



NOORDERLAND

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FINANCIAL POLICY 1 November 2011 (2nd Amendment 21 October 2017)

1. LEGISLATIVE FRAMEWORK

- (1) Constitution, 1996 (ACT 108 of 1996)
- (2) SASA, 1996 (Act 84 of 1996)
- (3) PFMA, 1999 (Act 1 of 1999)
- (4) Departmental Circular No. 22 of 2002 and
- (5) Amended Prescripts for Management of School Funds in Public Schools
- (6) Any other applicable law.

2. VISION OF NOORDERLAND HIGH SCHOOL THROUGH EDUCATION WE CONQUER

3. MISSION STATEMENTS

- (1) To develop a high academic standard at the school by putting a Culture of Learning, Teaching and Service into place.
- (2) To ensure continuous and effective management by the Management Team, Governing Body, Teachers and Representative council of Learners.
- (3) To appoint and develop well-trained and qualified professional educators.
- (4) To put cultural and sports programs into place and to motivate learners to actively take part and achieve their objectives.
- (5) To encourage parents as well as the community to take on their responsibilities regarding the school and involve them in school activities.
- (6) To present a well-informed life orientation program and manage it according to acceptable morals and standards.
- (7) To develop the image, skills and general knowledge of all learners continuously during the education process.
- (8) To create and develop an enthusiastic, participating and supportive learner corps.

4. PRINCIPLES

In terms of the SA School's Act, 1996 (Act No. 84 of 1996), as amended, the responsibilities of the School Governing Body (SGB) are as follows:

- (1) To take reasonable steps within its ability to supplement the school fund; **(Section 36 (1))**
- (2) To set and administer school fund, according to the policy and prescripts, as given out by the HOD; **(Section 37 (1))**
- (3) The opening and maintaining of only one bank account; **(Section 37 (3))**
- (4) All money received must be deposited in the school fund account; **(Section 37 (2))**
- (5) Money or goods donated to the school or in trust bequeath to the school, must be used according to the prescripts of such donations; **(Section 37 (4))**
- (6) No money from the school fund may be withdrawn and deposited in a trust account or used to set up a trust; **(Section 37 (7)(a))**

- (7) All money or goods received, are the property of the school; **(Section 37 (5))**
- (8) School funds, all returns from it and all other goods of the school may only be used for:
 - (i) Educational purposes for Hoërskool Noorderland.
 - (ii) Educational purposes for another Departmental school with approval of the HOD.
 - (iii) The functions of the SGB. (iv) Another educational purpose as agreed between the SGB and the HOD. **(Section 37 (6))**
- (9) Prepare a budget for the following book year; **(Section 38 (1))**
- (10) The budget must be presented to the parents at an annual parent meeting where the budget must be approved. A thirty days' notice must be given to the parents of the planned budget meeting. The budget must be 14 days prior to the meeting be available to the parents to study. **(Section 38 (2), (3))**
- (11) School fees can only be levied if it is a decision of the parents on the annual parents meeting; **(Section 39 (1))**
- (12) The decision made in (11) must provide for the following: (i) The amount of school fees that must be paid by the parents; and (ii) Fair guidelines and procedures for partially or full exemption of school fees according the Norms and Standards on School Fees **(Section 39 (2))**
- (13) The SGB should indicate separately in the budget, the amount budget for extra teaching posts that will be appointed and paid by the SGB and the source of funding for this amount; **(Section 20 (9))**
- (14) The SGB can enforce the payment of school fees through legal action;**(Section 41)**
- (15) The school cannot discriminate against a learner whose parents cannot afford or neglect to pay school fees; **(Section 5 (3)(a))**
- (16) Not later than three months after the end of the financial year, the SGB must set up financial statements; **(Section 42 (b))**
- (17) The SGB must appoint an Auditor to check financial records and statements; **(Section 43 (1))**
- (18) Within six months after the financial year, the audited financial statements must be submitted to the Department; **(Section 43 (5))**
- (19) The SGB must make available financial statements and records to authorised officers from the Department; **(Section 43 (6))**
- (20) The SGB may seek an approval to pay extra remuneration to staff. **(Section 38 A)**
- (21) All financial management shall be in the spirit of the provisions of chapter 5 of PFMA, 1999.

5. NOORDERLAND AS A SECTION 21 SCHOOL MAY PERFORM THE FOLLOWING FUNCTIONS:

- (1) To maintain and improve the school's property, buildings and grounds occupied by the school, including hostels where applicable.
- (2) To determine the extra mural curriculum of the school and the choice of subjects options in terms of the Provincial Curriculum Policy.
- (3) To purchase text books, educational materials and equipment for the school.
- (4) To pay for services to the school, e.g. water, electricity and telephone.
- (5) Other functions consistent with SASA, 1996, PFMA, 1999 or any applicable law.

6. BACKGROUND

- (1) Section 15 of SASA, 1996 stipulates that every Public school is a juristic person (a legal entity). It has legal powers and responsibilities. Schools can sue and can be sued.

- (2) The overall responsibility for the control of school money lies with the SGB.
- (3) Every school has an “**Accounting Officer**”, who is ultimately responsible for the school’s money. The Principal is the Accounting Officer.
- (4) The responsibility of the Accounting Officer is delegated to the principal, who is the “**Financial Controller**” of the school. The principal is accountable for all school property including finances. Section 62 of SASA, 1996.
- (5) The SGB elects the Finance Committee (FC). The FC accounts for all financial matters to the SGB.

7. ADMINISTRATION OF THE SCHOOL FUND OF HOËRSKOOL NOORDERLAND

- (1) The school is using the computer software programme, “SASPAC” as book keeping and/or any other system such as SA SAMS to administer the school’s finances.
- (2) These programmes provide proper financial records and statements of all finances of the school.
- (3) These programmes record the revenue and collection of school fees of all learners.
- (4) These programmes keep records of all financial transactions, e.g. petty cash purchases, cheque and electronic payments.

8. THE FINANCIAL COMMITTEE (FC)

(1) COMPOSITION

- (a) The Accounting Officer – the Principal.
- (b) The Financial Controller – the SGB Chairperson.
- (c) The Treasurer of the SGB.
- (d) The Finance Officer
- (e) Additional parent member

(2) ELECTION

- (a) The SGB elects the FC.
- (b) The FC is elected on an annual basis.
- (c) The SGB can co-opt extra members on the FC.
- (d) Each member must be appointed in writing and copies must be kept.
- (e) Any other person handling finances should be appointed.

(3) FUNCTIONS

- (a) The FC gives a report on the financial state of the school to the SGB on a monthly basis.
- (b) Any proposals directed to the FC must be investigated if it can be afforded and if it is budgeted for.
- (c) The FC has no decision making powers. Can only do recommendations to the SGB.
- (d) Set a draft school budget for the following year for the SGB.
- (e) The FC shall serve as a procurement subcommittee.

(4) FC-MEETINGS

- (a) Has to take place at least once a month.
- (b) No quorum is needed.

(5) OBLIGATIONS OF THE SCHOOL PRINCIPAL

- (a) The Principal must maintain a complete set of statutory provisions, prescripts and Departmental directives relating to the finances and financial management of the school.
- (b) The Principal must ensure that he and staff members under his control, appointed to assist the SGB in the execution of its duties, are acquainted with all statutory provisions, prescripts and Departmental directives of which he

must have knowledge to enable him, to assist the SGB in the execution of its duties.

- (c) The Principal must ensure that all statutory provisions, prescripts and Departmental directives are observed by him and by employees under his supervision without fail.
 - (d) The Principal should maintain and retain sufficient documentary evidence when expending school funds as contemplate by the PFMA, 1999 (section 45).
 - (e) Value for money principles should be observed at all times.
- (6) THE TREASURER
- (a) Chair all meetings of the FC.
 - (b) Shall monitor all the financial affairs of the school.
 - (c) Present a report to the SGB.
 - (d) Take part in developing a Finance Policy for the school.
 - (e) Ensure that the Finance Policy is adhered to at all times.

9. SCHOOL FEES

(1) LEVYING OF SCHOOL FEES

- (a) The school is a Quintile 5 school and thus allowed to levy school fees.
- (b) The decision to levy school fees and the determination of the amount to be levied rests with the parents and, such a decision should be taken at a general meeting of parents.
- (c) Parents/guardians of a learner are according to Section 40 of SASA, 1996 liable for the payment of school fees.
- (d) Parents who cannot afford to pay school fees have a right to apply for exemption on appropriate forms, supplied by the school.
- (e) No learner will be denied admission or a progress report because his/her parents are unable to pay school fees.
- (f) The SGB may by due process of law enforce the payment of school fees by parents who are liable to pay. Special conditions as contemplated in the SASA, 1996 as amended should also be adhered to.
- (g) The SGB will use the best legal route for recovering outstanding school fees.

(2) APPLICATION FOR FULL OR PARTIALLY EXEMPTION OF SCHOOL FEES

- (a) The following documents support the school's policy on exemption:
 - (i) See Government Gazette No. 19347, Notice No. 1293 of October 1998
 - (ii) Exemption of Parents from the Payment of School Fees Regulations, 1998
 - (iii) National Norms and Standards for School Funding: School Fees Exemption
- (b) Full exemption or partially exemption is calculated according to the table on page 23 of National Norms and Standards for School Funding: School Fees Exemption.
- (c) Full or partially exemption is calculated on the **GROSS ANNUAL INCOME** of **BOTH** parents (irrespective if the parents are married, divorced or separated).
- (d) Application must be fully completed on the prescribed form of the school with the necessary supporting documents as outlined in 6.2.6 below, and submitted to the school.
- (e) Incomplete applications and/or incomplete supportive documents will not be considered for exemption.
- (f) The following documents must be attached to the application form:

- (i) Latest Salary advises for both parents.
- (ii) Affidavit(s) if one or both parents are unemployed.
- (iii) Proof of **all** income: Part time work; overtime, compensation money (of divorced or separated parents), pensions, subsidies, medical subsidies, funds out of trusts, parents who own a business – Statement of Assets and Liabilities, etc.
- (iv) Bank statements of the past **three** months of **both** parents' bank accounts.
- (g) The closing date for submitting applications for exemption is on the last working day of February of each year or before the end of the calendar month when the learner enrolled in the school, if the learner did not enrol at the beginning of the year.
- (h) If the Subcommittee of the FC is not satisfied with an applicant's forms and affidavits, an interview can be arranged with the parents by the SGB to obtain more information.
 - (b) If a parent is not satisfied with the outcome of his application he should do the following:
 - (i) Appeal to the Subcommittee of the SGB to get clarification.
 - (ii) If the parent is still not satisfied, he/she may appeal to the Department.
- (3) PAYMENT PROCEDURE OF SCHOOL FEES
 - (a) TEN monthly instalments, in January to October, before the 7th of each month.
 - (b) A once off payment of the full amount made before the last school day in February of each year would receive 10% discount. This is subject to change.
 - (c) All payments should be made either by bank- guaranteed cheque, cash, debit order or electronically. Bank details will appear on the account statements of the learners
 - (d) Always use the learner's NLS-number as reference.

10. BANK ACCOUNT

- (1) Only ONE bank account (cheque account) will be kept and maintained by the school.
- (2) The SGB may, with the approval of the MEC, invest surplus money in another account (investment account in the name of the school).
- (3) The current account is at ABSA bank.

11. AUDITORS

- (1) An auditor registered with the South African Institute of Professional Accountants, will be appointed by the SGB each year.
- (2) The financial year for schools ends in December every year.
- (3) As soon as possible at the beginning of the year the books of the school must be audited.
- (4) Audited financial statements with audit opinions must be presented to the FC and SGB within 3 months after the end of the financial year.
- (5) After the SGB approved the audit statements, a copy must be submitted to the Department of Education before 30 June.
- (6) The approved statements must also be presented to the parents during a parent meeting for approval.
- (7) All financial documentation must be kept in the archive for at least 5 years.

12. DEBITS REVENUE AND COLLECTION OF SCHOOL FUND

- (1) The Receiving clerk collects all funds, e.g. school fees, funds raised during fund-raising projects, matric farewell money, winter school fees, etc.
- (2) The school is using pre-printed numbered official receipt books. No other receipt books are allowed to be used.
- (3) All receipt books are kept in the safe and are registered in a book.
- (4) The receipt books are under the strict control of the Principal and are issued to the Receiving clerk after the old one had been used up.
- (5) All used receipt books are kept for auditing.
- (6) An official receipt must be issued immediately for all money received by the Receiving clerk.
- (7) Cash and cheques, if possible, must be deposited on a daily basis into the school's bank account.
- (8) The value of cash on hand should not exceed R2 000.
- (9) No private cheques can be exchanged for cash.
- (10) No receipt can be issued for post-dated cheques. Such cheques must be kept in the safe until it can be deposited. Only then can a receipt be issued.
- (11) No changes can be done on a receipt. If a mistake occurs, the receipt must be cancelled with the word "**CANCELLED**" AND A NEW RECEIPT MUST BE issued. The cancelled receipt must be kept in the receipt book for auditing.

13. BANKING OF MONEY

- (1) The Debit clerk and another person must reconcile the receipt book on a daily basis to ensure that all money collected is deposited daily.
- (2) The Bank Deposit book must be completed and the second person, appointed by the principal must check and see that the amount balance with the receipts issued that day and sign with the Debit clerk.
- (3) For security reasons, the SGB appointed a money collecting agency to collect the money at the school to take it to the bank. This will be done as often as needed during a week.

14. PROCUREMENT – RESPONSIBILITIES AND PROCEDURES

- (1) The principal must ensure that the school has and maintain an appropriate procurement and provisioning system which are fair, equitable, transparent, competitive and cost effective in terms of Section 38 of PFMA, 1999.
- (2) The FC shall avoid fruitless, wasteful and unauthorized expenditure as contemplated in Section 45 of PFMA, 1999.
- (3) He is further charged with the responsibility for the effective, efficient, economical and transparent use of financial and other resources of the school.
- (4) For every purchase of goods and services the school must receive value for money.

15. PROCUREMENT PROCESS

(1) PURCHASE FORM

- (a) The prescribed Noorderland form (N02-01) must be used for all purchases.
- (b) The school account number must appear on the form.
- (c) Items that are purchased must be fully described and listed.
- (d) All quotations, receipts, tax invoices, proof of purchases must be attached to the Purchase form.
- (e) The approval from the Principal (Accounting Officer) and Chairperson of the SGB is necessary before any further steps can be taken.
- (f) The Principal may approve purchases or expenditure up to R3 000.00.

- (g) The SGB may approve purchases or expenditure up to R29 999.99.
 - (h) The Circuit Manager must approve any expenditure exceeding R30 000.00 for ensuring compliance with the applicable prescripts.
 - (i) The DSM must approve any expenditure exceeding R100 000.00 for ensuring compliance with the applicable prescripts.
 - (j) The HOD must approve any expenditure exceeding R200 000.00 for ensuring compliance with the applicable prescripts and should be done through open tendering system.
 - (k) The form is then given to the Accounting clerk who will write a cheque and send it to the two Signatories.
 - (l) The approved Signatories, as appointed by the SGB, must confirm if the budget makes provision for the purchase and if the money budgeted is available. Only then can they sign the form and the cheque.
 - (m) The person doing the purchases must sign the invoices and documents and submit them to the Accounting clerk who must then process them.
 - (n) Under no circumstances will payment be made in advance before a complete service has been rendered or goods supplied with exceptions as determined by the SGB.
 - (o) The school must develop its own database of suppliers by requesting them to register annually. The SGB reserves the right to request a tax clearance certificate on acceptance of a quotation. The FC will adjudicate on the applicants to the database.
 - (p) The database will be utilized on rotational basis.
- (2) QUOTATIONS
- (a) All procurement should be done on a three quotation basis.
 - (b) Where possible the lowest quote will be accepted, but service delivery, track record, quality and guarantee, etc. must be taken into account during adjudication.
 - (c) All quotations should be treated with confidentiality and no numbers or amounts will be disclosed to other bidders.
 - (d) No member of the staff or SGB and their families are allowed to bid for anything that must be done or purchased for the school.
- (3) CASH PURCHASES
- (a) Petty Cash purchases is limited to R500.
 - (b) The Petty cash officer must be appointed in writing.
 - (c) **All** procedures must be followed as in Section 14(1) above.

16. OFFICIAL ORDER FORMS AND NUMBERS

- (1) Official Order books are kept by the Principal in the safe and are registered in a book.
- (2) Order books will be issued by the Principal only to the Accounting clerk which must keep it safe and locked away.
- (3) Official, numbered forms are issued after the Purchase form has been completed and signed by all.
- (4) Official order forms **must** be used for purchases.

17. CHEQUES

(1) AUTHORISED SIGNATORIES

- (a) Under no circumstances should the Principal, the SGB chairperson or the Finance Officer become signatories.

- (b) Any two of the following members of the SGB: SGB-treasurer, the SGB Deputy chairperson and a third member.
- (2) AUTHORISED SIGNATORIES MUST TAKE NOTICE OF THE FOLLOWING WHEN PURCHASE FORMS AND CHEQUES ARE SIGNED:
 - (a) The amount on the cheques corresponds with the amount on the Purchase form.
 - (b) The amount on the documentation corresponds with the amount on the purchase form and the cheque.
 - (c) The necessary authorisation is obtained and that the purchase form is fully completed.
- (3) PROCESSING OF CHEQUES
 - (a) Are only processed by the Accounting clerk.
 - (b) No cash cheques are allowed to be issued.
 - (c) No blank cheques are to be issued.
 - (d) All cheques must be crossed.

18. ELECTRONIC PAYMENTS

- (1) The same rules and procedures apply as above for cheques.
- (2) For electronic payments all the authorised signatories must appear on the Purchase forms.
- (3) All electronic payments are done by the Accounting clerk, unless the financial officer in conjunction with the signatories decides to deviate and if the Accounting clerk is not available.
- (4) The school uses a petrol tag to ease travelling in town, however cash will be used when leaving town.

19. DEBIT ORDER PAYMENTS

- (1) Only the SGB can authorise the payments of regular monthly accounts, e.g. telephone, water and lights, service contracts, etc., through a debit order.

20. PETTY CASH

- (1) The Principal and Accounting clerk is in charge of the Petty Cash of the school.
- (2) All petty cash purchases must be done in the same manner as above, on the prescribed forms.
- (3) Noorderland will keep R3000 as Petty Cash. All the money in the Petty Cash must be reconciled with vouchers on a monthly basis.
- (4) No money can be lent out of the Petty Cash.
- (5) The Petty Cash is restored by cheque on a regular basis.
- (6) The Accounting clerk who handles the Petty Cash must be appointed in writing.

21. REGISTER FOR RECEIPT AND ORDER BOOKS

- (1) All receipt and order books when received, must be registered in a register book.
- (2) When issued receipt or order books are used up, the Principal will issue out a new one to the officer in charge by signing for it.
- (3) These registers must be kept in the safe and can be inspected at any time by the Department and auditors.

22. STATEMENTS THAT MUST BE PRESENTED TO THE FC ON A MONTHLY BASIS

- (1) The monthly reconciliation statements.
- (2) The Ledger that will indicate the monthly income and expenditure.

- (3) The Finance officer and Treasurer will draw up an Income and an Expenditure statement measured against the school's budget. The FC must study and discuss it thoroughly to check over and under expenditure.
- (4) The school's financial status according to the bank balance at the beginning and the end of the month.
- (5) Quotations for consideration and recommendation for projects and items.

23. BUDGET

- (1) All members of the SMT and staff, who are involved in the different curricular and extracurricular activities in the school are involved in preparing a concept budget for the FC and SGB.
- (2) The Treasurer is responsible for preparing of statements of the total income and expenditure up to September of the year. The statements also Indicate the projection over 12 months.
- (3) In October every year the SMT, FC and whole SGB sit at a special meeting where the budget is discussed, finalised and the school fees are determined for the following year.
- (4) The final budget is then again presented to the SGB on a formal SGB meeting for approval.
- (5) After finalization by the SGB the budget is presented and discussed on an annual general parents' meeting. The parents will be notified of this annual meeting 30 days in advance. The Budget will have been tabled for 14 days for viewing by parents prior to the meeting. (Section 38 of SASA, 1996.)
- (6) After approval by the majority of the parents present at the budget meeting, the budget is signed by the SGB chairperson and the principal.
- (7) After ratification by parents at a parents' meeting, the approved budget should be submitted to the Circuit Office.
- (8) An approved budget does not imply that expenses can be done without the proper authorisation.
- (9) There can be no over expenditure of the budget and expenditure must correspond with the income of the school.
- (10) Any deviations and/or virements must be directed to the FC, which will refer it to the SGB.

24. STOCK CONTROL

- (1) STOCK
 - (a) The SGB, with the assistance of the Principal and the Stock control officer appointed by him for this purpose, must ensure that an asset register is kept for the following items:
 - (i) purchased from the school funds
 - (ii) donated to the school or purchased from funds donated to the school
 - (iii) provided by the Department of Education
 - (b) The Principal can delegate the function of stock control to a Stock control officer.
 - (c) The Stock control officer should ensure that all assets are properly marked and will also act as the administrator of all school assets.
 - (d) Stock verification and taking must be done twice a year in the second and the last quarter of the year.
 - (e) All stock of the school must be properly maintained and taken care of.
- (2) STOCK CONTROL REGISTER

- (a) All stock received must be registered in a stock control register by the Stock control officer.
- (b) The Stock control register must be kept up to date regularly.
- (c) The stock control register must be audited annually.
- (3) PURCHASE OF STOCK
For the purchase of any stock, the normal procedure must be followed as prescribed above, with the completion of the necessary documents and authorisation.
- (4) RECEIVING STOCK
 - (a) When stock is received, the Stock control officer and the responsible person, count and verify that the stock received, corresponds with the invoices and the goods received voucher.
 - (b) The stock is then immediately marked and recorded in the stock register by the Stock control officer.
- (5) ISSUING OF STOCK TO STAFF
 - (a) All stock is issued to staff on the official documents and staff must sign that they have received the indicated stock on the forms.
 - (b) During the whole year the stock received is the responsibility of the staff member who signed for it.
 - (c) Any item that is allocated to a Staff member can be retrieved at any time as it is the property of the School, as per the signed contract.
 - (d) Any negligence when handling the Schools assets will have to be replaced by the individual.
- (6) ANNUAL STOCK TAKING
 - (a) During the annual stock taking the staff must give account of the stock received and hand it back to the Stock control officer.
 - (b) Account must be given of consumable stock received.
 - (c) Lost stock must either be replaced or refunded.
 - (d) When stock had been stolen, a Police docket number must be provided or an affidavit by the staff member as to how stock was stolen.
 - (e) Stolen or lost must be written off. The SGB gives permission that stock can be written off. The school's stock register must be adjusted and documentation must be attached as proof.
- (7) DISPOSAL OF STOCK
 - (a) Obsolete stock could be disposed of through auctioning, recycling, donating, etc. depending on the condition/s of the item/s.
 - (b) Stock is disposed of at carrying value. Depreciation should be calculated annually.
 - (c) The school's stock register must be updated and documentation must be attached as proof.
- (8) LENDING OF SCHOOL STOCK
All stock lent to any institution must be done on the prescribed form.
- (9) REPARATION OF STOCK ITEMS
 - (a) Any stock items that must be sent in for repairs, the necessary forms must be completed and signed by the service provider.
 - (b) All repairs must be done via the Stock control officer.

25. ADDITIONAL REMUNERATION AND INTERNAL PROMOTIONS

- (1) According to Section 38 of SASA, 1996 the SGB must apply to the Head of the Department for the additional remuneration of staff members who are paid by the

Department.

- (a) Staff that are internally promoted as Subject Heads or Head of Departments may receive additional remuneration from the school funds upon approval from the HOD.
 - (b) Any staff that are entitled to additional remuneration due to additional duties added to their normal responsibilities paid from the Hostel Account upon approval from the HOD.
- (2) Staff members remunerated in terms of items 24.1(a) and 24.1(b) above must be appointed in writing by the SGB.
 - (3) It is also the responsibility of the staff members who are additionally remunerated by the SGB to apply to the HOD.
 - (4) ALLOWANCES FOR EXTRA MURAL ACTIVITIES
 - DAY FEES - R100 – Not sleeping over
 - DAY FEES R200 – Sleep over
 - R3.55 Traveling fees, using own vehicle
 - RCL camp 100% schools contribution
 - Schools contribution 25% of learners representing Province
- SPORT / CULTURE / GENERAL
- Coaching per session – R60
 - Umpire per match – OUTSOURCING R100 / IN HOUSE R60
 - Bus supervision – R100
- ACADEMIC RESPONSIBILITIES
- Attending courses or workshops outside Polokwane R80/R150

26. IRREGULARITIES

The SGB, the Principal, or any other person must immediately report all suspected irregularities with regard to the management of school funds immediately to the HOD or the South African Police Services.

Adopted on 19 October 2013

Signed: _____