Isalathiso: 20161031-5701
6/2/P
Imibuzo: MJ Hendricks

ISetyhula: 0046/2016
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kwiiNgcali zeMfundo eziziiNtloko, kwiiNtloko zoQuquzelelo neNgcebiso ngezeKharityhulam, kuBaphathi beeSekethe, kwiiNtloko zoQuquzelelo neNgcebiso ngeze*IMG*, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBacebisi ngeZifundo nakwiiNtloko zawo onke amaziko emfundo

Isishwankathelo esifutshane: *Isikhokelo esingokuthengwa kwefanitshala kunye nezixhobo zokusebenza ukulungiselela u-2018.*

Isihloko: Isikhokelo esingokuthengwa kwefanitshala kunye nezixhobo zokusebenza ukulungiselela u-2018

1. **Intshayelelo**

1.1 Injongo yale setyhula kukwazisa ii-ofisi zezithili nezikolo ngenkqubo yokuthengwa kwefanitshala nezixhobo zokusebenza ngo-2017 ukulungiselela u-2018.

1.2 ISebe leMfundo leNtshona Koloni (*WCED*) inemvumelwano yeminyaka emithathu yokubonelela ngefanitshala kuzo zonke izikolo ezikwiPhondo leNtshona Koloni. Le mvumelwano iquka ii-ayithem eziyi-31 zefanitshala yesikolo ezikwikhatalogu eqhotyoshelweyo (kwisiHlomelo A). Izikolo zivumelekile ukwenza isicelo kuphela kwilisti yee-ayithem zefanitshala ezikwifom i-*WCED 026A form* (IsiHlomelo B) eqhotyoshelweyo.

1.3 Makwenziwe isicelo sezixhobo zokusebenza kwifom i-*WCED 026B form* (IsiHlomelo C).

2. **Inkqubo yokunika iprayorithi nokuthengwa kwefanitshala eyongezelelweyo nezixhobo zokusebenza zezikolo ezikhoyo (izongezelelo)**

2.1 Zonke izicelo zefanitshala kunye nezezixhobo zokusebenza ezisuka kwizikolo ezikhoyo mazingeniswe zikwifom echanekileyo kumphathi wesekethe wesikolo ungadlulanga owe-03 Februwari 2017.

2.2 Makuzaliswe ifom i-*WCED 026A form* yerikhwizishini yefanitshala yokongezelela (*furniture top-ups*) nefom i-*WCED 026B requisition form* eyenzelwe ukongezelela izixhobo zokusebenza.

2.3 Abalawuli bezithili baya kuphonononga izicelo ezingefanitshala kunye nezixhobo zokusebenza kuzo zonke iisekethe yaye benze ilisti enika iphrayorithi yezinto ngokungqinelana nebhajethi ekhoyo. Le listi inika iprayorithi yezinto iya kuthunyelwa kwiCandelo loMlawuli oyiNtloko wee-Ofisi zeZithili ungadlulanga owe-24 Februwari 2017, ukwenzela ukufumana imvume.

2.4 Ii-ofisi zezithili ziya kwazisa izikolo ngokubhala incwadi malunga nokuba ingaba izicelo zabo okanye inxalenye yazo zaye zavunywa na, kwenziwa izilungiso kuzo (*amended*) okanye zange zivunywe na.

2.5 ICandelo lokuXhasa amaZiko ngeZibonelelo kwaNdlunkulu (*The Directorate: Institutional Resource Support at Head Office*) liya kufaka ii-odolo ezinika iprayorithi zefanitshala kunye nezezixhobo zokusebenza ezivunyiweyo.

2.6 Ifanitshala nezixhobo zokusebenza zinewaranti yonyaka omnye ukususela kumhla wokuziswa kwazo esikolweni ehamba nale mimiselo ilandelayo:

2.6.1 Izikolo ezafumana ifanitshala eyonakeleyo mazazise kwangethuba uNdlunkulu ngokungenisa ingxelo ebhaliweyo kule dilesi ye-imeyili ilandelayo: Mpumelelo.Hendricks@westerncape.gov.za

2.6.2 I-*WCED* iya kuthetha-thethana nabathengisi ukwenzela ukuba benze balungise okanye batshintshe ngoko nangoko ifanitshala nezixhobo zokusebenza eziye zonakala ungadlulanga unyaka wokuqala zafunyanwayo sisikolo.

2.7 Ukuba izikolo zi-odola ifanitshala ngqo kubathengi, intlawulo yee-odolo ezilolo hlobo iya kuba yeye-akhawunti yesikolo eso.

2.8 Kucetyiswa izikolo zisebenzise isabelo sazo saqho ngonyaka semimiselo nemigangatho yolwabiwo-mali (*their annual norms and standards funds*) kunye neemali zesikolo ukuthenga kunye/okanye ukulondolozwa kwefanitshala nezixhobo zokusebenza ezingafakangwa kuluhlu lwezinto eziyiphrayorithi yi-ofisi yesithili.

3. Ukulawulwa kwefanitshala nezixhobo zokusebenza ezikolweni

3.1 Izikolo maziseke ikomiti ejongene nokuthengwa kweempahla neenkonzo (*procurement committee*) komiti leyo iya kuba noxanduva lokugcina iirekhodi zefanitshala nezixhobo zokusebenza ezisesikolweni (Funda isikhokelo i-*Basic Financial System for Schools*).

3.2 Ifanitshala okanye izinto zokusebenza ezingasafunekiyo mazikhutshwe (*written off*) zichithwe (*disposed of*) emva kokuba kuthathwe isigqibo soko kwintlanganiso yokuchithwa kweempahla (*disposal meeting*). Imizuzu yentlanganiso mayibonise isigqibo eso yaye isigqibo esilolo hlobo masifumaneke ngeenjongo zokubekwa esweni.

3.3 Ifanitshala okanye izinto zokusebenza ezaphukileyo ezisengaphinda zilungiswe mazigcinwe ngononophelo ukuthintela omnye umonakalo.

3.4 Izikolo mazihlaziye iirekhodi ze-inventri zazo qho ngonyaka (istokhwe esikhoyo, izinto ezichithwayo nezinto ezishotayo). Ezi rekhodi mazisetyenziselwe ukungqinisisa imfuneko yezongezelelo yaye mazifumaneke ngeenjongo zokubekwa esweni yi-ofisi yesithili.

3.5 Kwaye kwenziwa isistim ye-inventri yasekhompyutheni kwi-*CEMIS* ukwenzela ukuba izikolo zifake ekhompyutheni iirekhodi zee-inventri zazo. Ngo-2016 zonke izikolo zanikwa ithuba lokufaka ekhompyutheni iimfuno zezongezelelo zefanitshala nezezinto zokusebenza kwanokuba maziprinte i-iinventri zazo ngeenjongo ze-odithi.

3.6 Izikolo ziya kunikwa ithuba lokungena ekhompyutheni kwi-*CEMIS* qho ngonyaka ukuhlaziya ingcaciso yee-inventri ekhompyutheni yefanitshala kunye nezixhobo zokusebenza zazo.

3.7 Kukhuthazwa izikolo ziyibhale ngokucacileyo yonke ifanitshala kunye nezinto zokusebenza ukwenzela ukuba zigcinwe ngokukhuselekileyo zingabiwa ii-asethi.

4. Uyabulelwa kakhulu ngentsebenziswano yakho ngale miba ibaluleke kangaka.

ISAYINWE: NGU- BK SCHREUDER
INTLOKO YESEBE LEMFUNDO EBAMBELEYO
UMHLA: 2016-11-12