

UNIVERSITY SPORT SOUTH AFRICA

NATIONAL BUSINESS PLAN FOR 2023

1. HUMAN RESOURCES: SALARIES

The Council of University Sport South Africa (USSA) annually determines the subsidy amount that each member institution is expected to contribute toward the remuneration costs (salaries and benefits) of the four (4) approved posts in the National Secretariat of USSA, i.e. Chief Executive Officer (CEO), Senior Operations Officer (SOO), Executive Assistant and Financial Officer.

Based on data obtained from Statistics South Africa (Consumer Price Index inflation), and the previously approved Peromnes post levels and salary scales, the Financial Committee recommends a 6% annual increase in staff remuneration costs for implementation 1 January 2023 for the above-mentioned posts.

The cost implications for each member institution as per the previously approved funding formula, shall be the following:

Total remuneration costs for 2023: R3,135,569 per annum. (2022: R2,958,084)

Total number of contact students enrolled at Public Higher Education Institutions: 682,440
[Source: 2020 HEMIS Database of DHET, audited in November 2021]

Total number of students enrolled at member Private Higher Education Institutions: 42,340
[Source: Statistics provided by current member institutions of USSA]

Total student numbers at Public and Private Higher Education Institutions (rounded): 724,780

Unit cost per student (UCPS) for 2023 = Total remuneration ÷ Total student numbers, i.e.
R3,135,569 ÷ 724,780 = R4.32 (2022: R4.00 / 2021: R3.92 / 2020: R3.92 / 2019: R3.89)

2. ADMINISTRATION COSTS

The Council of USSA annually determines the registration and affiliation fees that must be paid to USSA from which the operating costs of the National Secretariat and National University Sports Associations (NUSA) will be administered.

Based on data obtained from Statistics South Africa (Consumer Price Index inflation), the Financial Committee recommends a 6.5% annual increase in the institutional and club affiliation fees for 2023. This amounts to the following (rounded & VAT excluded):

NUMBER OF STUDENTS PER INSTITUTION	AMOUNT FOR INSTITUTION			AMOUNT PER SPORTS CLUB		
	2021	2022	2023	2021	2022	2023
Less than 5 001 students	R7,925	R8,282	R8,820	R1,330	R1,390	R1,480
5 001 – 10 000 students	R9,955	R10,403	R11,079	R1,330	R1,390	R1,480
10 001 – 15 000 students	R11,980	R12,519	R13,333	R1,330	R1,390	R1,480
15 001 – 20 000 students	R14,025	R14,656	R15,609	R1,330	R1,390	R1,480
20 001 – 25 000 students	R16,055	R16,777	R17,868	R1,330	R1,390	R1,480
More than 25 000 students	R18,080	R18,894	R20,122	R1,330	R1,390	R1,480

In accordance with the USSA Regulations and Funding Policy, funds earned from the annual sport club affiliations, shall be distributed in the following manner:

USSA National Secretariat	10%
Sports Fund of National University Sports Associations	90%

3. TOURNAMENT FEES

The Council of USSA annually determines the tournament fees payable to Organising Committees of USSA tournaments/events.

Based on data obtained from Statistics South Africa (Consumer Price Index inflation), the Financial Committee recommends a 6.5% annual increase in the annual tournament fees payable to host institutions for 2023. This amounts to the following:

3.1 Accommodation *(R626.76 in 2022 / R545 in 2021 / R545 in 2020 VAT excluded)*

R667.50 per person per day (rounded up & VAT excluded) payable to the host. This tariff includes three meals per day and bedding. Where bedding is not supplied, the accommodation cost should be reduced to R520 per person per day (rounded & VAT excluded). At least 35% of the above must be earmarked for meals.

Host institutions should provide for the food preferences of all cultural and religious groups. Participating institutions/regions must pay for the accommodation of their teams for the full duration of a tournament (USSA Regulations, Article 3.10.1).

3.2 Final Dinner Fee *(R215 in 2022 / R206 in 2021 / R206 in 2020 VAT excluded.)*

R228.98 per person (rounded up & VAT excluded) payable to the host for a proper function that includes at least a starter and quality main dish. Expenses for entertainment and the final prize-giving function must be kept to a minimum and within budget (USSA Regulations, Article 3.10.1 and 3.10.4).

3.3 Travel expenses

Each institution/province shall be responsible for their own cost of travel to and from tournaments (USSA Regulations, Article 3.10.2). Institutions/provinces are also responsible for their own local transport costs. Where possible, institutions from the same region should endeavour to share transport (e.g., bus or kombi) and costs.

3.5 Tournament levies

A National University Sports Association (NUSA) may in consultation and with the approval of the NEC of USSA, charge a reasonable levy to cover tournament specific costs. Applications to charge tournament levies should be submitted to the NEC for consideration at least forty (40) days before a tournament is due to start (USSA Regulations, Article 3.19.3).

4. CLAIMS

The Council of USSA annually determines the amounts payable to individuals for expenses incurred on behalf of USSA or a NUSA.

All applications for costs incurred and duly authorized by the President and CFMO or Secretary General of USSA; or the Chairperson and Treasurer or General Secretary of the relevant NUSA; must be made on the prescribed USSA Claim Form. Claims for travel and accommodation expenditure should include the necessary payment vouchers/receipts, itinerary and means of travel with a clear description of the purpose of the journey. Where applicable, an official invitation or meeting agenda must be attached.

Based on input received from the South African Revenue Service (SARS Guide for Employers, 2023 Tax Year), USSA's Auditors and relevant service providers, the Finance Committee recommends the following rates for 2023:

4.1 Travel (*R3.82 in 2022 / R3.82 in 2021 / R3.61 in 2020*)

Executive Committee Members/Employees required to use their own vehicles for approved USSA business/duties/events/meetings, may within budget and with the approval of the Executive Committee be reimbursed at the official USSA tariff.

An individual/employee may in terms of the South African Revenue Service (SARS) Guide for Employers (2022/2023 Tax Year) be reimbursed with up to R4.18 per km on a tax-free basis for actual business kilometers travelled, provided that no other allowance or reimbursement is received by the individual in respect of the vehicle. The above-mentioned rate is annually adjusted by SARS.

For long distance travel (i.e., more than 1,000km) and where applicable, only the cost equivalent to a standard economy class air ticket will be reimbursed. A private vehicle used for official journeys must carry the necessary insurance endorsements. The responsibility for ensuring that this requirement has been met, rests entirely with the person using the private vehicle for official purposes.

4.2 Accommodation (*R1,675 in 2022 / R1,600 in 2021 / R1,570 in 2020*)

Should funds permit, Executive Committee members are entitled to stay overnight at the official USSA tariff or depart a day prior to meetings/events if circumstances, flight times or travel duration could cause unnecessary discomfort or danger. Such expense is to be incurred with discretion and within the approved budget.

Individuals shall only be reimbursed for accommodation and meal expenses to a maximum of R1,800 per person per day for approved meetings or events on condition that invoices are made out to University Sport South Africa (USSA).

4.3 Subsistence Allowance

A subsistence allowance is any allowance paid to an employee or a holder of any office for expenses incurred or to be incurred in respect of personal subsistence and incidental costs (for example, meals and drinks). Section 8(1)(c) of the Income Tax Act prescribes that the claimant shall be deemed to have actually expended a certain amount (daily expenses in respect of meals and/or incidentals costs) where the person is absent from his/her usual place of residence. Where the accommodation to which the allowance or advance relates is in the Republic of South Africa, an amount equal to the following is deemed to be expended for each day or part of a day in the period during which the employee/official is absent from his/her usual place of residence:

- | | | |
|-------------------------------|----------------|----------------|
| a) Incidental costs only | <u>R152.00</u> | (R139 in 2022) |
| b) Meals and incidental costs | <u>R493.00</u> | (R452 in 2022) |

Where the accommodation to which the allowance or advance relates is outside the Republic, an amount equal to the prescribed USSA and SARS rates applicable to the relevant country may be deemed to be expended for each day or part of a day in the period during which the person is absent from his/her usual place of residence.

All rates are for guidance purposes only and are subject to availability of funds.

5. INTERNATIONAL SPORTS FUND

A concept document was presented to the USSA Council on the establishment of an International Sports Fund. The purpose of the fund is to ensure a sustainable funding model, which will allow for long term planning over at least a 3-year funding cycle.

The Finance Committee recommends two options for consideration to establish such a fund from 2023 onwards.

5.1 Option One

A funding formula that mirrors the current Human Resources funding model. The unit cost per student for 2023 is recommended at R0.50