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Enquiries: LN Sopotela

National School Nutrition Programme Minute: 0001/2021

To: Chief Director: Districts, District Directors, Heads: Management and Governance, Circuit Managers, National School Nutrition Programme District Coordinators and Liaison Officers, Principals of ordinary public schools benefiting from the National School Nutrition Programme and Chairpersons of governing bodies whose learners are beneficiaries of the programme

**Subject: Monitoring the transfer of National School Nutrition Programme funds to ordinary public schools**

1. In terms of Institutional Management and Governance Planning Circular 0031/2019, dated 29 June 2019 of the regulatory requirements to manage school funds, governing bodies are expected to establish and implement effective, efficient and transparent financial management and internal control systems.
2. In this regard, the National School Nutrition Programme (NSNP) is required to put monitoring mechanisms in place to ensure that governing bodies implement effective, efficient and transparent financial management and internal control systems.
3. The purpose of this monitoring tool (**Annexure A**) is to determine and enhance proper financial management of the funds transferred to schools for purchasing of kitchen equipment, payment of volunteer food handlers' honorarium, payment of food gardener stipends, payment of gardener equipment and NSNP competition funds, as well as ensure that the transferred funds are utilised for its intended purpose.
4. Principals are requested to bring this minute to the attention of all relevant personnel.

**SIGNED:** HA LEWIS

**DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT AND COORDINATION**

**DATE:** 2021-03-26