Circular 52 /2009
Date: 11 November 2009

Indicative Resource Allocations to Public Ordinary Schools for 2010/2011

Annexure B: Application form for School Uniform

Distribution
✓ Divisional Managers and Managers at Head Office and District Offices
✓ Principals of all Public Schools
✓ Members of School Governing Bodies
✓ Relevant Unions and Organisations
✓ Staff Members in Public Institutions

Enquiries
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On request, this circular will be made available in Afrikaans, isiZulu or Sepedi within 21 days
Also available on the GDE website at: www.education.gpg.gov.za

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INDICATIVE RESOURCE ALLOCATIONS TO PUBLIC ORDINARY SCHOOLS FOR 2010/2011

NB: This circular must be read with all the previous indicative and final allocation circulars.

1. PURPOSE

The purpose of the circular is to provide individual schools and their Governing Bodies (SGBs) with:

1.1. **Quintile ranking** and the **indicative (projected) financial resource allocation** for the financial year, which begins on 01 April 2010 and ends on 31 March 2011.

1.2. Information that will assist schools and SGBs to plan for the 2010 financial year.

1.3. Information on the process of accessing school uniforms to learners in schools within quintiles one, two and three.

2. POLICY AND LEGISLATIVE FRAMEWORK

2.1. The South African Schools Act, 1996 (Act No. 84 of 1996) as amended;

2.2. The Amended National Norms and Standards for School Funding;


2.4. Public Finance Management Act (Act No. 1 of 1999).

3. BACKGROUND

3.1. The basis on which resource allocations are made to South African public ordinary primary and secondary schools was established through the 1998 publication of the National Norms and Standards for School Funding (NNSSF). It was first implemented in 2000 by Provincial Education Departments (PEDs), and represented a major innovation in South African school funding, both in terms of financing systems and pro-poor resourcing.
3.2. The Gauteng Department of Education has an obligation to implement policy and to ensure that all children of school going age receive quality education. This can be achieved through an equitable and effective distribution of resources. The limited available resources will be distributed according to the provincial poverty indicators to ensure that learners from poor communities access education in well resourced schools.

3.3. Currently all schools in quintiles 1(one), 2(two) and 3(three) are declared ‘No fee’ schools. Parents with children in these schools are exempted from paying school fees. The department is engaged in other poverty alleviation programmes that will further improve the well being of learners from the poor communities through the provision of Nutritional programmes, scholar transport in areas where learners walk long distances to access schools, provision of learning materials and uniforms through the Bana Pele integrated programme.

3.4. The department will, however, provide systems that will increase transparency and accountability of the use of resources through monitoring and reporting to ensure that the intended outcomes are achieved.

4. **INDICATIVE RESOURCE ALLOCATIONS FOR 2010/2011**

4.1 School Governing Bodies (SGBs) are reminded that the indicative allocations to their school (Annexure B) is based on the learner data that were used to determine funding for 2009/2010, that is, the 2009 10th School Day Snap Survey. Principals must note that indicative resource certificates for their schools will be sent to schools through their respective District Office Finance Sections.

4.2 The final allocation to an individual school for the 2010/2011 financial year will be determined using the 2010 10th Day Snap Survey. Once approved, the final allocations to individual schools, as per the Resource Targeting Table, will be issued via a circular in April 2010.
4.3 Schools are also reminded that the allocation, which is based on the Resource Targeting Table (RTT), must be sub-divided for utilisation as follows:

- 55% for LTSM.
- 33% for services (for example, electricity and water).
- 12% for maintenance and improvement of the school's property, buildings and grounds occupied by the school.

Note: Schools are allowed to use the 55% for LTSM as follows:

- 40% of the LTSM Rand amount for textbooks
- 35% of the LTSM Rand amount for school stationery
- 05% of the LTSM Rand amount for office stationery
- 10% of the LTSM Rand amount for the library resources
- 04% of the LTSM Rand amount for the library stationery
- 06% of the LTSM Rand amount for the laboratory equipments

5. THE SCHOOL ALLOCATION AND PLANNING FOR THE 2010/11 YEAR

5.1 The School Allocation and Accountability

5.1.1 Principals of schools are reminded of their responsibility to support SGBs in the planning process as outlined in Section 16A of South African Schools Act, 1996 as amended and in Circular 25 of 2008.

5.1.2 The newly elected SGBs are reminded to review the existing School Development Plans (SDPs) and School Improvement Plans (SIPs) and adjust them to reflect what they would like to achieve during their term of office, both long term (SDPs) and short term (SIPs). Refer to Circular 25/2008.

5.1.3 Schools are also reminded that they need to submit their plans referred to in 5.1.2 above, to the District office by the end of September each year.

5.1.4 In terms of the South African Schools Act (Act No. 84 of 1996), as amended, schools are expected to keep detailed accounts of what they spend their money on, and must account to school communities and the Gauteng Department of Education on an annual basis.

5.1.5 Schools must report on the usage of the school allocation. Reports produced by schools must explain how the spending of the school allocation supports the School Development Plan, quality of education provisioning and learner performance.
5.2 Resource Transfer Procedures where SASA Section 21 Functions have been allocated

5.2.1 Schools are expected to adhere to stringent financial management and reporting systems that are reliable, efficient and verifiable. Transfers to schools are efficiently utilised only if they are used for the purpose for which they are intended.

The Public Finance Management Act (Act No. 1 of 1999) also addresses the issue of transparency. This implies that the entity that will be receiving the funds must disclose to all stakeholders its School Development Plans (Whole School Development Plan and/or School Improvement Plan) that reflect the source of income, what it was intended for, what it will be used for and when and how it will be used. It must also disclose when and how the funds were used, and who benefited from such utilisation.

School Governing Bodies that have been allocated the relevant SASA Section 21 functions and receive the school allocation as a monetary transfer into the school fund, must administer this money in accordance with SASA. Such schools may carry out their own procurement and may deal directly with suppliers and contractors for the relevant budgeted items in accordance with standard procurement procedures, the financial directives issued in terms of Section 37 of the SASA and paragraph 133 of the Amended Norms and Standards for School Funding. However, such schools may not enter into contractual agreements with service providers that will extend beyond the term of office of the SGB.

5.2.2 Schools must keep documents as evidence of correct dealings with such suppliers and contractors, and records of how the materials and services were used, and produce such documents or records at the request of officials from the GDE and for audit purposes.

5.3. Day to day Allowance to the “No Fee” with Non-section 21 status

5.3.1 The day-to-day allowance will only be allocated to the “No Fee” schools with Non-Section 21 status.

5.3.2 These schools will not receive an additional amount but an amount equalling 10% of the total allocation for the school (up to a maximum of R\text{30 000}) will be top-sliced. This amount will be transferred into the school’s account and utilised to meet day-to-day requirements in terms of curriculum-related and programmatic expenditure. These funds must therefore be spent and accounted for in line with provisions of the norms and standards (paragraphs 5.2 and 5.6 of this circular) and must cover the period May 2010 to June 2011.
6. **Audited Financial Statements of Public Ordinary Schools**

In compliance with Section 43(5) of SASA, a copy of the **Audited** Financial Statements for the period 1 January 2009 to 31 December 2009 must be submitted to the Head of Department through the Office of the Director Financial Reporting, Funding and Subsidies, by 30 June 2010.

4th floor, Room 407  
111 Commissioner Street,  
Johannesburg)

Failure to meet this compliance requirement could result in subsequent transfer payments to the school being withheld.

In addition, for the purpose of on-going monitoring in respect of financial management, schools **MUST** maintain monthly cash flow projections and actual expenditure statements.

7. **Quintile Ranking**

7.1 SGBs are reminded that re-ranking of schools takes place only once annually (between June and August), when the Department prepares the budgets for the new fiscal year. This exercise coincides with the preparation of indicative allocation certificates issued at the end of September each year.

As the learner numbers increases in quintile 1-3, the National Department of Education reviews the poverty score cut off points. This process will push some schools from quintile 4 to 5.

7.3 Schools that were moved from quintile 4 to 5 will not be disadvantaged as the per learner allocation remains unchanged.

7.2 All schools in quintiles 1, 2 and 3 are “No Fee” schools.
8. **School Uniform**

All quintile 1(one), 2(two) and 3 (three) “No fee” schools will receive booklets with forms for parents / guardians of needy learners to apply for school uniforms.

The forms will have a series of unique numbers.

The principals must provide parents/guardians with application forms for school uniforms and submit the completed forms to the District Director through the District IDS unit.

Districts Directors must forward the completed forms to the Director: GET:IDS Head Office;

For Attention:
Ms. Mmule Madonsela
CES: Systems and Resourcing Policy
Room 1329
111 Commissioner Street
Johannesburg

The completed and signed forms will be captured and submitted to the Department of Social Development for the supply of uniforms.

**NB. Principals are urged to ensure that the uniform application forms are provided to the needy learners ONLY.**

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Boy Ngobeni
Head of Department