
NOTICE 431 OF 2000**DEPARTMENT OF WELFARE
DEPARTMENT VAN WELSYN****Model Narrative Report for Nonprofit Organisations**

The Directorate for Nonprofit Organisations intends, under section 6 of the Nonprofit Organisations Act to prepare and issue the model **narrative** report in the Schedule.

Interested parties are invited to submit any substantial comments on the proposed model narrative report or representations they wish to make in regard thereto to the Director-General of Department of Welfare, Private Bag X 901, Pretoria, 0001 (for the attention of the Director of Nonprofit Organisations), within 30 days of the date of publication of this notice.

SCHEDULE**CONTENTS****MODEL NARRATIVE REPORT FOR NONPROFIT ORGANISATIONS**



**Department of Welfare
Lefapha la Pabalelo**

Private Bag X 901

Pretoria

0001

Republic of South Africa

**Department van Welsyn
UmnyangowezeNhlalakahle**

Privaatsak X 901

Pretoria

0001

Republiek van Suid-Afrika

Reference number:

Verwysingsnommer:

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Non-profit organisations' reports

The form we include is to guide you when you write the reports the Department of Welfare's Nonprofit Organisations Directorate needs after your organisation has been registered with us.

Your organisation's reports

- Once your organisation is registered, each year it must send to the Director of the Department of Welfare's Public Private Partnership Directorate a written **report** about your organisation's activities, and a financial report.
- . The Directorate requests that you follow the form with its guidelines when writing your reports. The format is:
 1. **A written report** about your organisation's activities, which includes these sections:
 - ✓ Section A: Your organisation's details (to be filled in on the form provided)
 - ✓ Section B: Your organisation's history and aims (to be written on separate paper)
 - ✓ Section C: Your organisation's achievements (to be written on separate paper)
 - ✓ Section D: Meetings and your constitution (to be written on separate paper)
 2. **A financial report**, which includes:
 - ✓ Section A: Your organisation's accounting and fundraising details (to be filled in on the form provided)
 - ✓ Section B: Your accounting officer's written report about the finances of your organisation (to be written on separate paper)
 - ✓ Section C: Your organisation's financial statement (to be drawn up by your accounting officer, and on separate paper)
- . Together, these reports tell the story of the activities, income and spending of your organisation for the year. They must be sent to the Directorate within 9 months after the end of your organisation's financial year.
- . When you write up your reports, please use the headings we give you on the form. You can add more information if you want to. But please make sure you answer according to all the headings which are provided.
- When the Directorate receives your written report, financial statement and accounting officer's report your organisation's name will remain on the Department's non-profit organisations register.

. The Directorate can cancel your registration if you do not send these reports in each year.

. Remember when you write your report to stick to the time period that your report covers.

We hope you will find this form with its guidelines useful with your reporting. Please contact us if you have any questions.

With best wishes for your organisation in its work

Yours faithfully

Director: Nonprofit Organisations

1. Your written report on your organisation's activities

Section A: Your organisation's details

1. Name of your organisation

.....

2. Registration number with the Directorate: Public Private Partnership

.....

3. The month and year your organisation started

.....

4. The time period this report covers

.....

5. Contact details

Your organisation's contact person

Contact person's title in your organisation

Telephone number ()

Fax number ()

Cell phone number

E-mail address

both contact person is

Contact person's title in your organisation

Telephone number ()

Fax number ()

Cell phone number

Physical address of your organisation

.....

Province

Postal code

Postal address of your **organisation**, if it is different to the one you have given above.

.....

Province

Postal code

6. Tick which kind of non-profit organisation yours is.

Legal standing of our organisation	<input checked="" type="checkbox"/>
I Voluntary association	<input type="checkbox"/>
Trust	<input type="checkbox"/>
I Section 21 company	<input type="checkbox"/>

7. Tick the sector or sectors your organisation works in.

Sector	✓
Business and professional associations, and unions	
Culture and recreation	
Development and housing	
Education and research	
Environment	
Health	
International	
Law, advocacy and politics	
Philanthropic intermediaries and voluntarism promotion	
Religion	
Social services	
Other – state below	

8. Tick the sphere or spheres your organisation works in.

Sphere	✓
Local	
Regional	
Provincial	
National	
International	

9. Tick the province or provinces your organisation works in.

Province	✓
Eastern Cape	
Free State	
Gauteng	
KwaZulu-Natal	
Mpumalanga	
Northern Cape	
Northern Province	
North West Province	
Western Cape	

9 Please write to let the Directorate know if you have any staff changes in the year following this report.

13. Tick what your organisation's budget for the year was.

Annual budget	✓
R0 - R10 000	
R10 000 - R20 000	
R20 000 - R30 000	
R30 000 - R40 000	
R40 000 - R50 000	
R50 000 - R60 000	
R60 000- R70 000	
R70 000- R80 000	
R80 000- R90 000	
R90 000- R100 000	
R100 000 and above	

Section B: Your organisation's history and aims

Write your responses to this section on separate paper and send it with the rest of your report. Please use all the same headings, numbers and questions that are on this form.

1. What is the history of your organisation?

➤ *Write a very short history of your organisation. Write about what main developments and changes your organisation has gone through since it started.*

2. What is your organisation's vision?

9 *Your vision is the kind of society your organisation wants.*

3. What is your organisation's mission statement?

➤ *Your mission statement briefly says why your organisation exists, and what your organisation will do to achieve its vision.*

4. What are your organisation's objectives?

9 *Your objectives are the details showing what your organisation will do. You would include, for example, what you will achieve, how you will do it, who will do it and by when.*

➤ *Your objectives are also written OFI your constitution which you submitted to the Directorate when you applied for registration.*

Section C: Your organisation's achievements

Write this section on separate paper and send it with the rest of the report. Please use all the same headings, numbers and questions that are on this form.

1. Chairperson's report

➤ *For the period of your report, your chairperson's report should include:*

- *Your organisation's main achievements for the year.*
- *The main problems and challenges your organisation faced*
- *What lies ahead for your organisation in the next year or years.*

2. Write a list of the project/s and/or programmes your organisation ran in the period of the report.

- *It is important that the projects and programmes your organisation ran and still runs are in line with what your constitution says you do.*

3. Which objectives that you said you would meet in the year did you meet?

- *If there are some objectives you didn't meet, say why.*

4. What activities did your organisation do to achieve its objectives?

- *You can, for example, write about your fundraising activities, what services you offered (if your organisation offers services), events, and community awareness campaigns.*

5. Who or what benefited from the project/s and/or programmes you offer?

- *When you list those that have benefited from your project/programmed, please give details about the numbers of those that have benefited..*

6. In what way did others benefit?

- *Show how your organisation achieved its objectives by writing about ways in which others have benefited from the work you do.*

Section D: Meetings and your constitution

- *Write this section on separate paper and send it with the rest of the report. Please use all the same headings, numbers and questions that are on this form.*

1. What meetings of the kinds listed below did your organisation hold during the period of the report? And how many of each did you have?

- Annual general
- Special general
- . Staff
- . Management

2. Did these meetings have a quorum as set out in your constitution?

- *If any were not quorate, please explain why.*

3. When did you hold your annual general meeting?

- *Was this around the right time it was due? If not, why?*

4. Your special meetings

If your organisation did have special meetings, please explain why you needed them. If you need more space to write, add an extra piece of paper to this report for it.

5. Did your organisation change its constitution during the year covered by this report?

- *If your organisation did change its constitution, then please send the following documents*

with your report:

- *The minutes of the special general meeting when your organisation made changes to its constitution.*
 - *The new, changed constitution.*
 - *Either a list of new office bearers, if you have new ones. Or a list of the office bearers from before Your organisation changed its constitution.*
- *If your organisation changed its name, then please also send in your original registration certificate. The Directorate will then send you a new registration certificate with your organisation's new name.*

2. Your financial report

- *Your organisation has a duty to keep up to date accounting records.*
- *You need to send a financial statement and a written report about the finances of the organisation from your accounting officer.*
- *As well as the written report and financial statement about the finances which you must send in, please fill in the form below.*
- *Your organisation's balance sheet must be drawn at the end of your financial year.*

Section A: Accounting and fundraising details

- *Please fill in your answers on this form.*

1. What is your organisation's name? - Your registration number.

.....

2. What is your accounting officer's name?

.....

3. What is your organisation's registration number with the Department of Welfare's Directorate: Public Private Partnerships?

.....

4. Give details of your organisation's accounting policies.

- *For example, are your accounts done once a month? Also, look at the accounting policies given in the financial statement example.*

.....

.....

.....

.....

.....

5. Have your financial statements, and the written report from your accounting officer that you are sending with this form to the Directorate been approved by your organisation's office bearers?

➤ *Your financial statement and written report will only be accepted if your office bearers have approved them.*

.....

6. What % of its budget did your organisation spend on administrative costs (like salaries, rentals, and office costs) in the period of the report?

.....

7. Did your organisation do major fundraising from the general public and business during the period of the report?

.....

8. If your organisation did do some major fundraising, please give some details about it.

.....

.....

.....

.....

.....

.....

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.....

9. Tick in the table below to show how you did your fundraising in the period of the report.

Our fundraising was done by:	✓
A staff member or members	
A member of our organisation	
An outside person who charged us a fee	
An outside person who did not charge us a fee	
Other (say how)	

10. Tick the kind of funding you received in the period of the report.

Kind of funding	
Donations in money	<input type="checkbox"/>
Donations in kind	<input checked="" type="checkbox"/>

Section B: Your organisation's financial report

- *Your accounting officer must write a short financial report. In this report she or he should comment on and explain:*
- *any increase or decrease in your organisation's income when compared with the previous year*
 - *any spending that was not part of your organisation's planned spending (as set out in your budget)*
 - *any big changes that affected your organisation's income and/or spending.*

Section C: Your organisation's financial statement

- *Your accounting officer must prepare a detailed financial statement.*
- *To help, we have included an example of how to present your financial statement.*
- *By showing you this example you can see what basic information the Directorate requires from your organisation's financial statement.*
- *We have also included a blank financial statement for you to follow. But this is not a form. Please do not try to fill it in.*
- *We expect your accounting officer to draw up your own organisation's financial statement and submit it with the other reports.*

**EXAMPLE OF AN ORGANISATION'S FINANCIAL STATEMENT
BALANCE SHEET AS AT 31 MARCH 1998. BALANSSTAAT S00S OP 31 MAART 1998**

STATEMENT/STAAT 1

	1997-98	Notes	1 996-97	
	R	<i>Aant.</i>	R	
Funds employed				Fondse aangewend
Accumulated funds	10,118,796		7,600,113	Opgehoopte fondse
	<u>10,118,796</u>		<u>7,600,113</u>	
Employment of funds				Aanwending van fondse
Investments	8,401,982	2	7,285,368	Beleggings
Net <i>current</i> assets	1,710,769		314,76	<i>Netto bedryfsbates</i>
Current assets				Bedryfsbates
Bank	1,716,814		320,790	Bank
	1,722,859		320,790	
Current liabilities				Bedryfslaste
Provision for audit fees,....	6,045		6,045	Onder voorsiening in ouditkoste
	6,045		6,045	Voorsiening vir ouditkoste
	<u>10,112,751</u>		<u>7,600,113</u>	

STATEMENT/STAAT 2

INCOME STATEMENT FOR THE YEAR ENDED 31 MARCH 1998
INKOMSTESTAAT VIR DIE JAAR GEëINDIG 31 MAART 1998

	1997-98	Notes	1 996-97	
	R	<i>Aant.</i>	R	
Net income for the year	<u>2,519,683</u>	3	<u>904,732</u>	Netto inkomste vir die jaar
Accumulated funds at beginning of year...	<u>7,600,113</u>		<u>6,695,361</u>	Opgehoopte fondse aan die begin van jaar
Accumulated funds at end of year	<u><u>10,118,796</u></u>		<u><u>7,600,113</u></u>	Opgehoopte fondse aan einde van jaar

STATEMENT/STAAT 3

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 1998
KONTANTVLOEIESTAAT VIR DIE JAAR GEëINDIG 31 MAART 1998

	1997-98	Notes	1996-97	
	R	Aant.	R	
Cash from operating activities	2,518,683		904,732	Kontant van bedrywighe
Cash utilised by operations	-2,365,214	A	-110,539	Kontant aangewend inbedrywighe
Investment income	4,883,897		1,015,271	Beleggingsinkomste
Cash flow from investing activities	4,883,897		-1,015,271	Kontant aangewend in beleggings-aktiwiteite
Decrease/(Increase) in investments, . . .	4,883,897		-1,015,271	Afname/(toename) in beleggings
Net increase/(decrease) in cash,	-904,732		-110,539	Netto toename/(afname) in kontant
Cash at beginning of year	2,518,683		41,329	Kontant aan begin van jaar
Cash at end of year	1,613,951		320,790	Kontant aan einde van jaar

NOTES TO THE CASH FLOW STATEMENT. AANTEKENINGE BY DIE KONTANTVLOEISTAAT

	1997-98	1996-98	
	R	R	
A Cash from operating activities			A Kontant van bedrywighede
Net income for the year	2,518,683	904,732	Netto inkomste vir die jaar
Investment income	4,883,897	-1,015,271	Beleggingsinkomste
	<u>-2,365,214</u>	<u>-110,539</u>	

NOTES TO THE FINANCIAL STATEMENTS , AANTEKENINGE BY DIE FINANSIËLE STATE

1 Accounting policy

Unless otherwise shown, the financial statements have been drawn upon the historical cost basis in accordance with the policies below, which have been consistently applied in all material respects.

1.1 Acknowledgement of income in general

Income is acknowledged on the accrual basis,

1.2 Investments

Investments are shown at cost including interest capitalised.

1.3 Government grants received

Government grants are accounted for in the period to which each grant applies.

1.4 Donations

Donations are accounted for in the period in which the donation is received,

2 Investments

Investment at Corporation for public	
Deposits	8,401,982
Total investment	<u>8,401,982</u>

Interest on the investments are capitalised monthly against the investments.

1 Rekeningkundige beleid

Die finansiële state is, tensy anders aangetoon op die histories kostegronslag opgestel ingevolge onderstaande beleide wat in alle wesenlike opsigte konsekvent toegepas is.

1.1 Inkomste-erkenning in die algemeen

Inkomste word ooreenkomstig die toevallingsgronslag erken.

1.2 Beleggings

Beleggings word teen kosprys insluitend gekapitaliseerde rente getoon.

1.3 Staatstoekennings ontvang

Staatstoekennings word verantwoord in die tydperk waarop elke toekenning betrekking bet.

1.4 Skenkings

Skenkings word verantwoord in die tydperk waarin die skenking ontvang is.

2 Beleggings

Belegging by Korporasie vir Openbare Depositors	7,285,368
Totale beleggings	<u>7,285,368</u>

Rente op beleggings word maandeliks teen die beleggings gekapitaliseer.

SCHEDULE/BYLAE A(continued/vervolg)

	1997-98	1 996-97	
	R	R	
3 Surplus Of income over expenditure			3 Surplus van inkomste bo uitgawes
<i>Income</i>	1,992,607	904,732	<i>Inkomste</i>
Refunds.....	4,303,015	1,018,271	Terugbetalings
Government grant.....	11,134	0	Staatstoekenings
Interest received.....	3,001,000	0	Rente ontvang
	1,290,881	1,015,271	
<i>Less: Expenditure</i>	2,310,408	110,539	<i>Min: Uitgawes</i>
Assistant to dependants.....	2,249,527	100,000	Hulp aan afhanklikes
5% Administrative fee.....	38,874	0	5% Administratiewe koste
Bank charges.....	29	10	Bankkoste
Subsistence and traveling.....	9,435	3,888	Reis- en verblyf koste
Allowance to councillors.....	4,694	5,928	Toelaag aan raadslede
Entertainment expanses.....	841	2411	Onthaalkoste
Audit fees.....	7,008	472	

SUMMARY OF FINANCIAL STATEMENT -A GUIDE

BALANCE SHEET AS AT 31 MARCH 1998. BALANSSTAAT S00S OP 31 MAART 1998

STATEMENT/STAAT 1

	1997-98 R	Notes Aant.	1 996-97 R	
Funds employed				Fondse aangewend
Accumulated funds	_____		_____	Opgehoopte fondse
	=====		=====	
Employment of funds				Aanwending van fondse
Investments				Beleggings
Net current assets				Netto bedryfsbates
Current assets				Bedryfsbates
Bank				Bank
Current liabilities				Bedryfslaste
Provision for audit fees				Onder voorsiening in ouditkoste
				Voorsiening vir ouditkoste
	=====		=====	

STATEMENT/STAAT 2

INCOME STATEMENT FOR THE YEAR ENDED 31 MARCH 1999
 INKOMSTESTAAT VIR DIE JAAR GE#INDIG 31 MAART 1998

	199749	Notes Aant.	1 - 9 7	
	R		R	
Net income for the year	_____		_____	Netto inkomste vir die jaar
Accumulated funds at beginning of year...	_____		_____	Opgehoopte fondse aan die begin van jaar
Accumulated funds at end of year	=====		=====	Opgehoopte fondse aan einde van jaar

STATEMENT/STAAT 3

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 1998
KONTANTVLOEISTAAT VIR DIE JAAR GEËINDIG 31 MAART 1998

	1997-98 R	Notes Aant.	1996-97 R	
Cash from operating activities				Kontant van bedrywighede
Cash utilised by operations				Kontant aangewend in bedrywighede
Investment income				Beleggingsinkomste
Cash flow from investing activities				Kontant aangewend in beleggings-aktiwiteite
Decrease/(Increase) in investments				Afname/(toename) in beleggings
Net increase/(decrease) in cash				Netto toename/(afname) in kontant
Cash at beginning of year				Kontant aan begin van jaar
Cash at end of year				Kontant aan einde van jaar

NOTES TO THE CASH FLOW STATEMENT. AANTEKENINGE BY DIE KONTANTVLOEISTAAT

	1997-98 R	1996-98 R	
A Cash from operating activities			A Kontant van bedrywighede
Net income for the par,			Netto inkomste vir die jaar
Investment income			Beleggingsinkomste

NOTES TO THE FINANCIAL STATEMENTS . AANTEKENINGE BY DIE FINANSIËLE STATE

1 Accounting policy

Unless otherwise shown, the financial statements have been drawn up on the historical cost basis in accordance with the policies below, which have been consistently applied in all material respects.

1.1 Acknowledgement of income in general

Income is acknowledged on the accrual basis.

1.2 Investments

Investments are shown at cost including interest capitalised.

1.3 Government grants received

Government grants are accounted for in the period to which each grant applies.

1.4 Donations

Donations are accounted for in the period in which the donation is received.

2 Investments

Deposits.....	ORDO	
Total investment		

Interest on the investments are capitalised monthly against the investments.

1 Rekeningkundige beleid

Die finansiële state is, tansy anders aangetoon op die historiese kostegronslag opgestel ingevolge onderstaande beleide wat in alle wesenlike opsigte konsekwent toegepas is.

1.1 Inkomste-erkening in die algemeen

Inkomste word ooreenkomstig die toevallingsgrondslag erken.

1.2 Beleggings

Beleggings word teen kosprys insluitend gekapitaliseerde rente getoon.

1.3 Staatstoekennings ontvang

Staatstoekennings word verantwoord in die tydperk waarop elke toekenning betrekking bet.

1.4 Skenkings

Skenkings word verantwoord in die tydperk waarin die skenking ontvang is.

2 Beleggings

	Belegging by Korporasie vir Openbare Deposito's
	Totale beleggings

Rente op beleggings word maandeliks teen die beleggings
see

SCHEDULE/BYLAE A(continued/vervolg)

	1997-98	1996-97	
	R	R	
3 Surplus of income over expenditure			3 Surplus van inkomste bo uitgawes
<i>Income</i>			<i>Inkomste</i>
Refunds.....	[]	[]	Terugbetalings
Government grant.....			Staatstoekeninge
Interest received.....			Rente ontvang
<i>Less: Expenditure</i>			<i>Min: Uitgawes</i>
Assistant to dependants.....	[]	[]	Hulp aan afhanklikes
5% Administrative fed.....			5% Administratiewe koste
Bank charges.....			Bankkoste
Subsistence and traveling.....			Reis- en verblyfkoste
Allowance to councillors.....			Toelaag aan raadslede
Entertainment expenses.....			Onthaalkoste
Audit fees.....			Ouditkoste

This blank statement is a guide only it does not need to be completed