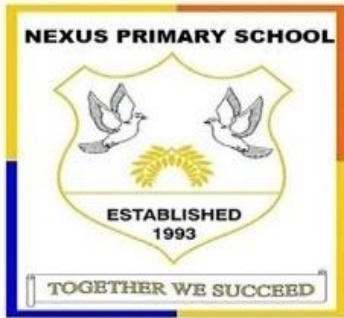


NEXUS PRIMARY SCHOOL



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Principal: Mohaladi F.M

Nexus Primary School Financial Policy

SCHOOL STAMP

Date of Adoption by SGB _____ Signed:

Date of Verification by Department: _____ Signed:

Financial Policy for Nexus Primary School

1. Preamble

The financial management of Nexus Primary School is governed by the South African Schools Act (SASA), Act No. 84 of 1996, and related legislation such as the Public Finance Management Act (PFMA). This policy ensures that the management of finances, including the school fund, movable, and non-movable assets, is conducted efficiently, transparently, and in compliance with the applicable laws.

The policy aims to empower the School Governing Body (SGB) with the appropriate authority to manage the financial affairs of the school, ensure accountability, and maintain the effective use of resources. The policy applies to all staff, educators, and learners at the school.

2. Definitions and Acronyms

Key financial terms and their corresponding acronyms:

- **FINCOM:** School Finance Committee
- **SASA:** South African Schools Act
- **SGB:** School Governing Body
- **SFO:** School Finance Officer
- **SFP:** School Financial Policy
- **PFMA:** Public Finance Management Act
- **SARS:** South African Revenue Service
- **EFT:** Electronic Fund Transfer
- **B-BBEE:** Broad-Based Black Economic Empowerment

Further terms and definitions are outlined in the full policy document.

3. Application and Scope of the Policy

This policy applies to all financial activities within Nexus Primary School, including budgeting, financial planning, reporting, procurement, asset management, and compliance. The key areas covered include:

- **Budgeting:** Guidelines for the preparation, approval, and execution of the school's budget.
- **Procurement and Fundraising:** Transparent guidelines for purchasing goods and services, as well as managing school fundraising activities.
- **Financial Reporting:** Procedures for preparing and reviewing financial reports.
- **Asset Management:** Ensuring proper management of school assets, including disposal procedures.
- **Risk Management:** Identifying and mitigating financial risks.

4. Legislative Framework

The school financial policy is framed within the following key legislative documents:

- **South African Schools Act (SASA), 1996:** Governs school financial management (Sections 36-43).
- **Public Finance Management Act (PFMA), 1999:** Regulates financial management in public institutions, including schools.
- **National Education Policy Act (NEPA), 1996:** Outlines national education policy including financial management guidelines.
- **Employment of Educators Act, 1998:** Governs educator employment and compensation.

5. Functionality of the School Governing Body (SGB)

The SGB is responsible for overseeing the financial operations of Nexus Primary School. Key roles include:

- **Oversight:** Ensuring transparency and accountability in all financial dealings.
- **Budget Approval:** Reviewing and approving the annual school budget.
- **Fundraising:** Overseeing fundraising activities to support the school's objectives.
- **Financial Reporting:** Ensuring timely and accurate financial reporting in line with SASA and other regulations.

6. Finance Committee

The Finance Committee is appointed by the SGB to manage the school's finances. Its responsibilities include:

- **Budget Development:** Preparing the annual budget for submission to the SGB.

- **Monitoring:** Reviewing financial statements and other financial reports regularly.
- **Compliance:** Ensuring that the school adheres to relevant financial regulations.
- **Asset Management:** Overseeing the management of the school's assets.

Meetings will be held monthly, and all decisions will be recorded in minutes, which will be distributed to the SGB.

7. Appointment of Finance Functionaries

The following key financial functionaries are appointed to ensure effective financial management:

- **Principal/Headmaster:** Responsible for financial oversight and ensuring compliance with financial policies.
- **SGB Treasurer:** Elected by the SGB to oversee financial transactions.
- **Financial Clerk/Accountant:** Appointed by the SGB to manage day-to-day financial activities.
- **Internal Auditor:** Appointed to conduct internal audits of the school's finances.

8. Duty of Accounting Officer (Principal)

The Principal, as the accounting officer, is responsible for:

- **Financial Management:** Maintaining accurate records, managing cash flow, and ensuring payments are made on time.
- **Reporting:** Regularly reporting on financial performance to the SGB.
- **Policy Implementation:** Ensuring the effective implementation of financial policies and procedures.

9. Financial Management and Governance

Financial management is the responsibility of the SGB, the Principal, and the Finance Committee. Key activities include:

- **Budgeting:** Developing and approving the school's budget.
- **Financial Planning:** Strategic planning for the school's financial sustainability.
- **Accounting and Auditing:** Maintaining accurate financial records and conducting regular internal and external audits.
- **Financial Reporting:** Timely preparation and submission of the Annual Financial Statements (AFS) and other required reports.

10. Delegation for Approval of Payments

Approval of payments is delegated as follows:

- **Principal:** May approve financial transactions up to R50,000.
- **Finance Committee:** May approve payments up to R50,000 for budgeted items.
- **SGB:** Approves payments above the Finance Committee's threshold.

The SGB ensures overall financial accountability, and the Finance Committee reviews payments on a regular basis.

11. School Budget

The school budget is prepared annually in accordance with SASA, Section 37. The budget includes:

- **Income:** Government allocation, school fees, fundraising, and donations.
- **Expenditure:** Salaries, utilities, maintenance, and resources.
- **Capital Expenditure:** Infrastructure development and capital purchases.

Budget Approval Process:

- The budget is discussed and approved at the Annual General Meeting (AGM), where parents and other stakeholders are invited to participate.

12. Bank Accounts Management

The SGB is responsible for managing school bank accounts. The SGB ensures:

- **Separate Accounts:** Separate accounts for NSNP and Section 21 funds.
- **Dual Authorization:** Transactions are authorized by both the Principal and the SGB Chairperson.
- **Regular Reconciliations:** Bank account reconciliations are performed regularly.

13. Loans, Credit, and Overdrafts

According to SASA, the SGB may not enter into any loan or overdraft agreements without the written approval of the Member of the Executive Council (MEC).

Unauthorized loans or overdrafts are not binding.

14. Employee Payments

The SGB is responsible for ensuring the timely and accurate payment of employees.

Key requirements include:

- **Employee Contracts:** Signed contracts outlining terms, conditions, and salaries.
- **Payroll:** Processed by the Financial Manager, ensuring compliance with tax laws.
- **Deductions:** Including PAYE, UIF, and pension funds, as applicable.

15. Fundraising, School Functions, and Outings

The SGB plays a key role in overseeing and approving fundraising activities, school functions, and outings:

- **Fundraising:** Initiatives are approved by the SGB and managed in a transparent manner.
- **School Functions:** Organized to promote school spirit, ensuring financial management and parental involvement.
- **Outings:** Educational and cultural excursions must align with the curriculum and are financially overseen by the SGB.

16. Management of School Assets

Asset management ensures the school's resources are used efficiently and accounted for. The principal is responsible for:

- **Asset Register:** Maintaining a detailed asset register, including descriptions, serial numbers, and values.
- **Asset Disposal:** Assets are disposed of in accordance with the established procedures.
- **Security:** Measures are in place to protect the school's assets, including 24-hour security during weekends and holidays.
- **Losses and Damages:** If assets are damaged or lost due to employee negligence, the incident will be investigated, and appropriate action will be taken.

17. Debtors Account (Fees and Other Outstanding Amounts)

a. Definition & Types

Debt owed by parents/guardians or other parties to the school (school fees, extramural fees, library fines, replacement of books, damage, etc.).

b. Management

- Maintain accurate records of all debtor accounts.
- Send regular statements and reminders (written, email, phone).

- Offer payment plans or staggered payments for economically disadvantaged families, consistent with BELA's principle of inclusivity.
- Review debtors' policy annually and ensure fairness in enforcement.

c. Collection & Write-Off

- Use clear, consistent, and non-discriminatory procedures in collecting debts.
- Legal action only as last resort.
- SGB must approve write-offs. Consider financial hardship before write-off.

d. Communication

- Transparent fee structure; clearly communicated at start of year.
 - Provide parents/guardians with itemized invoice, due dates, and consequences of non-payment.
-

18. Receipt of Payments

- Receipts must be issued sequentially, with original given to the payer and duplicate retained.
 - Details on receipt: payer full name, date, amount (in words & figures), reason for payment, payment method (cash/cheque/EFT), signature, and school stamp.
 - No alterations allowed; mistakes are cancelled (mark "CANCELLED" on original & duplicate).
 - Receipts issued for **all** amounts received, including cash surpluses.
 - The receipt book must be "ruled off" (closed) at points when deposited, with clear indication of deposit details.
-

19. Banking

- Maintain separate bank accounts for distinct funds (e.g. school fund, NSNP, Section 21, other donor funds) as required.
- Use interest-bearing accounts where possible, for funds not immediately needed.
- Designate authorized signatories (Principal, SGB Chair, Treasurer or Financial Manager).

- Ensure regular bank reconciliations (monthly), matching bank statements to school records.
 - Security of banking: deposits done by two staff if possible; frequent transport of funds with adequate safety.
-

20. Payments from School Funds (EFT Account)

- Use a designated EFT account for all payments from school funds.
 - Payment procedures include verifying payee details, obtaining approval from authorized persons, processing the payment, updating payment registers, maintaining audit trail.
 - Only authorized signatories may use EFT.
-

21. Claims for Personal (Employee) Expenses & Travel

- Claims submitted on approved forms with receipts/invoices attached, authorized by designated staff (Principal, or SGB where required).
 - Types of claims: travel, training, other official expenses. Travel allowance, daily subsistence, and km reimbursement calculated using official tariff rates.
 - Timelines: claims submitted within 30 days; processed within 14 days where possible; payment within 30 days.
-

22. Cash Advances

- Allowed only for official business/events, with prior application and approval.
 - Employee must submit breakdown of anticipated expenses.
 - After event, full reconciliation required; excess funds returned; receipts provided.
-

23. Petty Cash

- A petty cash fund (limit e.g. R2,000) maintained for minor and urgent expenses.
- A petty cash custodian designated.
- All disbursements must come with voucher/receipt, approved by authorized person.

- Petty cash reconciled monthly, audited quarterly.
-

24. Financial Records & Reporting

- **Asset Register:** maintain up-to-date fixed assets register with description, acquisition date, cost, location, condition, depreciation etc.
 - **Deposit Book:** track deposits (cash, EFT) detailing date, amount, method, reference.
 - **Payment Authorizing File:** document payment date, amount, payee, purpose, authorization, method.
 - **Receipt Book:** track all incoming payments.
 - **Analysis Book / Accounting Software:** use to code transactions for ease of budgeting, reporting.
-

25. Reporting & Reconciliation

- **Monthly bank reconciliation:** within 10 working days of receiving bank statement. Signed off by Financial Officer and Principal or SGB Treasurer.
 - **Monthly Funds Available Statement:** beginning balance, income, expenditure, closing balance, funds available for next period. Presented to SGB.
 - **Quarterly income & expenses report:** with comparison to budget, balance sheet, income statement. Presented at SGB meetings and made accessible to relevant stakeholders.
 - **Annual Financial Statements (AFS):** audited, submitted to Department of Basic Education in accordance with SASA/BELA Act and PFMA.
-

26. Access, Admissions, Language & Equity Provisions under BELA

- Under BELA, school policies concerning **admissions** and **language of instruction** are subject to national norms and standards and provincial oversight to ensure non-discrimination. ([Skills Portal](#))
- Finance policy must ensure that financial practices (including how and when fees are charged, waivers, or payment plans) do not create indirect barriers to admission or attendance for learners from disadvantaged backgrounds.

- No fees or financial obligations may disproportionately exclude learners: payment plans or waivers must be considered.
-

27. Oversight & Approvals

- SGB retains ultimate responsibility for financial policy, including approving major financial transactions, budget, and financial delegations.
 - Delegation thresholds for approval (e.g. Principal can approve up to R50,000; Finance Committee likewise; amounts above that require full SGB approval).
 - Internal auditing, and possibly external, to verify compliance with policy and legislation.
-

28. Consequences for Non-Compliance & Ethical Standards

- Any misuse, negligence, or non-compliance with this policy may lead to disciplinary action.
 - Conflict of interest disclosures required where relevant.
 - Transparency and fairness in applying financial rules to all staff, learners, and parents.
-

29. Review & Amendment

- This policy shall be reviewed at least annually by the Finance Committee and SGB, and whenever there are changes in legislation (e.g. updates to SASA, PFMA, or clarifications of BELA Act).
- Amendments must be approved by SGB, and where required, communicated to parents, staff, and other stakeholders.

30. Annual Financial Statement (AFS)

The school will prepare an **Annual Financial Statement (AFS)** that meets the following requirements:

30.1 Components of the AFS:

- **Balance Sheet:** Includes Assets (Current and Non-Current), Liabilities (Current and Non-Current), and Equity (Reserves and Funds).

- **Income Statement:** Provides detailed information on Income (including Grants, Donations, and Fundraising) and Expenditure (including Salaries, Utilities, and Maintenance) with the resulting Surplus/Deficit.
- **Cash Flow Statement:** Shows Cash Inflows (from Grants, Donations) and Outflows (Salaries, Expenses), along with the Net Change in Cash.
- **Notes to the Financial Statements:** Provides additional information such as accounting policies, performance analysis, and budget variance analysis.

30.2 Format:

1. Balance Sheet:

- **Assets:** Current and Non-Current
- **Liabilities:** Current and Non-Current
- **Equity:** Reserves and Funds

2. Income Statement:

- **Income:** Grants, Donations, Fundraising
- **Expenditure:** Salaries, Utilities, Maintenance
- **Surplus/Deficit:** Resulting from income and expenditure

3. Cash Flow Statement:

- **Cash Inflows:** Grants, Donations
- **Cash Outflows:** Salaries, Operational Expenses
- **Net Change in Cash**

4. Notes to the Financial Statements:

- **Accounting Policies**
- **Financial Performance Analysis**
- **Budget Variance Analysis**

30.3 Preparation and Review:

- **School Financial Officer (SFO):** Responsible for preparing the AFS.
- **SGB Treasurer:** Oversees the preparation and ensures compliance.
- **Auditor:** Conducts an independent audit.

- **Principal:** Ensures submission of the AFS to the Department of Basic Education (DBE) and presentation to the SGB.

30.4 Key Performance Indicators (KPIs):

- Surplus/Deficit
 - Current Ratio
 - Debtors and Creditors
 - Asset Utilization
-

31. Audit Requirements

31.1 Internal Audit:

- **Conducted by the Principal:** Focuses on internal controls, risk management, and governance.
- **Objective:** Ensure compliance with school policies, laws, and regulations, and evaluate the effectiveness of internal controls.

31.2 External Audit:

- **Conducted by Independent Auditors:** Appointed by the SGB.
- **Objective:** Examine financial records, ensure compliance with laws, and provide an independent opinion on the school's financial statements.

31.3 Audit Process:

- **Planning:** Define scope, objectives, and timeline.
- **Fieldwork:** Gather evidence, conduct interviews, and review documents.
- **Reporting:** Present findings, recommendations, and audit opinion to the SGB and stakeholders.

31.4 Audit Compliance:

- **International Standards on Auditing (ISA)** must be followed.
 - **Audit Report:** Presented to the SGB and stakeholders after the audit.
-

32. School Fees

Nexus Primary is a **no-fee school** as per the guidelines outlined in the **South African Schools Act (SASA)** and the **BELA Act**.

33. Procurement Procedures

33.1 Procurement Process:

1. **Needs Assessment:** Identify the requirements and specifications for goods or services.
2. **Budgeting:** Ensure the availability of funds for procurement.
3. **Procurement Planning:** Establish the procurement strategy (quotations, tenders, etc.).
4. **Evaluation of Quotations:** Assess quotations based on predefined criteria.
5. **Ordering:** Proceed with ordering from the selected suppliers.
6. **Implementation and Monitoring:** Ensure compliance with contracts and procurement plans.

33.2 Procurement Methods:

- **Quotations:** For amounts under R10,000, only one quotation is required. Between R10,000 and R500,000, at least three formal written quotations are needed. Above R500,000 requires an open tender process.
- **Negotiated Procurement:** Direct negotiation for urgent or unforeseen needs.

33.3 Roles and Responsibilities:

- **School Governing Body (SGB):** Oversees procurement.
- **Principal:** Ensures compliance and evaluates quotations.
- **National Treasury:** Provides guidance on procurement.

33.4 Procurement Best Practices:

- **Transparency** and **accountability** in all procurement processes.
- **Fairness** and **competitiveness** in supplier selection.
- **Value for money** and compliance with relevant procurement laws.

34. Pandemic Impact on Financials

34.1 Financial Impacts of the COVID-19 Pandemic:

- **Reduced State Funding:** The pandemic resulted in a reduction of state funding for education.
- **Lower School Fees Collection:** Many parents faced financial hardships, leading to a decline in fees collection.
- **Reduced Fundraising Opportunities:** Restrictions on gatherings limited the school's ability to raise funds through events.

34.2 Budget Adjustments:

- **Budget Cuts:** Adjustments made to operational budgets, affecting staff, infrastructure, and extracurricular activities.
- **Increased Bad Debts:** A higher rate of non-payment of school fees due to economic hardship.

34.3 SASA Guidelines:

- The **State** is responsible for providing equitable funding to schools under Section 34 of SASA.
 - **SGBs** must supplement state funding where necessary (Section 36 of SASA).
-

35. Policy Amendment Process

35.1 Review and Amendment:

- **Identify the need for amendment:** Review the policy for any required updates or changes.
- **Consult Stakeholders:** Engage the SGB, Principal, teachers, and parents.
- **Draft and Submit Amendments:** Draft proposed amendments and submit them for approval.

35.2 Guidelines for Amendments:

- Follow the **Department of Basic Education's Policy Development Guidelines**, **National Treasury's Regulatory Impact Assessment Guidelines**, and other relevant frameworks.
-

36. Approval Process for Financial Policy

The approval of the financial policy follows these steps:

1. **Drafting:** The SGB, with input from the Principal and other stakeholders, drafts the financial policy.
2. **Review and Revision:** The draft policy is reviewed and revised.
3. **Approval by SGB:** The policy is approved by the SGB.
4. **Submission to DBE:** The policy is submitted to the Department of Basic Education (DBE) for review.
5. **DBE Approval:** The DBE approves the policy, ensuring it aligns with national standards and guidelines.
6. **Implementation:** The approved policy is implemented by the Principal and SGB.

36.1 Relevant Legislation:

- **South African Schools Act (SASA)**
 - **National Education Policy Act (NEPA)**
 - **Public Finance Management Act (PFMA)**
-

37. Treasurer's Role

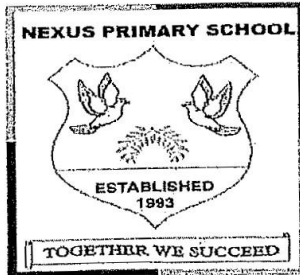
The Treasurer plays a key role in overseeing the financial health of the school. Their responsibilities include:

- **Develop and Implement Financial Policy:** With the assistance of the Finance Committee and SGB.
- **Oversee Financial Records:** Ensure proper documentation of income and expenditure.
- **Procurement Management:** Supervise procurement processes, ensuring compliance with policies and regulations.
- **Prepare Annual Budget:** Work with the Principal and educators to prepare the school's annual budget, ensuring it is presented to parents for approval.
- **Asset Management:** Oversee the school's asset register and ensure proper use and safeguarding of assets.
- **Report to SGB:** Provide regular reports on the school's financial status.

37.1 Expectations for the Treasurer:

- Be **trustworthy**, **detail-oriented**, and **numerate**.
- Ensure that all financial operations align with best practices and the principles of **transparency** and **accountability**.

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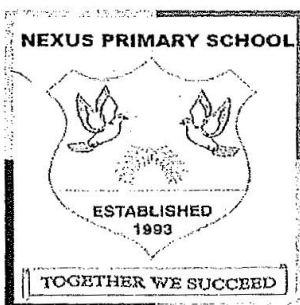
RATES FOR CONDUCTORS AND COACHES

- ✚ MUSIC CONDUCTOR: A MONTH = R1600.00
- ✚ COACHES – SPORTS AND ART TUTOR: PER SESSION = R100.00

REFRESHMENTS FOR WORKSHOPS AND SCHOOL ACTIVITES TRIPS

- ✚ FULL DAY = R100.00
- ✚ WEEKEND = R150.00

NEXUS PRIMARY SCHOOL



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Principal: Mohaladi EM**

KILOMETERS TO & FROM NEXUS PRIMARY SCHOOL

✓ HARRISMITH	40.00 KM
✓ INTABAZWE	49.4 KM
✓ QWAQWA	71.2 KM
✓ KESTEL	85.8 KM
✓ BETHLEHEM	174 KM
✓ WARDEN	150 KM
✓ WELKOM	526 KM
✓ BLOEMFONTEIN	664.6 KM



THE DEPARTMENT OF TRANSPORT

Enquiries: Andries Schoeman, Tel: 012 309 3117 - Thobelo Mhlope, Tel: 012 309 3697 Email: schoemaA@dot.gov.za, mhlopeT@dot.gov.za, bianam@dot.gov.za Rates also available on: <https://www.transport.gov.za>

Reference: Ti18

4 September 2025

TO: All heads of departments
Accounting officers

TARIFFS FOR THE USE OF MOTOR TRANSPORT

1. Amendment No 9 of 2025 of the Annexure to Transport Circular No 1 of 1977 (Transport Handbook on Tariffs for the use of Motor Transport as amended; and Private)
2. Amendment of Annexure B of the instructions with regard to the new Subsidized Motor Scheme (Subsidized Scheme A and C).

As a result of the fluctuation of the fuel price on 3 September 2025, the following tariffs are consequently amended from 1 September 2025.

Please note that the vehicle categorization as provided by the vehicle manufacturers are used in the calculation of the rates.

- a Private rates include fuel, maintenance, capital, insurance and depreciation. These rates are to be used by all individuals making use of their own motor vehicle transport, including individuals whom structured for car allowances and all officials partaking in Scheme B of the Subsidized Motor Transport scheme.
- Subsidized Scheme A rates are only inclusive of fuel. There rates are to be used by all officials taking part in Scheme A of the Subsidized Motor Transport scheme where government contributes towards the capital, insurance and maintenance of the vehicle.
- a Subsidized Scheme C rates are only inclusive of maintenance. These rates are to be used by all officials taking part in Scheme C of the Subsidized Motor Transport scheme. This rate needs to be added to the rate in Scheme A to determine the rate of reimbursement in cents per kilometer.

Category B:

Light Delivery Vehicles

Sep-25

Single Cab 4x2

Extended Cab 4x2

			SübSchémetE	SÜbSEheme,
U to 1250	LD1250P	270,5		4815
1251-1550	LDI 550P	366,5		51 ,1
1551-1750	LD1750P	413,3	196,5	52, 7
1751-1950	LD1950P	475.1		58, 7
1951-2150	LD2150P	486,3	203,3	6212
21 51-2500	LD2500P	520,3	230,9	6816
2501-3500	LD3500P	549,6	236,0	7413
Greater than 3500	LD3501P	636,9	257,9	912

PETROL

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U to 1250	LD1250D	332,0		45,9
1251-1550	LD1550D	449,7	158,0	70,9
1551-1750	LD1750D	459,6	168,9	70,0
1751-1950	LD1950D	483,4	185,5	77,1
1951-2150	LD2150D	488,4	187,8	79,9
2151-2500	LD2500D		204,7	77,2
2501-3500	LD3500D	545,6	224,1	82,2
Greater than 3500	LD3501D		275,6	92,0

DIESEL

All Double Cabs (4x2 and

Category C:

Sep-25

4x4 Light Delivery Vehicles

4x4 Single/ Extended Cabs

Engine Category	Persal:Refi	Private.	sub: Scheme;	Sub Scheme
U to 2000	LV2000P	444,7	172,9	51,0
2001 to 2500	LV2500P	561,6	262,0	60,4
2501-3500	LV3500P	669,0	316,8	64,4
Greater than 3500	LV3501P	743,4	325,7	80,2

PETROL

Engine Category		•Private;	-SubbSche.ma:	SubScheme:
U to 2000	LV2000D	502,4	204,4	77,3
2001 to 2500	LV2500D	584,3		79,0
2501-3500	LV3500D	646,3	222,4	86,3
Greater than 3500	LV3501D	791,5	312,4	141,6

DIESEL

Category D:

Multi Purpose Vehicles
Sports Utility Vehicles
Crossover vehicles

Sep-25

EngineCätégoryc- ,	PerSå(ÉRéfs		SumSChéme	
U to 1550	MP1550P	426, 1	135,0	70,3
1550-1950	MP1950P	457,6	149,3	69,1
1951-2150	MP2150P	531,3	164,2	79,3
2151-2500	MP2500P	6041	183,6	83,0
2501-3500	M p3500p	796,5	240,4	
Greater than 3500	MP3501P	892,5	276,6	

PETROL

			SübzScheVme-	
U to 2150	MP21500	572, 1		97,5
2151-2500	MP2500D	70317	169,4	95, 1
2501-3500	MP3500D	743,0		
Greater than 3500	MP3501D	888,6		134,6

DIESEL

Category F:

Motor Cycle
Scooter

Sep-25

EndineCäiågory:	persäEReftc			SübSchAeme
U to 250	MC0250P	196,5	N/a	N/a
Over 250	MC0251 P	230,9	N/a	N/a