

File no.: 18/5/5
Reference: 20230717-6528

Circular: 0020/2023
Expiry date: 31 March 2025

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Deputy Directors at district offices, Principals and Governing Body Chairpersons of all non-section 21 ordinary public schools

Short summary: *Particulars of the financial allocation to non-section 21 schools for the 2024/25 financial year and guidelines for the procurement of goods and services.*

Subject: Non-section 21 schools: Norms and standards funding for schools Grades 1–12 — financial allocations for the 2024/25 financial year

1. Allocation

The provisional norms and standards (N&S) allocations for non-section 21 schools for the next three years, for the period of 01 April 2024 to 31 March 2027, are available on CEMIS and can be accessed in the following way:

- Log on to CEMIS.
- Select "Public Ordinary".
- Select school.
- Click "Proceed" then select the "Administration" option on the menu bar and click on "Norms and Standards Allocation" and select "N&S 2024/25".
- Print the page.

Attention is drawn to the following:

- 1.1 Allocations are calculated in accordance with the prescripts in paragraphs 108 to 114 of the National Norms and Standards for School Funding (NNSFF), as published in *Government Gazette* No. 29179 of 31 August 2006.

- 1.2 According to paragraph 110 of the NNSFF, the National Table of Targets, as published in *Government Gazette* No. 47756 of 15 December 2022, indicates the 2024 per learner targeted amount. The no-fee threshold will be R1 702.

National table of targets for the school allocation Grades 1–12 (2024–2026)

National quintile and fee status	Per learner allocation		
	2024	2025	2026*
NQ1–NQ5 No fee	R1 702	R1 748	R1 828
NQ4 Fee charging	R838	R876	R916
NQ5 Fee charging	R289	R302	R316
No-fee threshold	R1 702	R1 748	R1 828

* 2026 adjusted with projected inflation rate

- 1.3 The provisional allocations were calculated based on the 2023 10th day SNAP Survey enrolment.
- 1.4 The Western Cape Education Department (WCED) will review all schools' learner enrolments with the 2024 10th day SNAP Survey.
- 1.5 **Final allocation** letters will be published on CEMIS by 31 March 2024.
- 1.6 Where applicable, fee-charging schools will receive top-up funding where the sum of their 2023 school fees and 2024/25 N&S funding is below the benchmark allocation level for no-fee schools.
- 1.7 **The funds allocated in terms of this circular must be spent by 31 March 2025.**

2. Payment schedule (WCED 032 form)

WCED 032 budget forms, which will be available electronically via CEMIS, must be completed and submitted on or before 19 April 2024 and should be based on the final allocation, as mentioned in 1.4 above. **Failure to submit the WCED 032 form by the due date of 19 April 2024 will result in the N&S allocation being divided into the suggested percentages as per paragraph 3.1.**

2.1 Schools charging school fees

Non-section 21 schools must, **before 19 April 2024**, divide their N&S allocation for the financial year ending 31 March 2025 into the five categories on the WCED 032 form, namely learning and teaching support material (LTSM), Information Technology (IT)-related LTSM/resources for enhancing digital and blended learning, local purchases, municipal services and maintenance. On receipt of the completed WCED 032 form, the WCED will scrutinise the budgets. Schools will be informed if their forms are incorrect and will be requested to submit revised WCED 032 forms.

2.2 No-fee schools

- 2.2.1 Of the total N&S allocation that is paid over in April–May 2024, 20% must be reserved for day-to-day operational **non-personnel expenditure**. Schools will be informed of this amount in the N&S allocation letter. It must be borne in mind that this amount must sustain the school until April 2025, when payment will be received for the next financial year. The remaining N&S allocation for the financial year ending 31 March 2025 must be divided into the five categories on the WCED 032 form **before 19 April 2024** (see paragraph 2.1 and 3.1 in this regard).
- 2.2.2 In addition, the transfer payments to all non-section 21 schools for maintenance and municipal services (for those schools who pay their own municipal accounts) will be paid as follows: 50% of the budgeted amounts (as per WCED 032) will be paid in April–May 2024 and the remaining 50% in October–November 2024.

3. Use of the allocation

- 3.1 The N&S allocation is intended primarily for LTSM, IT-related LTSM and/or digital resources for enhancing eLearning, local purchases, municipal services, essential day-to-day maintenance of school buildings, grounds and equipment (non-scheduled maintenance), and other everyday expenses including workshop fees, TV licences, Internet service providers, school membership of educational associations, educational software licensing and subscriptions, online applications and the renewal of contracts or proprietary digital resources to enhance eLearning, postage, telephone calls, rental of equipment, audit fees, bank charges, legal services, advertising, security services, public or scholar transport, vehicle hire, insurance and copying services. Own income, as intended in paragraph 6 below, must first be used to cover shortfalls in the above regard before it is used to finance governing body posts.

It is recommended that schools divide their available allocation for 2024/25 among the various expenditure categories as follows:

- 25% for LTSM orders for 2025, of which 10% should be targeted for library material (each learner must have a textbook for every subject). The stock of school library material should be augmented annually until the total number of items reflects the minimum international standard of 10 items per learner. (See paragraph 3.1.1 below for the list of items included under LTSM.)
- 15% for local purchases, **which includes personal protective equipment/clothing**.
- 10% for IT-related LTSM and/or digital resources for enhancing eLearning, which should be for the requisitioning of software, educational software licensing and subscriptions, and online applications and the renewal of contracts or proprietary digital resources to enhance eLearning which is compatible with the IT hardware (computers, etc.) currently being utilised at the school.
- 25% for municipal services (**however, schools should budget for a larger percentage if expenditure trends necessitate this**).

- 25% for maintenance **(of which 25% of this allocation should be earmarked for repairs to safeguard the school).**

3.1.1 Learning and teaching support material (LTSM)

- (a) The Department of Basic Education (DBE) defines LTSM as any material that supports and facilitates teaching and learning directly in the classroom or at home (homework). It includes the following:
- Textbooks, readers, reference books, prescribed works, atlases and dictionaries
 - Workbooks
 - Posters, maps and wall charts
 - Educational board games
 - Library material (fiction and non-fiction), reference books, posters, and recordings on videos, DVDs, CDs, multi-media, etc.
 - Computer software and licensing
 - Resource material for educators, learners, classrooms and libraries
- (b) Schools are required to use their full LTSM allocation to purchase LTSM that will enrich and strengthen the implementation of the Curriculum and Assessment Policy Statement (CAPS) in their classes. Schools are therefore encouraged to use their LTSM allocation to purchase supplementary textbooks, prescribed works, atlases, dictionaries, workbooks, posters, maps, wall charts, educational board games, library material (fiction and non-fiction), reference books, recorded videos, DVDs, CDs, computer software, as well as Consumer Studies, Hospitality Studies and science laboratory equipment.
- (c) LTSM funding should also be considered for subscriptions, online applications and the renewal of contracts or proprietary digital resources. This enables schools to use LTSM funding to acquire digital resources in the transition from traditional to digital learning. Such resources encompass eBooks as well as educational software. The costing for such is currently similar to traditional hard copy textbooks with little/no significant reduction in costs. Provision should be made to enable schools to subscribe to these services/products.
- (d) Subject to the following conditions, schools may assign less money to LTSM if:
- each learner in the school has a textbook for every subject and access to other LTSM resources;
 - the school has annually allocated 10% of the LTSM allocation to the purchasing of library material to augment the library stock and the total number of items in the library stock now constitutes the minimum international standard of 10 items per learner; and
 - the governing body has taken a formal decision regarding this deviation. (This decision of the governing body regarding the budget, which must be submitted at a parents' meeting, must be explained and the amount spent per learner on LTSM

must be provided. This decision must be put before the parents' meeting, whether the circuit manager supports it or not.)

(e) How to obtain LTSM:

- Non-section 21 schools must follow the prescribed procedures in Annexure A.
- In line with Provincial Treasury instructions, where no official contract is in place, the WCED will advertise the LTSM requests of all non-section 21 schools on the Integrated Procurement Solution (IPS), which is managed by Ariba. This system allows for competitive bidding in accordance with the legislation promulgated in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000).
- Schools must select all top-up LTSM from the approved national catalogues that are available on the WCED website at <http://wcedonline.westerncape.gov.za/index.html>.
- The WCED informs schools annually (via circulars and/or minutes) of the timeframes for the ordering of CAPS top-up textbooks on CEMIS.
- For assistance in selecting school library material, schools should contact Mr Timothy Cloete EDULIS Coordinator: School Library Services at tel. no. 021 957 9626. The district school library adviser and/or resource centre coordinator can also be contacted regarding the development of school libraries.

3.1.2 Municipal services

- (a) The N&S allocation to schools is intended for the payment of, amongst others, schools' monthly municipal services accounts which include electricity, water, sewage and refuse removal (availability and usage charges) but excludes the payment of property tax. As in the past, the State will pay the property tax on property registered in the name of the Provincial Government of the Western Cape (PGWC) or in certain circumstances the Republic of South Africa (RSA).
- (b) A few schools have indicated that they do not wish to manage their own municipal services and their accounts will still be paid by the relevant district offices. The district offices will provide each school with copies of its accounts each month for examination and confirmation that the accounts are correct. **The WCED 032 amount represents what the WCED will be liable for and this will be used to pay municipal services. Schools will be liable for the payment of any municipal expenses incurred in excess of what was budgeted for on the WCED 032.**
- (c) Non-section 21 schools must calculate, using their past expenditure plus inflation adjustments, the amount they reserve for municipal services and indicate it on the WCED 032 form. This amount and the funds for maintenance will be paid simultaneously to those schools that accepted the function. **Where the N&S allocation for municipal services is insufficient, schools are expected to supplement the allocation from their own income, where necessary.**
- (d) Schools must still implement the savings measures indicated in Annexure B.

wcedonline.westerncape.gov.za

Employment and salary enquiries: 0861 819 919 | Safe Schools: 0800 45 46 47

Western Cape Education Department

- (e) Eskom and most municipalities have indicated that they can make prepaid electricity meters available to schools. This will enable schools to better control their electricity consumption. Schools must contact either Eskom or their local municipality, as applicable, should they want to have prepaid electricity meters installed.
- (f) **Where it is established that schools are not settling their municipal service accounts, the WCED reserves the right to withhold funds from the N&S allocation to pay outstanding municipal service accounts on behalf of the schools concerned.**
- (g) **All schools that agreed to be a part of the smart water meter pilot and have smart water meters installed at their schools must reserve funding from the municipal allocation to pay the monthly smart water meter charge.**

3.1.3 Day-to-day maintenance

- (a) Day-to-day maintenance applies to the maintenance of grounds, cleaning, renovations, guarding services, repairs and/or replacement of parts of school buildings and security mechanisms. **Regular maintenance must be carried out to prevent the deterioration of school buildings and emergency repairs resulting from neglect.**
- (b) **Where the N&S allocation for day-to-day maintenance is insufficient, schools are expected to supplement the allocation from their own income, where necessary.**
- (c) Schools must budget for their day-to-day maintenance repairs in accordance with the condition of the school buildings and grounds.
- (d) Schools should also set aside an amount from their annual day-to-day maintenance allocation for the:
 - maintenance of equipment used to enhance the appearance of the school grounds, e.g. servicing the lawnmower, purchasing paint for benches on the school grounds and purchasing lime and fertiliser;
 - maintenance of firefighting equipment i.e. hoses, reels, appropriate fire extinguishers, etc.;
 - emergency maintenance of security mechanisms or guarding services when the existing security mechanisms (including automatic gates, gate motors etc.) at a school have been compromised as a result of burglary, vandalism or age; and
 - maintenance of fencing and other security mechanisms (e.g. alarms, intercoms, etc.).
- (e) N&S allocations may not be used for day-to-day repairs to hostels. Such repairs should be funded from the learners' boarding fees and bursaries.

3.2 Schools must indicate the allocations for the maintenance of buildings, grounds and equipment as a single amount on the WCED 032 form.

3.3 Where non-section 21 schools exceed their N&S allocations, for whatever reason, the WCED may recover any overspending from the following financial year's N&S allocation to the school. This should, however, not be viewed as encouraging schools to exceed their N&S allocations.

4. **The N&S allocation may NOT be used for the following:**

- **Remuneration of governing body-appointed personnel**
- **New buildings**
- **Hostel expenditure**
- **Loans to individuals or other institutions**
- **Any capital items > R5 000**

5. **Major emergency repairs**

In terms of paragraph 97 of the NNSFF, the DBE and/or the WCED must pursue resourcing mechanisms other than the school allocation in order to deal with, amongst others, urgent infrastructure repairs that are the direct and/or indirect result of historical expenditure inequities and natural disasters. The following repairs will be considered according to the Standard Operating Procedures for Emergency Maintenance in Western Cape Schools, 2021:

CATEGORY A

Serious damage: Serious infrastructure damage as a result of historical expenditure inequities, natural disasters, structural defects and/or fires that has a negative impact on the ability of a school to continue operating and/or represents a health and safety risk to learners and/or staff.

The WCED shall consider the implementation of emergency repair work where a school does not have the necessary funds available (the maintenance allocation is exhausted) and/or does not have the necessary competency to execute such work, provided that sufficient funds are available to the WCED.

6. **Own income**

In terms of section 36(1) of the South African Schools Act (SASA), 1996 (Act 84 of 1996), governing bodies must take all reasonable steps to supplement the resources supplied by the State in order to improve the quality of education provided by the school **to all learners at the school**. Although no-fee schools may not charge compulsory school fees (including registration fees), they are encouraged to seek voluntary contributions (donations) and engage in fundraising activities.

7. Reporting

- 7.1 The approved budget of the school must be submitted to the relevant district office by 01 December of each year.
- 7.2 All schools must submit a WCED 043 form (biannual report) to the relevant district office within 30 days of the end of the quarter (expenditure up until 30 June and 31 December). Furthermore, section 43(5) of the SASA requires schools to submit (for the attention of the relevant district director) a copy of their set of audited financial statements for the previous financial year by 30 June of each year.
- 7.3 Funds will only be paid over to a school if the district office certifies it to be financially sound based on the financial activities of previous quarters. **Furthermore, if a school is not certified as financially sound on or before the end of the financial year, the school may forfeit its N&S funding.**

8. Further conditions

- 8.1 The governing body must exercise proper control over revenue and expenditure, as set out in the *Manual: Basic Financial System for Schools*, issued by the Head of Department in terms of section 37(1) of the SASA. Should the members of the governing body not have the necessary expertise to carry out this function, they must co-opt someone who will be able to assist them.
- 8.2 All school funds, obtained both from the State allocation and own income, must be used for purposes directly connected with education, as stated in section 37(6) of SASA, including the acquisition of LTSM. In terms of WCED policy, textbooks and readers may not be photocopied as this is tantamount to infringement of the Copyright Act, 1978 (Act 98 of 1978).
- 8.3 The WCED has the right to inspect records relating to school funds and to act against any member of staff or the governing body should he or she be involved in the mismanagement of school funds. Schools must, therefore, keep all proof of income and expenditure for this purpose.

9. Application for section 21 status

Applications to change from non-section 21 status to section 21 status must be submitted via the district office to reach Head Office on or before 26 February 2024 on the attached application form (Annexure C). Successful schools will receive section 21 status only from the beginning of the following financial year, i.e. with effect from 01 April 2024.

Late applications will result in section 21 status only being given as from April 2025.

10. **2023/24 allocation**

The funds allocated to schools in terms of Circular 0033/2022, dated 19 September 2022, must be spent by schools before 31 March 2024.

11. **Contact numbers for enquiries**

Subject	Name	Telephone no.
WCED 043 biannual reports and audited annual financial statements	Deputy Director: Corporate Services at district office	Applicable district office
Purchase of LTSM (WCED 034), local purchases (WCED 026) via CEMIS and online textbook (CAPS) ordering enquiries	Mr B le Keur Ms L Witbooi	021 467 2094 021 833 8487
General payment enquiries	Ms N Mtongana Ms N Petersen	021 467 2703 021 467 2701
Emergency repairs	Mr N Sutcliffe Mr L Rebe Mr D Bareetseng Mr N Ariefdien Mr C van den Heuvel	021 467 2568 021 467 2877 021 467 9374 021 836 1324 044 803 8322
eLearning EDULIS Coordinator: School Library Services	Mr RJ Erasmus Mr T Cloete	021 467 2106 021 957 9626
General enquiries: Norms and Standards (excluding any transfer payment-related enquiries)	Ms G Jini Mr L Sangqu Mr E Bezuidenhout Email address: WCED.NormsandStandards@westerncape.gov.za	021 467 2191 021 467 2608 021 467 2192

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2023-08-01