

File no.: 27/11  
Reference: 20220906-6328

Institution Development and Coordination Minute: 0003/2022

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, District Officials, Principals, Members of Governing Bodies and Educators

**Subject: Feedback to schools relating to the 2021/2022 sector audit conducted by the Auditor-General of South Africa (AGSA)**

1. Each year, the AGSA do a sector audit where 20 schools are selected across two districts.
2. Two of the areas of auditing for the sector audit for the 2021/22 financial year were the National School Nutrition Programme (NSNP) and the Presidential Youth Employment Initiative (PYEI).
3. The purpose of the sector audit is to review the areas which focus on service delivery.
4. The **key findings** of the audit included the following:
  - 4.1 **National School Nutrition Programme**
    - 4.1.1 Absence of complete and/or accurate monthly stock registers reflecting the movement and balance of food stock.
    - 4.1.2 The standard stock register used not making provision for the recording of all stock items and the different sizes of specific items resulting in the record of stock on hand being inaccurate.
    - 4.1.3 Expired stocks in the storerooms.
    - 4.1.4 Food not always stored properly and/or stored in a suitable location/storeroom to prevent the risk of food becoming contaminated and spoilt.
    - 4.1.5 Learners not always provided with a balanced meal as required.
    - 4.1.6 Certificates of Compliance for the gas installations in the kitchens were not always available for audit purposes. It could, therefore, not be verified whether the gas installations were safe and complied with the South African Bureau of Standards.

4.1.7 Not always submitting the required documentation (volunteer attendance register, volunteer stipend payment information and stock monitoring register) on a monthly basis to the district offices.

## 4.2 **Presidential Youth Employment Initiative**

4.2.1 No record of minimum required qualification, clearance certificates and job descriptions.

4.2.2 Lack of timeous signing of the employment contracts and safekeeping thereof not provided.

4.2.3 Appointment of education assistants (EAs)/general school assistants (GSAs) who were studying.

4.2.4 Orientation and training attendance registers not available.

4.2.5 No proper management of leave and absenteeism.

4.2.6 Payments made to EAs/GSAs, but no payslips issued or EAs/GSAs signing for the receipt of their stipend.

4.2.7 Bank statements not available.

4.2.8 The deductions towards the Unemployment Insurance Fund (UIF) from EAs/GSAs' stipends not paid to the Department of Labour/South African Revenue Services.

4.2.9 No evidence available to indicate that monthly performance assessments were conducted.

5. Schools are reminded of the following **requirements** when managing the NSNP and the PYEI:

### 5.1 **NSNP**

5.1.1 Record keeping remains key. Therefore, the submission of the required documentation such as the volunteer attendance registers, volunteer stipend payment information, stock monitoring registers, to be provided on a monthly basis to the district offices.

5.1.2 Ensure the safekeeping of the gas installation certificate.

5.1.3 Keep proper record of all health and safety documents.

5.1.4 Perform regular checks/inspections of the gas installation to ensure that the latest gas safety requirements are met, and the equipment safe to use.

5.1.5 Ensure that complete and/or accurate monthly stock registers are kept.

5.1.6 Avoid any fruitless and wasteful expenditure and use stock before it expires.

5.1.7 Ensure that food is stored in suitable locations to avoid food from becoming contaminated and/or spoilt.

5.1.8 Learners always to be provided with a balanced meal as required.

5.1.9 A further circular will be issued on the matter by the NSNP unit.

### 5.2 **PYEI**

5.2.1 Staff responsible for the PYEI to prioritise the implementation of the initiative and understand the importance of the PYEI in and when appointing EAs/GSAs and developing them for future employment opportunities.

- 5.2.2 Ensure compliance with all relevant frameworks, circulars and guidelines with the appointment of EAs/GSAs, filling of positions and payments done timeously, proper processes in place to manage the EAs/GSAs' performance adequately and ensuring proper management of the UIF processes.
  - 5.2.3 Ensure that EAs/GSAs complete all compulsory orientation and training made available, including complete and proper records (attendance registers) be kept.
  - 5.2.4 Compliance with the framework requirements with regards to leave of EAs/GSAs i.e., ensure that proper processes/systems are in place to manage attendance adequately. When leave is taken ensure that leave forms are completed, the type of leave taken is indicated and that absenteeism is monitored meticulously.
  - 5.2.5 Where guidance is required and/or there is uncertainty, clarification should be requested from the districts.
6. The Department would like to take this opportunity to show appreciation and gratitude for the work and the efforts that you have displayed during the auditing period.
  7. Kindly bring the contents of this minute to the attention of all concerned.

**SIGNED:** HA LEWIS

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

**DATE:** 2022-09-27