



**DEPARTMENT OF
SOCIAL DEVELOPMENT**




FINANCIAL YEAR: 2013/2014

BUSINESS PLAN

APPLICATION FOR FUNDING

NAME OF SERVICE PROVIDER : IMMACULATA HALL- CENTRE FOR HOMELESS PEOPLE
DATE SUBMITTED : 30TH SEPTEMBER 2012
FUNDING PERIOD : 2013/2014

DECLARATION BY PERSON SUBMITTING THIS BUSINESS PLAN

NAME : SR. ST. JOHN ENRIGHT
POSITION : DIRECTOR
SIGNATURE : 

- * Please provide the information required in this format. Respond to all questions accordingly and use additional paper if necessary.
- * The format applies to all categories of services and can be adapted accordingly, where necessary.
- * Organisations may request assistance or support from the department to complete their business plans.
- * Programme herein refers to project or service provided.
- * The service provider refers to the organisation or applicant requesting financial assistance.

TABLE OF CONTENTS

SECTION 1

1.	Administrative details	3
1.1.	Registration	3
1.2.	Service Provider details	4
1.3.	Type of Application	5

SECTION 2

2.	Programme details	6
2.1.	Name/Title of the Programme	6
2.2.	History of the Programme	6
2.3.	Target Groups	7
2.4.	Purpose of the Programme	8
2.5.	Activity Plan	9
2.6.	Summary of Cost Implications	15

SECTION 3

3.	Governance and Management	16
3.1.	Structure and Management	16
3.2.	Profile of staff members	17
3.3.	Volunteers	18
3.4.	Capacity.....	19
3.5.	Affiliation with other service providers/entities	20
3.5.1.	Which networking or coordinating structure is the organisation affiliated to?	20
3.5.2.	Networking with other service providers	20

SECTION 4

4.	Sustainability Plan	22
----	---------------------------	----

SECTION 5

5.	Transformation Plan	24
----	---------------------------	----

SECTION 6

6.	Financial Matters	25
6.3.1.	Assets and Liabilities	26
6.4.	Summary of Projected Income and Expenditure	27

SECTION 7

7.	Monitoring and Evaluation	34
7.1.	Balanced Score Card	34

Annexure

Schedule

SECTION 1

1. ADMINISTRATIVE DETAILS

(Specify the identification details of the service provider. If registered, please provide a certified copy of the registration certificate or if not proof that the service provider is in the process of registering)

1.1. Category and Registration

CATEGORY	REGISTRATION						DATE OF REGISTRATION
	<i>Type of Registration (Tick ✓ applicable box or choose one)</i>						
	1	2	3	4	5	6	
NPO	√						<i>9TH DECEMBER 2003</i>
NGO							
CBO							
FBO							
National Organisations							
Other (specify)							
-							
-							
-							

* Attach proof of registration

Legend

- | | |
|--|---|
| <ul style="list-style-type: none"> 1. Non-Profit Organisation (NPO) 2. Trusts 3. Section 21 | <ul style="list-style-type: none"> 4. Affiliation with registered network 5. In process applying for registration 6. Other (specify) |
|--|---|

1.2 Service Provider Contact Details

1.2.1 Physical Address

17 Sturdee Avenue , ROSEBANK

..... Code **2196**

1.2.2. Postal Address

P. O. BOX 439 , PARKLANDS

..... Code **2121**

Tel Number : **(011) 788 6829**

Cell Number : **N/A**

Fax Number : **(011) 880 5276**

Email address : **province@netactive.co.za**

1.2.3. Contact person's details

NAME <i>(Please print)</i>	POSITION/CAPACITY	TEL / CELL NO	ADDRESS
1. SR ST JOHN ENRIGHT	DIRECTOR	(011) 788 6829	19 Sturdee Avenue Rosebank Johannesburg
2. REV.JACOB MODISE	SUPERVISOR	(011) 447 9801	17 STURDEE AVENUE ROSEBANK
3. KATE KUBAYE	SECRETARY	011 788 6829	19 Sturdee Avenue Rosebank Johannesburg

1.3. Type of application

(Please note that the service provider may tick more than one box. Provide reasons for the extension of service)

Tick ✓ applicable box

New Application	
Existing Application	✓
Geographic extension	
Service extension	

Motivation

The project has been in existence since 1992 when a soup kitchen was established for homeless people in the Rosebank area. Thereafter a hall was purchased by the Sisters of Mercy for use as transitional housing and a skills development centre, for people who are homeless. The centre has been operational now for 20 years indicating sustainability. The project needs funding to maintain its status of being a home for homeless people. The Centre not only provides shelter, but it ensures that the service users are empowered to tackle life with renewed self esteem and self-reliance, because their skills are enhanced through the development programme given. They are also assisted to find employment and encouraged to find alternative accommodation, once they can afford it.

The Hall has an outreach programme, a continuation of the soup kitchen, which provides a hot plate of food every day to +- 200 people living in/on the street of Rosebank and adjacent suburbs of North Johannesburg. They are also provided with ablution services and their clothes can be laundered in the shelter for a small fee, if they can afford. This is so that their self esteem can be boosted when they look for work.

SECTION 2

2. PROGRAMME DETAILS

2.1. Name / title of the programme

(Specify the name/title of the programme for which funds are sought) e.g. Home for orphaned children

NATURE AND SCOPE OF THE SERVICE	AREA OF OPERATION			
	Province	Village	City/Municipal District	Township/Informal Settlement
<i>eg Orphaned children between 0 – 18 years</i>	<i>Limpopo</i>	<i>Nqwenani wa Themeni</i>	<i>Thohoyandou</i>	<i>Makhado Township</i>
1. Shelter for Homeless Male and Female Adults	Gauteng	Rosebank	Johannesburg	Rosebank
2. Nutritional Support Programme	Gauteng	Rosebank	Johannesburg	CBD
3. Skill Training and Advice Bureau	Gauteng	Rosebank	Johannesburg	Rosebank

2.2. History of the programme

(Explain the background of the programme, how the service provider determined that there is a need for a service of this nature and when was the need identified e.g. three months, or a year etc)

This is a project of the Sisters of Mercy, who belong to an Order of Nuns, founded specifically to address the needs of the most desolate in society. They work world-wide to put in place educational, health and social welfare facilities to enable people to develop to their full potential and contribute to the society.

In the 1980s many people in the urban areas found themselves without work and homeless. These circumstances forced them to sleep in the parks, doorways and in all types of makeshift shelters in the cities. Those from rural areas came to the cities to seek work, and needed accommodation.

In May 1993 two members of the Mercy Order attended the 21st World Housing Congress: "The Future of Human Settlement" in Cape Town, and this was very valuable in indicating the way forward regarding the issue of homelessness. In 1996 two Sisters of Mercy became members of the Transitional Housing Implementation Team, which later evolved into the Transitional Housing Association (THASA). The Citizenry Development Initiative (CDI) was also launched in Johannesburg, and it runs programmes for the homeless people.

The project was developed based on investigative research on the extent and needs of the homeless in Johannesburg. The Sisters of Mercy spent several months meeting with various homeless groups in and around the city centre. This indicated that the homeless needed safe accommodation where they could be given the opportunity to get their lives on track: regain their self esteem, dignity and self confidence. Also learn the skills of generating an income and being self sustainable.

2.3. Target Groups

(Provide the number of people who will benefit or be part of the programme)

TARGET GROUPS	Beneficiaries	Total Number								Total No.
	Age group, e.g. 10 - 14 years or all	African		Coloured		Asian		White		
		M	F	M	F	M	F	M	F	
1. Children										
2. Youth										
3. Women										
4. Older Persons										
5. Persons with disabilities										
6. Persons with HIV / AIDS										
7. Other (specify)										
- Homeless Adults	25 years >	70	15	3	3	3	1	4	1	100
- Out-reach Programme (Daily Meals, Ablutions & Laundry)	18 years >	300	20	5	5	5	5	5	5	350
-										
Grand Total		370	35	8	8	8	6	9	6	450

2.3.1. Describe how beneficiaries (target group) of the programme participate in the planning, implementation, monitoring and evaluation of the programme:

The staff members have constant discussions and dialogues, with the beneficiaries to evaluate the service delivery. The volunteers also have close and regular contact with them, thus getting first-hand feedback, from those who benefit from the various services rendered. The volunteers also serve on the Board of Management Committee, participating in the planning, monitoring and evaluation of the programmes. They can therefore communicate the needs of the service users, thus ensuring that their voice is heard. Volunteers help in the kitchen as well.

2.3.2. Are the poor and vulnerable involved ? *(tick applicable box)* **Yes at all levels**

 Yes

 No

2.3.3. Describe how you will reach out to poor and vulnerable.

They live all around the area and come to our centre for assistance. We endeavor to respond to the expressed needs of homeless people daily, through the provision of safe temporary accommodation, nutrition, clothing, primary health care and skills development. Women looking for employment but without accommodation were accommodated in Immaculata Hall.

2.4. **Purpose of the programme**

(Describe what the programme wants to achieve in broad terms).

This service aims to improve the quality of life of the homeless and destitute, to enable them to return to their communities able to support themselves and their families. The original daily Soup Kitchen is fully functional, and has the additional laundry and ablution services for the people living in the streets of the adjacent suburbs. We basically hope to address the following:

- *Poverty*
- *Homelessness*
- *Lack of Skills*

To achieve the aim of providing homeless people with safe, hygienic transitional accommodation funds are needed for

- *Staff (Including Volunteers)*
- *Beds & Bedding*
- *Clothes*
- *Ablution Facilities ie Toiletry and hot water for the showers*
- *Food*
- *Kitchen Equipment ie. Stoves, Fridges, Pots and hot water for dish- washing*
- *Dining utensils: cutlery and crockery*
- *Laundry Facilities*
- *Cleaning Equipment to keep the Centre clean: brooms, polishes etc.*

Funds will be needed for the staff salaries and training. Money is also needed for all the necessities tabled above. Being in the city centre, the Electricity and Water bills are exorbitant. Especially considering that we cater for the ablutions of one hundred people at a time, plus the additional people living in the streets.

Skills training is an essential part of the programme and so computers and their consumables are necessary.

Additional funding is needed to make this Scheme more "people friendly," by providing the destitute with basic needs.

OBJECTIVES

(List the objectives in column 1 and indicate in column 2 the various areas/communities where the objectives will be achieved. Also specify the number of beneficiaries within each community/target area)

OBJECTIVES	NUMBER OF BENEFICIARIES PER COMMUNITY	
	Target area/community	No. of Beneficiaries
1. To provide safe transitional accommodation and care to \pm 200 homeless adult men and women per annum from 1 st April 2013 to 31 st March 2014	All communities within the Greater Johannesburg area.	200 Male and Female Adults per annum
2. To empower \pm 200 homeless men and women per annum, with the necessary skills and capacity, through a spectrum of developmental services from 01 st April 2013 to 31 st March 2014		200 Male and Female Adults
3. To provide an advice service for an average of 500 poor and homeless people per annum from 01 st April 2013 to 31 st March 2014		\pm 200 persons of all ages
4. To provide the services of a social worker to \pm 200 poor and homeless people per annum from 01 st April 2013 to 31 st March 2014		\pm 200 persons of all ages
5. To provide Ablution & Nutritional Services to people living on the streets of Rosebank and adjacent suburbs annum from 01 st April 2013 to 31 st March 2014		\pm 150 persons of all ages per day

2.5. **Activity Plan**

(For each objective listed above, give details of how they will be achieved)

Activities	Performance indicators	Outcome	Number to be reached (as per schedule 1)	Location	Costs
<p>What does the service provider need to do to achieve the objectives? e.g. <i>Establish a substance abuse project.</i></p>	<p>How are you going to see that you are achieving your objectives? e.g. <i>One project established in 3 communities.</i></p>	<p>Report on the results of the activities or objectives stated e.g. <i>Community aware of substance abuse.</i></p>	<p>Provide details of who will benefit and number</p>	<p>Indicate for each activity the area where it will be implemented</p>	<p>What are the financial costs & type of personnel to carry out such activities? e.g. <i>If activity is awareness program – indicate inter alia Venue –R1000, Promotion Material – <u>x10 pamphlets@R5.00</u> per pamphlet = R50.00.</i></p>

Objective 1

To provide safe transitional accommodation and care to \pm 200 homeless adult men and women per annum from 01st April 2013 to 31st March 2014

ACTIVITIES	PERFORMANCE INDICATORS	OUTCOMES	NUMBER TO BE REACHED	LOCATION	COSTS
1. Provision of safe, hygienic and developmentally conducive accommodation on a transitional basis	A number of adult men and women are provided with transitional accommodation	Homeless adults are provided with safe accommodation and hope for the future	200 male and female adults	Rosebank	855,470.00
2. Provide clothing and sufficient bedding for each individual	A number of adult men and women are provided with clothing and each has his/her own bed	The service user's self esteem is restored and enhanced by having clean clothes and their 'own' beds	200 male and female adults		72,600.00
3. Obtain the necessary health care at the hospitals and clinics	A number of adult men and women are provided with appropriate health care	The health needs of the service users are met in an appropriate manner	200 male and female adults		R22,000.00
4. Ensure that each service user has a valid contract with the Centre * Keep daily and monthly registers, records and reports	The contract of each service user is properly filled and signed. A daily and monthly register is kept	The staff and management have the statistics on hand at all times	200 male and female adults	Rosebank	26,620.00
5. Maintaining the premises, furniture and equip-ment in good condition at all times	The Centre, furniture and equipment are kept in a satisfactory condition.	The service users are ensured a 'home' that is in a good condition, thus enhancing their own self-worth	200 male and female adults		127,050.00
6. Ensuring the security of the service users, the staff and their property.	The lives and property of the service users and staff are secure through the supply of lockers for which each one has own key.	The basic need for security of everyone in the Centre is fulfilled	200 male and female adults		84,700.00

Objective 2

To empower ± 300 homeless men and women per annum, with the necessary skills and capacity, through a spectrum of developmental services from 01st April 2013 to 31st March 2014

NB: Indigent people not living in the Centre will also be allowed to attend any training provided, should they wish to do so.

ACTIVITIES	PERFORMANCE INDICATORS	OUTCOMES	NUMBER TO BE REACHED	LOCATION	COSTS
1. Initial interviews to assess the developmental needs of the service users, in terms of skills and aptitude	Assessment of the developmental needs of each service user have been done		200 homeless adult men and women	Rosebank	105,600.00
2. Renew and replace skills equipment eg computers and sewing machines	Equipment up to standard and well functioning				132,000.00
2. Determine with the service users, as to which developmental course/training will empower them appropriately	Each service user has chosen a 'way forward' developmentally				2,200.00
3. Liaise and network with the relevant training organisations in terms of determining whether the training will be provided within the Centre or at a training Centre	Courses have been selected and venues have been chosen, where they will be held				
4. Make arrangements for the service users to attend those courses that are appropriate, and have been selected by them	A number of service users are attending developmental courses	The service users have their skills developed appropriately.	200 homeless adult men and women	Rosebank	71,500.00
5. Constantly monitor the progress of the trainees and discover any additional courses that can enhance their skills. Counsel those who cannot cope to take different skills development paths.	The progress of each trainee has been monitored	The service users feel 'cared for' and not 'belittled' should they find their chosen course too difficult.	200 homeless adult men and women	Rosebank	14,300.00
6. Ensure that a Graduation Ceremony is held and that each person has a "CV"	A number of 'graduates' have certificates and CVs.	All graduates feel very proud and fulfilled to own a 'certificate' and a CV. Their self worth is enhanced.	200 homeless adult men and women	Rosebank	10,230.00

Objective 3

To provide an advice service for an average of 200 poor and homeless people per annum from 01st April 2013 to 31st March 2014. That is, to provide advice on their rights, and information as to how to access resources.

NB: This service is for residents as well as non-residents of the Centre

ACTIVITIES	PERFORMANCE INDICATORS	OUTCOMES	NUMBER TO BE REACHED	LOCATION	COSTS
1. Train personnel and volunteers in para-legal advice and lay counseling	Personnel will be available to render the advice service	Homeless and poor men and women are provided with an advice service and referred to relevant resources regarding: * Documentation * Applications for social security grants * Employment *RDP housing & * Their rights in respect of social and civic issues	+ 200 Males and females of all ages	Rosebank	23,595.00
2. Advertise service and post roster of office hours	People will be informed about the service				38,236.00
3. Provide an office for the advice service and a waiting area for the 'clients'	Space will be available for the advice service				
4. Negotiate with relevant resources eg. State Departments, Local Authorities, Private Sector and NGO to refer people who need their services	A number of people will be successfully referred to relevant resources				
5. Manage a clothing bank resourced by donors and distribute the clothes according to need	A number of needy people will be provided with clothes				23,595.00

Objective 4

To provide the services of a social worker to \pm 200 poor and homeless people per annum from 01st April 2013 to 31st March 2014

NB: This service is for residents as well as non-residents of the Centre

ACTIVITIES	PERFORMANCE INDICATORS	OUTCOMES	NUMBER TO BE REACHED	LOCATION	COSTS
1. Provide an office for the social worker and a waiting area for the service users	Space will be available for the social work services	<p>A number of homeless people will receive social work services with regard to :</p> <ul style="list-style-type: none"> *Counselling in social and emotional matters *Referral to relevant NGOs eg SANCA *Family reunification *Restorative justice *Liaising with employers and the Department of Labour *Good relationships maintained with the Department of Health and Social Development on all levels 	<p>\pm 200 male and female people of all ages</p>	<p>Rosebank</p>	18,975.00
2. Negotiate and liaise with relevant resources eg. State Departments, Local Authorities, Private Sector and NGO to refer people who need their services	A number of people will be successfully referred to relevant resources				3,696.00
3. Keep records and reports	Reports and records will be available				21,780.00
4. Compile and submit Monthly claim forms and six Monthly reports to the regional office of the Department of Social Development	Monthly claim forms and six monthly reports will be submitted punctually.				31,460.00
5. Updating and submission of residents register to the Department of Social Development: regional and head office	The registers will be submitted regularly				16,940.00
6. Compile and submit the narrative annual report to the National Department of Social Development	The report will be submitted on time				18,974.00

Objective 5

**To meet the basic need for food of + 2,400people who live in the streets, per annum from 01st April 2013 to 30th March 2014, through providing one hot meal per day*

** To provide ablution and laundry facilities for the people living in/on the street.*

ACTIVITIES	PERFORMANCE INDICATORS	OUTCOMES	NUMBER TO BE REACHED	LOCATION	COSTS
1. Obtain food from donors and purchase additional supplies	Sufficient food supplies are available and properly stored.	*The people living on the streets are ensured a hot plate of cooked food every day	2,400	Rosebank	66,550.00
2. Store the food. Ensure that it is properly cooked and served to the people	Nutritious food is cooked and served to the people every day.	People who live on the streets will be served properly cooked food daily			31,460.00
3. Provide toiletry and showers for the people's need for cleanliness	The people are given the opportunity to shower every day	They will be provided with toiletries and an opportunity to shower			68,970.00
4. Wash and iron the clothes of the people living in the streets	The dirty clothes of the people living in/on the streets are washed and ironed.	They will have freshly laundered clothes			65,340.00
5. Provide appropriate advice regarding access to other relevant resources eg Social Security Grants.	A number of people will be informed about resources	They will be given appropriate advice regarding access to relevant resources			116,600.00
6. Provide opportunities for beneficiaries to socialise	A number of people will make new friends and form support groups	They will be given the opportunity to socialize with other people, support them and be supported in turn.			35,200.00
7. Supervise personnel and volunteers	The staff will receive guidance and support	Staff and volunteers will be supervised			28,600.00
8. Maintain the "hall" and grounds where the food is stored, cooked and served	The atmosphere in the house and grounds will be 'user friendly	The house and grounds will be in a very neat and clean condition.			40,700.00

2.6. Summary of cost implications

(Referring to the previous activity table, cluster the items and cost implications using the following specified items as a guide. Refer to attached Schedule 2 and use explanatory notes where necessary)

ITEM	TOTAL NUMBER REQUIRED	TOTAL COST
1. Personnel	16	720,500.00
2. Administrative	6	238,700.00
3. Operational	15	936,906.00
4. Training and Development	1	411,280.00
5. Other (specify)		
•		
•		
GRAND TOTAL	38	2,307,386.00

SECTION 3

3. GOVERNANCE AND MANAGEMENT

3.1. Structure and management of the programme

(Provide details each management committee of the programme including race, gender, and disability, if any. Also attach an organigram or schematic representation of the organisational structure as **Annexure E**).

NAME	POSITION	CONTACT DETAILS	ID NUMBER	GENDER		RACE	NATURE OF DISABILITY (Where applicable)	EXPERIENCE AND SPECIFIC EXPERTISE IN AREA OF SERVICE
				M	F			
1. Mr Morris Motsepe	Chairperson	Home No.: Tel No.:(011)984-4305 Cell No.:	5510155892089	X		A	N/A	School Vice Principal
2. Mr Anthony Kafeero	Vice-Chairperson	Home No.: Tel No.:011 984-4305 Cell No.:	BO 410862 (Passport No.)	X		A	N/A	Teacher
3. Sr Evangelist Quinlan	Treasurer	Home No.: Tel No.:011 442-6234 Cell No.:	3312170027086		X	W	N/A	Teacher
4. Ms Clara Molefe	Secretary	Home No.: Tel No.011 712-6458 Cell No.:	6102230435081		X	A	N/A	Trained Secretary & Administrator
5. Ms Kate Kubaye	Accountant	Home No.: Tel No..011 788-6829 Cell No.:	4809190620088		X	A	N/A	Trained Administrator
6. Sr St John Enright	Director of Project	Home No.: Tel No.:011 788-6829 Cell No.:	4712040029080		X	W	N/A	Trained Administrator
2 Additional members								A teacher & a Retired Nurse

3.2 Profile of staff members

(Provide position of key staff members involved in the programme)

Categories of Staff Members (Identify categories of personnel from Schedule 1)	Number of staff with disabilities	REPRESENTIVITY (State number)								Total Number
		AFRICAN		ASIAN		COLOURED		WHITE		
		No. of M	No. of F	No of M	No. of F	No. of M	No. of F	No. of M	No. of F	
1. <i>Project Director</i>	<i>NIL</i>								<i>1</i>	<i>1</i>
2. <i>Project Supervisor</i>	<i>NIL</i>	<i>1</i>								<i>1</i>
3. <i>Cleaners</i>	<i>NIL</i>	<i>3</i>	<i>1</i>							<i>4</i>
4. <i>Advice Officer</i>	<i>NIL</i>	<i>1</i>								<i>1</i>
5. <i>Skills Trainer</i>	<i>NIL</i>	<i>1</i>								<i>1</i>
6. <i>Cook</i>	<i>NIL</i>		<i>1</i>							<i>1</i>
7. <i>Security Officers</i>	<i>NIL</i>	<i>6</i>								<i>6</i>
8. <i>Social Worker</i>	<i>NIL</i>		<i>1</i>							<i>1</i>
TOTAL	<i>NIL</i>	<i>12</i>	<i>3</i>						<i>1</i>	<i>16</i>

3.2. Volunteers

(Provide number of volunteers involved in the programme)

Position of Volunteers	RACE AND GENDER								TOTAL
	AFRICAN		ASIAN		COLOURED		WHITE		
	No. of M	No. of F	No. of M	No. of F	No. of M	No. of F	No. of M	No. of F	
1. Management	2	2						2	6
2. Fundraising		2							2
3. Staff	-								-
4. Other (specify)			1		3		5	7	16
- <i>Cooking & Dishing up</i>									
- <i>Religious Counseling</i>									
4.1.									
4.2.									
4.3.									
TOTAL	6	2	1		3		5	7	24

3.3.1. Does your organisation make use of volunteers?

Yes No

3.3.2. If yes, please state the number of volunteers.

24

3.3.3. Do your volunteers receive stipend?

Yes No

If yes, indicate amount R

3.3.3. Number of volunteers in receipt of stipend, if any.

NIL

3.3.4. What activities do your volunteers undertake?

Supervision of service users , Religious counseling.

Cooking & Dishing-up of food; Serving the meals and Dish washing; Skills training.

.....

3.3.5. Describe how volunteers participate in the planning, monitoring and evaluation of the service / programme?

Volunteers are in the committees and serve on the Board of Management, arrange and present special functions. Run spiritual activities, assist with skills development activities.

3.4 Capacity
(In terms of knowledge and skill to implement programme)

3.4.1. Does your organisation have sufficient capacity to implement the programme?

 Yes ✓ No

3.4.2. If no, is there anything being done to improve that? If so please specify.

..... **N/A**

.....

.....

3.4.3. What is being done to improve the situation?

While we have some ability, but we always need help from the Department of Social Development. The staff attends regular meetings in the Special Housing sector We also have representation on the Department of Community Safety's Shelter Network Forum and the City Of Jo'burg's Inner-city Shelter Network Forum..

.....

3.5. Affiliation with other service providers / entities

3.5.1. Which networking or co-coordinating structure is the organisation/service affiliated to? This is not applicable to government services/projects.

NAME OF NETWORKING / CO-ORDINATING STRUCTURE	TICK ✓ APPLICABLE BOX	DATE OF AFFILIATION
National Coalition of Social Services (NACOSS)		
National Welfare Forum (NWF)		
Community Based Organisation network (CBO network)		
South African NGO Coalition (SANGOCO)		
National Council (Specify)		
Other (Specify)		
- (i) Shelter Network Monthly meetings convened by the DHS	✓	February 2007
- (ii) Special Needs Housing Forum	✓	Since the Forum's inception in 1998
- (iii) Jo'burg City Inner-city Shelter Network Forum	✓	July 2009

3.5.2. Networking with other service providers

(List all the service providers known to you that are providing similar or other services in your area of operation)

(a) similar services

Name of service	Nature of relationships (if any)
1. Helen Joseph Hospital	Accept patients when asked
2. Hospice Association of the Witwatersrand	Take terminally ill patients free of charge
3. St. Francis Hospice In Boksburg	Admit patients referred by us
4. Mother Teresa Frail Care Centre in Yeoville	Referral of patients

(b) other services

Name of service	Nature of relationships (if any)
1. <i>Right to Sight</i>	<i>Beneficiaries have received reading glasses</i>
2. <i>Black Sash Gauteng</i>	<i>Board member are members of Black Sash</i>
3. <i>Transitional Housing Association</i>	<i>Director is a founding member of THASA</i>
4. <i>Johannesburg Fire Department</i>	<i>Have done inspection and made recommendations which were attended to.</i>
5. <i>City of Johannesburg (Local Government)</i>	<i>Networking and cross-referral</i>

3.5.3. Do you have written agreements with other service providers in relation to this or other organizations. If formalised, please submit proof of agreement(s).

No formal working agreements, but day to day working relationships have been maintained for some time and continue.

.....

.....

.....

.....

.....

SECTION 4

4. SUSTAINABILITY PLAN

(Provide ways in which the organisation make plans to sustain itself after cessation of funding from the department)

4.1. Describe how the organization will sustain itself in the future to ensure continued service provision

Because the Sisters of Mercy donate the premises, they will remain at the disposal of the homeless but the services will not continue as above, Should the funds be significantly reduced then the services will also be significantly reduced. However with continued fund raising and beneficiary contributions, we anticipate that the organization and the service will be sustainable.

4.1.1. After cessation of funds from the department

The organisation will render a minimized service of providing 'shelter', without the food, ablutions and skills development. The beds and bedding can still be utilized for a length of time.

4.1.2. In the event that there are budget cuts

We will employ less staff, offer less food and minimized skills training, with no ablution and no laundry, concentrating mainly on transitional accommodation.

4.1.3. In the event that the programme is no longer a priority from the funding perspective

The programme will remain a priority for the organization, while there are thousands of people in informal settlements and sleeping rough on the streets and parks of the city

.....
.....

4.2. Are the beneficiaries / affiliates contributing towards the project / programme through:

(Tick ✓ applicable box)

Membership fees	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Material	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Labour	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Skills	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Cash	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

4.2.1. If you answered Yes to any of the above, please specify the amount or nature of contribution

Beneficiaries clean, cook and help with skills development – those who have a skill, train others

Beneficiaries also tend to the security of the premises and the projects and

programmes.....

4.2.2 If no, are there any prospects of contributions and how?

The beneficiaries contribute R8.00 per night for boarding and lodging.

SECTION 5

5. TRANSFORMATION PLAN

(Indicate the plan of the organisation to transform its structures as well as services and/or attach a transformation plan indicating the objectives, activities, time frames, target dates and targets for change or add a separate page if there is more information to be provided, if necessary)

Transformation issue	Expected outcome	Target reached	Timeframe	Challenges	Responsible person
<i>Specify the area of transformation e.g. accessibility of the programme ect.</i>	<i>How will you achieve this transformation imperatives e.g. indicate the distance of the organisation from the community or target group.</i>	<i>Who will benefit from this process?</i>	<i>How long will it take to put in place a transformation plan?</i>	<i>What challenges/problems/concerns do you envisage?</i>	<i>Indicate the person who will be responsible for the transformation plan.</i>

Transformation issue	Expected outcome	Target reached	Timeframe	Challenges	Responsible person
<p>1. TARGET GROUP & TARGET AREA</p> <p>a) Poverty: <i>Our shelter caters for the poorest people in the community. The people who came to the city to seek work and have no place to stay. Also those staying in the streets and parks of the suburbs</i></p> <p>b) Accessibility: <i>The shelter is in Rosebank and next to the SAPS and two malls. It is not far from the taxi rank and is in the "middle" of the suburbs of Johannesburg North</i></p> <p>c) Admission Policy: <i>The policy of the shelter specifies that a prospective resident must be homeless and/or jobless. These are deemed to be the worst disadvantaged</i></p>	<p><i>The most vulnerable people will be served with respect and their dignity and integrity will be upheld</i></p>	<p>100 Homeless Adults For accommodation per night</p> <p style="text-align: center;">&</p> <p>150 - 200 people of all ages of the Outreach Programme will be served a hot meal every morning</p>	<p style="text-align: center;">The Transformation Issues are already being attended to</p>	<p><i>Some of the people who seek accommodation in shelters are not 'homeless and jobless' but in search of cheap accommodation</i></p>	<p>The Board, Management & the staff of the Shelter</p>

<p>in the city which make one vulnerable</p> <p>d)The services are known to the poor, since they inform each other by 'word-of-mouth' and through the church.</p>					
<p>2. DEVELOPMENTAL APPROACH</p> <p>a) <u>Community Participation:</u> There is community participation in the sense that the board, the staff, the volunteers and the residents are all from the community.</p> <p>b) <u>Networking:</u> This takes place in that the staff is represented on the different fora working with homeless people and/or people in shelters. This encourages the sharing of ideas and services</p> <p>c) <u>Food Security:</u> The service users of our shelter are ensured a plate of hot food daily. The outreach beneficiaries get meals in the morning, while the residents get a cooked supper</p> <p>d) <u>State Aid Recipients:</u> are encouraged to apply for accommodation in relevant facilities: Old Age Homes, Frail Care Centres and/ or the Local Government flats/houses</p> <p>e) <u>Ownership of Programme</u> This is ensured through the discussion sessions with the residents in the evenings</p>	<p>The community of Rosebank will continue to be part of our support system:-</p> <ul style="list-style-type: none"> - Rosebank SAPS - Rosebank Homeless Association -Shelter Network Forum convened by the Department of Community Safety -Gauteng Welfare Forum -Special Needs Housing Forum -Transitional Housing Association -Jo'burg Inner-city Shelter Network Forum 	<p>100 Homeless Adults For accommodation per night & 200 people of all ages for the Outreach Programme</p>	<p>The Transformation Issues are already being attended to</p> <p>The Annual General Meeting will be held on the 29th September 2012</p>		<p>The Board, Management & the Team</p> <p>The AGM is attended by the Board, Staff and Residents</p>

<p>before supper and the mornings before the meals. The residents are also expected to attend the Annual General Meetings, where they are given an opportunity to air their concerns and new ideas.</p>					
<p>3. REPRESENTATION a) There is representation of staff management and consumers, in terms of gender, race and disability. b) There is a Human Resource Policy in place, for all the Sisters of Mercy Shelters c) Admission in all our shelters is non-discriminatory: all races and denominations are catered for. The disabled are also admitted, including the HIV/Aids affected or infected.</p>		<p>100 Homeless Adults For accommodation</p> <p>&</p> <p>200 people of all ages for the Outreach Programme</p>	<p>The Transformation Issues are already being attended to</p>		<p>Management & the Team</p>
<p>4. ACCOUNTABILITY a) <u>Accountability Structures:</u> The Monthly Claim Forms, Quarterly Financial Expenditure, Six Monthly Progress & the Narrative Annual Report b) <u>Proper Accounting Systems:</u> With the assistance of our bookkeeper and auditor proper accounting systems are maintained.</p>	<p>All reports will be submitted on time</p>	<p>100 Homeless Adults For accommodation</p> <p>&</p> <p>200 people of all ages for the Outreach Programme</p>	<p>The Transformation Issues are already being attended to</p>		<p>The Board, Management & staff of the Shelter</p> <p>Social Worker, Bookkeeper & Auditor</p>

SECTION 6

6. FINANCIAL MATTERS

6.1. Name of the person responsible for managing your financial records

***Bookkeeper Sue Blew and
MFG Accountants & Auditor who work closely with
the project supervisors and check the account payments and receipts.***

6.2. What training has this person undergone?

***MFG Accountants – Chartered Accountanting & Auditing Firm
S. Blew – B.Comm Accountant
Supervisor works under the monthly supervision of the bookkeeper and the auditor and meets regularly with them taking advice and training***

6.3. Do you currently have any assets (things that you have) and/or liabilities (things you owe) ?

The premises are owned by the organization . We have no liabilities

Yes

No

6.3.1. Assets and liabilities

TYPE OF ASSETS AND LIABILITIES	A = Assets B = Liability (use A or L where applicable)	NUMBER	AMOUNT/VALUE
Buildings	A	1	1, 100, 000.00
Motor Vehicle	A	1	325, 000
Cash at Hand			102.90
Cash at bank			144,862.39
Prepaid – accounts			
Accounts receivable			
• Debtors			600.00
• Interest -			
Accounts payable:			
• Taxes			
• Creditors (<i>Loan from SOM Acc.</i>)			711,600.00
• Rent			
• Interest			
Accruals			

6.4. Summary of projected income and expenditure

(specific to this programme – Schedule 2 and 2.1)

INCOME	Financial Year (Past year)		Financial Year (Current year)		Financial Year (Next two years)	
	2011 / 2012		2012 / 2013		2013 / 2014 - 2014 / 2015	
Expected / Current Income						
International Donor Agencies						
Corporate Business						
National Development Agency						
National Lottery	--		--		585,640.00	644,204.00
Departmental:						
- Financial Award/subsidy	1,168,754.00		1,285,632.00		1,414,195.00	1,555,615.00
- Grant (HIV/AIDS)						
- EPWP						
- Poverty Funds						
Other departments						
Membership Fee <i>Residents</i>						
Contributions	88,042.00		96,846.00		106,531.00	117,184.00
Interest received	93,622.00		98,303.00		103,280.00	113,608.00
Other (specify)			-			
- <i>Donations</i>	257,095.00		282,805.00		311,085.00	342,194.00
Subtotal	2,091,513.00		2,295,986.00		2,520,669.00	2,772,739.00

INCOME	Financial Year (Past year)		Financial Year (Current year)		Financial Year (Next two years)	
	2011 / 2012		2012 / 2013		2012 / 2014 - 2014 / 2015	
EXPENDITURE						
Personal Expenditure						
- Salary and Wages	795,210.00		874,731.00		962,204.00	1,058,424.00
- Bonus						
- Honorarium						
Office Expenditure						
- Rent <i>Water & Electricity</i>	222,952.00		245,248.00		269,772.00	296,749.00
- Insurance						
- Books and Journals						
- Post & Telecommunication Services	25,641.00		28,305.00		31,026.00	34,128.00
- Affiliation fees						
- Printed matter & <i>Stationery</i>	18,058.00		19,863.00		21,850.00	24,035.00
Other (specify)						
-						
-						
Subtotal	965,328.00		1,061,861.00		1,168,047.00	1,284,852.00

INCOME	Financial Year (Past year)		Financial Year (Current year)		Financial Year (Next two years)	
	2011 / 2012		2012 / 2013		2013 / 2014 - 2014 / 2015	
Social Relief						
- Food	518,386.00		570,224.00		627,247.00	689,971.00
- Clothing						
- Accommodation						
Other (specify)						
- <i>Skills & Development</i>	23,715.00		26,086.00		28,695.00	31565.00
-						
Subtotal	542,101.00		596,310.00		655,942.00	721,536.00
Special Services						
- Audit Costs & <i>Bookkeeper</i>	20,667.00		22,733.00		25,007.00	27,507.00
- Bank charges	19,791.00		21,770.00		23,947.00	26,341.00
- Fund raising						
Other (specify)						
-						
-						
Subtotal	40,458.00		44,503.00		48,954.00	53,849.00
Grounds and Buildings						
- Capital and interest						
- (Private)						
- Capital and Interest (State)						

INCOME	Financial Year (Past year)		Financial Year (Current year)		Financial Year (Next two years)	
	2011/ 2012		2012 / 2013		2013 / 2014 – 2014 / 2015	
- Maintenance	176,345.00		193,980.00		213,378.00	234,715.00
- Insurance						
Other (specify)						
- <i>Building Improvement</i>						
-						
Subtotal	176,345.00		193,980.00		213,378.00	234,715.00
Domestic Expenditure (Facilities only)						
- Food & Groceries						
- Linen						
- Toiletries						
- Medical	9,605.00		10,566.00		11,622.00	12,784.00
- Pocket Money						
Other (specify)						
-						
-						
-						
Subtotal	9,605.00		10,566.00		11,622.00	12,784.00

INCOME	Financial Year (Past year)		Financial Year (Current year)		Financial Year (Next two years)	
	2011 / 2012		2012 / 2013		2013 / 2014 – 2014 / 2015	
Special Programme Expenditure						
- Equipment	<i>13,699.00</i>		<i>15,069.00</i>		<i>16,576.00</i>	<i>18,233.00</i>
- Transport	<i>55,498.00</i>		<i>61,048.00</i>		<i>67,153.00</i>	<i>73,868.00</i>
- Refreshments						
- Hiring of						
- Halls/Facilities						
Other (specify)						
-						
Subtotal	<i>69,197.00</i>		<i>76,117.00</i>		<i>83,739.00</i>	<i>92,112.00</i>
Sundries						
- Research						
- Public Relations & Marketing						
- Security Equipment						
Other (specify)						
-						
-						
Subtotal	-		-		-	-
TOTAL INCOME	<i>2,091,513.00</i>		<i>2,295,986.00</i>		<i>2,520,669.00</i>	<i>2,772,735.00</i>
TOTAL EXPENDITURE	<i>1,899,567.00</i>		<i>2,089,523.00</i>		<i>2,298,477.00</i>	<i>2,528,324.00</i>
SURPLUS / SHORTAGE	<i>191,946.00</i>		<i>206,463.00</i>		<i>222,192.00</i>	<i>244,411.00</i>

Has your organisation had any funders other than this Department, in the last three years not

Yes

No

specific to this programme?

6.4.2. If your answer to the previous question is Yes, complete the following:

Source of Income/Name of Funder	Amount received	Purpose for which funds were awarded	Funding Period
Departmental: - Financial Award/subsidy	587,977.26	General Operations of the Shelter	2012-2013
- Grant (HIV/AIDS)			
- Extended Public Works Programme (EPWP)			
- Poverty Funds			
International Donors			
Corporate Business			
National Development Agency (NDA)			
Source of Income/Name of Funder	Amount received	Purpose for which funds were awarded	Funding Period
National Lottery			
Other Departments: -			
Other (Specify) - Service users contribution - Donors	21,000.00 91,274.23	For the residents Renovations	2012-2013

6.4.3. Has your organisation received any other donations (in kind) in the last 3 years?

Yes

No

6.4.4. If Yes complete the following:

Name of Donor organisation	Type of donation received	Purpose for which donation was used	Date received
1. <i>Catholic Church</i>	<i>Food and clothing</i>	<i>For the residents and beneficiaries of the Outreach Programme</i>	<i>Every week</i>
2. <i>Local business</i>	<i>Food , soap, towels, blankets</i>	<i>For distribution to the needy</i>	<i>Whenever they can and have a surplus of stock</i>
3. <i>Schools</i>	<i>Tinned Food & Bread</i>	<i>For the benefit of the needy</i>	<i>Twice a year</i>
4. <i>Rosebank church forum</i>	<i>Food and clothing</i>	<i>For the benefit of the service receivers</i>	<i>Every few months</i>

SECTION 7

7. MONITORING AND EVALUATION PLAN

(How will the organization monitor or measure their performance against set goals and objectives)

7.1. Balanced scorecard

Financial perspective	Customer perspective	Organisational (internal business perspective)	Innovation and learning Perspective
<i>How will you manage your finances to ensure achievement of your objectives in line with the Policy on Financial Awards? e.g. report on progress</i>	<i>How will you ensure that customers are satisfied with the services provided? e.g. conduct a customer satisfaction survey</i>	<i>What will you do to make your organization work or what will you do to ensure there is continuous improvement in the way the organization works? e.g. monthly progress reports</i>	<i>How will you ensure that your organization learns new things that will enable it to work better? e.g. training and capacity building programmes</i>

Financial perspective	Customer perspective	Organisational (internal business perspective)	Innovation and learning perspective
1. The Board of Management will monitor the finances of the Centre	The service users will be asked directly for verbal feedback through:	Quarterly Board of Directors Meetings	-Staff will be encouraged to continue attending the Transitional Housing and Shelter Network Meetings, to learn about new trends
2. The management and senior staff will be provided with transport to attend the meetings, workshops and training sessions provided by the Department of Social Development	*The evening discussion sessions *Individual counseling *Group Counseling *Weekly evening 'talks' with the director *Attending the AGM and being given the opportunity to air their views	Monthly staff Meetings AGM Congregation of the Sisters of Mercy have an annual review process on all the ministries	-The staff of the Sisters of Mercy Shelters will attend workshops organized by the Organization and the DSD
3. Progress reports will be submitted to the Department of Social Development		The Director and Project Supervisor check and endorse all documents before they are dispatched.	The staff will learn about the 'new' formats and ways of submitting reports. They will be informed at all times.

7.2. How often will monitoring and evaluation be conducted?

Bi-Monthly staff meetings, Monthly Financial Committee Meetings, Quarterly Board Meetings and the AGM

.....

8. Who assisted you to compile this business plan ? (If any).

The bookkeeper and the social worker

.....

.....

I, the undersigned, hereby declare that the information supplied is true and valid.

S. Sh. John Zuricht *Sister St. John Enright*

NAME AND SIGNATURE OF PROGRAMME MANAGER / DIRECTOR

DATE: 28/09/2012

MORRIS MOTSEPE *mmotsepe*

NAME AND SIGNATURE OF CHAIRPERSON

DATE: 28/09/2012

S.R. Evangelist *Quinlan* *S. Evangelist Quinlan*

NAME AND SIGNATURE OF TREASURER

DATE: 28/09/2012

For Official Use

Comments on the Business plan

.....

.....

.....

.....

.....

.....

.....

.....

.....

Compliance with the Progress Report

.....

.....

.....

.....

.....

.....

.....

.....

.....

Issues for discussion within the Department

.....

.....

.....

.....

.....

.....

.....

.....

.....

Issues for discussion with the Service Provider

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Recommendations

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

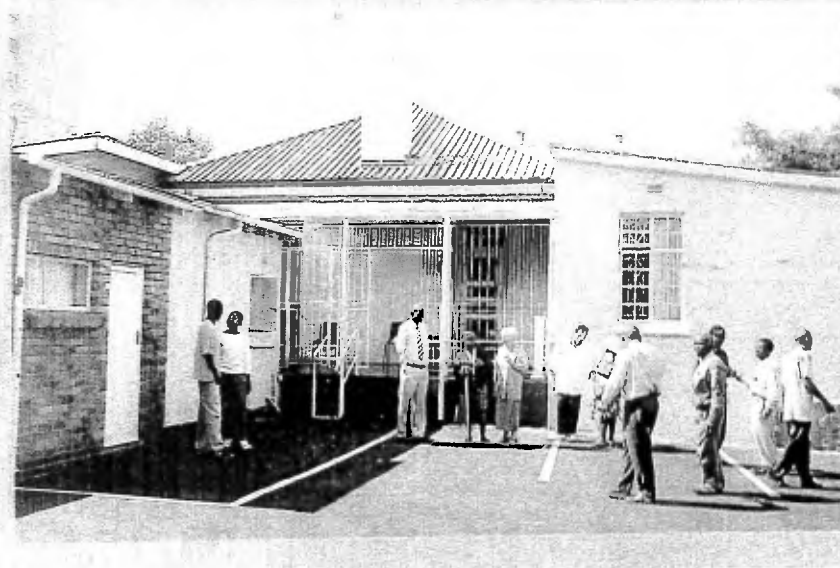
.....

.....

.....

.....

.....



SOUTH AFRICAN POLICE SERVICE
 ROSSBURN
 DETECTIVES
 2002-03-26

Constitution



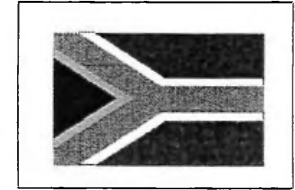
Mercy Shelters for the Homeless

(Non-Profit Organisation # 030-485-NPO)

I CERTIFY THAT THE DOCUMENTS SUBMITTED TO ME BY THE APPLICANT ARE TRUE AND CORRECT AND THAT I AM NOT PROVIDING ANY INFORMATION THAT IS FALSE OR MISLEADING.
 I CERTIFY THAT THE DOCUMENTS SUBMITTED TO ME BY THE APPLICANT ARE TRUE AND CORRECT AND THAT I AM NOT PROVIDING ANY INFORMATION THAT IS FALSE OR MISLEADING.
 I CERTIFY THAT THE DOCUMENTS SUBMITTED TO ME BY THE APPLICANT ARE TRUE AND CORRECT AND THAT I AM NOT PROVIDING ANY INFORMATION THAT IS FALSE OR MISLEADING.

Handwritten signatures and notes:
 B. S. ...
 26/03/02
 D. A. ...





**CERTIFICATE OF REGISTRATION OF
NON-PROFIT ORGANISATION**

In terms of the Non-profit Organisations act, 1997, I am satisfied that.....

Mercy Shelters for the Homeless

.....
(name of the non-profit organisation)

meets the requirements for registration.

The organisation's name was entered into the register on..... 09 December 2003
(date)

Registration number

030-485-NPO

Director's signature

M. Bok

Date..... 09 December 2003

Department of Social



Development



1. DEFINITIONS

- 1.1 "Board" means the Board of Management appointed in terms of 10 below;
- 1.2 "Financial Services Board Act", the Financial Services Board Act 1990 (Act No. 97 of 1990), as amended;
- 1.3 "Income Tax Act" means the Income Tax Act, 1962 (Act 58 of 1962), as amended;
- 1.4 "Non-Profit Organisations Act" means the Non-Profit Organisations Act, 1997 (Act 71 of 1997), as amended;
- 1.5 "Organisation" means Mercy Shelters for the Homeless;
- 1.6 "Province" means the South African Province of the Sisters of Mercy;
- 1.7 "Stock Exchanges Control Act" means the Stock Exchanges Control Act, 1985 (Act No. 1 of 1985) as amended;

2. NAME

The name of the organisation is **Mercy Shelters for the Homeless.**

3. AREA OF OPERATION

The Organisation shall operate within the Greater Johannesburg Metropolitan area and anywhere within the Republic of South Africa in order to fulfil its objects.

4. AIMS

The primary aims of the Organisation are:

- 4.1 to provide disaster relief to destitute adults;
- 4.2 to provide and protect family stability by providing food, laundry and ablution facilities to marginalised and abused female and male adults that are homeless;
- 4.3 to meet the nutritional needs of families in crisis and of individuals who are without food on a daily basis; and
- 4.4 to facilitate opportunities for self empowerment and self-reliance.

5. OBJECTIVES

5.1 Main objectives

5.1.1 to provide safe, temporary accommodation, nutrition, clothing and primary health care to homeless adults;

5.1.2 to attend to the needs of the homeless in respect of applications for social grants, identity documents and housing through the provision of advice;

5.1.3 to provide skills training opportunities for the homeless, according to their individual abilities with a view to income-generation and/or placement; and

5.1.4 to address the nutritional needs of destitute individuals and families by way of soup kitchens and food parcels.

5.2 Ancillary objectives

5.2.1 to involve homeless adults in identifying and addressing the relevant needs appropriately;

5.2.2 to network and co-operate with other providers of similar services; and

5.2.3 to raise sufficient funds to achieve the objectives.

5.3 All the activities of the Organisation shall focus on promoting its aims.

6. NATURE OF THE ORGANISATION

6.1 The Organisation is a voluntary association that carries on its activities in a non-profit manner.

6.2 The Organisation exists as a separate legal entity, with an identity and existence independent from its members and office bearers, has its own rights and obligations and may sue and be sued and carry out juristic acts in its own name.

6.3 The Organisation shall continue to exist irrespective of any changes in its membership and/or office bearers.

6.4 The Organisation's income and property are not distributable to its members or office bearers, save in respect of reasonable compensation for services rendered to the Organisation and approved as such.

6.5 Members or office bearers have no rights in the property or other assets of the Organisation solely by virtue of their being members or office bearers.

6.6 The Organisation is a project of the Province.

6.7 Any fixed property acquired for use by the Organisation shall be acquired by and registered in the name of the Province and made available to the Organisation for use in terms of a Lease or a Use Agreement.

6.8 The financial year of the Organisation shall, unless otherwise determined by the Board of Management, extend from 1 April to 31 March.

7. MEMBERSHIP

7.1 The Province shall be a member of the Organisation.

7.2 Any person nominated by the Province may be a member of the Organisation.

- 7.3 Any person from the community over the age of 21 years may apply to the Board of Management for membership. The Board of Management has the right to refuse membership.
- 7.4 The Board of Management may decide to terminate a person's membership if the person is found to have brought, or, in the sole discretion of the Board of Management, is likely to bring the Organisation into disrepute, for example by being convicted of a criminal offence.
- 7.5 A person whose membership has been terminated may appeal, in writing, to the Province for a revision of the decision regarding his/her termination of membership.

8. ANNUAL GENERAL MEETINGS

- 8.1 An Annual General Meeting of the Organisation shall be called for a date not later than six(6) months after 31 March each year.
- 8.2 Members shall be notified in writing at least fourteen (14) days before the meeting and given the date, time and place of the meeting and the agenda.
- 8.3 The agenda for the meeting shall be compiled by the Chairperson and the Project Director of the Organisation and include the following:
- 8.3.1 Adoption of the Minutes of the previous Annual General Meeting and discussions of matters arising from those Minutes.
- 8.3.2 Presentation and adoption of the Annual Report on the Board of Management's activities over the preceding twelve (12) month period.
- 8.3.3 Adoption of the audited Annual Financial Statements for the previous financial year and the proposed Annual Budget for the ensuing financial year.
- 8.3.4 Discussion of the written report of the accounting officer compiled in terms of section 17(2) of the Non-Profit Organisations Act.
- 8.3.5 Appointment/re-appointment of an Accounting Officer as required in terms of section 18 of the Non-Profit Organisations Act.
- 8.3.6 Any matters referred to it by the Province.
- 8.3.7 Any other matters which the members present decide to place on the agenda.
- 8.4 A quorum at an Annual General Meeting shall be at least twelve (12) members.

9. SPECIAL GENERAL MEETINGS

- 10.1 The Board of Management shall consist of no fewer than five (5) persons.
- 10.2 The members of the Board of Management shall be elected at the Annual General Meeting.

- 10.3 The Board of Management shall include the following persons:

- 10.3.1 The Provincial Leader of the Province, or her nominee, ex-officio.
- 10.3.2 No less than two (2) persons from the community, appointed by the Province.
- 10.3.3 The Project Director(s) of the Organisation's service facilities, ex-officio.
- 10.3.4 Not less than three (3) persons, as determined by the Province, who are members nominated by the members and elected at the Annual General Meeting.

- 10.4 The elected members of the Board of Management shall serve for one (1) year period and will be eligible to stand for re-election for further terms of office.

- 10.5 The Board of Management shall meet at least four times a year.

- 10.6 One member of the Board of Management shall be appointed as Treasurer by the Province.

- 10.7 A chairperson, vice-chairperson and a secretary shall be elected from among the members of the Board of Management at the first meeting after the Annual General Meeting.

- 10.8 If a member is absent without prior apology from three consecutive Board of Management meetings, the Board shall treat the position as being vacant.

- 10.9 Vacancies shall be filled by the Board of Management.

- 10.10 A quorum of a Board of Management meeting shall be more than half of the members of the Board of Management, one of whom shall be the Provincial Leader of the Province or her nominee.

11. POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT

- 11.1 The Board of Management Committee shall have all the powers and functions necessary to achieve the aims and objectives of the Organisation.

- 11.2 The Board of Management shall:

- 11.2.1 be responsible for management of the Organisation's affairs,
- 11.2.2 procure the compilation of, and approve, an annual budget,
- 11.2.3 obtain funds through service fees, contributions from local authorities, and from State subsidies, bequests, and other responsible fund-raising as well as irrevocable and unconditional donations,
- 11.2.4 manage the funds efficiently and solely for the purpose of achieving the Organisation's aims,
- 11.2.5 open bank accounts and control the Organisation's assets,

- 11.2.6 undertake all financial transactions by means of bank account; all payments shall be made by cheque and signed by two (2) persons authorised by the Board of Management for this purpose,
- 11.2.7 employ personnel recommended by the Project Director(s) and determine their conditions of employment and remuneration packages,
- 11.2.8 ensure that remuneration of personnel is not excessive, taking their services and work circumstances into account.
- 11.2.9 collect and convey information which will further the aims of the Organisation,
- 11.2.10 assist and co-operate with or affiliate with any other organisation with similar objectives,
- 11.2.11 ensure that the Organisation registers in terms of Section 13(5) of the Non-Profit Organisation Act, and complies with any other requirements imposed in terms of that Act.
- 11.2.12 ensure that the necessary reports, returns and financial statements in terms of section 17 of the Non-Profit Organisations and to the Commissioner of the South African Revenue Services and that such statements are preserved as prescribed.
- 11.2.13 appoint subcommittees and co-opt members for specific purposes and functions as deemed necessary,
- 11.2.14 ensure that the Organisation does not carry on a business undertaking or a trading activity, other than one directly in relation to its main objects,
- 11.2.15 distribute no profits or surpluses to any person and use its funds solely for investments or for the objects of the Organisation,
- 11.2.16 acquire no shares in any unlisted company except through donations or bequests,
- 11.2.17 invest and re-invest funds only with registered financial institutions as defined in section 1 of the Financial Services Board Act and in such securities as are properly listed on a licensed stock exchange as defined in the Stock Exchanges Control Act 1985,
- 11.2.18 submit any amendment to its Constitution to the Commissioner of the South African Revenue Service and to the Director of the Non-Profit Organisations.

11.3 No one member of the Board of Management may directly or indirectly control the decision-making powers of the Organisation.

12. MEETINGS

The following procedures shall apply to all meetings:

- 12.1 No decisions shall be taken at any meeting unless a quorum is present.
- 12.2 If a quorum is not present, the meeting shall stand adjourned for not less than seven (7) days and those present at the adjourned meeting shall constitute a quorum.
- 12.3 Members are entitled at all times to explanations and information relating to the Organisation's activities.
- 12.4 If consensus cannot be reached, the matter shall be put to the vote, by a show of hands, unless members request a secret ballot.
- 12.5 Each member is entitled to one vote.
- 12.6 A resolution put to the vote shall be carried if it receives the support of the majority of the members present.
- 12.7 In the absence of the Chairperson, the Vice-Chairperson shall chair the meeting. In the absence of both the Chairperson and the Vice-Chairperson, the members present shall elect an acting Chairperson.
- 12.8 In the case of equality of votes at a meeting the Chairperson of the meeting shall have a casting vote in addition to his/her deliberative vote.
- 12.9 Written notification of a meeting shall be sent to all members at least seven (7) days before the meeting, unless otherwise specified in this Constitution.
- 12.10 The agenda shall be compiled by the Secretary of the Organisation in consultation with the Chairperson.
- 12.11 Minutes shall be taken at every meeting, made available to members after the meeting, signed by the Chairperson after confirmation at the next meeting and preserved for archive purposes.

14. AMENDMENT TO THE CONSTITUTION

- 14.1 Notice of any proposed amendment, addition or alteration to the Constitution shall be lodged in writing with the Chairperson of the Board of Management. Such an amendment shall be considered at an Annual or Special General Meeting, provided that written notice and the wording of the proposed amendment is incorporated in the notice of the meeting to members. An amendment shall be made only if at least two thirds of the members personally present vote in its favour, and it is approved in writing by the Province.
- 14.2 Twenty one (21) days' notice in writing of such a meeting shall be given to members, giving the date, time and place of the meeting, the agenda and the proposed amendment.

15. AMENDMENT TO THE CONSTITUTION

- 15.1 The Organisation may be dissolved at an Annual General Meeting or at a Special General Meeting called for such purpose, provided that due notice is given in writing to members at least twenty one (21) days before the meeting at which it shall be discussed.
- 15.2 A resolution to dissolve the Organisation must be passed by at least two thirds of the members personally present.
- 15.3 The decision to dissolve shall come into effect after a period of three (3) calendar months in order to enable the Board of Management to make the necessary arrangements for dissolution and the disposal of the Organisation's assets.

16. DISPOSAL OF ASSETS

- 16.1 Immediately following the decision to dissolve the Organisation, the Board of Management must decide regarding the disposal of the Organisation's assets.
 - 16.1.1 All fixed property used by the Organisation is the property of the Province or other registered owner thereof. Any other assets remaining after the liabilities of the Organisation have been met, shall be transferred to another organisation with similar objectives, approved as a public benefit organisation in terms of section 30 of the Income Tax Act, and which has been nominated by the Province in writing.

CONSTITUTION AS ADOPTED ON..... 15/01/01

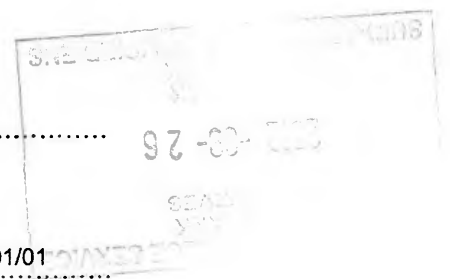
Signed by:

PATRICIA JANE TANGNEY 15/01/01
Full Name Signature Date

BRIGID PHILOMENA SHEEHY 15/01/01
Full Name Signature Date

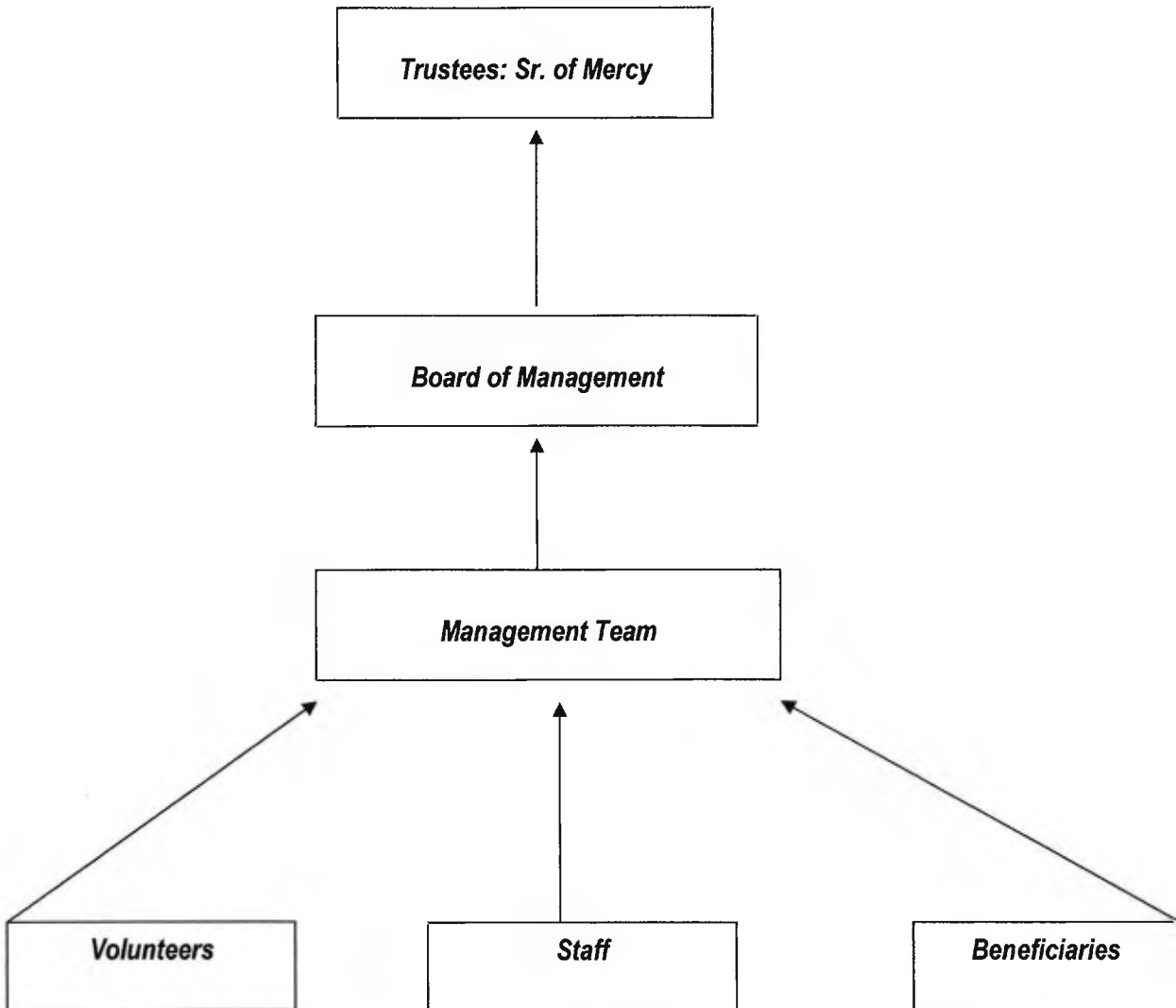
KATHLEEN CLARE RULE 15/01/01
Full Name Signature Date

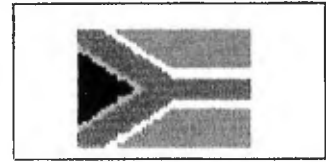
CATHERINE NUALA EITHNE ROCHE 15/01/01
Full Name Signature Date



Organisational Structure or Organogram

IMMACULATA HALL – SHELTER FOR HOMELESS ADULTS





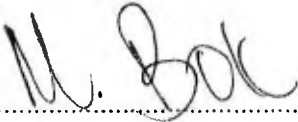
CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANISATION

In terms of the Nonprofit Organisations Act, 1997, I am satisfied that.....
Mercy Shelters for the Homeless
.....
(name of the nonprofit organisation)

meets the requirements for registration.

The organisation's name was entered into the register on.....**09 December 2003**
.....
(date)

Registration number
030-485-NPO
.....

Director's signature

.....

Date.....**09 December 2003**
.....



(Faint background text and stamps, including 'SERTIFIEERDE OORSAK', 'WATSTUK WESNRIK', and 'SAFHA ARCHIVE FOR JUSTICE')

SOUTH AFRICAN POLICE SERVICE
SUPPLY CHAIN MANAGEMENT
2012 -09- 26
PROCUREMENT
ROSEBANK
SUID -AFRIKAANSE POLISIEDIENST



ANEXURE A

CHECK LIST

Check if the following documents have been submitted. Please tick applicable box.

NAME OF SERVICE PROVIDER: *IMMACULATA HALLSHELTER FOR HOMELESS PEOPLE*

- | | |
|--|-------------------------------------|
| 1. Business Plan ----- | <input checked="" type="checkbox"/> |
| 2. Constitution ----- | <input checked="" type="checkbox"/> |
| 3. Organisational Structure (Organigram) ----- | <input checked="" type="checkbox"/> |
| 4. NPO Registration Certificate ----- | <input checked="" type="checkbox"/> |
| 5. Any other ----- | <input type="checkbox"/> N/A |
| 6. Proof that the service provider is in process of registering (<i>Enquire from Dept. Case Manager</i>) ----- | <input checked="" type="checkbox"/> |
| 7. Confirmation of Banking Details ----- | <input checked="" type="checkbox"/> |
| 8. Financial Assurance Declaration ----- | <input checked="" type="checkbox"/> |
| 9. Certified Bank Statement ----- | <input checked="" type="checkbox"/> |
| 10. Audited Financial Statement (if previously funded by department) ----- | <input checked="" type="checkbox"/> |
| 11. Six monthly progress report ----- | <input checked="" type="checkbox"/> |
| 12. Cashflow statement ----- | <input checked="" type="checkbox"/> |
| 13. Others (Specify) ----- | <input checked="" type="checkbox"/> |

Any Other Remarks

..... **N/A**

.....

CONFIRMATION OF BANKING DETAILS



ENTITY MAINTENANCE

DEPARTMENT OF SOCIAL DEVELOPMENT

Bank Details

The Director General : Department of Social Development

I/ We hereby request and authorise you to pay any amount, which may accrue to me/ us to the credit of my/ our account with the mentioned bank. I/ We understand that the credit transfers hereby authorised will be processed by computer through a system know as the "ACB ELECTRONIC FUND TRANSFER SERVICE", and I/ We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/ We understand that a payment advice will be supplied by the Department in the normal way, and that it will indicate the date on which funds will be available in my/our account. This authority may be

N. B. Quabani
K. Kubaye

Initials and Surname

Mr. B. Quabani
K. Kubaye

Authorised Signature

26/08/2013

Date dd/mm/yyyy

Name of Bank

FIRST NATIONAL Bank

Name of Branch

Rose Bank

Name of Bank

Name of Branch

Branch Code

Account Number

Type of Account Current Account Other (please specify)

Savings Account

Transmission Account

DATE STAMP OF BANK
BANK ACCOUNT PARTICULARS
CERTIFIED AS CORRECT



ADDRESS TO SEND THE PAYMENT STUB

ANNEXURE C1

ASSURANCE IN TERMS OF SECTION 38(1)(J) OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999 (ACT 1 OF 1999)

In terms of Section 38 (1) (J) of the Public Finance Management Act, 1999 (Act 1 of 1999), the Department of Social Development requires a written assurance, that your entity implements effective, efficient and transparent financial management and internal control systems)

I, the undersigned SISTER EVANGELIST QUINNAN in my capacity as TREASURER of IMMACULATA HALL CENTRE hereby declare that IMMACULATA HALL CENTRE (service provider) implements effective, efficient and transparent financial management and internal control systems.

Signed at ROSEBANK on this 28th day of Sept 2012

Signature : S. Evangelist Quinnan

Witness

1. Eileen Mc Carthy Capacity : Member
2. Kate Kubaye Capacity : Board Member

ANNEXURE C2

CONDITIONS AND REMEDIAL MEASURES TO COMPLY WITH THE PUBLIC FINANCE MANAGEMENT ACT
(SECTION 38 (1) (J), ACT 1 of 1999)

In the case where written assurance cannot be obtained from the entity that effective, efficient and transparent management and internal control systems exist, the following conditions and remedial measures will apply:

- o The service provider will not use any funds allocated by the department and paid into their bank account, until the department gives them written permission to do so.
- o The service provider will implement and adhere to the financial control system prescribed by the department.
- o The service provider will subject itself to monitoring and inspection of financial records on a regular basis as conducted by the officials of the department or it's representatives.
- o The service provider will submit quarterly financial expenditure and progress reports as prescribed by the department.
- o The service provider will take appropriate measures to ensure that it improves its capacity to implement effective, efficient and transparent management and internal control systems.

I, the undersigned SISTER EVANGELIST QUINLAN in my capacity as TREASURER of IMMACULATA HALL CENTRE hereby declare that IMMACULATA HALL CENTRE (service provider) implements effective, efficient and transparent financial management and internal control systems.

Signed at ROSEBANK on this 28th day of SEPT. 2012

Signature : Sister Evangelist Quinlan

Witness

1. Eileen McCarthy Capacity : Member
2. Kate Kubaye Capacity : Board Member

CHEQUE ACCOUNT (NON-PROFI

INTERIM STATEMENT

SISTERS OF MERCY IMMACULATA HALL

P O BOX 3275

PARKLANDS
2121



ACCOUNT NUMBER : 50330029973
PAGE NUMBER : 1 OF 1

BALANCE AS AT : 2012/09/25 125,286.03

DESCRIPTION	TRANSACTION AMOUNT	SERVICE FEE	DATE	ACCOUNT BALANCE
#SERVICE FEES	888.20-		09/25	125,286.03
#VARIABLE ADDED SERV FEES	15.00-		09/25	126,174.23
#CASH HANDLING FEES	453.60-		09/25	126,189.23
#MONTHLY ACCOUNT FEE	52.00-		09/25	126,642.83
#STATEMENT FEE	.00	15.00	09/25	126,642.83
CHEQUE 4742	4,200.00-	19.60	09/25	126,694.83
CASH HANDLING FEE	.00	21.60	09/25	126,694.83
ITEM CASHED 4733	1,584.00-	34.00	09/25	130,894.83
CASH HANDLING FEE	.00	40.50	09/25	130,894.83
ITEM CASHED 4725	2,970.00-	34.00	09/25	132,478.83
CASH HANDLING FEE	.00	33.75	09/25	132,478.83
ITEM CASHED 4729	2,475.00-	34.00	09/25	135,448.83
CASH HANDLING FEE	.00	39.15	09/25	135,448.83
ITEM CASHED 4726	2,801.70-	34.00	09/25	137,923.83
CASH HANDLING FEE	.00	36.45	09/25	137,923.83
ITEM CASHED 4727	2,603.70-	34.00	09/25	140,725.53
CASH HANDLING FEE	.00	21.60	09/25	140,725.53
ITEM CASHED 4734	1,504.80-	34.00	09/25	143,329.23
CASH HANDLING FEE	.00	32.40	09/25	143,329.23
ITEM CASHED 4731	2,376.00-	34.00	09/25	144,834.03
CASH HANDLING FEE	.00	35.10	09/25	144,834.03
ITEM CASHED 4741	2,524.50-	34.00	09/25	147,210.03
CASH HANDLING FEE	.00	33.75	09/22	147,210.03
ITEM CASHED 4728	2,475.00-	34.00	09/22	149,734.53
CHEQUE 4723	7,157.70-	19.60	09/21	152,209.53
CHEQUE 4724	4,950.00-	19.60	09/21	159,367.23
CASH HANDLING FEE	.00	18.90	09/21	159,367.23
ITEM CASHED 4737	1,400.00-	34.00	09/21	164,317.23
CASH HANDLING FEE	.00	2.70	09/21	164,317.23
ITEM CASHED 4738	200.00-	34.00	09/21	165,717.23
CASH HANDLING FEE	.00	20.25	09/21	165,717.23
ITEM CASHED 4740	1,500.00-	34.00	09/21	165,917.23
BRANCH TRF TOTRF	31,000.00-	30.00	09/19	167,417.23