# TABLE VIEW HIGH SCHOOL
# FINANCE POLICY

REVISED MAY 2026

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**The purpose of this policy document is to regulate the management of all funds and financial obligations performed by all the relevant parties at Table View High School.**

## 1. INTRODUCTION

1.1 The school governing body (the SGB) is responsible for the execution of all provisions of the South African Schools Act, Act 84 of 1996, legislation of the Western Cape Provincial government as well as all relevant regulations published in terms of the said laws, regarding the management of the school's finances. It is the overall responsibility of the SGB for controlling school money and property in terms of SASA.

### LEGISLATIVE PRESCRIPTS AND REGULATORY FRAMEWORK

- PGWC Provincial Gazette 5156 of 11 July 1997 (PG 5156)
- PGWC Provincial Gazette 5161 of 8 August 1997 (PG 5161)
- The Education Laws Amendment Act, 2001 (Act 57 of 2001)
- The Employment of Educators Act, 1998 (Act 76 of 1998) (EEA)
- The South African Constitution, 1996 (Act 108 of 1996)
- The South African Schools Act, 1996 (Act 84 of 1996)
- The Personnel Administration Measures (PAM)
- The Public Service Act,1994 (Act 103 of 1994)
- The Public Finance Management Act, 1999 (Act 1 of 1999)
- WCED Circular: 039 of 1999: School Fees Exemptions
- WCED Circular: 027 of 2001: Auditors appointed under Section 43(2) (b) of SASA
- WCED Circular: 205 of 2003: Annual Audited Financial Statements
- WCED Circular: 059 of 2005: Debt Collection on Behalf of Public Schools
- WCED BM Minute: 004 of 2004: Submission of Financial Reports and Applications
- WCED BM Minute: 002 of 2005: Standard Application Forms
- Education Laws Amendment Act: 024 of 2005

1.2 This Finance Policy strives towards the practical implementation of the provisions of the South African Schools Act, as amended, legislation of the Western Cape Provincial government, the Public Management Finance Act, Act 1 of 1999, and the Basic Financial System for Schools, 2nd Edition, 2006, to ensure the orderly management of all the school's finances and property.

## 2. FINANCE SUB-COMMITTEE

2.1 The SGB is responsible in terms of Section 30 of SASA for the nomination and appointment of the members of the finance committee. The finance committee **may be composed** of the following members:

- The Treasurer (Chairperson of Finance Committee – must be a parent member of the SGB)
- The Principal
- The SGB Chairperson and SGB Deputy Chairperson
- Educators
- Parents/Guardians
- The Finance Officer
- Co-Opted members: Deputy Principals

2.2 The **duties** of the finance committee are:

2.2.1 Support the treasurer in administering his/her duties;

2.2.2 Draw up a budget each year;

2.2.3 Advise on fundraising;

2.2.4 Advise on ways to invest surplus funds;

2.2.5 Assist the school in the management of its finances in accordance with the approved budget and finance policy;

2.2.6 Advise the SGB on the amount of school fees to be charged;

2.2.7 Advise the SGB on exemptions from school fees;

2.2.8 Assist the financial officer in drawing up annual financial statements;

2.2.9 Suggest who should be appointed as auditor;

2.2.10 Ensure that all financial records are always up to date

The Finance committee cannot meet if the Principal or his/her delegate (appointed in writing) is not in attendance of the meeting.

For the Finance committee to have a quorum the following parties **must be present** for all meetings: Treasurer, Principal, SGB Chairperson or SGB Vice-Chairperson, Finance Officer

**Finance Organogram**

**School Governing Body**

**Sub-Committee: Finance consists of:**

Chairperson (Parent), Vice-Chairperson (Parent), Treasurer (Parent), Principal, Deputy Principal: Finances and School Finance Officer (Bursar)

Refer to latest **Schedule** attached.

2.3 The finance committee **mandate**:

2.3.1 Compile a written School Fee Policy that must be made available when a learner is first admitted to the school.

2.3.2 To support the Treasurer in administering his/her duties. The Treasurer will chair all finance meetings and if he/she is not available / absent, the Deputy Chairperson will chair the finance meeting.

2.3.3 To, before the end of October of each year, prepare a draft budget for the following year, according to the budget procedure and to submit it to the SGB for discussion and approval.

2.3.4 To make a recommendation on proposed school fees for every new school year in terms of the proposed budget.

2.3.5 To ensure that expenditure is incurred in accordance with the budget.

2.3.6 To ensure that no changes are made to the budget without the permission of the SGB.

2.3.7 To ensure that the SGB's prior authorisation is obtained in the case of unforeseen expenditure.

2.3.8 To make recommendations to the SGB on partial/full exemption of school fees. The finance office prepares and checks the applications to ensure compliance with all the requirements of the South African Schools Act exemption schedules.

2.3.9 To obtain the SGB's authorisation for the maximum amount that may be kept in the petty cash, as well as the maximum amount that may be paid from the petty cash per transaction.

2.3.10 To meet at least once a month. Signed minutes of meetings must be kept of all finance meetings and submitted at the next meeting of the SGB for approval and adoption. Agendas must be available at least one week before each meeting. A duly signed attendance register must be recorded for every meeting.

2.3.11 To constantly monitor the record-keeping of all funds received and paid by the school.

2.3.12 To monitor the school's Asset register and LTSM (Including textbooks) register.

2.3.13 To monitor the school's Contract register.

2.3.14 To ensure that all financial statements, as requested by the WCED, are submitted timeously. (WCED 043)

2.3.15 To ensure that all financial records are ready for audit purposes.

2.3.16 To ensure that the school's financial statements are audited annually, the audit report is submitted to the SGB for approval and submitted to the WCED before 30 June each year.

2.3.17 To advise on fundraising and ways to invest surplus money.

2.3.18 To suggest who should be appointed as auditor.

2.3.19 All members of the Finance Committee must sign a confidentiality disclosure agreement at the beginning of each year to ensure that the school's financial information remains confidential.

## 3. SEGREGATION OF TASKS/DUTIES

### 3.1 Governing Body

3.1.1 Start and administer a school fund (Section 37 (1) of SASA)

3.1.2 Open and maintain one banking account (Section 37 (3) of SASA)

3.1.3 Keep the financial records of the school (Section 42 (a) of SASA)

3.1.4 Prepare an annual budget and submit it to parents for approval at the AGM. (Section 38 of SASA)

3.1.5 Draw up and submit audited or examined annual financial statements to the WCED (Section 42 (b) and 43(5) of SASA)

3.1.6 Buy textbooks, educational material or equipment for the school (Section 20 and 21 of SASA)

3.1.7 Supplement the funds (Norms & Standards) supplied by the WCED to improve the quality of education in the school (Section 36 of SASA)

3.1.8 Ensure that school fees are collected according to decisions made by the SGB (Section 39 – 41 SASA)

3.1.9 Decide on applications for exemption from school fees

3.1.10 Approval of extraordinary expenses.

3.1.11 Annual appointment of auditors.

3.1.12 Constitution of SGB: Refer to latest **Schedule** attached.

The School Governing Body should make the following appointments in writing:

a. A person registered as an accountant and auditor in terms of the Public Accountants' and Auditors' Act, 1991 (act 80/1991) CA (SA) or Auditing Profession Act 26 to audit the financial records and statements of the school. No person who has a financial interest in the affairs of the school may be appointed to fullfil the duties of an auditor.

b. A Finance Officer

c. All members of the Finance Committee and what each member will be responsible for. All Appointment letters must have an acknowledgement receipt part which each member must complete and sign to accept their responsibilities.

### 3.2 The Principal:

3.2.1 Assist the SGB with their functions in terms of SASA (Chapter A 4.2 (e) (v) of PAM

3.2.2 Support and guide expenditure in consultation with the SGB (Chapter A 4.2 (e)(i) and 4.3 (e)(i) of PAM)
3.2.3 Assist the SGB in keeping proper record of school accounts (Chapter A 4.2 (e)(i) of PAM)
3.2.4 Administer the process of budgeting for costs and manage the budget (Chapter C 3.3 (1.21) of PAM) if delegated to him/her by the SGB.
3.2.5 To ensure that the account holders' budgets are submitted and to finalise the provisional budget with the treasurer.
3.2.6 To hold regular meetings with the account holders, ensuring that they are working within the budget.
3.2.7
3.2.8 Manage the drawing up and finalization of the annual financial statements (Chapter 4.2 (e)(v) of PAM) if delegated to him/her by the SGB
3.2.9 Advise on textbooks, educational material and equipment to be bought by the SGB
3.2.10 Support the SGB with their functions in terms of SASA (Chapter 4.2 (e)(v) of PAM)
3.2.11 To serve on the SGB as well as the Sub-Committee: Finance & Disposals.
3.2.12 Has signing power on all school accounts as approved by the SGB.
3.2.13 Signing and approval of all requests for payments and authorisation of all electronic fund transfers (EFT's).
3.2.3 The Executive Committee of the school may approve procurements for amounts less than R10 000.00. Refer to latest **Schedule** for members of the committee.
3.2.4 Responsible for submitting applications to the WCED for additional compensation in terms of Section 38A of the Schools Act.
3.2.5 Responsible for checking and approving all Article 38A payments to staff – quarterly.
3.2.6 Responsible for checking and approving all fuel/transport claims – quarterly.
3.2.7 Responsible for staff's merit bonuses in collaboration with the Deputy Principals.
3.2.8 No financial decision may be taken by a single person or by the Principal him/herself and all decisions taken must be taken in a meeting setting.

## 3.3 Deputy Principal: Finances

3.3.1 Must be appointed by the SGB at the beginning of the year to coordinate the collection of input for the drafting of the next financial year's budget.
3.3.2 Monitoring and controlling the drawing up of the annual provisional budget done by the bursar.
3.3.3 To ensure effective collection of school fees and bad debt collection.
3.3.4 Checking and approval of school fee exemption applications.
3.3.5 Responsible for the skills development program.
3.3.6 To monitor the tuck shop's activities and ensure that the provisions of the contract are met.
3.3.7 Letting and utilization of school facilities and classrooms.

## 3.4 The Finance Officer (Bursar)

The finance officer may be a bursar (non-educator at the school), who will administer financial matters and who will be able to attend the money matters daily. The finance officer records all financial transactions and keeps the Principal, the treasurer and the finance committee fully informed of financial matters.

3.4.1 To receive all income and to issue receipts for all income received.
3.4.2 To administer all monies received and payments done in respect of functions and fundraising projects.
3.4.3 To administer the petty cash float and all petty cash payments.
3.4.4 To reconcile all cash received against the amount of receipts issued.
3.4.5 To enter all deposits in the deposit book and do banking.

3.4.6 To receive invoices for all purchases and compile payment requests with documents attached for submission to the Principal for authorisation.

3.4.7 Issue invoices to other debtors, e.g., rental of facilities, advertising/hiring of Astro-hockey field.

3.4.8 To process all electronic payments upon authorisation for the payment requests including salaries in respect of staff employed by the SGB.

3.4.9 To process all salaries by means of Sage Pastel Payroll and make the necessary payments after deductions to the relevant institutions/funds, e.g., SARS, UIF, SDL, Pension, Medical Aid.

3.4.10 To receive and process authorised compensation/allowances for extramural activities (Article 38A) – on a quarterly basis.

3.4.11 To do the monthly bank reconciliation of all bank accounts and investments.

3.4.12 To keep full record of all income and expenditure.

3.4.13 To file and keep all financial records in a safe place.

3.4.14 To allocate all payments under approved budget items.

3.4.15 Responsible for the maintenance of the financial system as required by the SGB, by means of D6-Plus.

3.4.16 To maintain the total debtor system on D6-Plus system (school fee accounts).

3.4.17 To maintain the monthly debit order system for school fees until totally phased out.

3.4.18 To update and maintain all school fee accounts.

3.4.19 Responsible for emailing monthly school fee statements to all school fee debtors.

3.4.20 Compiling financial records per month for meetings of the Finance Sub-Committee.

3.4.21 Keep record of all assets by means of an Asset register (Pastel Evolution).

3.4.22 Keep record of all insurance claims – Theft and Loss register.

3.4.23 To submit bi-annually the WCED 043 timeously.

3.4.24 To prepare and submit the annual remuneration exemption schedule for audit and the WCED.

3.4.25 To submit the annual budget as approved by the SGB and parents at the AGM to the WCED.

3.4.26 To submit the annual Loan register to the WCED before the end of April.

3.4.27 Annual reconciliation of Section 18A certificates – to be submitted to WCED.

3.4.28 To report any financial irregularities to the SGB immediately.

3.4.29 To perform any other task as requested by the Principal.

### 3.5 Finance Secretary (Debtors' Clerk)

3.5.1 To deal with parents'/guardians' school fees enquiries and arrangements for payment.

3.5.2 To document communication with parents/guardians on D6-Plus system.

3.5.3 To manage the collection of outstanding school fees.

3.5.4 To manage the process of handing over accounts of overdue school fees to the attorneys and regular following up of these accounts.

3.5.5 To receive and deal with applications for exemption of payment of school fees.

3.5.6 To correspond with parents/guardians who have applied for exemption.

3.5.7 To deal with all appeal exemption applications.

3.5.8 Filing of all enrolment contracts for current learners.

3.5.9 To perform any other task as requested by the Principal.

### 3.6 The Treasurer

3.6.1 At its first meeting the SGB must, from amongst its members, elect office-bearers, who must include at least a chairperson, a treasurer and a secretary (Section 29 of SASA and PAM 19of PG 5156/PG 5161).

3.6.2 The treasurer must serve as chairperson of the Finance committee depending on the specific needs of the institution and must be a parent member of the SGB. If the expertise does not exist on the GB, a person with financial expertise can be co-opted to assist with this role.

3.6.3 **Duties of Treasurer**:

Oversee all financial matters of the school as directed by the GB which include the following:

3.6.3.1 Serve as member/chairperson of the finance committee

3.6.3.2 Advise the SGB on financial matters (the SGB can co-opt an expert on financial matters to serve on the GB in an advisory capacity – Section 23(6) of SASA and PAM 2(1) (g) of PG 5136).

3.6.3.3 Monitor on a monthly basis that all funds received are deposited in the school account and that all payments were duly authorised; all donations received, in cash or kind; and all petty cash transactions, including the reconciliation of petty cash.

3.6.3.4 Provide a financial report to the SGB on a quarterly basis

3.6.3.5 Monitor actual income and expenditure against the approved budget

3.6.3.6 The treasurer should not be the person responsible for handling money matters on a daily basis. This is the responsibility of the Finance Officer appointed by the SGB.

## 4. CURRENT BANK ACCOUNT

4.1 The school has a current bank account in the name of Table View High School at First National Bank, Table View, Account number 5923 761 6601.

4.2 The SGB approved authorisation to Ms R Cummings (Principal) and Mr C Rust to have signing powers on the account as mandated by the bank. Ms R Cummings and Mrs L Badenhorst (Deputy Principal) are to have authorisation powers to release payments from the account.

4.3 All payments are done via EFT.

4.4 The school may apply to the WCED for an overdraft facility (approval will be granted in terms of the WCED letter of 1 December 2007).

4.5 The school may have only one current bank account.

4.6 The school may only open a savings account with the prior approval of the WCED.

4.7 A bank reconciliation statement must be compiled at the end of each month and signed by a member of the Finance Sub-Committee, after reconciliation with the bank statement.

4.8 Monies received must be deposited regularly.

## 5. INVESTMENTS

5.1 The Finance Sub-Committee may make a recommendation to the SGB on investing surplus funds. All investments made must be reviewed and approved on an annual basis.

5.2 Quotes for long-term investments must be submitted to the SGB for approval.

5.3 All new investments require prior approval by the WCED.

## 6. ACCOUNTING SYSTEM

6.1 The school's accounting system is done on D6-Plus.
6.2 The debtors for school fees are done on D6-Plus.
6.3 Capturing of all financial data on D6-Plus done by Bursar.

## 7. MONIES RECEIVED

7.1 All receipts are issued electronically via the D6-plus system. Receipt books are also used in the case of power outages or when the network servers are down. These receipts are then captured afterwards by the Bursar as manual receipts onto the D6-plus system.
7.2 All receipt books purchased must be recorded in the face-value register.
7.3 The Bursar is responsible for updating the face-value register.
7.4 When a mistake is made, the word "cancelled" must be written across the receipt. The cancelled receipt must remain in the receipt book.
7.5 All receipts must reflect from whom it has been received and for what purpose.
7.6 The nature of the money received must be specified, e.g., cash, EFT, etc. When cash is received, money notes should be checked by using the counterfeit equipment to ensure no fake notes are received.
7.7 When a receipt book is full, it must be kept in a safe place for audit purposes.
7.8 The Deputy Principal: Finance must check and sign the receipt books as internal control measure.

## 8. CASH DEPOSITS

8.1 All cash received must be deposited at the bank as soon as possible.
8.2 All monies received must be kept in the safe until it is deposited at the bank.
8.3 Access to the safe must be controlled and a register is kept in the reception area to record access to the safe.
8.4 A set of keys to the safe must be kept by the Principal and a set must be locked up at the education district office in a sealed envelope and a register must be kept to indicate who has the key.
8.5 The cash received may not be used for the payment of expenses. When staff pay money at the office, they must insist on a receipt.
8.6 If a staff member fails to pay money immediately after collection and the money is lost, the relevant staff member will be held responsible for its refund.

## 9. PETTY CASH

9.1 The Finance Sub-Committee must from time to time obtain the SGB's authorisation for the maximum amount to be kept in the petty cash, as well as for the maximum amount that may be paid from the petty cash.
9.2 The maximum balance is R15 000, while no single payment may exceed R5 000.
Currently reimbursement of petty cash is done via school debit card – cash withdraw from ATM. No credit cards may be used.
9.3 Monthly limits for cash withdrawals with debit cards are set to R15 000 with a limit of R5 000 per withdrawal.
9.4 The Bursar administers the petty cash float and all petty cash payments.
9.5 Petty cash vouchers issued for all petty cash requests and signed by person receiving the money.
9.6 All cash slips/invoices/documentation and/or change must be handed to Bursar within 24 hours.
9.7 All slips to be attached to petty cash voucher issued and filed.
9.8 The Deputy Principal: Finance must sign the petty cash vouchers.

9.9 The Deputy Principal: Finance must sign the monthly petty cash summary and ensure that the petty cash is used for its intended purpose.

## 10. SPONSORSHIPS/DONATIONS

10.1 Learners and educators may secure sponsorships.
10.2 The Principal must sign the sponsorship letter.
10.3 All donations and sponsorships are regarded as school funds.
10.4 All sponsorship monies must be utilized in accordance with the sponsor's conditions.
10.5 The Bursar must keep a sponsorship register.
10.6 A Section 18A certificate may be issued in respect of donations received in cash or kind (other than services).
10.7 Annual reconciliation of Section 18A certificates – to be submitted to the WCED.
10.8 Donations to charity organisations must be approved by Management.
10.9 NO donations to be made from school fees.
10.10 Monies for donations to be raised through "civvie" days and other forms of fundraising.
10.11 Parents/Guardians must be informed beforehand of "civvie" days.

## 11. PAYMENTS (EFT'S)

11.1 Authorisation of payments: The Finance committee and SGB will take a minuted decision at the beginning of the year that the Executive committee of the school may proceed in terms of the budget and within the constraints of the Finance Policy to authorise payments. Refer to latest **Schedule** for members of the committee.
11.2 No payments will be authorised without proper documentary proof.
11.3 Payment requests for all payments to be compiled by Bursar.
11.4 Once payments requests are approved, the Bursar captures payments on the internet banking system.
11.5 All electronic payments must be authorised through a process which consists of two steps. Step one is capturing of payments and step two is releasing of funds. The Bursar will capture payment details and then the Principal and one other designated person will release the payments through online authorization. Each user will have their own login details and passwords which may not be shared with other people.
11.6 The capturer and the two designated people for releasing the funds must be appointed by the SGB and appointments must be minuted in a governing body meeting. The releasing of funds is done by the Principal, Ms R Cummings, and by Mrs L Badenhorst.
11.7 The person(s) who releases the funds may only do so if he/she is not the claimant or the beneficiary of the funds.
11.8 All documentation to be filed with proof of payment.
11.9 Daily limits set on internet banking system for electronic fund transfers as follows:
Creditors = R300 000, Salaries = R750 000, Coaches = R25 000, Invigilators = R5 000.

## 12. PROCESSING AND PAYMENT OF SALARIES OF SCHOOL-PAID STAFF

12.1 Salaries are dealt with in terms of the guidelines of the Basic Conditions of Employment Act and SARS regulations.
12.2 Information is processed on Sage Pastel Payroll software.
12.3 Salaries must be paid by the latest on the last working day of every month.
12.4 All required statutory deductions, e.g., PAYE and UIF, must be done.
12.5 Salary pay slips are emailed to staff or printed and handed to relevant employee in cases where they do not have an email address or facilities to print.
12.6 An annual bonus is paid according to the employee's contract. Bonuses are paid together with salaries in December every year.

12.7 Income tax on bonuses is deducted once in December.
12.8 Salaries are deposited electronically into employees' bank accounts.
12.9 IRP5's to be issued to all staff annually once available after the tax year
12.10 Loans to staff: According to policy this is not allowed.

## 13. EXTRA-MURAL COMPENSATION

13.1 In terms of Section 38A of the South African Schools Act, the Principal must on an annual basis apply to the Head of Education for the payment of extramural compensation to educators (teaching staff) of the WCED.
13.2 Allowances will be paid only after approval is received form the WCED in accordance with Section 38A of the South African Schools Act.
13.3 Rates per hour/session are determined annually during the annual budget process.
13.4 The budget must provide for a separation between compensation for SGB and WCED staff.
13.5 Claims for sport and culture must be submitted on the prescribed form within 48 hours.
13.6 In the case of WCED staff, income tax is deducted at a rate of 25 % of the compensation and paid over to SARS.
13.7 In the case of school-paid staff, income tax is deducted from the sum of normal compensation plus extramural compensation according to normal income tax scales.
13.8 IRP5 certificates are prepared and handed to staff and other stakeholders such as outside coaches rendering services after every tax year.
13.9 Extra lessons on weekends

## 14. TRANSPORT/FUEL CLAIMS

14.1 The SGB determines the rate for re-imbursement of fuel annually, presently R4.84 per kilometer, in line with the legal rate allowed by SARS.
14.2 Educators may claim for the use of their private vehicles for school purposes, e.g., going to meetings.
14.3 No claims are paid out if the school provides its own transport for compulsory functions or for transport between the school and employees' accommodation.
14.4 Claims must be submitted on the prescribed form and handed to the Deputy Principal: Finance.
14.5 Full details, including the reason for the trip, must be provided on the claim forms.
14.6 All fuel claims must be approved by the Principal.
14.7 Fuel claims will be paid at the end of every term via EFT.

## 15. PRIVATE PURCHASES, PRIVATE USE OF ASSETS AND LOANS TO STAFF

15.1 No private purchases may be done with school funds or from the school's bank account.
15.2 No loans from school funds may be made to any staff member.
15.3 Salary advance: This will only be permitted if a person in a WCED contract post does not timeously receive their salary. The school will then advance the person an amount equal or less than the net salary as requested by the employee and the employee will have to sign the relevant contract for liability.
15.4 No school asset may be used to benefit any staff member.
15.5 No school assets may be removed from the school premises without an approved asset removal form and with permission from the Principal.

## 16. SCHOOL FEES

16.1 The school fees are determined and charged after a resolution to do so has been adopted by the majority of parents/guardians attending the AGM annually with the approval of the budget for the following school year.
16.2 In terms of legislation the payment of school fees is compulsory for all learners.

16.3 Both parents/guardians are held liable for the payment of school fees jointly and severally, according to the South African Schools Act 1996, as well as determined in terms of the WCED Circular 34/2018, read with Circular 12/2018 and 20/2019. The school must not collect any money or contributions from parents to circumvent or manipulate the payment of compulsory school fees.

16.4 Parents/guardians whose children are admitted during the year, are responsible for the payment of partial school fees for the rest of the year.

16.5 All parents are supplied with a circular re school fees in the beginning of each year together with the "check list" required by the WCED.

16.6 School fees may be paid via EFT, direct deposits, cash, or credit cards at the school or make use of the cashless app (Sticitt) on the D6 Connect communicator which is directly connected to their account.

16.7 Current payment plans for school fees:

- payment in full before the end of January each year a 10 % discount is allowed.
- payment in full before the end of February each year a 5 % discount is allowed.
- 10x Equal monthly instalments from February to November each year.

16.8 Parents/guardians will be provided with monthly school fee statements via email.

16.9 School fees are payable before the seventh day of every month.

16.10 Current school fees for 2025 = R29 400 per learner per year.

16.11 **REFUND OF SCHOOL FEES**

16.11.1 Learners whose parents/guardians have paid the annual fees in advance and who leave the school during the year, are entitled to a pro rata refund of the school fees.

16.11.2 Refunds will only be done if all textbooks and other school property have been returned to the school.

16.11.3 Refunds will only be done on the parents'/guardians' request.

16.11.4 Credits on current school fees accounts will be carried forward to the following year's school fees.

16.12 **COLLECTION OF OVERDUE SCHOOL FEES**

16.12.1 After the AGM parents/guardians are informed by letter of the school fees that will be payable for the following year.

16.12.2 By the middle of February, the parents/guardians will receive a statement via email reflecting all fees due for the year. This statement will also reflect an age analysis indicating school fees due per month for the year.

16.12.3 If no payment is received for two (2) consecutive months, a First Notice of Demand is emailed to parents/guardians. This notice must:

(a) Clearly state the outstanding balance and arrears due.

(b) Require the parent/guardian to acknowledge receipt of the email.

(c) Require the parent/guardian to provide, within five (5) working days, a written plan to rectify the outstanding balance.

(d) Be accompanied by a simultaneous SMS informing the parent/guardian of the First Notice of Demand and the five (5) working day response period.

16.12.4 If, after five (5) working days, no acknowledgement or response has been received, the Finance Secretary must proceed with telephonic and/or email contact as outlined in 16.12.5 below. Where a response has been received within the five (5) working day period, the Finance Secretary must assess whether the proposed plan is viable. If the plan is not viable, or if the parent/guardian fails to honour the agreed arrangement by the committed date, the Finance Secretary must proceed with telephonic and/or email contact to arrange a face-to-face meeting to discuss a revised plan of action.

16.12.5 If the face-to-face meeting with the Finance Secretary is unsuccessful in producing a suitable arrangement, or if a concluded arrangement is subsequently not met, the

Deputy Principal in charge of Finance must hold a face-to-face meeting with the parent/guardian to discuss and formalise a plan of action.

16.12.6 If the meeting with the Deputy Principal is unsuccessful in reaching a suitable arrangement, or if a concluded arrangement is subsequently not met, the Treasurer and/or an SGB parent member of the School Finance Committee must meet with the parent/guardian in a final attempt to reach a viable arrangement. At this meeting, the parent/guardian will be informed that should the arrangement not be honoured, or no agreement be reached, the account will be handed over to collectors/attorneys within ten (10) working days. At this meeting parents will sign a form acknowledging receipt of the final letter of demand.

16.12.6.1 Throughout the entire escalation process, a parent/guardian may request no more than one (1) rescheduling of any scheduled meeting, provided a valid reason is submitted in writing prior to the meeting. Should a parent/guardian fail to attend a scheduled meeting without a valid written reason, or request more than one reschedule at any stage of the process, the school reserves the right to proceed to the next step of the escalation process as though the meeting had taken place and no suitable arrangement was reached.

16.12.7 If all of the above steps have been exhausted without a satisfactory resolution – including no arrangement being reached, or an arrangement having been reached but not honoured – the account will be handed over to collectors/attorneys and the parent/guardian will be informed in writing that the account has been handed over by the school.

16.12.8 The collector will then give written notice to the parent/guardian in terms of Section 41(5).

16.12.9 All communication re the above must be captured on to the D6-plus system.

16.12.10 This following-up process of accounts in arrears is repeated monthly.

16.12.11 When an account is handed over to the collector/attorneys, the full outstanding amount for the year is handed over. The relevant account is closed in the school's debtors' book, and all enquiries must be directed to the collector/attorneys directly.

16.12.12 Irrecoverable debt of less than **R4 000** is not handed over to the collectors/attorneys and is written off with the necessary approval by the SGB.

16.12.13 Parents guardians are liable for expenses and costs charged by the collector/attorneys.

## 16.13 PAYMENT ARRANGEMENTS

16.13.1 Parents/guardians must request arrangements for payment in writing or email.

16.13.2 Where deemed necessary, parents will be required to attend a meeting with the finance secretary and the Deputy Principal: Finance to finalise and approve the proposed arrangement.

16.13.3 The debtor's clerk must endeavour to give preference to monthly payments rather than a once-off payment late in the year to reduce the risk of non-payment.

All payment arrangements must be captured on the D6 system. This allows the debtor's clerk to look at all the payment arrangements captured and to manage them accordingly. An SMS is also sent to inform parents of arrangements due for the day and upcoming arrangements.

## 16.14 APPLICATIONS FOR EXEMPTION OF SCHOOL FEES

16.14.1 Applications for exemption from payment of school fees are dealt with strictly in terms of the provisions of the South African Schools Act and any applicable guidelines from the WCED.

16.14.2 Families who are unable to afford the school fees are entitled to apply for a total or partial fee exemption.

16.14.3 At the beginning of the year parents/guardians are requested to submit applications for exemption before the end of February of every year. Ad hoc request will, however, still be handled later, should the parent's/guardian's financial position change.

16.14.4 Applications for exemption from school fees must be made on the prescribed forms which is available from the finance office. Parents acknowledge receipt of these forms by signature on collection of these forms.

16.14.5 The debtors clerk receives the applications, checks them to make sure they have been completed in full and requests any outstanding documentation.

16.14.6 After checking and calculations have been done; applications are handed to the Deputy Principal: Finance for approval in terms of authorisation given by the SGB.

16.14.7 Should a parent qualify later in the year; the application will apply retrospectively from the date of change in circumstances.

16.14.8 Parents/guardians receive written notification of the outcome of applications via email.

16.14.9 If parents/guardians do not honour their part responsible for, the handing-over of overdue accounts will be dealt with in the same manner as handling regular school fees not paid. Parents/guardians are handed over only for the part that they are responsible for according to the financial application outcome.

16.4.10 Study visas: In terms of the condition of study visas, these parents may NOT apply for an exemption or any payment dispensations, as this contravenes the conditions of the study visa.

## 17. LEASE AND UTILISATION OF SCHOOL FACILITIES

17.1 Facilities may be hired out when not in use by the school.

17.2 Rental fees will be decided upon annually by the school management.

17.3 The school and the lessee must sign the application form and lease contract.

17.4 The school must be indemnified against possible claims.

## 18. TUCK SHOP

18.1 The school's tuck shop is privatized.

18.2 The school must apply for permission to rent facilities annually from the WCED.

18.3 A monthly rental is payable to the school for the right to operate the tuck shop for own financial gain.

18.4 The SGB must revise the rental fee annually. The Finance Sub-Committee makes recommendations in this regard.

18.5 The lessee and the SGB sign an annual contract.

## 19. FUNDRAISERS AND SCHOOL TOURS

19.1 No money may be advanced or contributed from the school's funds towards financing learners' tour expenses.

19.2 A contribution may be made from the school's funds for financing First-team coaches and managers who will be accompanying the touring groups.

19.3 All monies collected and all expenses incurred for the tour must be dealt with via the school's accounting system.

19.4 The school's management team must first approve all fundraising actions.

19.5 All fundraising actions must be done via the school's accounting system.

19.6 No payment may be made if the receiver does not have sufficient funds in his/her account, unless it is for a deposit and there are guarantees (a budget) that the money will be refunded.

19.7 All finances re fundraisers and school tours must be managed in accordance with the school's Finance Policy.

### 19.8 CLOTHING SHOP (School Uniform and Sportwear)

19.8.1 The clothing shop on the school's premises is managed by one of our administrative staff.

19.8.2 The school's uniform supplier is School & Leisure, located at N1 City Mall.

19.8.3 Trading hours: Monday – Thursday: 09:00 -10:00, 13:00 – 14:00 (Parents).
Trading hours: Monday – Thursday: 1st and 2nd breaks (Learners).

19.8.4 Payment method: cash and card facilities available.

19.8.5 A POS system (point-of-sale) with cash register and barcode scanner is in place to run and control sales and stock.

19.8.6 All stock received must be barcoded before shelving.

19.8.7 The weighted average cost method is used to calculate cost price of all stock purchased.

19.8.8 The basic school uniform stock is supplied by School & Leisure as consignment stock.

19.8.9 As per contract with School & Leisure all consignment stock must be sold at their selling price, and the school receives 10% commission on all sales.

19.8.10 A cash-up process must be done every Friday to reconcile all cash, card and EFT transactions that have occurred during the sales period as well as on the last day of the month.

19.8.11 The cash-up slip together with a sales report, cash and card/EFT slips must be handed in at the Bursar who will issue a receipt.

19.8.12 Settlement reports from FNB Speed Point (card transactions report) are emailed to the Bursar daily. All card slips are matched to the reports, attached to the settlement reports, and filed.

19.8.13 At month-end a closing procedure must be done, and the following reports must be handed in at the Bursar: (1) consolidated sales including all stock; (2) consolidated sales report for consignment stock; (3) stock report.

19.8.14 A full stock take must be done in June before school closes for the June/July holidays as well as in December each year. Stock take must be done by the Bursar together with the staff member.

19.9 **SECOND-HAND CLOTHING SHOP**

19.9.1 The school also has a second-hand clothing shop, situated next to the clothing shop.

19.9.2 School uniform as well as sportwear are donated to the school by learners leaving the school.

19.9.3 Only clothes that are still in good condition are sold on an informal basis.

19.9.4 The shop is managed part-time by one of our parents.

19.9.5 Trading hours: Tuesdays: 13:00-14:00 and Thursdays: 14:00-15:00.

19.9.6 All sales derived from second-hand clothing are split 50/50 between the parent and the school.

19.9.7 Sales are deposited directly into the school's bank account.

## 20. FINANCIAL STATEMENTS

20.1 The Financial Year for the school will be from 1 January to 31 December each year.

20.2 Final financial statements must be compiled within 6 months after the end of the financial year.

20.3 The Finance Sub-Committee must appoint an auditor at the first meeting every year.

20.4 Every year, before 31 March, the Bursar must arrange with the school's auditors for an audit of the school's financial statements.

20.5 The Bursar must also arrange that the auditors sign "Receipt of acknowledgement" that all financial data has been handed over and submit signed acknowledgement to the WCED.

20.6 The SGB must ensure that the signed audited financial statements are submitted to the WCED before 30 June every year.

## 21. CONTRACTS

21.1. Record must be kept of all service provider contracts.

21.2. The contract register must contain all contracts involving regular payments without the submission of invoices.

21.3 The following information must be contained in the contract register:

- Nature of service/product supplied.
- Frequency of service/product provided.
- Commencement date
- End date
- Provisions for renewal
- Built-in escalation clauses
- Notice period.
- Price structure
- Responsible person

21.4 Any renewal of a contract or conclusion of new contracts must be submitted to the Finance Sub-Committee and the SGB.

21.5 The WCED approval requirements regarding the signing of lease agreements, service level agreements and contracts must be adhered to prior to entering any contracts by the SGB.

21.6 After careful consideration, a recommendation is made to the SGB prior to signing any contract that is binding on the school and the SGB.

21.7 The SGB may not by means of a resolution agree to transferring signing of any agreements to the Principal.

21.8 The prescription dates of contracts must be recorded for negotiations to be entered into before they expire.

## 22. INSURANCE

22.1 The SGB is responsible for ensuring the school is insured.

22.2 Insurance to be paid out of school fees.

## 23. BUDGET

### 23.1 BUDGET PROCESS

23.1.1 The Budget procedure is as follows:
Phase 1 – Drafting of budget
Phase 2 – Approval by the SGB
Phase 3 – Submission to the meeting of Parents
Phase 4 – Monitoring of budget

23.1.2. Budget request forms for operational/current and capital expenditure are distributed to account holders for completion and submission to the Deputy Principal: Finance by a relevant date.

23.1.3 The Bursar draws up a concept budget in order of priority.

23.1.4 Management checks the budget and refines/amends/adjusts where necessary.

23.1.5 The budget must be in balance – cannot budget for a deficit or a surplus.

23.1.6 The proposed/draft budget must be submitted to the Finance Sub-Committee for approval and then be submitted to the SGB for approval.

23.1.7 Parents/guardians must receive written notification of the AGM, where the budget will be discussed, and the agenda at least 30 days before such meeting. A quorum of 10% of parents should be reached in order for this meeting to take place. A second AGM meeting must be scheduled on the school calendar in the case of no quorum at the 1st AGM meeting. No quorum is needed for the 2nd AGM meeting. Both AGM dates must be between 10 October and 10 November each year.

23.1.8 The proposed budget and an explanation of the budget must be available for parents' scrutiny at least 14 days before the budget meeting. By 25 September parents may view the proposed budget for the following year by appointment.

23.1.9 The chairperson of the Finance Sub-Committee, or any other SGB member appointed by the chairperson, discusses the proposed budget at the AGM.

23.1.10 At this meeting, parents/guardians must also be informed of the procedure to apply for exemption of school fees.

23.1.11 The budget must be approved by the majority of parents present in the AGM meeting.

23.1.12 Decisions made at the budget meeting are binding on all parents/guardians.

23.1.13 All parents/guardians must be notified in writing of the decisions made at the meeting.

23.1.14 The approved budget must be submitted to the WCED by 1 December every year.

23.1.15 In the ratification meeting by the SGB, prior to the AGM, the Principal does not take part in the meeting but can clarify questions posed. Enfranchised members who are not parents of learners at the school, may not propose or second a vote on a motion at the budget meeting. The Principal may not propose or second or vote on a motion at the AGM.

23.1.16 Parents/Guardians who are not registered on the voter's roll of the school, may not participate in the AGM.

23.1.17 Staff members who are not parents of a learner at the school may not participate in the AGM.

### 23.2 BUDGET MANAGEMENT

23.2.1 The various accounts are entrusted to certain staff members, who budget for the year, make purchases within the budget, and keep control of their budget.

23.2.2 Purchases are made according to procurement guidelines.

23.2.3 The approval of expenditure and payment of funds are determined by the amount that the school has received.

23.2.4 The account holder must request quotations beforehand for the purchase of capital items according to the procurement guidelines.

23.2.5 All purchases and payments must be authorised by the Principal beforehand.

23.2.6 The Finance Sub-Committee must report on the financial situation at the school at every meeting.

23.2.7 If deviation of the budget exceeds 10% or more, parents need to approve the deviation. If the deviation is 10% within the per line budget item, 100% may be approved by the Finance committee.

23.2.8 The Finance Committee is authorised to approve expenditure up to a maximum of R100 000.00 per budget line item, with the exception of salary-related expenditure as salaries are governed by employment contracts and approved staffing structures, and therefore do not require monthly or recurring approval by the Finance Committee.

## 24. PROCUREMENT

### 24.1 PURPOSE

Purchasing is the competency of the SGB unless a certain task is delegated to the Finance committee. The SGB pays for services to the school unless delegated to the Finance committee.

The school spends large amounts of money on the procurement of goods and services annually. It is essential that purchasing is conducted in a consistent, ordered, transparent, responsible, and cost-effective manner to avoid fruitless and wasteful expenditure.

The SGB must establish a school fund and administer such in accordance with directions from the HOD. The SGB must ensure that all money received is paid into the school fund. The school's funds must be managed responsibly, ensuring that goods and services of the correct quality and quantity are delivered at the right time and place and at fair prices.

The policy directive applies to all staff involved with procurement either as the person requesting the purchase, as Management authorising the purchase or as the buyer. This policy is to provide guidelines for the procurement of goods and services in a manner that promotes the general policies and procedures of the school.

These guidelines are aimed at ensuring that ethical and professional practices are always adhered to. Due to the high risk involved in procurement and the possibility of irregularities and fraud, any non-compliance of the policy is viewed in a serious light. Staff who knowingly flout or deviate from this policy will be guilty of serious misconduct.

## 24.2 LEGAL FRAMEWORK

- Constitution of the Republic of South Africa Act 108 of 1996
- The National Education Policy Act, Act 25 of 1996
- The promotion of Administrative Justice Act, 2000
- Public Finance Management Act, 1999
- The South African Schools Act (Act 84 of 1996)
- The Western Cape Education Policy Act
- Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)

## 24.3 APPLICABILITY

24.3.1 The policy is applicable to all members of management and staff members involved with or affected by the procurement process. The term "procurement" means the purchase of budgeted and unbudgeted items using School Fees.

24.3.2 Purchasing is not centralized at Table View High School and there is thus no purchasing department. Within certain parameters, Senior Management, Departmental Heads and Heads of Sport/Culture and Maintenance oversee purchasing in their sphere of influence. This policy needs to be understood in that context.

24.3.3 Section 21 schools administer their own finances. The schools may carry out their own procurement and/or may deal directly with suppliers and contractors for the relevant budgeted items in accordance with standard procurement procedures.

## 24.4 POLICY STATEMENT

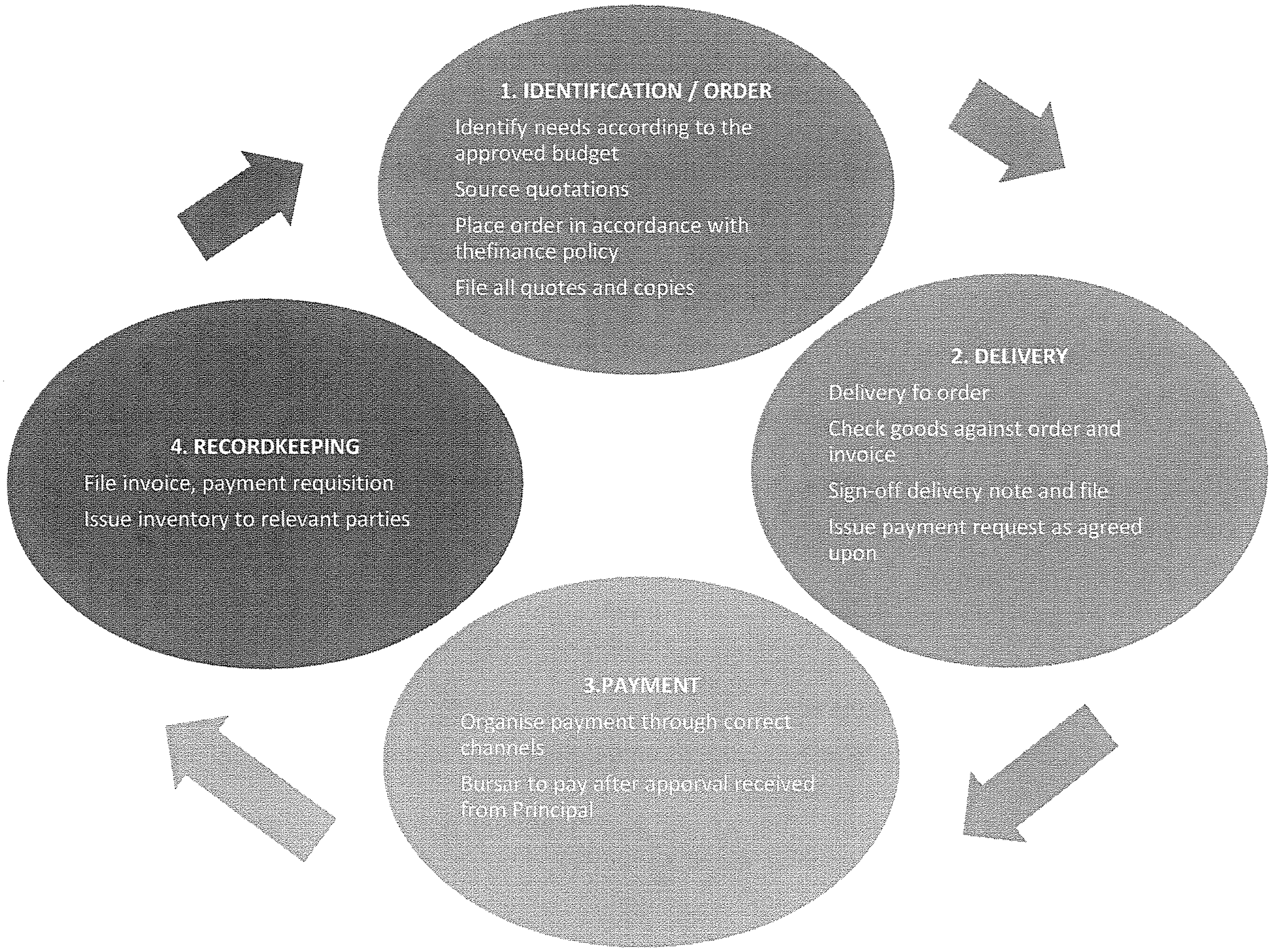
24.4.1 Procedures and processes must reflect a procurement system that is fair, equitable, transparent, competitive, cost-effective and provides a quality product.

24.4.2 Table View High School will take appropriate action regarding corrupt, or unethical activities, and acts of financial misconduct.

24.4.3 All transactions should be properly documented.

24.4.4 Where possible, Table View High School will purchase from local suppliers rather than from overseas, to encourage local business development.

## 24.5 PROCUREMENT PROCEDURES




24.5.1 Purchases are planned where possible, in the previous year and provided for in the annual budget.

24.5.2 In principle, when the need for a specific item, purchase or service arises or is requested, the procurement process may not commence before proper approval has been obtained. This would usually be given by the Principal when the costs foreseen are within parameters of pre-approved budgets.

24.5.3 It is essential to ensure that items/services ordered fall within the approved budget. Approval for all expenditure within the budget must be obtained from the Principal who must consider the cash position of the school at that stage.

24.5.4 Although capital expenditure is approved in the budget, approval must be obtained from Executive Management to ensure enough funds are available at that time.

24.5.5 Procurement should deliver the "best value for money" – the most advantageous combination of cost, quality, and sustainability to meet the school's requirements.

24.5.6 The person responsible for the purchase is responsible for seeing that the goods/services are delivered and in good condition. All delivery notes must be signed by the person receiving the goods/services and handed to the bursar.

24.5.7 All invoices/delivery notes/documentation must be handed in at the finance office.

24.5.8 Quotations should be sourced from different suppliers and, unless valid reasons or concerns exist especially in terms of quality services delivery, the best quote should be accepted. The requestor must source quotations, complete and sign the payment requisition and submit all quotes and quotation requests with the complete and signed requisition to the principal for approval. All quotation requests must reflect the same specifications for all service providers to ensure fair and accurate comparison. The Principal may not sign the requisition unless he/she wants to order the item personally for the school and has sent for quotations.

24.5 9 Computer equipment is bought at cost through a supplier linked to the school. Some building work is usually completed by the Estate Manager and the school then purchases the material.

24.5.10 For purchases/services or capital items budgeted for the quotation system mentioned below must always be adhered to.

| AMOUNT | QUOTATIONS REQUIRED | |
|---|---|---|
| < R10 000 | At least 1 x Quotation | The quotation/s must be within the budgeted amount. |
| R10 000.01 – R 20 000 | At least 2 x Quotations (Principal) | |
| R20 000.01 – R50 000.00 | At least 2 x Quotations (Finance committee) | |
| > R50 000.00 | At least 3 x Quotations (Finance committee) | |

24.5.11 The following procurement and supply chain management processes must be considered:

24.5.11.1 **In-Scope Purchases**

In-Scope purchasing refers to the specific products, services and tasks that are included within the defined budget.
Before purchases can be made, the Finance committee must evaluate the ratio and percentage of funds received to date. Purchasing must only be done for the percentage of funds available.

24.5.11.2 **Pro-Active Purchases**

Purchasing decisions must be made to anticipate future needs of the school, rather than reacting to immediate demands or needs.
E.g. need for folio paper - the school must plan the purchases in advance to avoid risks of running low and to get the best value for money when promotions and discounts can benefit the school (bulk-buying).

24.5.11.3 **Single-Source Procurement**

Single source purchasing should be used when one of the other procurement procedures is impractical or otherwise inappropriate. This method of procurement allows for:

- Sole supplier situations – an example would be specialized requirements or procurement for research purposes where a sole supplier exists for the required product/service.
- The appointment of professional services such as financial, audit, security, legal, human resource management, information technology specialists and other technical and academic specialists etc. where individual expertise is required.
- Ad hoc once-off purchases with specific requirements such as conference attendance.
- Emergency situations or where the needs of the school preclude the use of the competitive quotation or competitive proposal process.

24.5.11.4 **Emergency procurement (Unplanned / Not In-Scope) –**

This type of purchase is applicable only in unforeseen cases of emergency where immediate action is necessary to:

- avoid or limit hardship or imminent hardship or deal with a dangerous situation.
- to enable the continuation of threatened key activities.
- to clear up damage or prevent further damage or to deal with natural disasters.
- to address imminent operational or other safety risks.

**Procedures for emergency procurement**

- The Principal may approve procurements for amounts less than R10 000.00 if a minuted decision has been made by the SGB at a meeting at the beginning of the year that the Principal may authorise such payments.
- Amounts between R10 000 and R 100 000 must be approved by the Executive Governing Body Committee.
- Amounts above R 100 000 – the full School Governing Body is responsible to approve these purchases.

24.5.12 **Tenders**

- Forms of Tendering: The school shall apply appropriate forms of tendering in accordance with the South African Schools Act (SASA). These forms include open or competitive tendering for high-value procurement, restricted or closed tendering where only pre-qualified or specialised suppliers are invited, request-for-quotation processes for low to medium-value procurement requiring at least three written quotations, and single-source procurement only in exceptional cases where no reasonable alternative suppliers exist. The School Governing Body (SGB) must ensure that the form of tendering selected promotes fairness, transparency, competition and value for money.
- Preparation for Tender: Before any tender is issued, the Finance Committee shall undertake a formal preparation process that includes identifying the need for the goods or services, conducting market research and confirming the availability of funds within the approved budget. This committee is responsible for drafting clear, objective and non-restrictive technical specifications, defining evaluation criteria, setting mandatory compliance requirements, and preparing all administrative conditions. All tender documents shall be reviewed and approved by the SGB prior to advertisement to ensure alignment with legal and financial governance standards.
- Invitation to Tender: The school shall issue an official invitation to tender using appropriate communication channels such as the school noticeboard, school website or local media depending on the procurement value. The invitation must clearly outline the scope of work, submission instructions, closing date and time, required documentation, eligibility criteria, and any compulsory briefing or site inspection sessions. All invitations shall be issued in a manner that ensures equal access to information and opportunities for all potential bidders.
- Tender Opening Procedure: All tenders shall be opened at the exact closing time by the designated Finance Committee appointed by the SGB. The committee must record all bids received in a tender register, noting the date, time, bidder name and any deviations. Bids that arrive after the closing time shall not be opened or considered. All tender submissions shall be handled securely to maintain confidentiality and prevent tampering, and the opening process must be conducted transparently and in accordance with audit requirements.
- Tender Evaluation Procedure: The Finance Committee shall evaluate all valid tenders using predetermined and approved criteria, including price, technical functionality, capability, compliance with mandatory requirements, risk assessment, and preferential procurement points. Evaluation must be systematic, objective and fully documented, ensuring that each bid is measured against the same standards. The committee shall prepare a comprehensive evaluation report detailing scores, findings, and recommendations for adjudication.
- Tender Acceptance Procedure: The School Governing Body or the Finance Committee shall consider the evaluation report and make the final decision on tender acceptance. The contract shall be awarded to the bidder offering the best overall value for money while meeting all legal, technical and financial requirements. The school shall formally notify the successful bidder in writing and inform unsuccessful bidders of the outcome. All decisions, approvals, and supporting documentation shall be securely filed for auditing purposes and future reference, ensuring full accountability and compliance with applicable legislation.

## 24.6 PETTY CASH PURCHASES

24.6.1.1 Procurement of consumable items (excluding assets and items with existing contracts such as fuel, rental, etc.) may be arranged and paid for by the school's petty cash provision.

24.6.1.2 The maximum balance is R15 000, while no single payment may exceed R4 000.

## 24.7 CODE OF ETHICS AND CONFLICT OF INTEREST

24.7.1 All school employees are to observe the highest ethical principles when entering purchase interactions with suppliers. All staff will be required to sign a "Declaration of Interest" in which they declare any conflicts of interests.

24.7.2 It is not permissible for a staff member, or a business in which a staff member has a financial interest, or an immediate family member of a staff member or a business owned by an immediate family member of a staff member, to be awarded a contract to provide goods/services to the school or to act as a supplier for financial gain without the written consent of the Governing Body.

24.7.3 Permission in this regard will only be granted once the staff member involved declares the conflict of interest and then detaches or recuses themselves from the procurement process. Such permission will be reviewed on an annual basis.

24.7.4 It is not permissible for a staff member to receive any gift or reward for awarding a contract for goods/services.

24.7.5 Suppliers or bidders should be asked to declare any direct family relationships as well as any personal relationships with Table View High School's employees. Failure to disclose relevant information will entitle Table View High School to cancel the relevant contract.

24.7.6 When suppliers or bidders are parents, or related to parents, this interest must be declared. No preference is to be given to parents except where there is no difference in price and product.

## 24.8 GIFTS

24.8.1 The occasional exchange of modest gifts and limited entertainment is acceptable if such courtesies are not specifically intended to influence any procurement decision and are declared to the person to whom the recipient reports and recorded in writing.

24.8.2 Gratuities or kickbacks of any kind must never be solicited, accepted, or offered, whether directly or indirectly.

## 25. ASSET PROCUREMENT PROCESS & MANGAMENT

25.1 All assets must be properly identified, controlled, and recorded in the school's asset register until they are ultimately disposed and cease to be in the ownership of the school.

25.2 All documents relevant to the purchase of assets must be kept on file.

25.3 The asset register must be divided into sections per location so that all inventory holders can accept responsibility for the items under his/her control.

25.4 A copy of the relevant location's inventory must be displayed in that location.

25.5 The inventory holder is controlled by the Stock Control Officer (Bursar), which is appointed by the Finance Sub-Committee.

25.6 The inventory holder is responsible for the counting of items.

25.7 The Stock Control Officer must co-ordinate the inventory and stock taking once a year.

25.8 When an inventory holder leaves the school, the inventory must be signed over to the next person responsible.

25.9 A Disposal committee must be appointed by the SGB consisting of members of the Finance Sub-Committee and or members of the SGB. This must be done once a year. The Disposal committee consists of the Deputy Principal: Finance, Stock Control officer, one parent member on SGB and two staff members. Refer to latest **Schedule** for members.

25.10 Procedure to follow when disposing of assets annually:

- After annual stocktaking is done on the date as indicated on the school year plan, lists are to be compiled by specific members of staff indicating the assets that need disposal of.
- The Stock Control Officer will then compile all these lists and prepare and provide a comprehensive list of all capital assets which are to be written off to the disposal committee.
- The list must contain the details of the item's date of purchase and the condition and reason for write-off and in line with the details as found on the asset register.
- After the disposal committee has approved the writing-off of items, the Stock Control Officer must ensure that the necessary amendments be made to the Asset register.

25.11 The Stock Control Officer, in collaboration with the Deputy Principal: Finance, must ensure that all assets are always insured according to the correct values.

25.12 Where the procurement exceeds the normal level of expenditure, a TENDER process must be followed.

- **Definition of a tender:** An offer to do work or supply goods at a fixed price. Getting goods or services is also known as 'procurement'.
- A tender or bid process is designed to ensure that the work to be done is contracted out in a fair way.
- Once a tender has been accepted, it is binding on both parties.
- **Details that must be recorded of prospective tenderers:**
  - The legal and full name of the person/company/CC drawing up the documents
  - Contact person, telephone number and email address.
  - A physical address
  - References of person/company

  The details recorded must remain confidential for the duration of the tender period.
- **Closing of tenders:** Tenders shall close on the date and at the time stipulated in the tender notice.
- **Late tenders:** A late tenderer shall not be admitted for consideration and where feasible shall be returned unopened to the tenderer.
- **Acceptance of the tender:** Every acceptance of a tender shall be in writing.

## 26. FRAUD AND CONTROL MEASURES

26.1 ***FRAUD:*** The following constitutes as fraud:

| | |
|---|---|
| Misapplication of funds | Theft |
| Personal use of school property | Irregular allocation of funds |
| Improper issuing of receipts | Dishonest or suspect behaviour |
| Leave forms | Abuse of confidential information |
| Abuse of Internet/SMS/telephone | Manipulation in the awarding of contracts |

26.2 ***CORRUPTION:*** The following constitutes fraud:

| | |
|---|---|
| Favours for friends/colleagues | Evasion of protocol |
| Kickbacks | Priority treatment |
| Nepotism | Funding of personal expenses |
| Unlawful benefits from gifts | Manipulation of procurement process/specifications |
| Falsification of documents | Manipulation of results |

The Principal must report any maladministration of financial matters to the SGB and HOD immediately after discovery.

26.3 ***CONTROL MEASURES***

26.3.1 Control measures are preventative and corrective in nature and for tracing purposes.

26.3.2 Effective management is applied.

26.3.3 Internal financial controls are applied.

26.3.4 Statutory regulations are adhered to (District office and WCED).

26.3.5 Separation of duties.

26.3.6 Appointment of competent and reliable staff.

26.3.7 Staff know that they have limited powers and that expenditure must be approved by the Principal and SGB.

26.3.8 Controlled access to documents and assets.

26.3.9 Financial documentation is kept safe for five (5) years.

26.3.10 Regular back-up of all electronic bookkeeping.

26.3.11 Annual stock-takes.

26.3.12 Transparency is always strived for.

## 27. REVIEW OF FINANCE POLICY

27.1 The Finance Policy must be made available to staff for their input by 15 January each year to make amendments to the policy that must be discussed at the 1st Finance committee meeting. The Finance Policy must be adjusted on an ongoing basis to stay up to date with approved amendments. All adjustments need to be approved at SGB level.

27.2 The SGB may approve a deviation from the Finance Policy via a majority resolution, should validly grounds for such a request exist.

27.3 The SGB may adjust the Finance Policy from time to time via a majority resolution, which amendment must be recorded in the policy register and incorporated during the next review of the Finance Policy.

27.4 The Finance Policy must be reviewed and approved by the SGB on at least an annual basis.

## 28. MEETINGS

28.1 **Annual General Meeting (AGM):** Once a year approve the annual budget.

28.2 **Governing Body:** At least once a term to approve extraordinary expenses.

28.3 **Finance Sub-Committee:** At least once per month check finances and special meetings if required, e.g., the approval of proposed budget.

**Any matter not fully covered by this policy will be handled transparently and according to the guidelines of the WCED and the legal financial laws of South Africa.**

Signed at Table View on the 27 of May 2026.

**Treasurer of Governing Body**

**Principal**

**Chairperson of Governing Body**

# FINANCE POLICY

## SCHEDULE 1 – Amended January 2025 to Schedule 2

## SCHEDULE 2 – Amended July 2025 to Schedule 3

## SCHEDULE 3 – Amended January 2026 to Schedule 4

## Schedule 4

### 2. FINANCE SUB-COMMITTEE

**Finance Organogram**

**School Governing Body: Finance Sub-Committee consists of:**

| | |
|---|---|
| Mrs L Mansour | **Chairperson of Committee (Treasurer)** |
| Mrs M Machesa | Chairperson: SGB |
| Mrs G Faria Moniz | Deputy Chairperson: SGB |
| Ms R Cummings | Principal |
| Mrs T Hittinger | Acting Deputy Principal: Finances & Administration |
| Mrs L Badenhorst | Deputy Principal: Academics & Discipline |
| Mrs C Gregory | Finance Officer (Bursar) |
| Mrs N Marx | SGB Member: Staff Representative |

**Finance Department:**

| | |
|---|---|
| Mrs M Muller | Finance Secretary |

### 3. ALLOCATION OF TASKS/DUTIES

#### 3.1 Governing Body

3.1.5 Constitution of the SGB

| | |
|---|---|
| Principal: | Ms R Cummings |
| Chairperson: | Mrs M Machesa |
| Deputy Chairperson: | Mrs G Faria Moniz |
| Treasurer: | Mrs L Mansour |
| Deputy Principal: | Mrs T Hittinger (Co-Opted) |
| Deputy Principal: | Mrs L Badenhorst (Co-Opted) |
| Parent members: | Ms S Britz, Mrs J Madlingozi, Mr B de Mink, Mrs F Jansen |
| Staff members: | Ms L Beukes, Mrs N Marx |
| Non-Teaching Staff member: | Mrs W Hollesen |
| Learner members: | Steven Phiri and Mariam Ndobora |

#### 3.2. Principal

3.2.9 Executive committee of the school consists of:

| | |
|---|---|
| Principal: | Ms R Cummings |
| Deputy Principal: | Mrs L Badenhorst |
| Deputy Principal: | Mrs T Hittinger (Acting) |

### 11. PAYMENTS (EFT's)

#### 11.1 Authorisation of payments:

Executive committee of the school consisting of the following persons only:

| | |
|---|---|
| Principal: | Ms R Cummings |
| Deputy Principal: | Mrs L Badenhorst |

## 25. ASSET MANAGEMENT

| | | |
|---|---|---|
| 25.9 Disposal Committee: | Principal: | Ms R Cummings |
| | Deputy Principal – Finance: | Mrs T Hittinger (Acting) |
| | Stock Control Officer: | Mrs C Gregory |
| | SGB Parent member: | Mrs L Mansour |
| | SGB Educator member: | Mrs N Marx |
| | Staff Member: | Mr N de Villiers |
| | Staff Member: | Mr E Southgate |

**Treasurer of Governing Body**

**Principal**

**Chairperson of Governing Body**

**DATE:** 27/05/2026