



NATIONAL SCHOOL NUTRITION PROGRAMME

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**TO : DISTRICT DIRECTORS
CHIEF DIRECTOR LD&SSS
CLUSTER CHIEF DIRECTORS**

**CC : CESS ESSS
NUTRITION CO-ORDINATORS
NSNP MONITORS
SCHOOL PRINCIPALS**

FROM : DIRECTOR-NSNP

DATE : 16 NOVEMBER 2020

SUBJECT : UTILIZATION OF NSNP SURPLUS FUNDS

1. The purpose of this communique is to inform all Districts that provision is made in the NSNP implementation of guidelines which speaks to the utilization of surplus funds.
2. The document can be found on page 84 of the guideline and states the following:
 - a. Feeding of learners at the beginning of the financial year
 - b. Improving the menu
 - c. Cooking facilities
 - d. Breakfasts for vulnerable learners
 - e. Protective clothing for food handlers
 - f. Water tanks and implements
 - g. Meals for grade 12 learners during study periods/ weekend classes/ holiday periods
3. All applications should come from the school and endorsed by the SGB and then be recommended by the Chief Education Specialists for Education Social Support Services and approved by the District Director.
4. Copies of the required documents such as the bank statements, quotations and plans should accompany the application.

5. Schools and Districts are urged to abide by the provisions of the NSNP implementation guidelines to ensure that accountability through both internal mechanisms such as Internal Auditing and external governance such the annual Departmental audit conducted by the
6. Auditor General South Africa find adequate records in all respects of the utilization of surplus funds. (see the attached application form)
7. For any further queries on this matter kindly engage the District Offices before engaging the Provincial Office.



V.E. WITBOOI RD(SA)
DIRECTOR-NSNP

16 November 2020
DATE



APPLICATION FOR UTILISATION OF NSNP SURPLUS / SAVINGS

1. SCHOOL DETAILS

School Name		No. NSNP Approved Learners	
Emis Number		Financial Status	
District Name		Quintile Status	

2. AMOUNT OF NSNP SURPLUS AS AT END OF FINANCIAL YEAR (31 MARCH 201__)

Total NSNP Funds received during Financial Year		<i>Attach for end of Financial Year (March 201__):</i> 1. NSNP Monthly Income & Expenditure Register 2. Expenditure vs Budget Analysis 3. Bank Statement
Less: NSNP Expenditure during Financial Year		
Equals: NSNP Surplus remaining at end of Financial Year		

3. PROPOSED USE OF SURPLUS

Expenditure type	Tick	Provide detail and state why approval should be granted
Feed learners at beginning of new financial year		
Improve menu (provide animal protein or provide fruit twice a week)		
Cooking facilities/mobile kitchen, eating utensils, fire extinguishers		
Breakfast for orphans/other vulnerable learners		
Protective clothing for food handlers		
Water tanks, seedlings, garden implements		
Meals for Gr 12 learners during study periods/weekend classes/holiday periods		

NB. Relevant supporting documents (bank statements, quotations, plans, etc.) must be attached to this application.

4. DECLARATION

We the undersigned hereby certify the above information is correct and true.		SCHOOL STAMP
PRINCIPAL - INITIAL AND SURNAME	SIGNATURE DATE	
SGB CHAIRPERSON - INITIAL AND SURNAME	SIGNATURE DATE	

RECOMMENDED/NOT RECOMMENDED
.....
.....

CES:ESSS - INITIAL AND SURNAME SIGNATURE DATE
APPROVED/NOT APPROVED
.....
.....

DISTRICT DIRECTOR - INITIALS AND SURNAME SURNATURE DATE

NB: All the information given above must be verified before approval is granted for the requested utilization of NSNP surplus funds.