



Reference: 20180502-1734

12/12/2/P

Enquiries: DD Louw

Circular: 0019/2018

Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Heads: Management and Governance, Circuit Managers and Principals and Governing Body Members of public schools

*Short summary: Annual financial statements to be drawn up in accordance with guidelines determined by the Provincial Minister of Education within three months of the end of each financial year*

**Subject: Guidelines for the drawing up of annual financial statements**

1. In terms of section 42(b) of the South African Schools Act (SASA), 1996 (Act 84 of 1996) as amended, the governing body of a public school must as soon as practicable, but not later than three months after the end of each financial year, i.e. 31 March, draw up annual financial statements in accordance with the guidelines determined by the Provincial Minister of Education.
2. The Western Cape Education Department (WCED) previously did not issue guidelines in terms of section 42(b) of SASA, but instead issued directions contained in Chapters A and I of the manual *Basic Financial System for Schools*. The manual was issued in terms of section 37(1) of SASA by the Head of Department.
3. The attached guidelines have now been determined by the Provincial Minister and are therefore issued in terms of section 42(b) of SASA. It is expected of governing bodies of all public schools to draw up their annual financial statements in accordance with the attached guidelines.
4. Kindly ensure that the content of this circular and guidelines are brought to the attention of all concerned, including the school's auditor.

**SIGNED:** P BEETS

**ACTING HEAD: EDUCATION**

**DATE:** 2018-04-04



**Western Cape  
Government**

Education

Directorate: Institutional Management  
and Governance Planning

## **GUIDELINES FOR THE DRAWING UP OF ANNUAL FINANCIAL STATEMENTS**

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## 1. Introduction

These guidelines are issued by the *Member of the Executive Council* in terms of section 42(b) of the South African Schools Act (SASA), 1996 (Act 84 of 1996).

## 2. Objectives

- 2.1 To give effect to the legislative requirements of the South African Schools Act (SASA), 1996 (Act 84 of 1996), as well as section 38 of the Public Finance Management Act, 1999 (Act 1 of 1999).
- 2.2 To provide guidelines to the governing body and finance committee of a school in preparing a set of annual financial statements.
- 2.3 To provide information about the financial position, financial performance and cash flows of a school, which is useful to a wide range of users (governing body, the public and the Western Cape Education Department (WCED)).
- 2.4 To show the results of management's stewardship of the **resources** entrusted to them.

## 3. Legislative prescripts and regulatory framework

- 3.1 Generally Recognised Accounting Practices (GRAP)
- 3.2 Section 43(1) & (2) of the South African Schools Act (SASA), 1996 (Act 84 of 1996)
- 3.3 Public Finance Management Act, 1999 (Act 1 of 1999)
- 3.4 WCED Circular 0027/2001, dated 12 March 2001: Auditors appointed under Section 43(2) (b) of SASA
- 3.5 WCED Circular 0205/2003, dated 20 October 2003: Annual Audited Financial Statements
- 3.6 WCED Circular 0007 of 2014, dated 05 March 2014: Annual Audited Financial Statements: 01 January to 31 December

## 4. Drafting and submission of financial statements

- 4.1 In terms of SASA the governing body of a public school must:

- (i) within three months of the end of each financial year, i.e. 31 March, draw up annual financial statements in accordance with the guidelines determined by the Member of the Executive Council (MEC); and
- (ii) within six months of the end of each financial year, i.e. 30 June, submit a copy of the annual audited financial statements to the Head of the WCED.

- 4.2** The governing body is responsible for drawing up the annual financial statements and should then submit these documents to their auditor for auditing.
- 4.3** Auditors must clearly show that they have mechanisms in place to ensure that they maintain a functional and healthy separation of duties in terms of the compiling and auditing of the financial statements.
- 4.4** Upon receipt of the audited financial statements from the auditors, the governing body must hold a meeting to discuss the statements.
- 4.5** The governing body must clarify issues, if any, with the auditors and thereafter adopt and sign off the statements as correct.
- 4.6** Auditors usually make provision in the audited financial statements for the SGB to sign-off.
- 4.7** The SGB must submit a copy of the signed audited financial statements, which must include the management report of the auditors, to the district office on or before 30 June.

**Important:**

The auditor should not do the bookkeeping of the school, other than the year-end journals and adjustments. Furthermore the audit/review of the school's financial statements must not be carried out by the same accounting professional who was involved in the preparation of the financial statements i.e. segregation of duties. This is in line with the Auditing Standard of Independent Review (ISRE 2400).

**5. An auditor or person to examine and report on financial documents**

- 5.1** In terms of section 43(1) of SASA, the governing body must appoint a person registered as an accountant and auditor in terms of the Public Accountants' and Auditors' Act, 1991 (Act 80 of 1991).
- 5.2** If this is not reasonably practicable, it must appoint a person who is qualified to perform the duties of an accounting officer of Close Corporations (section 43(2)(a) of SASA). In this instance, the words "is not reasonably practicable" can be interpreted as follows:

“the governing body has proper measures implemented to determine whether an appointment of a registered auditor is not feasible to implement and therefore compliance to section 43(2)(a) and (b) will be the next required alternative to appoint a person to examine the records.”

**5.3** The list of organisations with which accounting officers can be associated is as follows:

- The South African Institute of Chartered Accountants (SAICA)
- Auditors registered in terms of the provisions of the Auditing Profession Act, 2005 (Act No. 26 of 2005) (CA)
- The Southern African Institute of Chartered Secretaries and Administrators (ICSA)
- The Chartered Institute of Management Accountants (CIMA)
- The South African Institute of Professional Accountants (SAIPA)
- The Institute of Accounting and Commerce (IAC) who has obtained the Diploma in Accountancy (IAC)
- The Association of Chartered Certified Accountants (ACCA)
- The Chartered Institute of Business Management (MCIBM)
- The Southern African Institute for Business Accountants (SAIBA)
- The Southern African Institute of Government Auditors (SAIGA)

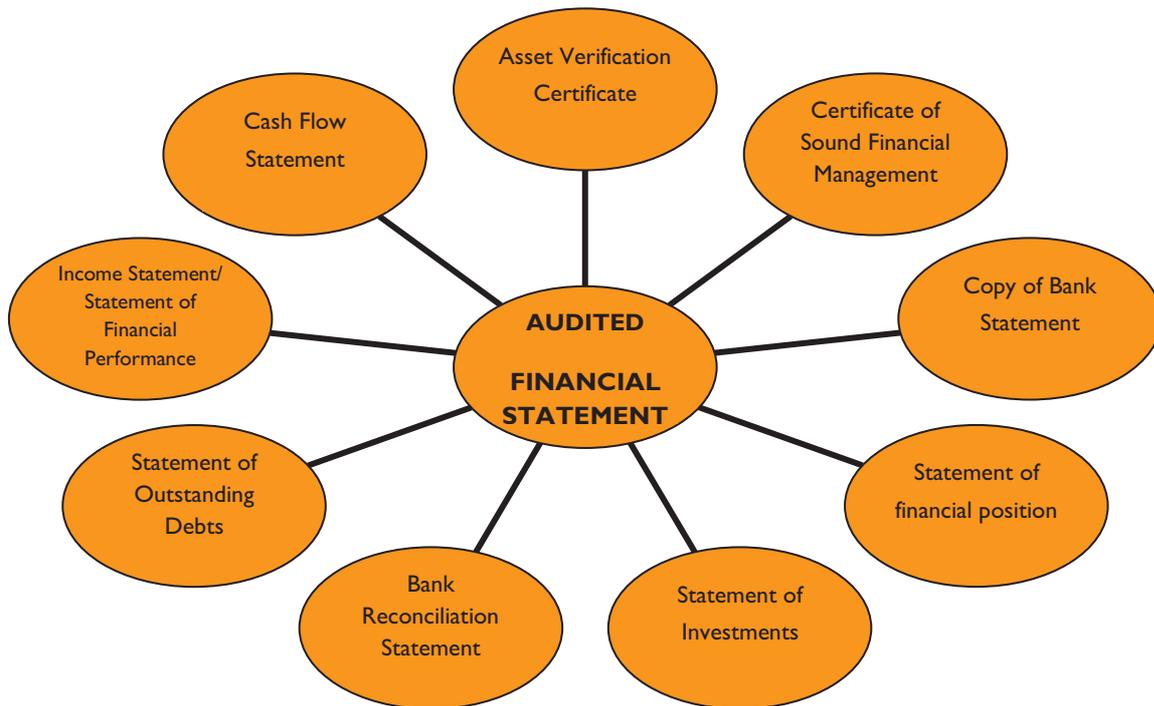
**5.4** If the governing body appoints an accounting officer they must provide:

- a) three quotations obtained from different auditing firms for comparison. These should be kept safely for monitoring and evaluation or audit purposes;
- b) a motivation letter attached and signed by the governing body as an indication that control measures were in place and a feasibility study was performed to appoint an accounting officer instead of a registered auditor; and
- c) the minutes of the governing body meeting regarding the appointment of the accounting officer which have been signed and are kept by the school for record keeping purposes.

**5.5** If this is not reasonably practicable, the governing body must appoint a competent person, but the approval of the Provincial Minister of Education is needed for such an appointment (see section 43(2)(b) of SASA). An application form (Annexure A1) must be filled in and be sent, together with the applicable information, directly to the relevant district office. The governing body should ensure that qualified individuals are appointed to examine the records. Appointing unqualified or unskilled individuals to perform an examination of the books will pose a risk of fruitless and wasteful expenditure.

**5.6** In terms of section 43(3) of SASA no person who has a financial interest in the affairs of the public school may be appointed under this section.

## 6. Diagrammatic representation of a financial statement



## 7. Components of a financial statement

- A statement of the financial performance: Income statement [Annexure A]
- A statement of financial position: Balance sheet [Annexure B]
- A cash flow statement [Annexure C]
- Audit report [Annexure D]
- Notes or schedules comprising a summary of significant accounting policies and other explanatory notes
- Management report (report from the auditor highlighting any shortcomings – this report must also be provided to the WCED)

## 8. Schedules to be included in a financial statement

- Asset verification certificate [Annexure E]
- Bank reconciliation [Annexure F]
- Statement of investment/s or note to annual financial statements [Annexure G]
- Statement of outstanding debtors or note to annual financial statements [Annexure H]
- Copy of bank statement for December
- Certificate of sound financial management [Annexure I]
- Certificate of verification of computerised receipting [Annexure J]

## **9. Information to be presented on the face of the statement of financial position**

### **9.1 Non-current assets (fixed assets)**

- Equipment
- Vehicles

### **9.2 Current assets**

- Cash and cash equivalents
- Investments
- Inventory
- Accounts receivable

### **9.3 Non-current liabilities**

- Long-term loans
- Interest-bearing borrowings

### **9.4 Current liabilities**

- Accounts payable
- Provisions
- Arrear municipal accounts
- Arrear Workman's Compensation
- Bank overdraft
- SARS – Tax

## **10. Information to be presented on the face of the income statement/statement of financial performance or in the notes**

### **10.1 Revenue/income**

#### 10.1.1 School fees

- Mainstream (Nett = Gross – bad debt and exemptions)
- Pre-primary/Grade R

#### 10.1.2 Other operating income

- Other fees (e.g. Music)
- Fundraising
- Donations

#### 10.1.3 WCED allocations

- Safe schools
- Internet / TK connectivity
- Norms and standards (N&S)
- Municipal services

- Scheduled maintenance
- Grade R
- National School Nutrition Programme (NSNP)

#### 10.1.4 Other income

- Interest received (current account and investment account)
- Other income
- Profit on disposal of assets

## 10.2 Expenditure

### 10.2.1 Administration Expenses

- Affiliations and subscriptions
- Accounting fees
- Auditing fees
- Computer expenses
- Depreciation
- Interest paid
- Other expenses
- Municipal services
- Textbooks and learning support material
- Transport
- Tax – SARS pay-over
- Repairs and maintenance
- Printing and stationery
- Rentals
- Telephone and fax

### 10.2.2 Personnel expenditure

- CS Educators
- Non-CS Educators
- Extra remuneration (38A) – per staff member

### 10.2.3 Surplus/deficit for the year (Circular 0007 of 2014, dated 05 March 2014)

## 11. Notes to the financial statements

### 11.1 Accounting policies

Basis of presentation – The annual financial statements are prepared on the historical cost basis and in accordance with South African Standards of Generally Recognised Accounting Practice (GRAP). The following are the principal accounting policies used by the school, which is consistent with those of the previous year:

#### 11.1.1 Fixed/tangible assets and depreciation

Depreciation of fixed assets is shown at book value (cost less accumulated depreciation). Depreciation is written off by a charge to income computed on a straight-line basis as to write-off cost over their expected useful lives. The depreciation rates applicable to each category of fixed/tangible asset are as follows:

- Furniture and fittings – 10% p.a.
- Office equipment – 20% p.a.
- Computer – 33.33% p.a.
- Computer software – 50% p.a.

#### 11.1.2 Inventory

Saleable items are stated at the cost or net realisable value, whichever is lower. Administrative items are stated at cost. Where necessary, provision is made for obsolete, slow-moving and defective inventory.

#### 11.1.3 Revenue/income

Revenue/income comprises school fees, fundraising, WCED transfer payments, donations and other income.

#### 11.1.4 Interest received

Interest received is recognised in the period in which it occurs.

#### 11.1.5 Accounts receivable

Accounts receivable is carried at expected realisable value. An estimate is made for doubtful accounts receivable based on a review of all outstanding amounts at the year end. Bad debts are written off in the year in which they are identified.

#### 11.1.6 Accounts payable

Accounts payable is carried at expected payment values. An estimate is made for accruals based on a review of all outstanding amounts at year end. Interest is written off in the year that they occur.

#### 11.1.7 Employee benefits (governing body posts)

Contributions to a defined contribution plan in respect of services in a particular period are recognised as an expense in that period.

### 11.2 Employee entitlements

Short-term employee benefits: The cost of short-term employee benefits is recognised during the period in which the employee renders the related service. Employee entitlements to annual leave are recognised when they accrue to employees.

### 11.3 Taxation

No provision is made for taxation, as schools are exempted from income tax in terms of Section 10 (1)(d)(iv)(bb) of the Income Tax Act, 1962 (Act 52 of 1962).



**INCOME STATEMENT for the year ended 31 December .....**

	NOTES	R / .....	R / .....
<b>REVENUE/INCOME</b>			
<b>School fees</b>		XXXXX	XXXXX
Mainstream		XXXXX	XXXXX
Pre-primary		XXXXX	XXXXX
<b>Other operating income</b>		XXXXX	XXXXX
Other fees	5	XXXXX	XXXXX
Donations		XXXXX	XXXXX
WCED - Allocations	6	XXXXX	XXXXX
<b>OTHER INCOME</b>		XXXXX	XXXXX
Interest received: Current a/c		XXXXX	XXXXX
Investment a/c		XXXXX	XXXXX
Other		XXXXX	XXXXX
Profit on disposal of fixed assets		XXXXX	XXXXX
		<b>XXXXXXXXX</b>	<b>XXXXXXXXX</b>
<b>EXPENDITURE</b>			
<b>Administration expenses</b>		XXXXXXXXX	XXXXXXXXX
Affiliations and subscriptions (sport)		XXXXX	XXXXX
Accounting fees		XXXXX	XXXXX
Auditing fees		XXXXX	XXXXX
Computer expenses		XXXXX	XXXXX
Depreciation		XXXXX	XXXXX
Interest paid		XXXXX	XXXXX
Other expenses	7	XXXXX	XXXXX
Municipal services		XXXXX	XXXXX
Textbooks		XXXXX	XXXXX
Repairs and maintenance		XXXXX	XXXXX
Printing and stationery		XXXXX	XXXXX
Rent		XXXXX	XXXXX
Telephone		XXXXX	XXXXX
Personnel expenditure:	8	XXXXX	XXXXX
CS educators		XXXX	XXXX
Non-CS educators		XXXX	XXXX
Extra remuneration		XXXX	XXXX
		<b>XXXXXXXXX</b>	<b>XXXXXXXXX</b>
<b>Surplus/(Deficit) for the year</b>		XXXX	XXX
<b>Surplus transferred</b>			



**Adres/Address:** Die Direkteur: Bestuursrekeningkunde, WKOD, Privaatsak X9114, Kaapstad, 8000. // The Director: Management Accounting, WCED, Private Bag X9114, Cape Town, 8000. Tel.: (021) 467-2664, Faks/Fax 467-2594.

**Aansoek om goedkeuring ingevolge artikel 43(2) van die SA Skolewet, 1996 (Wet 84 van 1996), deur die LUR verantwoordelik vir Onderwys, van die beheerliggaam se aanstelling van 'n persoon verantwoordelik vir die ondersoek van en verslagdoening oor die inrigting se rekords en finansiële state.**

**Application for approval in terms of Section 43(2) of the SA Schools Act, 1996 (Act 84 of 1996), by the MEC responsible for Education, of the governing body's appointment of a person to examine and report on the records and financial statements of the institution.**

**Onderwysinrigting /  
Educational Institution:**

**Distrikskantoor/  
District Office**

**Besonderhede van Persoon : Details of Person**

Volle voorname/Full first names		
Van/Surname		
Identiteitsnr/Identity No		
Posadres/Postal address		
Telefoon/Telephone	( )	Selfoon/Mobile :
E-pos-adres/Email address		
Enige kriminele oortredings? Any criminal offences?	Ja/Yes   Nee/No	Indien <b>Ja</b> , verskaf asb besonderhede op 'n addisionele bladsy. If <b>Yes</b> , please supply particulars on an additional page.
Ooit voorheen insolvent verklaar? Ever been declared insolvent?	Ja/Yes   Nee/No	Indien <b>Ja</b> , verskaf asb besonderhede op 'n addisionele bladsy. If <b>Yes</b> , please supply particulars on an additional page.

**Dokumente aangeheg : Documents attached**

Curriculum Vitae

Notule van beheerliggaamvergadering(Bewys:Aanstelling&datum)/Minutes of Governing Body Meeting(Proof:Appointment&date)

**Beheerliggaam : Governing Body**

Geteken/Signed :

Datum/Date :

Naam en Van/Name and Surname:

Telefoon/Telephone: ( )

Sel/Mobile:

**Verklaring deur aansoeker : Declaration by applicant**

Ek, \_\_\_\_\_, verklaar hiermee dat ek jaarliks onafhanklik sal verslag doen teen **30 Junie** oor die rekords en finansiële state van die inrigting vir die periode **1 Januarie tot 31 Desember**. Ek sal geen finansiële of enige ander voordele aanvaar wat my onafhanklikheid om my pligte uit te voer sal beïnvloed nie. Ek het geen finansiële belang by die sake van die inrigting nie.

I, \_\_\_\_\_, hereby declare that I will annually by **30 June** report independently on the records and financial statements of the institution for the period **1 January to 31 December**. I will not accept any financial or other benefits that may influence my independence to perform my duties. I have no financial interest in the business of the institution.

Geteken/Signed : \_\_\_\_\_

Aansoeker/Applicant

\_\_\_\_\_ Datum/Date



**BALANCE SHEET as at 31 December .....**

	NOTES	R / .....	R / .....
<b>ASSETS</b>			
<b>Non-current assets</b>			
Tangible/fixed assets	1	XXXXXX	XXXXX
Long-term investments	2	XXXXX	XXXX
<b>Current assets</b>			
Inventory	3	XXXX	XXXX
Accounts receivable	4	XXX	XXX
Prepayments		XX	XX
Short term investments		XXX	XXXX
Cash and cash equivalents		X	XX
		XXXX	XXXX
<b>Total assets</b>		<b>XXXXXXXX</b>	<b>XXXXXXXX</b>
<b>EQUITY AND LIABILITIES</b>			
<b>Capital and reserves</b>			
Accumulated funds		XXXXXX	XXXXX
Development funds		XXXXX	XXXX
<b>Non-current liabilities</b>			
Interest bearing borrowings/ loans		XXXXX	XXXXX
<b>Current liabilities</b>			
Accounts payable		XXXXX	XXXXX
Provisions		XXXXX	XXX
Accrued expenses		XXX	XX
Loans		XX	XX
			XXXX
<b>Total equity and liabilities</b>		<b>XXXXXXXX</b>	<b>XXXXXXXX</b>



**Cash Flows**

Direct method

**Cash flow from operating activities**

**1**

Cash receipts from learners

Cash paid to suppliers and Governing Body staff (\_\_\_\_\_)

Cash generated from operations

Interest paid (\_\_\_\_\_)

Interest received \_\_\_\_\_

Net cash inflow from operations

**Cash flow from investing activities**

**2**

Purchase of non-current assets for replacement (\_\_\_\_\_)

Disposal of non-current assets

Net cash outflow from investing activities

**Cash flows from financing activities**

**3**

Repayment of long-term loan ( )

Long-term loan raised

Net cash outflow from financing activities

**Net increase in cash and cash equivalents**

**1+2+3**

Cash and cash equivalents at beginning of period

Cash and cash equivalents at end of period

28 JUNE 2017

AUDIT REPORT

THE GOVERNING BODY  
SONOP PRIMARY  
FOR THE YEAR ENDED 31 DECEMBER 2017

I have performed the duties of Accounting Officer to Sonop Primary as required by the Nonprofit Organisations Act, 1997 (Act 71 of 1997), and section 43(3) of the South African Schools Act (SASA), 1996 (Act 84 of 1996).

The financial statements presented on pages 3–9 are the responsibility of the Governing Body. The Governing Body is responsible for the maintenance of adequate accounting records and the preparation and integrity of the financial statements. The Governing Body is also responsible for the school's internal financial control. These are designed to provide reasonable, but not absolute, assurance as to the reliability of the financial statements, and to adequately safeguard, verify and maintain accountability of assets, and to prevent and detect misstatement and loss.

In common with similar organisations, it is not feasible for the school to institute accounting controls over cash collections prior to the collection in the accounting records.

I have determined that the financial statements are in agreement with the accounting records and have so by adopting such procedures and conducting such inquiries in relation to the accounting records as is considered necessary in the circumstances.

I have also reviewed the accounting policies which have been presented to me as having been applied in the preparation of the annual financial statements, and I am of the opinion that they are appropriate to the school and in conformity with generally accepted accounting practice.

I receive no financial gain from the school, except fees for own account.

The financial statements also conform to the Basic Financial System for Schools of the Western Cape Education Department.

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JAARLIKSE BATEVERIFIKASIEKONTROLESERTIFIKAAT  
ANNUAL ASSET VERIFICATION CONTROL CERTIFICATE

Staat van bateverifikasie soos op 31 Desember/  
Statement of asset verification as at 31 December \_\_\_\_\_

Naam van Onderwysinrigting/  
Name of Educational Institution \_\_\_\_\_

OBISNR/  
EMIS NO \_\_\_\_\_

Distrikskantoor/  
District Office \_\_\_\_\_

1. Is enige tekorte geïdentifiseer? / Were any shortfalls identified?

Ja/Yes

Nee/No

1.1 Indien **JA**, heg asseblief besonderhede per bate-item aan (WKOD 029). /  
If **YES**, please attach details per asset item (WCED 029).

2. Is enige surplusse geïdentifiseer? / Were any surpluses identified?

Ja/Yes

Nee/No

2.1 Indien **JA**, heg asseblief besonderhede per bate-item aan (WKOD 029). /  
If **YES**, please attach details per asset item (WCED 029).

3. Ons, die ondertekenaars, sertifiseer hiermee / We, the undersigned, hereby certify

3.1 dat die jaarlikse bateverifikasie uitgevoer is:/ that the annual asset verification has been conducted:

3.1.1 Dat die bateverifikasie onder die toesig van die persoon verantwoordelik vir bates gehanteer is. /  
That the asset verification was completed under the supervision of the person responsible for assets.

3.1.2 Datum van bateverifikasie: / Date of asset verification:

J	J	J	J	M	M	D	D

3.2 dat die nodige beheer oor bateprosedures soos voorgeskryf deur die WKOD geïmplementeer is. (**Verwys na Hoofstuk F van die handleiding: Basiese Finansiële Stelsels vir Skole**)./  
that the asset control measures as prescribed by the WCED have been implemented. (**Refer to Chapter F of the manual: Basic Financial Systems for Schools**).

3.3 dat na ons wete, die inligting hierin vervat waar en korrek is. /  
that, to the best of our knowledge, the information contained herein is true and correct.

\_\_\_\_\_  
TESOURIER / TREASURER

Datum/Date:

\_\_\_\_\_  
PRINSIPAAL  
PRINCIPAL

Datum/Date:

\_\_\_\_\_  
VOORSITTER / CHAIRPERSON

Datum/Date:

\_\_\_\_\_  
OUDITEUR / AUDITOR

Datum/Date:



**JAARLIKSE BANKREKONSILIASIE / ANNUAL BANK RECONCILIATION**

Bank reconciliation as at 31 December  
Bankrekonsiliasie soos op 31 Desember \_\_\_\_\_

Naam van Onderwysinrigting  
Name of Educational Institution \_\_\_\_\_  
OBOS NR/ \_\_\_\_\_  
EMIS NO \_\_\_\_\_  
Distrikskantoor/  
District Office \_\_\_\_\_

Saldo volgens BANKSTAAT nr. (heg afskrif van bankstaat gedateer 31 Desember aan) Balance as per BANK STATEMENT No. (attach copy of bank statement dated 31 December)				R
<b>Plus: UITSTAANDE DEPOSITOS</b> (Depositos ontvang in KASBOEK, nog nie op bankstaat nie)				
<b>Add: OUTSTANDING DEPOSITOS</b> (Deposits received in CASHBOOK, not yet on bank statement)				
Depositodatum Deposit date	Depositonr./ Deposit No	Besonderhede / Details	Bedrag / Amount	
1				
2				
3				
4				
<b>TOTAAL: UITSTAANDE DEPOSITOS / TOTAL: OUTSTANDING DEPOSITOS</b>				R
<b>Min: UITSTAANDE TJEKS/BETALINGS</b> (Betalings geprosesseer in KASBOEK, maar nog nie op bankstaat nie)				
<b>Less: OUTSTANDING CHEQUES/PAYMENTS</b> (Payments processed in CASHBOOK, not yet on bank statement)				
Tjekdatum/ Cheque date	Tjeknr./ Cheque No	Besonderhede / Details	Bedrag / Amount	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
<b>TOTAAL: UITSTAANDE TJEKS / TOTAL: OUTSTANDING CHEQUES</b>				R
Saldo volgens KASBOEK soos op 31 Desember Balance as per CASH BOOK as at 31 December _____				R

\_\_\_\_\_  
TESOURIER / TREASURER  
Datum/Date:

\_\_\_\_\_  
PRINSIPAAL  
PRINCIPAL  
Datum/Date:

\_\_\_\_\_  
VOORSITTER / CHAIRPERSON  
Datum/Date:

\_\_\_\_\_  
OUDITEUR / AUDITOR  
Datum/Date:



JAARLIKSE STAAT VAN BELEGGINGS / ANNUAL STATEMENT OF INVESTMENTS

Staat van beleggings soos op 31 Desember  
Statement of investments as at 31 December \_\_\_\_\_

Naam van Onderwysinrigting/  
Name of Educational Institution \_\_\_\_\_

OBISNR/  
EMIS NO \_\_\_\_\_ Distrikskantoor/  
District Office

BELEGGINGSBESONDERHEDE/ INVESTMENT DETAILS	BELEGGINGS / INVESTMENTS			
	1	2	3	4
Naam van bank/Name of bank				
Rekeningnr/Account no.				
Tipe belegging/Type of investment				
Totale rente ontvang/ Total interest received				
Vervaldatum/Maturity date				
BALANS soos op 31 Desember/ BALANCE as at 31 December				

Aangeheg is 'n gewaarmerkte afskrif/gewaarmerkte afskrifte van die beleggingsrekening(s) soos op  
Attached is a certified copy/are certified copies of the investment account(s) as at \_\_\_\_\_

Hiermee sertifiseer ek/ons dat, so v&er my/ons kennis strek, die bogenoemde staat waar en korrek is.  
I hereby certify that, to the best of my/our knowledge, the above statement is true and correct.

_____ TESOURIER / TREASURER Datum/Date:	_____ PRINSIPAAL PRINCIPAL Datum/Date:
_____ VOORSITTER / CHAIRPERSON Datum/Date:	_____ OUDITEUR / AUDITOR Datum/Date:





FINANSIËLE JAAR/  
FINANCIAL YEAR \_\_\_\_\_

**SERTIFIKAAT VAN GOEIE FINANSIËLE BESTUUR**  
**CERTIFICATE OF SOUND FINANCIAL MANAGEMENT**

Naam van Onderwysinrigting/  
Name of Educational Institution \_\_\_\_\_

OBISNR/  
EMIS NO

Distrikskantoor/  
District Office

Ons, die ondertekenaars, sertifiseer hiermee dat die inrigting effektiewe, doeltreffende en deursigtige finansiële bestuur- en interne beheerstelsels implementeer (Artikel 38(1)(j) van die Wet op Openbare Finansiële Bestuur, 1999 (Wet 1/1999 soos gewysig deur Wet 29/1999).

We, the undersigned, hereby certify that the institution implements effective, efficient and transparent financial management and internal control systems (Section 38(1)(j) of the Public Management Finance Act, 1999 (Act 1/1999 as amended by Act 29/1999).

**TESOURIER / TREASURER**

\_\_\_\_\_  
NAAM / NAME

\_\_\_\_\_  
HANDTEKENING/SIGNATURE

\_\_\_\_\_  
DATUM/DATE

**VOORSITTER / CHAIRPERSON**

\_\_\_\_\_  
NAAM / NAME

\_\_\_\_\_  
HANDTEKENING/SIGNATURE

\_\_\_\_\_  
DATUM/DATE



FINANSIËLE JAAR/  
FINANCIAL YEAR \_\_\_\_\_

SERTIFIKAAT VAN BEVESTIGING VAN REKENAAR KWITANSIESTELSELS  
CERTIFICATE OF VERIFICATION OF COMPUTER RECEIPTING SYSTEMS

Naam van Onderwysinrigting/  
Name of Educational Institution \_\_\_\_\_

Distrikskantoor  
District Office \_\_\_\_\_

OBISNR/  
EMIS NO \_\_\_\_\_

Ek, die ouditeur van hierdie onderwysinrigting en ondertekenaar, sertifiseer hiermee dat die inrigting 'n effektiewe, doeltreffende en deursigtige kwitansiestelsel bedryf met die volgende minimum interne kontroles en eienskappe:

**Rekenaar kwitansiestelsels: ( Nie-geintegreer asook ge-integreer met rekenkundige sagteware)**

- Die stelsel verseker die teboekstelling van alle inkomste tydig, akkuraat en volledig.
- Slegs persone skriftelik gemagtig deur die beheerliggaam hanteer die stelsel.
- Die relevante registers word bygehou.
- Die bewaring van dokumente en data is bevredigend.
- 'n Opsomming van die dag se kwitansies word gerekonsilieer met gepaardgaande deposito's.
- Die volgende tekortkominge is geïdentifiseer:.....

I, the auditor of this education institution and undersigned, hereby certify that the institution is running an effective, efficient and transparent receipting system with the following minimum internal controls and characteristics:

**Computer receipting systems: ( Non-integrated and integrated with accounting software)**

- The system ensures the recording of all income timeously, accurately and completely.
- Users of the system have been appointed in writing by the governing body.
- The relevant registers are kept.
- The safekeeping of documents and data are satisfactory.
- A summary of the daily transactions is being reconciled to the relevant deposits.
- The following shortcomings have been identified:.....

Ouditeur van onderwysinrigting / Auditor of education institution

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Naam/ Name                      Tel nr                      Handtekening/ Signature                      Datum/ Date