



CHIVIRIKANI PRIMARY SCHOOL

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KATLEHONG GARDENS
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SCHOOL POLICY

Tuck Shop

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

The Tuck Shop Assists with Additional School Fund Raising.

COMMITTEE

- The tuck shop committee is appointed by the SGB.
- The chairperson of the tuck shop committee is a member of the SGB.
- Meetings should take place at least once per term.

DUTIES OF COMMITTEE

- Makes decisions on tuck shop purchases and profit margin.
- Decides on tuck shop operating hours.
- Appoints a manager and other assistants and provides a duty schedule.
- Keeping updated stock and financial records.
- Prepares an annual trading account and profit and loss statement.
- Reports any problems to the principal.
- Calculates the cost and selling price of each item.
- Does regular stock taking.

OPERATION OF TUCK SHOP

- Should be open only during break times.
- Should also be open during sports events or other school functions.
- Income should be checked and deposited with the financial officer daily.
- Learners may not assist in the Tuck shop.
- Only items as determined by Tuck shop Committee may be sold.

