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**OFFICE OF THE DIRECTOR: SCHOOL ADMINISTRATION**

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**TO:** DISTRICT DIRECTORS  
CMC HEADS  
CIRCUIT MANAGERS  
NSF COORDINATORS  
SCHOOL PRINCIPALS  
SGB CHAIRPERSONS

**FROM:** ACTING DIRECTOR: SCHOOL ADMINISTRATION

**DATE:** 10 OCTOBER 2022

**SUBJECT:** ANNUAL BUDGET OF PUBLIC SCHOOL FOR 2023 SCHOOL YEAR

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1. In terms of section 38(1) of South African Schools Act No. 84 of 1996 (SASA) *"the School Governing Body must prepare a budget each year according to prescriptions determined by the Member of the Executive Council in a Provincial Gazette, which shows the estimated income and expenditure of the school for the following financial year"*.
2. Section 38(2) of SASA states that, *"before a budget referred to in subsection (1) is approved by the governing body, it must be presented to a general meeting of parents convened on at least 30 days' notice, for consideration and approval by a majority of parents present and voting"*.
3. Please be advised that schools with Grade 8 -12 learners are requested to include the RCL activities in their budgets for 2023 school year.
4. Schools are requested to submit budget meeting dates and school budgets for 2023 school year to Circuit Managers by 17 October 2022.

  
A FETSHA  
ACTING CHIEF DIRECTOR:  
RESOURCING & SCHOOL ADMINISTRATION

10/10/22  
DATE