



***IMiyalelo yokufakwa kwezicelo zeenkxaso-mali
zeehostele nokwabiwa kweenkxaso-mali
zeehostele ukwenzela izikolo zikarhulumente
ezineehostele***



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1. Intshayelelo

- 1.1 Le miyalelo ikhutshwa ngokwesiqendu 37(1) soMthetho weZikolo waseMzantsi Afrika, 1996 (uMthetho 84 ka-1996) (*South African Schools Act (SASA), 1996 (Act 84 of 1996)*), ukwenzela ukuba zonke izikolo zikarhulumente ezineehosteले eNtshona Koloni, zizilawulwe ngokuyimpumelelo izicelo zeenkxaso yehosteले nokwabiwa kweenkxaso-mali zehosteले kwizikolo zikarhulumente ezineehosteले.
- 1.2 Ngowe-01 Januwari 1999, zonke iihosteले zezikolo zikarhulumente eziphantsi kolawulo lweSebe leMfundo leNtshona Koloni (iSebe iWCED) zatshintshelwa kwisistim efanayo (*uniform system*) eyaziwa njenge-*Economic Management System*. Phantsi kwale nkqubo iyi-*Economic Management System*, imisebenzi yemihla ngemihla yehosteले yaba yimisebenzi eluxanduva lwamabhunga olawulo (SGB) yaye kufuneka ahlawule imali eyinkcitho yokwenziwa komsebenzi kwiifizi zokubhoda namaphulo okunyuswa kwengxowa-mali zezikolo.
- 1.3 Kuthathelwa ingqalelo ukuba iSebe iWCED likhokelwa nguMqaqo-siseko weRiphabliki yoMzantsi Afrika, 1996 (*Constitution of the Republic of South Africa, 1996*), apho umfundi ngamnye anelungelo lokufumana imfundo, abafundi abaya esikolweni ngokuhlala ehosteले kuphela, banikwa ithuba lokufaka isicelo senkxaso-mali yehosteले.

2. Iinjongo

- 2.1 Kukuphumeza imithetho esebenzayo eyimfuneko yoMimiselo 16(4) weMimiselo emalunga noKulawulwa kweeHostele kwiZikolo zikaRhulumente eziqhelekileyo noKulawulwa kwePropathi engenaKushenxiswa nooMatshini neziXhobo zoKusebenza zeSebe leMfundo leNtshona Koloni zeSebe leMfundo leNtshona Koloni, eyapapashwa kwi-*Provincial Gazette Extraordinary 7066 ye-28 Novemba 2012 (iMimiselo)*.
- 2.2 Kukunika imiyalelo ibhunga lolawulo lesikolo (SGB) ngokumalunga nokuba zinokusingathwa njani na izicelo zeenkxaso-mali zehosteले.

3. Isikhokelo semithetho emiselweyo esebenzayo

- 3.1 UMmiselo 16 weMimiselo emalunga nokuLawulwa kweeHostele kwiZikolo zikaRhulumente eziQhelekileyo nokuLawulwa kwePropathi engenaKushenxiswa nooMatshini neziXhobo zoKusebenza zeHostele eziphantsi kweSebe leMfundo leNtshona Koloni.
- 3.2 Isiqendu 63(1) soMthetho weMfundo wePhondo leNtshona Koloni, 1997 (uMthetho 12 ka-1997) (*Western Cape Provincial School Education Act, 1997 (Act 12 of 1997)*).
- 3.3 UMthetho weZikolo zaseMzantsi Afrika. 1996 (uMthetho 84 ka-1996) (*South African Schools Act, 1996 (Act 84 of 1996)*).

3.4 IMimiselo neMigangatho kaZwelonke yeNkxaso-mali yeZikolo (*National Norms and Standards for School Funding (NNSSF)*).

4. Inkqubo yezicelo zeenkxaso-mali zehostele (abafundi)

4.1 Inkqubo emazilandelwe xa kufakwa izicelo zenkxaso-mali yehostele.

4.1.1 NgokoMmiselo 16(4) wale Mimiselo, abazali babafundi banokufaka izicelo qho ngonyaka kwiNtloko yeSebe (*HoD*) okanye kwigosa ekudluliselwe kulo amagunya, ngokungqinelana neenkqubo ezimiselwe yiyo ukwenzela inkxaso-mali yehostele.

4.1.2 Akukho mfundi makafumane inkxaso-mali yehostele ukuba akasele eyifumana inkxaso-mali yeskim sothutho lwabafundi okanye phambi kokuba umfundi amkelwe ehostele.

4.1.3 Inkxaso-mali yehostele ngesixa somfundi ngamnye imiselwa qho ngonyaka ngokwe-*Public Finance Management Act, 1999 (Act 1 of 1999)*, uMthetho weZikolo zaseMzantsi Afrika, 1996 (uMthetho 84 ka-1996), ne-*National Norms and Standards for School Funding (NNSSF)*. Nakuba abazali/abagcini babafundi benokufaneleka ukufumana inkxaso-mali epheleleyo, basaya kusoloko bethwaliswa uxanduva lentlawulo yomzali enyanzelekileyo, njengoko kumiselwe yiNtloko yeSebe (*HoD*) kumaxesha ngamaxesha.

4.1.4 Xa kuthathelwa ingqalelo izicelo zenkxaso-mali yehostele, kubalulekile ukuba ibhunga lolawulo libe nolwazi ngenkcazo yegama elithi umzali yaye oku kulandelayo kuya kuba luncedo koku:

(a) Umhlathi (c) wenkcazo yegama "umzali" kwisiqendu 1 se-SASA uqulethe ngaphezu kokuba ngumntu othathela kuye uxanduva lwezemali ukwenzela umfundi. Umntu okuthobelayo okuthethwa kumhlathi (c) umele ukucaciswa njengomntu othe wadlala indima yomzali ngokuthathela kuye imisebenzi eluxanduva lomzali- efana nokumbhalisa umfundi esikolweni nasehostele. Umntu ololu hlobo unika umfundi oko umzali omzeleleyo okanye umzali omthathela kuye umntwana lowo ukuba amkhulise nonokumxhasa kwimfuno zakhe umntwana wakhe.

(b) Kuthathelwa ingqalelo isigama somhlathi (c), umntu othathela kuye imisebenzi eluxanduva ukulungiselela umfundi kufuneka akuchaze oko phantsi kwesifungo kwingxelo efungelweyo ukwenzela ukuqinisekisa ubungakanani bemisebenzi eluxanduva lwakhe amakayithathele kuye. Ukongeza apho, ingxelo efungelweyo evela kumzali womfundi (okanye lowo umntwana aphantsi kolawulo lwakhe ngokomthetho), echaza iinkcukacha zomntu othathela uxanduva oluyimisebenzi yomzali nokuba yeyiphi na imisebenzi ethathiweyo nguye, nayo mayingeniswe esikolweni. Amabhunga olawulo makathathe ingqalelo umvuzo okanye umholo ekungekaxhuzulwa nto kuwo (*gross salary or wages*) womntu owuthobelayo umhlathi (c) wenkcazo

yegama elithi umzali ukwenzela ukubalwa kwepesenti yenkxaso-mali yehostele afanele ukuyifumana umzali.

- (c) Kwiimeko apho isikolo sinezizathu ezaneleyo zokumncina umntu obanga ukuba uwuthobele umhlathi (c) wenkcazo yegama elithi umzali, umphathi wesekethe umele ukuba acelwe enze uphando, ehamba kunye nonontlalontle ovela kwiSebe loPhuhliso loLuntu (*Department of Social Development*), olunokuba kukundwendwela ikhaya lakhe kunye/okanye udlwano-ndlebe nomfundi, umzali nomntu othathele kuye uxanduva lwemisebenzi yomzali.
- (d) ISebe iWCED licetyiswe ukuba iinkcazo zamagama "umzali" neli "umfundi" ezinikwe kwi-SASA azahluli phakathi kwabemi nabo bangengabo abemi (*citizens and non-citizens*) yaye limele ukucaciswa ukwenzela le njongo liquke abemi bamazwe angaphandle abaziimbacu (*refugees*) nabemi abakweli lizwe ngokufuna igwiba lokhuseleko (*asylum seekers*) abanepemithi ngokwesiqendu 22 (ipemithi ekhutshelwe ummi oyi-*asylum seeker* ngokwesiqendu 22 soMthetho i-*Refugees Act, 1998 (Act 130 of 1998)*). Imfanelo eyimbopheleleko yesikolo sikarhulumente nehostele ezamkele umfundi nokuba ngaba umzali wakhe akanakoukuhlawula iifizi zokubhoda (*boarding fees*), ibalulekile kakhulu ukuqinisekisa ukufezekiswa kwelungelo lomntwana lokufumana imfundo esisiseko, njengoko likhuselwe nguMgaqo-nkqubo weRiphabliki yoMzantsi Afrika, 1996, apho izinto ezilungiselela umfundi ngeyona ndlela ibhetele, zibaluleke ngokugqithisileyo. Abazali abaziimbacu nabazali abangabemi bamanye amazwe abafuna igwiba lezokhuseleko (*Refugee and asylum seeker parents*) nabo banemfanelo eyimbophelelo ngokwesiqendu 34 soMthetho i-*Refugees Act, 1998 (Act 130 of 1998)*, esifundwa nesiqendu 3(1) se-SASA, ukuqinisekisa ukuba abantwana babo bahamba isikolo yaye apho kuyimfuneko, bayabhoda ehostele. Apho umzali engenako ukuzihlawula iifizi zokubhoda, unelungelo lokufaka isicelo senkxaso-mali yehostele nokuba ngaba umntwana oxhomekeke kuye unawo okanye akanawo amaxwebhu ayimfuneko ngaso nasiphi na isizathu.
- (e) Igosa ekudluliselwe kulo amagunya leSebe iWCED liya kungqinisisa ukuphelela nokuchaneka kweenkcukacha zesicelo ngokuzithelekisa neemfuno ezimiselweyo emazifezekiswe ngaphambi kokuvunywa kwesicelo senkxaso-mali yehostele ukuqinisekisa ukuba iinkxaso-mali zinikwa abafundi abafanele ukufumana inkxaso-mali.
- (f) Kucelwa kuqatshelwe ukuba ingeniso yaqho ngonyaka kungekaxhuzulwa nto kuyo (*gross annual income*) yabazali bobabini, kungabandakanywanga umzali okhulisa umntwana ongengowakhe (*foster or step parent*), iya kuthathelwa ingqalelo. Kwimeko yezibonelelo zomhlalaphantsi (*retirement benefits*), umzekelo intlawulo yakanye qwaba okanye ipenshini enokuhlawulwa (*pension payable*), makungeniswe amaxwebhu abubungqina bezibonelelo ezifunyenweyo. Ukuba abazali bawuqhawule umtshato, ubungqina bentlawulo yesondlo (*maintenance*) ehlawulwayo mabungeniswe. Oku kuquka iinkxaso-mali zikarhulumente nezokukhuliswa kwabantwana ngabazali abangengobabo (*state and foster care subsidies*)

kwakunye neemeko apho abafundi bathe bafakwa kwikhaya labantwana (*children's homes*).

- (g) Abenzi-sicelo abafumana ingeniso yabo ngokwenza imisebenzi engeyiyo ekarhulumente (*private undertakings*), iinkampani zorhwebo (*trading companies*), imisebenzi yasefama (*farming*) okanye eyokuthengisa (*peddling*)/(*hawking*) bamele ukuba nesiHlomelo A sefom yesicelo ezaliswe ngumphicothi-zincwadi, ngumcwangcisi-zimali okanye ngumgcini-zincwadi zemali (*auditor, accountant or bookkeeper*). Igama nesignitsha yomntu ozalisa amaxwebhu engeniso (*return*) malirekhodwe kwisihlomelo.
- (h) Ukuba umenzi-sicelo akaqeshwanga, ubungqina obubhaliweyo bokugxothwa kwakhe mabuqhotyoshelwe kwisicelo. Nakuba olu xwebhu lububungqina lukhankanywe ngentla apha lusayinwa ngumqeshi wangaphambili, inokwamkeleka ingqinisekiso yenqununu yokuba umenzi-sicelo akaqeshwanga ngokolwazi lwakhe (kumhlathi wefom yesicelo). Makukhankanywe nokuba ngaba kufunyanwa izibonelelo ze-*Unemployment Insurance Fund* yaye zeliphi na ithuba.

4.1.5 Ezi nkqubo zilandelayo mazilandelwe xa kufakwa isicelo esiya kwi-HoD okanye kwelo gosa kudluliselwe kulo amagunya ukwenzela inkxaso-mali yehoste:

- (a) Izicelo ezizifizekisayo ezi khayitheriya zilandelayo, ziya kuqwalaselela inkxaso-mali yehoste:
 - (i) Abazali/abagcini bomfundi mabahlale kumgama ongaphezu kwe-5 km (ngakulo ndlela kawonke-wonke iyeyona imfutshane) ukusuka esikolweni.
 - (ii) Akukho skim sothutho sikarhulumente okanye sothutho lwabafundi esikolweni okanye kwizikolo ezikufutshane sifumanekayo.
 - (iii) Abafundi mabaye kwisikolo esisesona sikufutshane sifanelekileyo (ngokumalunga nolwimi lokufunda nokufundisa nekharityhulam).
 - (iv) Abazali/abagcini bomfundi mabahlale apha ngaphakathi kwiPhondo leNtshona Koloni.
 - (v) Imiqathango (i) ukuya ku-(iv) mayiqinisekise ngumphathi wesekelethe.
- (b) Kuthathelwa ingqalelo iimeko zasekuhlaleni nezozoqoqosho zabafundi, ezi meko zilandelayo (ingxelo echaza izizathu evela kunontlalontle nemiqhotyoshelwe kwisicelo) iya kuqwalaselwa kodwa ako akuthethi ukuthi ezo meko ziya kuvunywa:
 - (i) Umzali okhulisa abantwana eyedwa nongumondli wosapho, apho umfundi ashiyeka yedwa engekho phantsi kweliso lomzali emini okanye ebusuku ngenxa yeembopheleleko zomsebenzi.
 - (ii) Iimeko ezingekho mgangathweni zekhaya ezenza ukuba ukufunda kungabinako ukwenzeka.
 - (iii) Iingxaki zasekuhlaleni kwindawo ahlala kuyo umzali/umgcini womntwana ezinokuba neempembelelo ezimbi kwizifundo zomfundi.

- (iv) Umfundi unengxaki yesimilo nokuziphatha eluhlobo lokuba ukuhlala ehotele kuya kuba luncedo kumfundi.
 - (v) Naziphi na iimeko ngokoluvo lwe-*HoD* okanye yelo gosa kudluliselwe kulo amagunya, ezenza ukuba kunikwe ingcebiso yokuba umfundi ahambe isikolo lo gama abhoda ehotele.
- (c) Iinkqubo zesicelo nokwenza amabango zenziwe kwikhompyutha (*automated*) yaye mazizaliswe kwi-*CEMIS* yinqununu nakwi-*EduInfoSearch* ngumphathi wesekethe njengoko kumiselwe apha ngezantsi. Nakuba kunjalo, ukuba nasiphi na isikolo sinengxaki ngokungena ku-intanethi (*internet connectivity*) ngamathuba amade noko, inqununu mayizalise izicelo namabango ngesandla yaye mazingeniswe kumphathi wesekethe. Umphathi wesekethe makazalise inkcazo eyingcebiso yakhe kwisicelo kunye okanye kwibango aze azingenise kwiCandelo loLawulo leMicimbi yezaMali (*Directorate Financial Accounting (DFA)*).

4.2 Imisebenzi yeNqununu

- 4.2.1 Inqununu mayisijongise isicelo ngokuthelekisa ingcaciso ukwenzela ukufumanisa ukuthembeka nokuchaneka kwengcaciso phambi kokuba inike iingcebiso ngesicelo:

Uvimba wengcaciso	Isiphumo
li- <i>Google Maps</i>	<ul style="list-style-type: none"> • Ukumisela esona sikolo sikufutshane kwikhaya lomfundi • Ukumisela umgama oya kwesona sikolo sikufutshane kwikhaya lomfundi • Ukumisela umgama oya kwisikolo abhaliswe kuso umfundi
Isistim i- <i>CEMIS System</i>	<ul style="list-style-type: none"> • Ukumisela ukuba ngaba akukho sikim sothutho lwabafundi sifumanekayo • Ukutshakisha ingxelo yokungabikho kwabafundi esikolweni yaqho ngekota • Ukungqinisiswa kweenkcukacha zomfundi

- 4.2.2 Apho kucetyiswa ukuba umfundi makafumane inkxaso-mali yehotele esikolweni esingesiso esikufutshane kuye, inqununu mayinike iingcebiso zayo nezizathu ezivokothekileyo ukuxhasa oku. Inqununu/igosa ekudluliselwe kulo amagunya, malizihlaziye iinkcukacha kwi-*CEMIS* ngexesha elifanelekileyo kwimeko apho kukho abafundi abaphumileyo ukuqinisekisa ukuba kukho amanani abafundi achanekileyo kwisistim.

- 4.2.3 Inqununu mayifake zonke izicelo ezizalisiweyo namaxwebhu achaphazelekayo kwi-*CEMIS* naya kuqwalaselwa ngumphathi wesekethe.

4.3 Imisebenzi yoMphathi weSekethe

- 4.3.1 Umphathi wesekethe makafumane izicelo kwi-*EduInfoSearch* yaye maqinisekise ukuba onke amaxwebhu afanelekileyo njengoko ekhanyiwe

kwimihlathi 4.1.4 no-4.2.1 aqhotyoshelwe kwisicelo phambi kokuba kunikwe iingcebiso ngesicelo.

4.3.2 Ukungangqinelani kweenkcukacha okuqatshelwe kwisicelo senkxaso-mali nakwimiyalelo yenyathelo lokulungisa le meko, makaziswe inqununu ukuqinisekisa ukuba kuqokelelwe ingcaciso ethembekileyo phambi kokuba sivunywe isicelo.

4.3.3 Umphathi weseke the makangenise izicelo ezizaliswe ngokupheleleyo kwiCandelo le-DFA ngokuzifaka kwi-EdulInfoSearch.

5. Inkqubo yezicelo zeenkxaso-mali zeehostele (izikolo)

5.1 Zinyanzelekile iinqununu zezikolo ezineehostele ukuqinisekisa ukuba bawangenisile la maxwebhu alandelayo kuMlawuli weSithili phambi kokuba babenako ukufaka isicelo senkxaso-mali yehostele:

- (a) Ingxelo-mali ephicothiweyo (*Audited financial statement*) (qho ngonyaka ungalulanga owe-30 Juni) kwimicimbi yezemali yesikolo, nequka ingeniso yehostele nenkcitho kwiNtloko yeSebe (*HoD*).
- (b) Isatifikethi i-*Certificate of Sound Financial Management (Annexure A)* saqho ngonyaka ekuqaleni konyaka wokufunda wesikolo.
- (c) Ingxelo i-*Bi-annual report (WCED043) (Annexure B)*.

5.2 Izicelo ziya kusingathwa ngolu hlobo lulandelayo:

- (i) Abenzi-sicelo abakhoyo: lifom zezicelo ezizaliswe ngokupheleleyo (*WCED 076*), njengoko zifakiwe kwi-CEMIS yinqununu nezivunywa ngumphathi weseke the kwi-EdulInfoSearch mazigqitywe ungalulanga owe-30 kuJuni. Ungadlulanga owe-30 Septemba zonke iihostele ziya kwaziswa ngenchwadi ebhaliweyo liCandelo le-DFA, ngamagama abafundi abazicelo zabo zenkxaso-mali yehostele zivunyiweyo. Intlawulo yokuqala yeenkxaso-mali zabo bafundi iya kuhlawulwa ungalulanga owe-31 Januwari.
- (ii) Izicelo ezitsha: lifom zezicelo zabafundi abatsha ezizaliswe ngokupheleleyo (*WCED 076*), njengoko zifakiwe kwi-CEMIS yinqununu nezivunywa ngumphathi weseke the kwi-EdulInfoSearch, mazigqitywe ungalulanga owe-31 Januwari. Ukungathotyelwa koku kungentla kuya kukhokelela ekubeni kungabikho nkxaso-mali ihlawulwayo kweso sikolo. Ungadlulanga owe-28 Februwari zonke iihostele ziya kwaziswa ngenchwadi ebhaliweyo liCandelo le-DFA, ngamagama abafundi abazicelo zabo zenkxaso-mali yehostele zivunyiweyo. Intlawulo yokuqala yeenkxaso-mali zabo bafundi iya kuhlawulwa ungalulanga owe-15 Matshi.

Ukungathotyelwa koku kungentla kuya kukhokelela ekubeni kungabikho nkxaso-mali ihlawulwayo kweso sikolo.

5.3 Iihostele ziya kunikwa uluhlu lweentlawulo zesabelo liCandelo le-DFA eneentombolo zogunyaziso (*authorisation numbers*), kwakunye nesixa senkxaso-mali esinikwe umfundi ngamnye. Ifom yebango (*WCED 077*) imele

ukungeniswa qho ngekota ngokungqinelana noluhlu lweentlawulo zesabelo-mali kwi-CEMIS.

- 5.4 Kucetyiswa ukuba iintlawulo zaqho ngekota zenkxaso-mali zinokusingathwa kuphela yakuba irejista yokuhamba isikolo yabafundi abenzelwa ibango ifakiwe kwi-CEMIS kunye nefom yebango yaye ukuba inqununu iyakungqina oku, mayichaze kwinkcazo i-*disclaimer* kwi-CEMIS, ukuba abafundi bahlala ehostele.

6 Ukungeniswa kweFom yeBango (Claim Form) (WCED 077)

- 6.1 lifom zamabango mazizaliswe yinqununu nomphathi weseke the kwi-CEMIS nakwi-*EduInfoSearch* ngendlela efanayo naleyo ichazwe kumhlathi 4 no-5 apha ngentla. Kwimeko apho kukho abafundi abatsha ababhaliswayo, ifom yesicelo ezaliswe ngokupheleleyo mayihanjiswe kunye nefom yebango.
- 6.2 Inqununu mayazise i-SGB ngenani elipheleleyo lamabango angeniswe kwi-CEMIS kwintlanganiso ezinyaswe linani lamalungu elimiselwe ukuthatha isigqibo ngokusesikweni. Inqununu mayizalise inkcazo eyi-*disclaimer* kwi-CEMIS yokuba amabango achazwe kwintlanganiso ezinyaswe linani lamalungu elimiselwe ukuthatha isigqibo ngokusesikweni ye-SGB.
- 6.3 lifom zamabango mazihanjiswe nerejista yokuhamba isikolo kwabafundi abenzelwa ibango kwi-CEMIS. Irejista yokubakho kwabafundi mayibe nale ngcaciso ilandelayo:

Igama loMfundi	Inombolo ye-Emis	IBakala	Iintsuku kwikota	Iintsuku zokubakho komfundi	Iintsuku zokungabikho komfundi
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- 6.5 Kwimeko apho umfundi ayishiyayo ihostele, inxenye yenkxaso-mali ihostele engenalungelo lokuyifumana, mayibuyiselwe kwiSebe iWCED, ngokungqinelana nerejista yokuhamba isikolo njengoko kubonisiwe kumhlathi 6.3.

7 Iinkqubo emazilandelwe xa zingahlawulwanga iifizi zehostele

- 7.1 Kunyanzelekile ukuba ii-SGBs zikuphonononge ukungahlawulwa kweefizi zehostele ngendlela efanayo naleyo yokungahlawulwa kweefizi zesikolo, njengoko kumiselwe kwisiqendu 41(7) se-SASA, yaye maziqinisekise ukuba le miqathango ifakwa kumgaqo-nkqubo wezemali zesikolo (*school's finance policy*).
- 7.2 Amalungu e-SGB nabasebenzi abajongene neefizi zesikolo okanye ezehostele, mawalandele iinkqubo ezimiselweyo phambi kokuthatha inyathelo ngakubazali ngenxa yokungahlawulwa kweefizi zehostele. Kugxininiswa ukuba akukho mfundi unokuvinjwa ilungelo lakhe lokuthatha inxaxheba kuyo yonke imiba yeprogram yesikolo sikarhulumente nakuba iifizi

zingahlawulwanga, ngabazali bakhe, yaye akukho mfundi unokuxhatshazwa nangayiphi na indlela.

Ivunyiwe/Ayivunywanga

2024/4/15 B Walters

B WALTERS

INTLOKO: YESEBE LEMFUNDO

UMHLA: