

FINANCIAL POLICY

2019/2020

This document has been translated by the Finance Committee of Tygerberg High. The official version of this document is available in Afrikaans

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

1. INTRODUCTION

- 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, with regard to the management of the school's finances.
- This financial 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 Manual for Schools, 2nd edition, 2006, in order to ensure the orderly management of all the school's finances and property.

2. THE FINANCE COMMITTEE

- A. The SGB is responsible for the nomination and appointment of the members of the finance committee. The functions of the finance committee are:
- To assist the school in the management of its finances
 - To ensure that the school's finances are managed in accordance with the approved budget and financial policy
 - To advise the SGB on the school's finances
 - To ensure that all financial records are up to date at all times
 - To be involved in the preparation of the annual budget
- B. The finance committee may comprise the following members:
- The treasurer of the SGB (chairman)
 - The principal
 - Educators
 - Other SGB Members
 - Parents/guardians
 - The financial officer
 - Co-opted members
- C. The finance committee's mandate:
- To, before the end of October of every 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
 - To make a recommendation on proposed school fees for a new year in terms of the proposed budget
 - To ensure that expenditure is incurred in accordance with the budget
 - To ensure that no changes are made to the budget without the permission of the SGB
 - To ensure that the SGB's prior authorisation is obtained in the case of unforeseen expenditure

- To make recommendations to the SGB on partial or full exemption of school fees. A subcommittee prepares and checks the applications to ensure compliance with all of the requirements of the Schools Act exemption schedules
- 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 for a single item
- To monitor the tuck shop's activities and ensure that the provisions of the contract are met
- To meet at least twice each term. Minutes must be kept of all meetings and submitted at the next meeting of the SGB. Agendas must be available at least two days before the meeting
- To constantly monitor the record-keeping of all funds received and paid by the school
- To monitor the school's asset register and book register
- To monitor the school's contract register
- To ensure that all financial statements, as requested by the WCED, are submitted timeously
- To ensure that all financial records are ready for audit purposes
- To ensure that the school's financial statements are audited annually before 31 March and that the audit report is submitted to the SGB for approval

3. DUTIES OF THE FINANCIAL OFFICER (The Principal)

The duties of the financial officer (or his/her delegated person) are as follows:

- To serve on the finance committee as well as the SGB
- To ensure that the account holders' budgets are submitted and to finalise the provisional budget with the treasurer
- To hold regular meetings with the account holders, ensuring that they are working within the budget
- To sign the petty cash summary and ensure that the petty cash is used for its intended purpose
- To update the telephone register, in other words effective telephone utilisation
- To update the sponsor register and responsible for its accounting reconciliation
- Responsible for the effective utilisation of the photocopy machines
- Responsible for establishing and submitting to the SGB salaries for governing body staff
- Responsible for a salary register to be signed by employees upon receipt of their salary advice slips
- Responsible for submitting applications for additional compensation in terms of section 38A of the Schools Act
- Responsible for checking and approving all fuel claims
- Responsible for staff's merit bonuses in collaboration with the deputy heads
- Approval of all inventories
- Has the right to approve budget deviations up to R1 000 with the necessary motivation
- Has signing power on all school cheques

- To provide financial information to the SGB chairman on request
- Responsible for implementing and monitoring a system for the collection of ad hoc monies received (for instance gate fees)

4. DUTIES OF THE FINANCIAL SECRETARY (The Credit Controller)

The duties of the financial secretary are as follows:

- To receive all cash payments
- To issue receipts for all cash received
- To administer all monies received and payments done in respect of functions and fund-raising projects
- To deal with all face-value forms, for instance receipts and cheques
- To administer the petty cash float and all petty cash payments
- To reconcile all cash received against the amount of receipts issued
- To enter all deposits in the deposit book
- To administer the collection of money by the security company for depositing
- To administer the completion of order forms for purchases and issuing of order forms for administrative purchases
- To receive cheque request slips and reconcile these with order forms
- To receive invoices for all purchases and attach these together with the order form to the cheque request slips for submission to the financial officer and treasurer for authorisation
- To issue cheques upon authorisation
- To have cheques signed by two authorised persons
- To process all electronic payments upon authorisation of the request slip by the financial officer and treasurer, including salaries in respect of staff employed by the SGB
- 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 and UIF
- To compile financial management reports for meetings of the finance committee
- To do the monthly bank reconciliation
- To allocate all payments under approved budget items
- To file and keep all financial statements in a safe place
- To assist in the supply of financial information to the auditors
- Responsible for the maintenance of the financial system as required by the SGB, by means of Sage Pastel Accounting
- To keep full records of all income and expenditure
- To report any financial irregularities to the SGB immediately
- To receive and process authorised fuel claims for payment
- To receive and process payment of authorised compensation for extramural activities
- To perform any other task as requested by the principal

5. DUTIES OF THE DEBTORS CLERK

The duties of the debtors clerk are as follows:

- To maintain the monthly debit order system
- To print out monthly statements of outstanding school fees and discuss these with the financial officer

- To deal with parents'/guardians' school fees enquiries and arrangements for payment
- To document communication with parents/guardians on Sage Pastel
- To manage the collection of outstanding school fees
- To receive applications for arrangements for the payment of school fees for submission to the finance committee
- To manage the process of handing over accounts of overdue school fees to the attorneys as indicated by the SGB, and follow these up regularly
- To provide the finance committee with summarised school fees statements on a monthly basis
- To deal with applications for exemption of payment of school fees
- To correspond with parents/guardians who have applied for exemption (after evaluation and decision by the SGB)
- To deal with all appeal exemption applications
- To process all merit and other bursaries granted to learners
- To maintain the total debtors system on Sage Pastel
- To prepare debtors and exemption schedules for audit and the WCED

6. THE CURRENT BANK ACCOUNT

- A current bank account has been opened in the name of Tygerberg High School at Absa Bank, Parow with account number 390390122.
- The SGB gave authorisation for six persons to have signing powers:
 - Three parents/guardians
 - Three staff members

One from each group is required for authorisation.

- The authorised persons may never sign a blank cheque.
- Cash cheques may under no circumstances be issued. Cash is obtained by making out a cheque to the principal or his/her delegated person. This person must endorse the cheque which is then offered to the bank for payment.
- All cheques must be stamped as 'not negotiable'.
- No cheques may be issued without prior authorisation.
- Cheques must always be made out to the beneficiary whose name appears on the cheque request form as well as the source document.
- Electronic payments are subject to the same measures as a cheque payment, and two authorised persons with signing powers must authorise the payment.
- The bank account may never be in overdraft.
- 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.)
- A bank reconciliation statement must be compiled at the end of each month and signed by a member of the finance committee, after reconciliation with the bank statement. At the same time the bank statement must be signed.
- The school may have only one current bank account.
- The school may only open a savings account with the prior approval of the WCED.

7. INVESTMENTS

- The finance committee may make a recommendation to the SGB on investing surplus funds.
- Quotes for long-term investments must be submitted to the SGB for approval.
- The amount in the current account should not exceed R500 000.
- All investments require prior approval by the WCED.

8. ACCOUNTING SYSTEM

- The school's accounting system is done on Sage Pastel.
- The financial secretary is responsible for loading data on Sage Pastel.
- The debtors clerk is responsible for loading debtors data on Sage Pastel according to established guidelines.

9. MONIES RECEIVED

- All receipt books purchased must be recorded in the face-value register.
- The financial secretary is responsible for updating the face-value register.
- All receipts must be completed in blue or black ink.
- Carbon paper must be used for completing receipts.
- When a mistake is made, the word 'cancelled' must be written across the receipt. The cancelled receipt must remain in the receipt book.
- It must be specified from whom it has been received and for what.
- The nature of the money received must be specified, e.g. cash, cheque, etc.
- When a receipt book is full, it must be kept in the school's safe for audit purposes.
- The principal or deputy must check and sign the receipt books as internal control measure.

10. PETTY CASH

- The finance 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 for a single item
- A representative of the finance committee must sign the petty cash summary and ensure that the petty cash is used for its intended purpose.
- The financial secretary administers the petty cash float and all petty cash payments.
- The maximum balance is R2,000, while no single payment may exceed R200.

11. CASH DEPOSITS

- All cash received must be deposited as soon as possible.
- All monies received must be kept in the safe until it is deposited at the bank.
- The cash amount on the school premises may not exceed R75 000.
- A security company is responsible for the transport of deposits to the bank.
- The cash received may not be used for the payment of expenses.
- The numbers of the receipts must be recorded on the duplicate deposit slip.
- When staff pay in money, they must insist on a receipt.
- If a staff member fails to pay in money immediately and the money is lost, the relevant staff member will be held responsible for its refund.

12. PAYMENTS

- If it is at all possible to make a payment electronically or per cheque, such payment must be made per cheque or electronically.

- All payments must be authorised by the financial officer or his delegate beforehand.
- No payment will be authorised without proper documentary proof.
- A cheque request slip must be completed for all payments.
- Cheque counter papers must always be signed or initialled
- All electronic payments must be authorised electronically by one parent member and one staff member.
- The responsible persons (those with signing powers, internet authorisation powers and the administrative officer) must be approved by the SGB on annual basis.

13. SPONSORSHIPS/DONATIONS

- Learners and educators may secure sponsorships.
- The sponsorship letter must be signed by the principal.
- All donations and sponsorships are regarded as school funds.
- All sponsorship monies must be utilised in accordance with the sponsor's conditions.
- A sponsorship register must be kept and reconciled with the accounting records in respect of all sponsorships.

14. PROCESSING AND PAYMENT OF SALARIES

- Salaries are dealt with in terms of the guidelines of the Basic Conditions of Employment Act and SARS.
- Information is processed on Sage Pastel Payroll software.
- Salaries are paid on the last working day before or on the 25th of every month.
- All required deductions, e.g. PAYE and UIF, must be done.
- A salary advice slip must be prepared for every salary payment and handed to the relevant employee.
- A salary register must be in place, and be signed by employees upon receiving their salary advice slips.
- No loans against salaries are permitted.
- An annual bonus is paid according to the employee's contract. Bonuses are paid together with salaries in the employee's birthday month.
- Income tax on bonuses are deducted in equal amounts throughout the year and paid over to SARS unless the employee requests that it be deducted from the bonus as one payment.
- Salaries are deposited electronically into employees' bank accounts.

15. SCHOOL FEES

- School fees are determined annually in October/November by the parents/guardians with the approval of the budget for the following school year.
- In terms of legislation the payment of school fees is compulsory for all learners.
- Parents/guardians whose children are admitted during the course of the year, are responsible for the payment of partial school fees for the rest of the year.
- If a learner will be absent for an entire term with prior notice and authorisation, parents/guardians will be waived payment for that term, if so requested by the parents/guardians.
- School fees may be paid in one payment or in monthly instalments.

- If parents/guardians do not have debit order or internet facilities, it may be paid in cash every month. Such payments must be done directly to the financial secretary who must issue a receipt for cash payments immediately.
- Both parents/guardians are held liable for the payment of school fees jointly and separately, as determined in terms of the WCED Circular 34/2018, read with Circular 12/2018 and 20/2019.
- Applications for exemption from payment of school fees are dealt with strictly in terms of the provisions of the Schools Act and any other applicable guidelines.
- Parents/guardians will be provided with monthly outstanding account statements, where school fees are in arrears.
- School fees are payable before the seventh day of every month.

16. REFUND OF SCHOOL FEES

- Learners whose parents/guardians have paid the annual school fees in advance and who leave the school, are entitled to a pro rata refund of the school fees.
- Learners who leave the school during the last term are not entitled to any refund of school fees.
- Refunds will only be done if all textbooks and other school property have been returned to the school.
- Refunds will only be done on the parents'/guardians' request.
- Credits on an account may be utilised for a following year's school fees on the parents'/guardians' request.

17. COLLECTION OF OVERDUE SCHOOL FEES

- After the budget meeting parents/guardians are informed by letter of the school fees that will be payable for the following year.
- By the middle of February the parents/guardians will receive an invoice reflecting all fees due for the year. This invoice will also reflect the monthly school fees, what has had to be paid and what still needs to be paid. This invoice is followed up with a sms to each parent/guardian.
- Invoices with debit balances are sent to parents/guardians by the second week of every month.
- School fees are collected as follows:
 - By February parents/guardians will receive an invoice by email, as well as a sms to inform them that an invoice has been sent.
 - Where fees are only outstanding for the current month, parents/guardians will receive a normal invoice as well as a sms to inform them that the invoice is due.
 - Where the account is in arrears by 30 days, parents/guardians will receive a reminder of this by email as well as a sms that will indicate that the account is in arrears for 30 days.
 - In the case of an account that is in arrears by 60 days, the parents/guardians will receive a registered letter in terms of Section 41(5), in which they are informed that they have 90 days from this date to settle the amount in arrears, or to apply for exemption of school fees, or make arrangements with the school for the payment of all the fees by November of that year. These parents/guardians also receive an email of this letter and a sms to show that they are in arrears with payments

- Parents/guardians also receive one telephone call with regard to outstanding school fees.
- Thirty (30) days after the Section 41(5) letter, the parents/guardians will receive the first warning that the school fees account is still in arrears and that it will be handed to attorneys for collection, unless the parents/guardians make payment or apply for exemption / make arrangements for payment. This warning is sent by email and followed up with a sms
- Sixty (60) days after the Section 41(5) letter, the parents/guardians will receive a second warning that the school fees account is still in arrears and that it will be handed to attorneys for collection, unless the parents/guardians make payment or apply for exemption / make arrangements for payment. The date of the handover to the attorneys is supplied. This warning is sent by email and followed up with a sms
- This process is repeated on a monthly basis
- When an account is handed over to the attorneys, the full outstanding amount for the year is handed over. Parents/guardians are liable for all expenses and costs charged by the attorneys. The relevant account is closed in the school's debtors book, and all enquiries must be directed to the attorneys directly.
- Parents/guardians are informed that the account has been handed over.
- Irrecoverable debt of less than R100 is not handed over to the attorneys, and is written off with the principal's approval.
- All school fees for the year must be paid by November of that year. Only in exceptional cases and with the approval of the finance committee may parents/guardians be given the opportunity to settle the account in December

18.HANDING OVER OF OVERDUE SCHOOL FEES

- Ninety (90) days after the Section 41(5) registered letter was sent to parents/guardians, the unpaid / arrears school fees account is handed to the school's attorneys, after approval by the principal and the chairperson of the finance committee.
- Parents/guardians are notified by sms that the account has been handed over. The details of the attorneys are provided, together with the request to contact them directly.

19.PAYMENT ARRANGEMENTS

- Parents/guardians must request arrangements for payment in writing.
- Requests directed to the principal or any other teacher must be referred to the debtors clerk for consideration.
- The debtors clerk approves the plan or makes a counter proposal, which must then be signed by the parent.
- The debtors clerk must take into consideration compliance or non-compliance with previous arrangements.
- The debtors clerk must endeavour to give preference to monthly payments rather than a once-off payment late in the year in order to reduce the risk of non-payment.

20.APPLICATIONS FOR EXEMPTION

- At the end of the year and again at the beginning of a new year parents/guardians are requested to submit applications for exemption before the end of the first term. Ad hoc requests will, however, still be entertained later, should the parent's/guardian's financial position changed.

- The debtors clerk receives the applications, checks them to make sure they have been completed in full and requests any outstanding documentation.
- The application is handed to a subcommittee that checks it in detail and does the necessary investigation or requests further information. The subcommittee approves the application in terms of authorisation given to them by the SGB.
- If a parent(s) qualifies for a full year's exemption, a request may in some cases be made that new information be provided by July or any other date which is deemed fair, so the current information be confirmed.
- Should a parent qualify later in the year, the application will apply retrospectively from the date of change in circumstances.
- Parents/guardians receive written notification of the outcome of applications.
- If parents/guardians do not keep up with their part, the handing-over of overdue accounts will be dealt with in the same manner as other handing-overs. Parents/guardians are handed over only for the part that they are responsible for.
- If parents/guardians qualify for full exemption, a request for voluntary contributions or voluntary services is made.

21.PRIVATE PURCHASES, PRIVATE USE OF ASSETS AND LOANS TO STAFF

- No private purchases may be done with school funds or from the school's bank account.
- No loan from school funds may be made to any staff member.
- No school asset may be used to benefit any staff member.
- No school asset may be removed from the school premises without written permission.

22.FUEL CLAIMS

- The SGB determines the tariff for fuel claims annually and on recommendation of the finance committee. This tariff may never be greater than that paid to government employees by the state.
- No fuel claims are paid out if the school provides its own transport for social functions or for transport between the school and employees' accommodation.
- Claims are submitted at the end of each term by the given cut-off dates.
- Full details, including the reason for the trip, must be provided on the claim form.
- All fuel claims must be approved by the financial officer.
- Claims are recorded on the school's monthly salary system and paid out together with salaries at the end of every term.
- A staff member must be able to provide proof of a relevant trip if requested to do so.

23.EXTRAMURAL COMPENSATION

- The SGB compensates educators according to a credit system for extramural involvement.
- Extramural compensation is determined and paid out at the end of the year.
- In the case of WCED educators, income tax is deducted at a rate of 25% of the compensation and paid over to SARS.
- In the case of SGB educators, income tax is deducted from the sum of normal compensation plus extramural compensation according to normal income tax scales.
- IRP 5 certificates are prepared and handed to educators after every tax year.

- In terms of section 38A of the Schools Act the financial officer must on an annual basis apply to the head of education for the payment of extramural compensation to class educators (teaching staff) of the WCED.
- The budget must provide for a separation between compensation for SGB and WCED staff

24. BUDGET PROCEDURE

- A timeframe for the completion of the various stages is reviewed on an annual basis.
- Budget forms are distributed to account holders for completion and submission by a relevant date.
- Budget forms for current and capital expenditure are submitted to the finance committee for the preparation of a spread sheet.
- The finance committee checks the budget and refines/amends/adjusts where necessary.
- The finance committee prepares the draft budget.
- The SGB may not budget for a deficit or a surplus.
- The draft budget is submitted to the SGB for approval.
- Parents/guardians must receive written notification of the budget meeting and the agenda at least 30 days before such meeting.
- The proposed budget must be available for parents' scrutiny at least 14 days before the budget meeting.
- The chairman of the finance committee, or any other SGB member appointed by the chairman, discusses all income and expenses at the budget meeting.
- At this meeting, parents/guardians must also be informed of the procedure to apply for exemption of school fees.
- The budget is approved by the parents/guardians present.
- Decisions made at the budget meeting are binding on all parents/guardians.
- All parents/guardians must be notified in writing of the decisions made at the meeting.
- The approved budget must be submitted to the WCED by 1 December of every year.

25. BUDGET MANAGEMENT

- The various accounts are entrusted to certain staff members, who budget for the year, make purchases within the budget and keep control.
- Purchases are made according to purchasing guidelines.
- The approval of expenditure and payment of funds are determined by the amount that the school has received.
- All payments must be authorised by the financial officer beforehand.
- At every meeting of the SGB the finance committee must report on the financial situation at the school.
- No adjustments above R1 000 may be made to the budget without it having been discussed and approved by the SGB. Such adjustments must be minuted.
- Before submitting the budget the account holder must request quotations for capital items, with the cheapest one usually accepted. Quotations must be approved by the finance committee.

- Items exceeding R10 000 are regarded as capital items. Two quotations are required for items between R10 000 and R49 999, and three quotations for all items from R50 000 upwards.
- Capital items are prioritised by the SGB.
- In the case of a possible over expenditure on an account, for whatever reason, the SGB's prior authorisation must be obtained and such decision must be minuted.
- Account holders may request a printout with a summary of payments as well as an analysis of the real versus the budgeted expenses on a monthly basis.

26. PURCHASING PROCEDURES

- A person intending to make a purchase must ensure that there are sufficient funds available in the budget to make that specific purchase.
- Only one quotation is required for purchases up to R10 000, unless the chairman of the specific committee insists on more than one quotation in the light of the type of expenditure.
- Two quotations are required for items between R10 000 and R49 999, and three quotations for all items from R50 000 upwards.
- Two quotations are required for emergency repairs and maintenance work only if the amount exceeds R10 000 per case.
- All quotations must be in writing.
- The account holder must complete an order form and the financial officer or his delegated official must authorise it before the order may be placed.
- If applicable, quotations must accompany the order form.
- The quotation and order form must be handed in together with the purchase/cheque request form.
- The purchase/cheque request form must indicate the budget for the whole year as well as the budget available.
- No purchases may be made before the order has been approved, unless the purchase is a result of an emergency.
- All accounts must be paid within 30 days.
- Capital items (fixed assets) purchased must be recorded in the assets register and inventory
- Where assets that are classed as capital items are disposed, approval for this is required from the finance committee.

27. INVENTORIES

- An inventory must be kept of all the school's fixed assets.
- The inventory must be divided into sections per location so that all inventory holders can accept responsibility for the items under his/her control.
- A copy of the relevant location's inventory must be displayed in that location.
- The inventory holder is controlled by a stock control officer, which is appointed by the financial officer.
- The inventory holder is responsible for the counting of items.
- The stock control officer must coordinate the inventory and stock-taking once a year.
- The stock control officer must ensure that new assets are recorded in the inventory.
- Only assets of a capital nature, i.e. with a value of more than R7 500, are reflected in the asset register for audit purposes.

- The stock control officer must annually provide a list of all capital assets which are to be written off to the finance committee.
- The list must contain the details of the item's date of purchase and the condition and reason for writing it off.
- After the write-off committee has approved the write-off of items, the stock control officer must ensure that the necessary amendments be made to the inventory.
- When new capital items (with a value of more than R7 500) are purchased, a copy of the invoice must be kept on file.
- When an inventory holder leaves the school, the inventory must be signed over to the next responsible person.
- The stock control officer, in collaboration with the financial officer, must ensure that all assets are insured according to the correct values at all times.

28. BOOK STORE

- A register must be maintained of all textbooks in the school's possession.
- Subdivisions must be created for:
 - Departmental textbooks
 - In stock
 - Issued to learners
 - Issued to educators
 - School textbooks
 - In stock
 - Issued to learners
 - Issued to educators
- A books committee is responsible for repurchasing school textbooks from learners at the end of the school year.
- The condition of the book will determine the price.
- School textbooks are then sold to next year's learners at a profit for the school.
- Due measures must be taken to ensure that learners return the departmental textbooks at the end of the year.
- Learners must be held responsible for departmental textbooks not returned.
- The book store must submit an annual report to the finance committee on books in stock and in particular on shortage of stock.
- Any books that have become obsolete may be donated to needy schools or institutions after consultation with subject heads.

29. LEASE AND UTILISATION OF SCHOOL FACILITIES AND CLASSROOMS

- The finance committee annually proposes rental fees to the SGB for approval.
- All rentals are payable in advance.
- A refundable deposit will be charged.
- In the case of ad hoc leases the lessee must pay the person who opens and locks the venue.
- If the lessee hosts a function at the venue, it must be vacated by 00:00.
- The school must be indemnified against possible claims.
- The lessee is responsible for the arranging and payment of security.
- The school and the lessee must sign the application form (annexure A) and lease contract (annexure B).

30. TUCK SHOP

- The school's tuck shop is privatised.
- A monthly rental is payable to the school for the right to operate the tuck shop for own financial gain.
- The SGB must revise the rental annually. The finance committee makes recommendations in this regard.
- The lessee and the SGB sign a contract.
- The contract is entered into for such period(s) as determined by the WCED from time to time.

31. NOTICE/ADVERTISEMENT BOARDS

- This is regulated in terms of the advertisement board policy.

32. MERIT AWARDS

- The bursary committee annually awards merit awards to top achievers in sport, culture, academics and leadership.
- Merit awards are awarded in terms of fixed criteria.

33. SCHOOL TOURS

- The touring group is responsible for financing the tour.
- No money may be advanced or contributed from the school's funds towards financing learners' tour expenses.
- A contribution may be made from the school's funds for financing two first team coaches who will be accompanying the touring groups, local tournaments excluded.
- All monies collected and all expenses incurred for the tour must be dealt with via the school's accounting system.
- Where a group participates on national level in a school activity competition, the school fees may be utilised, if available, to help subsidise expenses, subject to approval by the SGB.
- If there is a possibility of participation, such a group must make provision in the budget for possible expenses, but own funds must be collected as far as possible.

34. FUND-RAISERS

- Each supporter's club must appoint a treasurer and account holder who will be responsible for the club's finances.
- All fund-raising actions must be done via the school's accounting system.
- All funds must be paid out via the school's accounting system.
- 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.
- All fund-raising actions must first be approved by the school's management team.

- All monies paid out must be to the benefit of the school and club and done in terms of their mission and vision.
- The club's finances must be managed in accordance with the school's financial policy.
- Clubs must submit their financial statements to the finance committee at the end of each year.

35. SUBMISSION OF FINANCIAL STATEMENTS

- Every year, before 31 March, the financial officer must make arrangements with the school's auditors for an audit of the school's financial statements.
- The SGB must ensure that the signed financial statements are submitted to the WCED annually before 30 June.

36. CONTRACT REGISTER AND JOURNAL

- A journal must be kept of all service provider contracts.
- The contract register contains all contracts involving regular payments without the submission of invoices.
- The following information must be contained in the contract register and journal:
 - 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
- Any renewal of a contract or conclusion of new contracts must be submitted to the finance committee.
- After careful consideration a recommendation is made to the SGB prior to signing any contract that is binding on the school and the SGB.
- The WCED requirements regarding contracts must be adhered to, also with regard to the signing of contracts.
- The prescription dates of contracts must be recorded in order for negotiations to be entered into before they expire.

37. FRAUD AND CORRUPTION PREVENTION COMMITTEE (ad-Hoc)

Comprises:

- The SGB chairman
- The principal
- The financial secretary
- One deputy principal or head of department
- One post level 1 staff member
- Two parents/guardians (SGB or otherwise)

* Special emphasis on:

FRAUD:	Misapplication of funds Irregular allocation of funds Abuse of confidential information Manipulation in the awarding of contracts Improper issuing of receipts Theft Personal use of school property Abuse of internet/SMS/telephone Dishonest or suspect behaviour Leave forms
CORRUPTION:	Favours for friends/colleagues Evasion of protocol Manipulation of results Priority treatment Kickbacks Nepotism Funding of personal expenses Unlawful benefiting from gifts Manipulation of procurement process/specifications Falsification of documents

38. CONTROL MEASURES

- Control measures are preventative and corrective in nature and for tracing purposes.
- Effective management is applied.
- Internal financial controls are applied.
- Statutory regulations are adhered to (district office and WCED).
- Separation of duties.
- Appointment of competent and reliable staff.
- Staff know that they have limited powers and that expenditure must be approved by the principal and SGB.
- Controlled access to documents and assets.
- Financial documentation is kept safe for seven years.
- Regular back-up of all computerised book-keeping.
- Annual stock-takes.
- Transparency is strived for at all times.

39. REVIEW OF FINANCIAL POLICY

- The financial policy must be adjusted on an ongoing basis in order to stay up-to-date with approved amendments.
- The SGB may approve a deviation from the financial policy via a majority resolution, should valid grounds for such a request exist.
- The SGB may adjust the financial 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 financial policy.
- The financial policy must be reviewed and approved by the SGB on an annual basis at least.