

## MAINTENANCE POLICY

### AIM

1. Day-to-day maintenance includes the maintenance of the grounds as well as the maintenance, cleaning, refurbishment, repair and/or replacement of specific sections of school buildings. If day-to-day repairs do not receive attention regularly, the condition of the buildings will deteriorate to the extent that expensive emergency repairs are required.
2. Budgeting for day-to-day maintenance should be done according to the condition of the buildings and grounds. The N&S allocation for day-to-day maintenance can be supplemented from the school fund.
3. Part of the amount annually allocated for day-to-day maintenance should be set aside for equipment used to improve the school grounds, e.g. maintenance of the lawn mower, and the purchase of paint for benches on the school grounds, and of lime and fertilizer.
4. N&S allocations may not be used for day-to-day repairs to hostels. Such repairs should be funded from learners' hostel fees or bursaries.

### PROCEDURE

- Non-section 21 schools should indicate allocations for the maintenance of buildings, grounds and equipment as a total amount on the Departmental form.
- The Education Department does not accept responsibility for the payment where schools spend more than the amount allocated to them. Schools will have to cover the additional amounts themselves. If non-section 21 schools for any reason exceed their N&S allocation the Education Department will recover any such over-expenditure from their N&S allocation the next year. This means that the N&S allocation may not be exceeded.

#### 1. **LARGE EMERGENCY REPAIRS**

According to paragraph 97 of the NNSSB the Education Department accepts responsibility for large emergency repairs to buildings, but the Department is limited to the funds available for this purpose. The following repairs will be considered according to the procedures in Circular 175/2000.

#### **CATEGORY A**

**Serious damage** as a result of natural disasters, structural problems and fires.

The Educational Department will only accept responsibility for such emergency repairs if the costs exceed R5 000 and on condition that sufficient funds are available. The Education Department will, at its own discretion, consider making a transfer of funds for material in relatively **less serious** cases.

## 2. OWN INCOME

According to section 36(1) of the South African Schools Act (Act 84 of 1996) (SASA) as amended, school governing bodies (SGBs) should take all reasonable steps to supplement the state resources in order to improve the quality of education provided by the school. No-school-fee schools may not impose compulsory school fees (including registration fees). However, they are encouraged to raise funds through voluntary contributions and donations, fund raising functions, etc.

## 3. REPORTING

- The approved budget of the school should be submitted to the relevant district office by 1 December.
- All schools should submit an Education Department form (quarterly report) to the relevant district office within 30 days after the end of each term (expenses to 31 March, 30 June, 30 September and 31 December). Funds will only be transferred to schools if satisfactory Education Department reports regarding the financial activities of previous terms have been received.
- According to section 43(5) of the SASA schools should submit an audited set of financial statements for the previous financial year by 30 June of each year (for the attention of the relevant district office director).

## 4. PROCEDURE FOR THE CONTRACTING OF PEOPLE/ORGANISATIONS FOR MAINTENANCE

Expenses for repairs and servicing (also maintenance contracts) of photocopiers, risograph machines, typewriters, sewing machines, lathes, school furniture for learners and educators, etc. should be budgeted for in the annual allocation on the Education Department form under the budgeting item *Maintenance and Repairs to Buildings and Equipment*. The school itself will be responsible for the payment of services and must make sure that it receives value for its money.

## 5. How are rendered services paid for?

The principal should certify the invoices as prescribed in Circular 144/98 of 5 November 1998. This circular is available on the Education Department's website.

**Schools should ensure that they acquire stamps with the wording as in the following examples:**

<b>SERVICES</b>	
I herewith certify that	
<ul style="list-style-type: none"><li>• The services rendered were necessary for official purposes;</li><li>• The services were rendered satisfactorily on .....</li><li>• The costs are according to the relative tariff/contract or agreement/fair and reasonable;</li><li>• The provider is entitled to payment.</li></ul>	
Signature of principal	Name in print
.....	.....
.....	
DATE	

The certified invoices on which the above mentioned stamps and the school stamp appear, should be sent to the order office together with the delivery notes within 5 days after receipt so that payment can be effected.

**6. What happens if the school exceeds its allocation?**

Although the Education Department manages the allocation, it is the responsibility of the school to ensure that the available amount is not exceeded.

**EXCEEDING OF THE ALLOCATION OF THE ALLOCATION WILL NOT BE COVERED BY THE DEPARTMENT.**

**ANY EXCEEDING WILL BE RECOVERED FROM THE SCHOOL'S ALLOCATION IN THE NEXT YEAR.**

This policy has been approved:

_____	_____
Date	Place
EDUCATORS:	_____
	_____
	_____
PRINCIPAL:	_____
CHAIR PERSON (SGB):	_____

<b>SERVICES</b>	
I herewith certify that	
<ul style="list-style-type: none"><li>• The services rendered were necessary for official purposes.</li><li>• The services were rendered satisfactorily on .....</li><li>• The costs are according to the relative tariff/contract or fair and reasonable.</li><li>• The provider is entitled to payment.</li></ul>	
Signature of principal	Name in print
.....	.....
.....	
DATE	