

## **Narrative (written) Report on the past year's activities:**

### **1. Section A: Basic details about the Organisation:**

1.1 Organisation name:.....

1.2 Non-profit Organisation Registration Number:.....

1.3 The twelve-month period this Report covers:.....

1.4 Contact persons (Two office bearers nominated by the Organisation):

Contact person .....

Contact person's title in your organisation .....

Telephone number (     ) .....

Fax number (     ) .....

Cell phone number .....

E-mail address .....

Another contact person is .....

Contact person's title in your organisation .....

Telephone number (     ) .....

Fax number (     ) .....

Cell phone number .....

1.5 Organisation's physical address:

.....

.....

.....

.....

Province .....

Postal code .....

1.6 Organisation's postal address (if different to 1.5):

.....  
.....  
.....  
.....

Province .....

Postal code .....

1.7 Organisation's Office Bearers (Persons who hold positions of authority and responsibility within the Organisation. These are the members of your Governing Board or Controlling Committee.) If the form does not have enough spaces for all your office bearers please add the rest on a sheet of paper, and attach.

Name	Office bearer title	Work or home address	Postal address	Telephone (include dialing code)	ID Number

**NOTE: If any of the above Office Bearers are changed between this Report and the next Report please send the information to the Directorate, within one month of the change. This should contain information, as above, about each of the new Office Bearers.**



**2. Section B: The Organisation’s major achievements over the past year:**

*NOTE: Responses to the questions below must be given on separate sheets of paper.*

- 1.1 List the Organisation’s planned objectives set at the beginning of the past year (the measurable activities you planned to achieve);
- 1.2 Indicate which of the Objectives listed in 2.1 you achieved or partly achieved.
- 1.3 Explain how you achieved, or partly achieved, the Objectives indicated in 2.2. Try to keep your explanations to 100 words or less for each of the Objectives.
- 1.4 Give a general description of the ways in which beneficiaries (individuals/groups/communities/social or economic or environmental condition) benefited from your Organisation’s programme, projects or services during the past year. Try to keep your description to 100 words or less.

**2. Section C: List of important meetings held by the Organisation during the past year, and details of any changes to your Constitution.**

*NOTE: Responses to the headings below must be given on separate sheets of paper.*

- 2.1 List the number of meetings your Organisation held during the past year. Use the following headings (if applicable):

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

Type of meeting	No of meetings held during the year	
Annual general meeting		
Special general meeting		
Management meeting		
Board meeting		
Executive meeting		
Others (specify)		

- 2.2 Give the date of your Annual General Meeting – and indicate if this was held at the time stated in your Constitution or not. If not, give the reason for delay or advance.

.....  
 .....

2.3 If the Organisation held a Special General Meeting, or Meetings, during the past year, give a short explanation for this.

*If your organisation did have special general 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.*

2.4 Did the Organisation make any change or changes to its Constitution during the past year:

YES/NO

**NOTE: If your answer is YES, please attach the following to your Report:**

2.4.1 A copy of the resolution/s to change the Constitution;

2.4.2 A copy of the changed Constitution.

**Financial Report – income and expenditures:**

**1. Section A: The Organisation’s income and basic accounting details:**

1.1 Accounting Officer’s name:.....

1.2 Accounting Officer’s address (an outside individual or accounting company or auditor):

.....  
.....  
.....  
.....

Province .....

Postal code .....

1.3 Organisation’s accounting policies (i.e. Are your accounts done monthly):

.....  
.....

1.4 Has the attached Accounting Officer’s report and annual statement of accounts been approved by your Organisation’s Office Bearers? YES/NO

**NOTE: The Directorate will only accept a report and financial statement that has been approved by your Office Bearers.**

1.5 What % (percentage) of your total annual expenditure was spent on administration

costs (i.e. salaries, rental, travel, water/lights, maintenance, insurances, stationery etc):.....

1.6 Indicate your sources of income under the headings below(with a tick):

<b>Kinds of funds:</b>	
Donations:	
Fees/membership:	
Sales of products or services:	
Gifts-in-kind (other than money):	
General income (i.e. fundraising events)	
Interest on investment:	

1.7 What %(percentage) of your annual income came from submitting project or grant proposals to corporates, foundations/trusts or foreign donors:.....

1.8 Who did you use to raise your income during the past year? (you can tick more than one box if you used more than one method):

<b>Our fundraising was done by:</b>	
Full-time staff member/s	
Part-time staff member/s	
Volunteer/s	
Outside person/company for a fee or commission	
Other	

**2. Section B: A copy of your most recent Annual Financial Statements, which include a Balance Sheet and an Income and Expenditure Report.**

Attach your organisation’s annual Balance Sheet and Income and Expenditure Report.