



ANNEXURE A

Name of school: _____

District: _____

Principal: _____

Tel. no.: _____

Date: _____

A	B. School Administration					
A1.	Are the following registers in place?:	Applicable: Yes/No	1	2	3	Comment
	1. Asset register					
	2. Invoice register					
	3. Volunteer Food Handlers' (VFH) register					
	4. Gardeners' register					
A2.	Volunteer Food Handlers					
	1. Are there signed contracts for the VFHs?					
	2. Is the attendance register signed daily by the VFH?					
	3. Is the honorarium paid on a monthly basis to the VFHs?					
	4. Is the UIF deducted from the honorarium?					
	5. Is a signed record kept as proof of payment to the VFHs?					

1 – Non existent

2 – Acceptable but needs improvement

3 – Up to standard

	6. Do you receive your honorarium on a monthly basis?						
A3.	Kitchen Equipment						
	1. Did the school receive funds from the NSNP?						
	2. Are the funds used for the intended purpose?						
	3. Is there a proof of purchase (i.e. signed invoice or signed proof of delivery)?						
A4.	Gardeners						
	1. Are there signed contracts for the gardeners?						
	2. Is the attendance register signed daily by the gardeners?						
	3. Is the stipend paid on a monthly basis to the gardeners?						
	4. Is the UIF deducted from the stipend						
	5. Is there a signed record kept as proof of payment to the gardeners?						
	6. Do you receive your stipend on a monthly basis?						
A5.	Gardener Equipment						
	1. Did the school receive funds from the NSNP?						
	2. Are the funds used for the intended purpose?						

- 1 – Non existent
2 – Acceptable but needs improvement
3 – Up to standard

	3. Is there a proof of purchase (i.e. signed invoice or signed proof of delivery)?						
A6.	NSNP Competition						
	1. Did the school participate in the best school awards competition?						
	2. Did the school participate in the gardener competition?						
	3. If yes, please provide proof of what the funds were utilised for.						

Comments:

School Stamp

NSNP Finance Officer: _____

Principal: _____

- 1 – Non existent
- 2 – Acceptable but needs improvement
- 3 – Up to standard