



The Finance Policy

SCHOOL: BOKAMOSO SENIOR SECONDARY

CIRCUIT: PIETERSBURG

DISTRICT: CAPRICORN SOUTH

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SCHOOL POLICIES – *the dais for democratic governance and leadership practices in the schools of LIMPOPO Province*

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The School Finance Policy

School Stamp

This Policy was adopted by the SGB on

27 February 2026

Adoption history-2020 and 2023

Signatures:

SGB Chairperson

SGB Secretary

School Principal

Finance Policy

1. Purpose

This is the official Finance Policy of .BOKAMOSO SENIOR SECONDARY. The purpose of this policy is to ensure the existence of the standardised procedures for good financial administration practices which must be applied to all the financial affairs of the school.

2. Principles

According to the stipulations of the South African Schools Act, No. 84 of 1994, sections 34-44, the SGB is responsible for the following:

- a. Prepare and adopt the budget for the school.
- b. Fundraise in order to supplement the resources provided by the department of education.
- c. Manage all school funds.
- d. Establish a Finance Committee to oversee the financial processes in the school
- e. Appoint, in writing, a Financial Officer for the school
- f. Keep complete records of all money received and spent in the school.
- g. Arrange for the annual auditing of the school finances.
- h. Submit an audited financial statement to the provincial department of education.
- i. Prepare and present an annual financial report to the parents.
- j. The school shall operate its financial affairs under the following three signatories, of which only two shall be authorised at any given time to sign and co-sign for financial transactions:

Treasurer; SGB deputy chairperson; and any other SGB member except the principal and SGB chairperson
(Primary/compulsory signatory)

- k.
- l. -----
- m. -----

3. The School Finance Committee (FC)

3.1. Section 30 of the SASA allows the SGB to set up a Finance Committee for the school. The SGB shall consider the following when setting up the committee:

- a. The level of competency of the members.
- b. The need to have adequate accountability and transparency.
- c. The Treasure of the SGB shall be the chairperson of the Finance Committee.
- d. The Finance Officer of the school shall be the secretary of the Finance Committee.
- e. SGB chairperson and deputy chairperson shall serve as a member on the Finance Committee.
- f. The Principal of the school shall be the ex-officio member of the finance committee.

3.2. Functions of the Finance Committee (FINCOM)

- a. The FINCOM shall act as the sub-committee of the SGB and shall report directly to the SGB.
- b. The committee shall meet every month to discuss all relevant financial matters of the school.
- c. Financial reports shall be approved by the FINCOM before presented to the SGB for ratification.
- d. The FINCOM meetings must quorate.

3.3. Duties of the Finance Committee

- a. Take responsibility for monitoring and control of all financial matters at the school.
- b. Overseeing the implementation and adherence to the Finance Policy.
- c. Provide the SGB with sound financial advices regarding the generation and utilisation of school funds.
- d. Take responsibility and accountability for the preparation and presentation of financial reports to the SGB.
- e. Determine transport tariffs.
- f. Recommend and approve payments of claims.

4. Collection and recording of money

4.1. Underlying principles

- a. The SGB shall appoint a Financial Officer, in writing, for the school.

- b. Only the Financial Officer shall be assigned with the recording of funds from the learners.
- c. All collected money in the school shall be paid into the school account as stipulated in the finance prescript.
- d. The Financial Officer shall be issued with a receipt cash book to record the collected money.
- e. The Financial Officer shall control and record, in a receipt cash book and the payment cash book, all collected and expended money, respectively, on a daily basis.
- f. The records of all collected money shall be submitted to the Treasurer of the SGB for filing and safekeeping.
- g. Presenting report to the financial committee.
- h. Financial officer shall be responsible for banking.
- i. Finance officer shall present financial statement to the finance committee and the finance committee shall report to the SGB and the SGB shall report to the parents.

4.2. Issuing of receipts

- a. Receipts shall be issued in numerical order as a standard financial recording practice.
- b. The payer shall be issued with the original receipt and the office keeps the copy thereof.
- c. The receipt shall contain all the required details in ink.
- d. No alterations shall be made on a receipt. Should a mistake be made on the receipt, such a receipt shall be cancelled on both the original and the copy/duplicate.
- e. A receipt shall be issued for any amount that is collected and all cash surpluses recorded.
- f. The date, series of receipts numbers and the amount banked should be clearly indicated.

4.3. Depositing of money

- a. Deposit slips should be properly completed and balanced with the receipt cashbook.
- b. The Financial Officer shall be responsible for depositing all monies in the bank.
- c. Ways and arrangements of banking money should be varied to reduce the risk of loss through robbery.
- d. The cashbook and bank statement shall be reconciled on monthly basis.
- e. The school shall open and operate a cheque/current account in an officially recognised South African Banking Institution.

5. Payments

- a. There shall be three signatories to the account and only two may sign at one time.
- b. No cash received shall be used for payment before being deposited.

- c. All non-routine expenditures shall require that a tender or three quotations be required before such a purchase or transaction can be authorised.
- d. The SGB shall ratify adjudicated quotations approved by the FINCOM.
- e. All payment documents shall be properly filed for audit purposes and record keeping.
- f. The school stamp shall be used to stamp all original and duplicate financial transaction books.

6. Petty cash

- a. The school shall keep a maximum of R1500.00 for use by the school for all its petty cash payments requirements.
- b. Petty cash shall be utilised economically as its replenishment requires the availability of the account signatories who may not be readily available at all times.
- c. No advances may be made out of petty cash.
- d. Only the financial Officer, the Principal or any other designated person may have access to the petty cash.
- e. Any petty cash paid out shall be replaced with the appropriate petty cash voucher.
- f. Petty cash shall be balanced and reconciled on monthly basis.
- g. The school petty cash shall be kept in a safe place at all times.
- h. Petty cash shall be paid after a claim has been made through a paid voucher.

7. Financial reporting

- a. The financial year of BOKAMOSO SECONDARY school runs from January to December of each year.
- b. Monthly and yearly financial reports shall be compiled and shall include all income, expenditures and the statement of the bank account balance sheet.
- c. The SGB shall hold a parents meeting on or before the 31 of March of each year to present an audited financial report.
- d. The SGB shall appoint a duly qualified professional auditor, who is not a member of the SGB, to audit the financial books of the school.
- e. The school shall adhere to sound financial reporting practices.
- f. The SGB is allowed to effect virement on the budget.
- g. SGB shall submit financial records on quarterly basis to the office of the HOD.

8. Budgeting

- a. According to Section 38 of the South African School Act:
 - i. A governing body of a public school must prepare a budget each year, according to guidelines determined by the Member of the Executive Council, which shows the estimated income and expenditure of the school for the following financial year.
 - ii. Before a budget is approved by the governing body, it must be presented to a general meeting of parents convened on at least 30 days' notice, for consideration and approval by a majority of parents present and voting.
 - iii. If the parents meeting does not quorate, the second one will approve the budget irrespective of it quorate.
 - iv. The budget must be made for viewing purposes 14 days before the parents meeting.
- b. The annual budget must be drafted by the SGB or a person duly authorised by the SGB to do so.
- c. The budget must be presented to the Annual General Meeting of the parents for their adoption and approval.
- d. The AGM shall be held between July and November of each year.
- e. The school budget shall be informed by the needs of the school which seek to address the stated vision and mission of the school.
- f. The budget shall only be drawn once the aims and goals of the school for the specific financial year have been identified and agreed upon.
- g. The responsibility of controlling the budget rests with the SGB.
- h. The day-to-day administration of the budget rests with Financial Officer or the Principal as authorised by the SGB.
- i. The school budget shall be in line with the stipulations of the Public Finance Management Act (PFMA) and departmental regulations and policies.

9. Raising of funds for the school

A fundraising policy shall be developed and adopted by the SGB. The following directives shall furthermore be accommodated in details in the fundraising policy of the school.

- 9.1.** The school is allowed to come up with acceptable activities that seek to raise funds for the development of the school and its activities. The SGB adopts the following strategies to raise funds for the school:

- a. Parents have agreed to pay the Amount of R300.00 per learner for safety and general cleaning for the school.
- b. The agreed Amount shall be reviewed yearly by the parents and SGB.
- c. The SGB has adopted a strategy to raise funds through the tuckshop and rental.
 - (i) The Amount of R1500.00 shall be charged for hiring the hall.
 - (ii) A class shall be hired by R500.00 per a day.
 - (iii) R150.00 per pot for rental. (The hired pots to be received in their original conditions with one's own transport).
- (iv) Raise funds through casual days contribution of R20,00 per month or R240,00 per year per learner.
- (v) Any other strategy to be adopted by the SGB through the course of the year.

9.2 HOSPITALITY

- (i) The SGB will be catered for by the school during meetings depending on the availability of funds at the time.
- (ii) The school will cater for learners when going out for extra-curricular activities organised by the department at a particular rate.

10. Effective date

This Finance Policy of the school becomes effective as from the date when it is adopted and signed into effect by the Chairperson of the SGB, Secretary of the SGB and the Principal of the school.

11. Conclusion

This Finance Policy is developed for purposes of streamlining and directing the administration of the financial affairs of the school. It addresses all the possible functioning of the school which have a bearing on the finances of the school. All those who are involved with the financial affairs of the school are expected to adhere to the directives of this policy at all times. Deviations from this policy shall constitute a violation of an official policy directive of the school and shall henceforth call for disciplinary action to be taken against such an individual.

