insurance Fund (UIF), which has provided financial support amounting to R4,013 billion. The UIF funds will be transferred to the Industrial Development Corporation (IDC) as the Implementing Agent of the Department of Basic Education (DBE) for management, administration and disbursement to beneficiaries in the form of stipends. The NT funds will be disbursed to provinces directly as part of the equitable share. In total, Phase V of the BEEI aims to create 204,676 placed opportunities for South African youth for a period of six (6) months between the ages of 18-34 (and turning 35 on or before March 2026). Provision has also been made in schools for Learners with Special Education Needs (LSEN) to place people at the age of 39 (and turning 40 on or before March 2026). Therefore, the BEEI Phase V remains the large-scale public employment intervention targeting unemployed youth, as it seeks to address the high levels of youth unemployment, poverty and inequalities amongst young people in South Africa. The youth will be offered a six-month' fixed-term contract, commencing on 1 June 2025 to 30 November 2025.

2. Problem Statement

Provinces are allocated funds for the Basic Education Employment Initiative (BEEI) for payment of stipends, UIF contributions, training and project management. Funds will come from two funders, namely, the National Treasury (NT) and the Unemployment Insurance Fund (UIF) paid through the Industrial Development Corporation (IDC). PEDs have selected schools that will be funded by the National Treasury (NT) Funds and those that will be funded by the Unemployment Insurance Fund (UIF), as no school is permitted to receive funding from both funders. All assistants employed at schools funded by UIF as a funder will be paid directly to their bank accounts. For the NT funds, provinces had to choose whether the payment of stipends will be through the BAS transfer to schools or via a PERSAL system. The majority of PEDs opted for transferring funds to schools where a school will pay the assistants directly, while three provinces are opting for payment of stipends via the PERSAL system.

The schools are contracting the youth for a specific period, however some of these young people leave the jobs for various reasons including new jobs, better opportunities elsewhere, resigning, absconding, dismissed, fraudulent documents, etc. When these instances happen, some schools do not replace the vacant post/s.

In some instances, the schools are allocated a number to job opportunities, however, schools appoint fewer youth than the allocated number. Schools in return do not return the unused money back to the department. The province could reprioritise these funds for other schools in dire need of these job opportunities.

3. Aim of the Guideline

The guideline aims to ensure that the funds allocated to the Basic Education Employment Initiative (BEEI) are utilised for job creation and that the funds unused funds are returned to the Provincial Education Departments (PEDs).

4. Objectives of the PYEI in the Basic Education Sector

The objective of the guideline is to ensure that processes related to the reconciliation of funds transferred to schools for the implementation of Phase V of BEEI are standardised and consistent across all provinces.

5. Guiding Principle

- 5.1 **Transparency, openness, accessibility** – Funds allocated for payments of stipends are utilized for the intended purpose, reported on in an open, accessible and transparent manner.
- 5.2 **Accountability** – Funds allocated are accounted for accordingly by all levels and reports provided in accordance with the Public Finance Management Act (PFMA).
- 5.3 **Proactiveness** in management of risk linked to handling government money.
- 5.4 **Auditability** – the funds allocated and reports thereof should be auditable.
- 5.5 **Common Standards and Consistency** - ensure uniformity in application of the laws, rules and regulations pertinent to public funds transactions.
- 5.6 **Compliance** – with the PFMA prescripts and relevant National Treasury regulations.

6. Funds Allocated

6.1 UIF Funding of R4.013 Billion

Funds allocated to BEEI Phase V by DEL-UIF disbursed to Assistants by Kwantu Pay master.

Provinces	# of Learners	# of Schools	% split	Allocation	R 4,000 UIF			Exit Opportunities IDC PM			TOTAL
					R	%	Employer UIF *6	R	30	Data*6*#schools	
EC	1,778,000	4,932	0.1403	22,218	R 533,238,835	R 5,332,388	R 538,571,224	R 3,999,291	R 887,760	14,026,518	R 557,484,793
FS	706,500	839	0.0557	8,829	R 211,885,960	R 2,118,860	R 214,004,820	R 1,589,145	R 151,020	5,573,529	R 221,318,514
GP	2,241,100	1,519	0.1768	28,005	R 672,126,858	R 6,721,269	R 678,848,127	R 5,040,951	R 273,420	17,679,881	R 701,842,380
KZN	2,827,700	5,167	0.2231	35,336	R 848,053,687	R 8,480,537	R 856,534,223	R 6,360,403	R 930,060	22,307,528	R 886,132,214
LP	1,694,800	3,604	0.1337	21,179	R 508,286,377	R 5,082,864	R 513,369,241	R 3,812,148	R 648,720	13,370,159	R 531,200,267
MP	1,083,500	1,542	0.0855	13,540	R 324,951,787	R 3,249,518	R 328,201,305	R 2,437,138	R 277,560	8,547,656	R 339,463,660
NC	299,600	414	0.0236	3,744	R 89,852,843	R 898,528	R 90,751,372	R 673,896	R 74,520	2,363,523	R 93,863,311
NW	847,690	1,340	0.0669	10,593	R 254,230,162	R 2,542,302	R 256,772,464	R 1,906,726	R 241,200	6,687,367	R 265,607,757
WC	1,197,100	954	0.0944	14,959	R 359,021,490	R 3,590,215	R 362,611,705	R 2,692,661	R 171,720	9,443,838	R 374,919,925
IDC			0.0000								R 41,167,180
	12,675,990	20,311	1.00	158,402	R 3,801,648,000	R 38,016,480	R 3,839,664,480	R 28,512,360	R 3,655,980	100,000,000	R 41,167,180
											R 4,013,000,000

6.2 National Treasury funding of R1.6 billion

National Treasury Funding of R1.6 Billion

Provinc- es	No of Schools	No. of Learners	% split per prov- ince= PED no. of learn- ers/national no. of learners	Total Job Opportuni- ties (No. of assistants)	The split of R1.6 billion						
					Total Sti- pends(R4000*6), 1% UIF Employ- er*6, R30 Data *6	Training	Project Management Fees	Total cost (Train- ing + Project management fee)	National Treas- ury Amount	DBE ENE	PROVINCIAL ENE
EC	4,932	1,778,000	14.03%	6,491	158,499,652	56,106,071	7,197,700	63,303,772	221,803,423	56,106,071	165,697,352
FS	839	706,500	5.57%	2,579	62,980,880	22,294,117	5,825,764	28,119,881	91,100,760	22,294,117	68,806,644
GP	1,519	2,241,100	17.68%	8,181	199,782,660	70,719,526	7,797,814	78,517,340	278,300,000	70,719,526	207,580,474
KZN	5,167	2,827,700	22.31%	10,322	252,075,065	89,230,111	8,776,709	98,006,821	350,081,886	89,230,111	260,851,774
LP	3,604	1,694,800	13.37%	6,187	151,082,795	53,480,635	7,003,518	60,484,154	211,566,949	53,480,635	158,086,314
MP	1,542	1,083,500	8.55%	3,955	96,588,511	34,190,623	6,818,349	41,008,972	137,597,483	34,190,623	103,406,860
NC	414	299,600	2.36%	1,094	26,707,815	9,454,094	3,835,461	13,289,555	39,997,370	9,454,094	30,543,276
NW	1,340	847,690	6.69%	3,094	75,587,250	26,749,469	5,925,194	32,674,663	108,241,912	26,749,469	81,492,443
WC	954	1,197,100	9.44%	4,370	106,715,373	37,775,353	6,819,490	44,594,843	151,310,216	37,775,353	113,534,863
DBE							10,000,000	10,000,000	10,000,000	10,000,000	
Total	20,311	12,675,990	100.00%	46,274	1,130,000,000	400,000,000	70,000,000	470,000,000	1,600,000,000	410,000,000	1,190,000,000

DBE WILL RECEIVE ITS OWN PROJECT MANAGEMENT FEES + TRAINING COSTS FOR EACH PROVINCE = R400 MIL +R10 MIL = R410 MIL

* ENE - Estimates of National Expenditure

7. The Details of the Funds Allocated

(a) Stipends

- (i) The assistants will be paid a total amount of R4000.00 per month, which includes 1% of the UIF contribution of the employee (Youth/Assistant)
- (ii) The net stipend will be R3960 after the UIF deduction.

(b) Unemployment Insurance Fund (UIF) contribution

- (i) UIF contribution of the employer (1% of employee stipend) = R40
- (ii) UIF contribution of employee (1%, which is included in the total stipend amounting to R4000) = R40
- (iii) Total Stipend being R4000.00 + R40 UIF employer contribution = R4040.00
- (iv) Total payable to UIF = 2% (R40 + R40 = R80)
- (v) Total Stipend of Assistants = R4040 – R80.00 = R3960

(c) Data for the Young Person

- (i) Each Assistants will be allocated data for R30.00 every month, which will be added to the stipend payable to the Assistant on a monthly basis.

(d) Pro-Rata payments

For Pro-rata – kindly see the Implementation Framework Annexure – on Pro-rata Pro-rata is applicable to both the stipend and the UIF contribution.

8. Process of reconciling of information/data to ensure proper audit trail of the financial information

8.1. For UIF Funded schools paid through the Kwantu Payment System (KPS)/ IDC

- (a) The system will download the number of assistants appointed per school per month.
- (b) The system will reconcile the stipend paid to each assistant per month for the entire period of the project or until the assistant exited the Project.
- (c) Monthly, the assistant is paid based on the number of days worked and paid accordingly, that is, considering the pro rata payment.
- (d) Ensure that one official is assigned an official at PED/District to approve information uploaded by schools.
- (e) Ensure that there are controls and systems in place for schools to know where and how to submit queries and complaints for timely responses from IDC.
- (f) Monitor the use of the Kwantu Payment System by schools and Districts to ensure smooth payment of stipends.
- (g) It remains the responsibility of the province to ensure that the payment of stipend to their BEEI Phase V assistants is paid to a deserving and correct assistants, and the stipend amount is correct.
- (h) The above point (g) also emphasises the responsibility of the appointed official/s in the PED to ensure the accuracy and constant update of the details for every assistant appointed in their respective schools.
- (i) The Provincial Project Manager and/or assigned official/s should check the payment file for its accuracy and completeness BEFORE it is processed and signed off
- (j) The Provincial Project Manager is expected to sign off the final payment file and upload the signed approved electronic payment files for processing of stipends by IDC.
- (k) Receive weekly and monthly automated reports on the payment of stipends from the KPS and compare them with approved allocations.
- (l) After the payment file is closed for pay-run, download the exclusion file and check and correct all errors on the

system so that they can be included on payment.

- (m) The system will generate a dashboard for each circuit and province based on full monthly reports throughout the six-month period.
- (n) The PED should check the payment report and ensure that the funds were paid to the correct Assistant and alert the national Project Manager and the Kwantu team if discrepancy or errors are observed.
- (o) The PED should also complete the **DBE template (Annexure B)** on funds and assistants reconciliation not later than three working days after payments to the assistants.
- (p) Any overpayment to the assistants or payment to the incorrect assistants should be recovered by the province and the report is submitted to the DBE national project manager. A sample letter is attached to recover erroneous payments. Another sample letter is attached as declaration of debt by the recipient of the funds. **(Annexure A)**

For NT AND UIF Funded BEEI project in schools

STEP 1

- (i) Compile the complete list of schools in the Province using South African School Administration and Management System (SASAMS) **OR Centralized Education Management Information System (CEMIS used by Western Cape Education Department)** data for schools for 2021.
- (ii) Validate that the list contains all the institutional categories (public ordinary schools (POS), public special schools called Learners with Special Education Needs (LSEN), and other institutions e.g. music and art centres etc.) aligned to the framework scope that are included on the list;
- (iii) Validate the status of all schools on the list (check for closed schools, merged schools and new schools) to ensure that the list is complete and accurate for all current schools in the province;
- (iv) Check with schools if they will be participating in BEEI Phase V or NOT participating, then compile the participating list;
- (v) The above process will require review for the 2025 School year as the above may change; and
- (vi) This school list should be regarded as the primary data source to validate data completeness for any reconciliation process throughout the project. This list will be referred to as the "Master List of Schools".

STEP 2

- (i) Provincial allocation letter – Using the "School Master Lists"
- (ii) Indicate which schools are participating in the project and which schools opted not to participate in the project;
- (iii) Indicate and confirm the job opportunities allocated to the school for the Basic Education Employment Initiative (BEEI) a component of Presidential Employment Stimulus;
- (iv) Determine the indicative funds to be allocated to each school using the per assistant stipend cost payable (inclusive of the 1% Employer UIF Contribution and 1% of Employee - youth);
- (v) Check and confirm the allocation of job opportunities per school against the appointed numbers on the Kwantu Payment System (KPS);
- (vi) Check if the appointed youth did meet the requirements and have submitted the required supporting documentation; and
- (vii) Follow-up on any discrepancies detected between allocated posts and appointed youth to resolve such discrepancies.

STEP 3

- (i) Verify the appointed youth on KPS, their date of assumption of duty and date of resignation/contract termination.
- (ii) Verify the number of days worked (in case of in-month appointment/termination dates recorded);
- (iii) Verify the unpaid leave days (unpaid leave should be calculated using cumulative leave days qualified for as at ... (*date in time*) vs the actual days absent reported on the KPS as at (*date in time*); and
- (iv) Verify the number of days attended and number of days absent.

STEP 4

- (i) Do a spot check of documents submitted to ensure if there are no fraudulent or falsified documents; and
- (ii) Documents to be verified at school level:
 - Harambee Lists and or walk-ins where the concession was approved
 - Curriculum Vitae (CV) and qualifications
 - Testimonials
 - Proof of application for Police Clearance / Police Clearance Record (PCR)
 - Identity Document (ID) copy

STEP 5

Since provinces are using three different methods for payment of stipends, all are covered below:

SCHOOL TRANSFERS

- (i) Reconcile appointment records on KPS with payments done by the PED to schools, participating schools as well as the BAS report.
- (ii) Reconcile the appointed Assistants per school with the approved allocation list per school as it also appears on the KPS.
- (iii) Reconcile the BAS report with both a payment schedule for the transfer of funds to the individual schools and with the list of participating schools.
- (iv) Reconcile the transfer payments made to schools with the Departmental BAS Report for expenditure reported against the Project.
- (v) Reconcile transfers made to schools compared to monies spent by schools on stipends, data, and UIF payments paid to the DEL.
- (vi) Prepare a monthly reconciliation of amounts transferred to schools or districts (use template provided by DBE)
- (vii) Payment file may be downloaded from Kwantu Payment Solution to ensure the payment is aligned with time on attendance.
- (viii) Additionally, check and confirm that the assistants paid through schools are not paid again by the Kwantu (i.e., check double-dipping).
- (ix) Adjust the next available scheduled tranche of transfers to schools to correct any incorrect payments made to schools or to recover the amounts not spent on the stipends.
- (x) Final reconciliation is to be finalised at the end of the Project.

- (xi) Ensure that unutilized funds are surrendered to Provincial Treasury or District.

PAYMENTS THROUGH PERSAL

- (i) Reconcile the number of youths appointed in schools with the approved allocation list.
- (ii) Reconcile the monthly payments made to youth on PERSAL against the number of youths appointed on the KPS as well as the records held by schools (registers);
- (iii) Additionally, check and confirm that the assistants paid through the Persal system are not paid again by the Kwantu (i.e., check double-dipping). Reconcile the leave and terminations on the KPS and/or with registers from schools. Transfer the UIF contribution of both the employee and employer to SARS or DEL as per the agreed dates, after the registration of the assistants.
- (iv) Reconcile the leave and terminations on the KPS and/or with registers from schools. Transfer the UIF contribution of both the employee and employer to SARS or DEL as per the agreed dates, after the registration of the assistants.
- (v) Submit to the DBE a monthly expenditure report or, as and when required, include a copy of the PERSAL and/or BAS payment reports.
- (vi) Final reconciliation should be finalised at the end of the Project.
- (vii) Ensure that unutilized funds are surrendered to Treasury.
- (viii) Reconcile UIF paid to DEL against the number of youth appointed (KPS and/ or school attendance registers may be used);
- (ix) Adjust the next payments to youth to recover what may be an over payment.

PAYMENTS THROUGH BAS/District or School or IDC/KPS

- (i) Reconcile the monthly payments made to youth by the BAS/District OR IDC/KPS against number of youths appointed on the KPS as well as the records held by schools (registers);
- (ii) Reconcile the leaves and terminations on the KPS and or with registers from schools;
- (iii) Reconcile UIF paid to DEL against number of youth appointed (KPS or school attendance registers may be used);
- (iv) Adjust the next payments to youth to recover what may be an over payment;
- (v) At the end of the contract, the District OR IDC/KPS will have to return funds that were unused / unspent / recovered; and
- (vi) Reconciliation of funds in this case will be done by both province working with the IDC/KPS.

STEP 6

PROJECT CLOSURE

- (i) Ensure that any final recoveries outstanding is timely reconciled prior to processing the final tranche;
- (ii) Notify schools by October of the adjustments to payments that they should expect, and that the schools have to make towards payment of youth (where the schools need to recover money, to ensure that that is concluded in the November stipends;
- (iii) Do a final reconciliation at project level for the "School Master Lists" that confirms:
 - There is no expenditure reported against any school that opted NOT to participate;

- The total expenditure reported against each school that participated in the project reconciles with the transfer payments reported on the KPS to reflect on the schools' bank reconciliation statements;
- Reconcile the final KPS post allocation per school with confirmed appointments per school;
- Reconcile the final payment due per school (as adjusted for all pro-rata payments for late appointments or early terminations, as well as adjustments made for unpaid leave) with the actual amount transferred to each school (adjusted for all payment refunds received from schools); and
- Reconcile the leave records per school to ensure the actual unpaid days processed for all assistants at a school is correct (using cumulative leave days qualified for as at project end-date vs the actual days absent reported on the KPS as at project end-date).

PAYMENTS PERSAL

- (i) The Province and District will reconcile monthly to ensure that no Assistant leave the project owing the state.
- (ii) From October, the Province and district, the final reconciliation is started so as to ensure that no youth leave the initiative owing the state.

PAYMENTS BAS/District OR SCHOOLS

- (iii) Reconciliation of funds in this case will be done by both provinces working and the District & School & IDC as the agency; and
- (iv) At the end of the contract (project contract), the District & School & IDC as the pay master will have to finalise the reconciliation so as to claim from schools' funds that were unused / unspent / recovered.

PAYMENTS THROUGH IDC/KPS

- (v) Reconciliation of funds in this case will be done by both provinces/District working and the School & IDC as the agency; and
- (vi) At the end of the contract (project contract), the School & IDC as the pay master will have to finalise the reconciliation so as to payment files and registers from schools; the unused / unspent funds will be reconciled by IDC
- (vii) IDC will provide to DBE and UIF financial report monthly together with bank statements.
- (viii) All unspent funds will be transferred back to UIF as per agreement.
- (ix) IDC will provide a close out report

9. How to repurpose the unspent National Treasury funds allocated for BEEI already disbursed to districts or school after the closing of the programme

- (i) The National Treasury Funds allocated to BEEI Phase V and transferred to Districts and schools for appointment of youth.
- (ii) Reconciliation of funds must be done monthly.
- (iii) The reconciliation is allocated funds against appointments, resignations and replacements.
- (iv) After reconciliation, the district is to adjust the transfers to schools so that all funds are accounted for.
- (v) On the last month of BEEI Phase V, the schools are to return the remaining funds to the district.
- (vi) The District should reconcile how much is returned so that these funds can be repurposed by adding more job opportunities for the district.

- (vii) The District should in writing request the Head of Department (HOD) of the remaining funds and include how many jobs will be added to schools and for how many months. HOD should approve the request in writing.

10. Financial Misconduct

The allocated funds should be used for the intended purpose and any mismanagement or diversion/deviation of the funds for any other purpose is **strictly prohibited**. Continuous monitoring will be conducted to identify any possible financial misconduct by any official entrusted with the allocated funds.

Any financial misconduct should be reported according to the relevant regulations dealing with financial misconduct. Should the misconduct be from an official, disciplinary procedures will be implemented whereby investigations will be conducted.

11. Conclusion

This guideline should be read in conjunction with Public Finance Management Act (PFMA), No. 1 of 1999, South African Schools Act (SASA), No. 84 of 1996 and the National and Provincial guidelines related to the transfer and usage of allocated funds.

ANNEXURE A

Enquiries: Ms/Mr XXXX
Tel: (012) XXX
Email: Mxxxx

[Name and Surname of the debtor]
[street address]
[TOWN]
[PROVINCE]
[postal code]

Mr/Ms/ Surname

ERRONEOUS PAYMENT OF KWANTU DISTRICT ASSISTANT INTERN STIPEND

The [Province Name] Department of Education (XX DoE) trust this correspondence finds you well. The [Province Name] Department of Education (XX DoE) wishes to bring to your attention an administrative oversight regarding the {amount erroneously paid R XXXX payment of a Kwantu District Admin intern stipend into your [name of bank] , [account number xxxx] on the [date of payment], which will reflect into your bank account (date).

[Province Department of Education (XX DoE)- Province, upon recent review, has come to our attention that your stipend was deposited in error, as your internship termination had not been properly concluded on our systems at the time of payment processing.

Regrettably, this error has resulted in a rightful and currently active intern not receiving their due stipend for the period in question. The DBE, in collaboration with the [Province] DoE takes this matter seriously and is actively working to rectify the situation.

Considering the above, we kindly request that you refrain from utilising the stipend amount deposited into your bank account in error. The [province name] will furnish you, under a separate letter, with the correct departmental bank account details to which the funds must be returned without delay.

We sincerely apologise for any inconvenience this may cause and appreciate your cooperation in ensuring that the affected intern receives their stipend as soon as possible. Should you have any queries or require clarification, please do not hesitate to contact **Provincial Project Manager's email and landline**.

Your support in the matters of BEEI Phase V is highly appreciated.

Yours sincerely

MS LC MAJE
NATIONAL PROJECT MANAGER: BASIC EDUCATION EMPLOYMENT INITIATIVE (BEEI) A COMPONENT OF PRESIDENTIAL EMPLOYMENT STIMULUS (PES)
DATE: 05 July 2025

ANNEXURE B

ACKNOWLEDGEMENT OF DEBT

I, [Full Name _____], ID Number [_____], residing at [Residential Address _____], hereby acknowledge that I am indebted to [Industrial Development Corporation (IDC) on behalf of Department of Basic Education], ID/Company Number [Creditor's ID or Reg. No.], in the amount of R [XXXXX] (South African Rands).

This debt arose from receiving stipends for the Assistant job opportunity at XXXXX School, which I resigned from, and I hereby commit to repaying the said amount under the following terms:

- Total amount owed: R XXXXX
- Payment start date: [Date _____]
- Repayment schedule: [e.g., R1,000 per month on the 1st of each month until fully paid]
- Final payment date: [Expected date of final payment]

I agree that failure to meet these repayment terms will entitle the creditor to take legal action to recover the full outstanding balance, including legal costs.

Signed at [Place] on this * __ day of _____, 2025*.

Debtor Signature
Name: [Your Full Name]
Date

Witness Signature
Name: [Witness Full Name]
Date

ANNEXURE C THE TEMPLATE TO USE FOR RECONCILIATION AFTER EVERY PAY RUN

Approved PHASE V ANNEXURE FOR Reconciling funds