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IM Swartz

Financial Accounting Minute: 0002/2021

To: Chief Directors, Directors, Deputy Directors: Corporate Services, Circuit Managers, Principals, Hostel Superintendents, and Chairpersons of governing bodies of ordinary public schools and hostels (excluding colleges of education)

**Subject: Submission of attendance registers with claim forms for hostel boarding, private boarding and private transport subsidies for 2021**

1. Applications for learner hostel boarding, private boarding or private transport subsidies have in the past not been submitted on time as per legislation, which has led to delays in transfer payments in lieu of the subsidies.
2. Principals were requested to ensure that all learners were informed of the subsidy application process, to guide parents with the application process and to ensure the correct and accurate completion of subsidy application forms as per Circular 0143/1998, dated 06 November 1998 (attached for ease reference).
3. All 2021 applications (with supporting documents) that were submitted for approval to the Directorate: Financial Accounting since 30 November 2020 have been processed. The subsequent payment of advances for hostel boarding subsidies is underway.
4. Incomplete applications and/or applications with insufficient supporting documents have not been processed. An official from the Directorate: Financial Accounting will contact the relevant school or district office with an explanation of the shortcomings.
5. Claim forms for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters are due on the 17<sup>th</sup> day of the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters respectively, e.g. the claim form for Term 1 of 2021 must be submitted by 25 May 2021.

6. In the event of a learner being absent from a hostel for a period of more than 10 days for any one time, a reduced boarding subsidy will be paid.
7. The attendance registers for all hostel boarders that have been checked and verified by the hostel superintendent by means of his/her signature must accompany claim forms to confirm the existence of the learners and to calculate reduced boarding subsidies, where applicable.
8. Principals are requested to ensure that all quarterly claim forms submitted to the Directorate: Financial Accounting are complete, accurate and that every learner claimed for, exists.
9. The application process is open ended. Principals are requested to encourage learners who have not yet applied for hostel boarding, private boarding or private transport subsidies to do so as soon as possible.
10. Kindly bring the contents of this minute to the attention of all relevant personnel.

**SIGNED:** LJ ELY

**DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

**DATE:** 2021-04-09