

## NON-PROFIT ORGANISATION ANNUAL REPORT

### Narrative Report on Activities for the Year

#### A. Basic Details about the Organisation

1. Name: Community Outreach Program Trust IT 152/2006
2. NPO Registration No: 050-543
3. Twelve month period of this report: 1 March 2009 – 28 February 2010

4. Contact Persons:

Name:	DT Oosthuizen	TP Genders
Title:	Accountant	Trustee
Phone No:	031-267 1277	031-262 6646
Fax No:	086-565 4215	086-555 3189
Cell No:	082-411 0002	082-892 2990
Email:	<a href="mailto:zazzoost@gmail.co.za">zazzoost@gmail.co.za</a>	<a href="mailto:timgenders@gmail.com">timgenders@gmail.com</a>

5. Physical Address: 6 Langford Road, Westville, 3629, KZN.

6. Postal Address: PO Box 374, Pavilion, 3611, KZN.

7. Office Bearers:

Name	Title	Home & Postal Address	Phone Number	ID Number
MJ Blewett	Trustee	1 Brockwell Place, Cowies Hill, 3610	031-266 2999	701208 5056 081
CN Blewett	Trustee	4a David McLean Drive, Westville, 3629	031-267 1624	660627 5057 006
M Iyer	Trustee	8 David McLean Drive, Westville, 3629	031-266 9601	680112 5119 086
TP Genders	Trustee	35 Wellington Rd, Westville North, 3629	031-262 6646	680506 6331 188
DT Oosthuizen	Accountant	Crestlea, 1 Lea Drive, Westville, 3630	031-267 1277	670409 5092 087
D Qwabe	Trustee	13 Gowran Gardens, Avoca Hills, 4051	031-565 1884	671216 5794 086

8. Staff Members:

Job Title	Gender	Race	Skills
7 x Office Managers	3 Male, 4 Female	3 White, 4 Black	Management
11 x Teachers	3 Male, 8 Female	2 White, 9 Black	Pre-school care givers
Volunteer Assistants	Male & Female	White	Various

9. Basic Services:
- Adult Education Centres
  - Youth Training Camps & Classes
  - Crèche / Day Care Facility
  - Community Outreach Activities

## **B. The Organisation's Major Achievements during the past Year**

### **1. Planned Objectives Set:**

- Maintaining the Adult Education Centres in Durban & Margate, Kwa Zulu Natal; Kempton Park, Gauteng; Port Elizabeth, Eastern Cape providing books, mentorship and information / guidance seminars
- Maintaining the Crèche and Day Care facilities in the Rural area of Candu in the Eastern Cape, Suburban area of Margate & Township areas of Lamontville & Mariannhill in Durban, Kwa Zulu Natal, providing care and nutrition to preschool children
- Running of Youth Training Camps in Kwa Zulu Natal & Gauteng on the principles and practice of Adult Education and Community Outreach Programs

### **2. Objectives Achieved:**

- The Adult Education Centres were maintained in Durban, Margate, Kempton Park & PE, providing books, mentorship and information / guidance seminars
- The Crèche and Day Care facilities were maintained in Candu, Margate, Mariannhill & Lamontville, providing care and nutrition to preschool children
- Ran a couple of Youth Training Camps in Kwa Zulu Natal & Gauteng on the principles and practice of Adult Education and Community Outreach Programs

### **3. How Objectives were Achieved:**

- Various proposals were received at the beginning of the year from around the country
- The proposals were evaluated according to the various criteria in meeting the objectives of the trust
- A planning meeting was held at which the proposals were presented and voted upon
- Budget was allocated to the projects with the highest number of votes and responsibilities assigned to volunteers
- The volunteers implemented the projects with guidance from the trustees

#### 4. Ways in which Beneficiaries Benefited:

- Adults received education, mentorship, life skills guidance and training material
- Young people received tuition and guidance on community outreach
- Pre-school children of working parents receive care and nutrition
- The community received information and a venue for meeting and activities

### C. Important Meetings and Constitution Changes

#### 1. Meetings Held:

Type of Meeting	Number of Meetings
Annual General Meetings	1
Trustee Meetings	4

2. The Annual General Meeting was held on Friday 2<sup>nd</sup> April 2010, five weeks after the financial year end, in accordance with the programme
3. No special general meetings were held by the organisations' members during the past year
4. No changes were made to the organisation's NPO constitution during the past year

### Financial Report for the Year

#### A. Basic Accounting Details of the Organisation

1. Accounting Officer's Name: DT Oosthuizen
2. Accounting Officer's Address: Crestlea, 1 Lea Drive, Westville, KZN, 3630
3. Accounting Policies: Accounts are prepared annually from the source documents, and reconciled to the bank statement. An income statement and balance sheet are prepared annually for approval by the beneficiaries and trustees.
4. The attached accounting officer's report and annual financial statements have been approved by the organisations' beneficiaries and trustees
5. 1.0% of total annual expenditure was on administration costs
6. Sources of Income:

<b>Kind of Funds</b>	<b>Amount</b>
Local Donations & Sponsorships	R1 457 206
International Donations	R1 848 928
Other Receipts & Interest	R547 059

7. 48% of annual income came from submitting project proposals to foreign donors
8. Volunteer beneficiaries were used to raise income during the past year

## **B. Annual Financial Statements**

### **1. Accounting Officer's Report:**

I have performed the duties of Accountant for the Community Outreach Program Trust for the year ended 28 February 2010. On the basis of information supplied, I have compiled the financial statements on the following page, in accordance with South African Auditing Standards applicable to compilation engagements. I have not audited their contents, and consequently express no opinion thereon.

I have determined that the annual financial statements are in agreement with the accounting records, and have done so by adopting such procedures, and conducting such enquiries in relation to the books of account and records, as I considered necessary in the circumstances. I have also reviewed the accounting policies, which have been applied in preparation of the financial statements, and I consider that they are appropriate to the organisation.

**ACCOUNTANT'S SIGNATURE:**  
**B. Com, C.M.A.**

