# Annexure 11.6

# Standard Bank

Hierdie vorm is ook beskikbaar in Afrikaans, vorm 00152506.

Product
BUSINESS CURRENT ACCOUNT
180 days statement

Address
[redacted]
PLETTENBERG BAY
PLETTENBERG BAY
6600

Statement period 2017-08-10 to 2018-02-06
Account preferred centre PLETTENBERG BAY
Customer contact centre 0860 123 000
Internet www.standardbank.co.za
Page 1 of 3
Date 06 February 2018
Time 12:44

STANDARD BANK
PLETTENBERG BAY
2018-02-06
05-07-14

**Account identification**
Name of account BITOU EARLY CHILDHOOD DEVELOPMENT FORUM
Account number [redacted]

**Transaction details**

| Post date | Transaction description | | Fee | Payments | Deposits | Balance |
|---|---|---|---|---|---|---|
| | Opening Balance | | | | | R 351,077. |
| 2017-08-17 | TRANSFER TO NONKULULEKO LUSU-MDATYULWA | 1708 | R -70.00 | R -10,000.00 | | R 341,077. |
| 2017-08-24 | CASH WITHDRAWAL 15.14.54 PLETTENBERG 119 | 2408 | R -70.00 | R -5,000.00 | | R 336,077.7 |
| 2017-08-24 | ELECTRONIC BANKING PAYMENT TO BONGOLETHU CRECHE XPI16 16:36 | | | R -9,700.00 | | R 326,377.7 |
| 2017-08-24 | ELECTRONIC BANKING PAYMENT TO SIYAKHULA PRE-SCHO XPI16 16:36 | | | R -19,400.00 | | R 306,977.7 |
| 2017-08-24 | ELECTRONIC BANKING PAYMENT TO BRING A SMILE XPI16 16:36 | | | R -9,700.00 | | R 297,277.72 |
| 2017-08-24 | ELECTRONIC BANKING PAYMENT TO EMMANUEL EDU CARE XPI16 16:36 | | | R -9,700.00 | | R 287,577.72 |
| 2017-08-24 | ELECTRONIC BANKING PAYMENT TO LUMEN CHRISTI XPI16 16:36 | | | R -9,700.00 | | R 277,877.72 |
| 2017-08-24 | ##FEE TELLER CASH WITHDRAWAL ACC 082609748 | 2408 | | R -150.00 | | R 277,727.72 |
| 2017-08-31 | ##MONTHLY MANAGEMENT FEE ACC 082609748 | 3108 | | R -69.00 | | R 277,658.72 |
| 2017-08-31 | ##SERVICE FEE ACC 082609748 | | | R -140.00 | | R 277,518.72 |
| 2017-09-04 | ##BUSINESS ELECT BANK CHARGES STNDRDBANK BOL QVY90 AUG 17 | 409 | | R -719.27 | | R 276,799.45 |
| 2017-09-29 | ELECTRONIC BANKING PAYMENT TO MASIZAME CHILDREN' XPI16 11:20 | | | R -9,700.00 | | R 267,099.45 |
| 2017-09-29 | ELECTRONIC BANKING PAYMENT TO PINELANDS CRECHE XPI16 11:20 | | | R -9,700.00 | | R 257,399.45 |
| 2017-09-30 | ##MONTHLY MANAGEMENT FEE ACC 082609748 | 3009 | | R -69.00 | | R 257,330.45 |
| 2017-09-30 | ##SERVICE FEE MIN SF 082609748 | | | R -64.00 | | R 257,266.45 |
| 2017-10-04 | ##BUSINESS ELECT BANK CHARGES STNDRDBANK BOL QVY90 SEP 17 | 410 | | R -88.11 | | R 257,178.34 |
| 2017-10-31 | ##SERVICE FEE MIN SF 082609748 | | | R -64.00 | | R 257,114.34 |
| 2017-10-31 | ##MONTHLY MANAGEMENT FEE ACC 082609748 | 3110 | | R -69.00 | | R 257,045.34 |
| 2017-11-03 | ##BUSINESS ELECT BANK CHARGES STNDRDBANK BOL QVY90 OCT 17 | 311 | | R -48.31 | | R 256,997.03 |
| 2017-11-14 | CASH WITHDRAWAL 15.15.11 | 1411 | R -70.00 | R -34,588.00 | | R 222,409.03 |
| 2017-11-14 | Balance carried forward | | | | | R 222,409.03 |

Standard Bank

Product BUSINESS CURRENT ACCOUNT

180 days statement

STANDARD BANK
PLETTENBERG BAY

2018-02-06

05-07-14

Statement period 2017-08-10 to 2018-02-06

Account number [redacted]



Transaction details

| Post date (YYYY-MM-DD) | Transaction description | | Fee | Payments | Deposits | Balance |
|---|---|---|---|---|---|---|
| 2017-11-14 | Balance brought forward | | | | | R 222,40 |
| 2017-11-14 | ##FEE: 60 DAY STATEMENT 15H46 PLETTENBERG BAY | | | R-35.00 | | R 222,37 |
| 2017-11-14 | ##FEE TELLER CASH WITHDRAWAL ACC 082609748 | 1411 | | R -600.94 | | R 221,573 |
| 2017-11-15 | ELECTRONIC BANKING PAYMENT TO MAMBO'S MZC21 18:43 | | | R -14,969.34 | | R 206,603 |
| 2017-11-15 | ELECTRONIC BANKING PAYMENT TO GREENHILL MZC21 18:43 | | | R -9,700.00 | | R 196,903. |
| 2017-11-15 | ELECTRONIC BANKING PAYMENT TO GAME MZC21 18:43 | | | R -45,707.00 | | R 151,196. |
| 2017-11-16 | CASH WITHDRAWAL 15.32.46 | 1611 | R -70.00 | R -20,000.00 | | R 131,196.1 |
| 2017-11-16 | ELECTRONIC BANKING PAYMENT TO MAMBO'S MZC21 15:10 | | | R -31,893.43 | | R 99,303.3 |
| 2017-11-16 | ##FEE TELLER CASH WITHDRAWAL ACC 082609748 | 1611 | | R -480.00 | | R 98,823.3 |
| 2017-11-22 | CASH WITHDRAWAL 12.07.42 | 2211 | R -70.00 | R -30,000.00 | | R 68,823.3 |
| 2017-11-22 | ##FEE TELLER CASH WITHDRAWAL ACC 082609748 | 2211 | | R -700.00 | | R 68,123.32 |
| 2017-11-30 | ##MONTHLY MANAGEMENT FEE ACC 082609748 | 3011 | | R -69.00 | | R 68,054.32 |
| 2017-11-30 | ##SERVICE FEE ACC 082609748 | | | R -210.00 | | R 67,844.32 |
| 2017-12-04 | ##BUSINESS ELECT BANK CHARGES STNDRDBANK BOL QVY90 NOV 17 | 412 | | R -119.87 | | R 67,724.45 |
| 2017-12-30 | ##MONTHLY MANAGEMENT FEE ACC 082609748 | 3012 | | R -69.00 | | R 67,655.45 |
| 2017-12-30 | ##SERVICE FEE MIN SF 082609748 | | | R -64.00 | | R 67,591.45 |
| 2018-01-04 | ##BUSINESS ELECT BANK CHARGES STNDRDBANK BOL QVY90 DEC 17 | 401 | | R -48.31 | | R 67,543.14 |
| 2018-01-31 | ##SERVICE FEE MIN SF 082609748 | | | R -74.00 | | R 67,469.14 |
| 2018-01-31 | ##MONTHLY MANAGEMENT FEE ACC 082609748 | 3101 | | R -75.00 | | R 67,394.14 |
| 2018-02-01 | CASH WITHDRAWAL 12.11.22 | 102 | R -70.00 | R -65,000.00 | | R 2,394.14 |
| 2018-02-01 | ##FEE TELLER CASH WITHDRAWAL ACC 082609748 | 102 | | R -1,485.00 | | R 909.14 |
| 2018-02-03 | ##BUSINESS ELECT BANK CHARGES STNDRDBANK BOL QVY90 JAN 18 | 302 | | R-55.01 | | R 854.13 |
| 2018-02-03 | Balance carried forward | | | | | R 854.13 |

# Annexure 11.7

## BITOU MUNICIPALITY

EXPENDITURE VOUCHER NO: 117760

CHEQUE

DATE 04/05/2017

| PAYEE: | | | |
|---|---|---|---|
| SOKHULULWA YOUTH FUTURE ORGANI | CREDITOR NO. | | |
| | S0034 | R | 190 000.00 |
| INV NO: | | | |
| | | | |
| | TOTAL INVOICE AMOUNT | R | 190 000.00 |

ALLOCATION

| DESCRIPTION | VOTE NUMBER | | AMOUNT |
|---|---|---|---|
| SEE ATTACHED DOCUMENT | TRADE | R | 190 000.00 |
| TOTAL | | R | 190 000.00 |

Herewith certification that this payment is for goods received / services rendered in terms of contract / prescribed procurement processes, that prices are reasonable and correct, and that the account has not previously been paid.

| Compiled by: Principle Clerk | Checked by: Accountant: Expenditure | Signed by: Signatory A | Countersigned by: Signatory B |
|---|---|---|---|
| [signature] | [signature] | [signature] | [signature] |

BITOU MUNICIPALITY

EXPENDITURE MANAGEMENT-CREDITOR'S PAYMENT CONTROL SHEET

DATE: 28 /04/2017 ORDER NUMBER: 379499 C/A: S

1. Has a single quotation been attached for procurement below R2 000? YES NO*
2. Has three quotations been attached for procurements above R2 000 but below R30 000? YES NO*
3. Is the procurement contract of tender related? YES NO*
4. ~~Has the copy of contract/award letter, signed by the Manager: SCM been attached for procurements above R200 000?~~ YES NO*
5. Has the SCM request been attached for procurement and signed by the originator? YES NO*
6. Has the request been approved for procurement and signed by the HOD? YES NO*
7. Has the request been attached for procurement and signed by the Manager: SCM? YES NO*
8. Has the deviation form being attached for procurement and signed by the HOD? YES NO*
9. Has the order been attached for procurement and signed by the Manager: SCM? YES NO*

---

10. Has the Creditors Clearance Certificate been attached and signed by Manager: Income? (Only applicable to local -based creditors) YES NO**
11. Has the supplier's latest statement been received and reconciled? YES NO**

---

12. Has the original tax invoice been received and approved for payment by the user department? YES NO***
13. Are the VAT registration numbers for both the municipality and creditor reflecting on invoices? (only when the creditor's VAT vendor) YES NO***

CLERICAL CLERK* MANAGER: EXPENDITURE 28/4/2017 DATE:

SNR CLERK: CREDITORS** PRINCIPLE CLERK: CREDITORS*** ACCOUNTANT: EXPENDITURE

Request Number : 220433 [Initial request]
Authorization Ref. : 0
Archiving document :
Contract ID : 0
Request Type : Normal SCM process

Application Date : 09/04/2017
Applicant : TSIPHUNGU THANDOKAZI SIPHUNGU
Contact details:- Extension Number 3008
Cellphone Number
Fax Number
Captured by : TSIPHUNGU THANDOKAZI SIPHUNGU
Authorized by : ACROUTZ ALAN CROUTZ AWAITING AUTHO

Required by : 09/05/2017

Preferred supplier 1: Not yet determined
Reason :

Preferred supplier 2: Not yet determined
Reason :
Preferred supplier 3: Not yet determined
Reason :

Delivery Instructions: ASAP

Total reserved value : 190000.00
Provisional SCM process : Q3 R30,001 up to R200,000 three formal written pri

PLETT FINANCIAL ASSISTANCE FOR NON PROFIT OGARNIZATIONS FROM THE EXECUTIVE MAYOR MP LOBESE

SpecificatGRANT - IN - AID
Costcode : 2016 10112705 Qty.: 1.000
OFFICE OF THE POL OFF BEARERS : GENERAL EXPENSES : MAYORAL INT

R190.000

Bitou

Private Bag X1002, Plettenberg Bay 6600; (044) 501-3008 - Mr D Ncame

# APPLICATION FOR GRANT-IN-AID

(PLEASE READ AND COMPLY WITH CONDITIONS ON PAGE 6)

1. NAME OF YOUR ORGANISATION
   Sokhululwa Youth Future organisation

2. CLASSIFICATION / SECTOR OF YOUR ORGANISATION (e.g. Welfare, Educational Institution, Arts and Culture, Sporting Body, School for Handicapped/Special School, Pre-School/ Educare etc.)
   Welfare NGO

3. WELFARE / NPO REGISTRATION NUMBER (**Attach copy of proof of registration.**)
   044-056 NPO

4. STREET ADDRESS
   [redacted]
   Plettenberg Bay
   6600

5. POSTAL ADDRESS
   [redacted]
   KwaNokuthula Plettenberg Bay
   6600

6. E-MAIL: Sokhululwayouthfuture@executivemail.co.c

7. WARD NO: 5&6 8. ERF NO /AREA: KwaNokuthula

9. TELEPHONE: [redacted] 10. FAX: ...........

11. OBJECTIVES OF YOUR ORGANISATION

To provide community to all communities regarding Std, HIV/AIDS, TB
Encourage people to tested and counseled them and to embark home caring program help under prevailed children different Skill

12. BRIEFLY EXPLAIN YOUR ORGANISATION'S INFRASTRUCTURE/ OPERATIONAL STRATEGIES TO ACHIEVE ITS OBJECTIVES

Our organisation base on the youth ~~and young girls through early intervention,~~ awareness programs, homebase and councilling. To empower youth to make the right Career choices when finish Ma

13. HOW DO THE ACTIVITIES OF YOUR ORGANISATION **BENEFIT THE** INHABITANTS OF THE BITOU LOCAL MUNICIPAL AREA? LIST / BRIEFLY DESCRIBE YOUR ORGANISATION'S ACHIEVEMENTS/SUCCESSES OVER THE PAST TWO YEARS

Build in model which would ensure that are beneficiaries
Appoint/select an implementation team to drive the homebase and counsilling program after victim is test negative or positive.

14. IS YOUR ORGANISATION AFFILIATED TO ANY OTHER MAJOR ASSOCIATION UNDER ITS CATEGORY (i.e. Local, Provincial, or National Mother Bodies) AND IF YES, PLEASE NAME THE AFFILIATED ORGANISATION

KwaNokuthula CPF and Youth Desk

15. CONTACT PERSON(S) AND TELEPHONE NUMBER(S)

Denise Makhetha - [redacted]

16. DOES YOUR ORGANISATION ACCEPT MEMBERS FROM ALL DIFFERENT RACIAL GROUPS AND IF YES, GIVE A DEMOGRAPHIC BREAKDOWN OF YOUR CURRENT MEMBERSHIP (e.g. 50 White, 50 Coloured, 11 Black and 10 Asians) (also number of males / females)

Yes 20 coloured, 25 Black Female

5 coloured, 15 Black Male

17. NUMBER OF REGISTERED MEMBERS: 65 MEMBERSHIP FEE: Free

18. NAME THE AUDIT FIRM / REGISTERED ACCOUNTANT/AUDITOR OR PERSON THAT AUDITS THE FINANCIAL RECORDS OF YOUR ORGANISATION

Not yet but we will appoint E.Prins

19. WHAT ARE YOUR ORGANISATION'S MAJOR SOURCES OF FINANCE AND FUNDING STRATEGIES?

Donation & Grants

20. WHAT IS YOUR ORGANISATION'S BANK DETAILS? (Also attach a copy of your organisation's latest detailed bank statement & bank account confirmation letter)

Account Name: Sakhululwo Youth Future Bank: Standard Bank
Branch: Plettenberg Bay Branch Code:
Account Number: 29.203.6771 Type of account: Business Acc

21. AMOUNT OF ASSISTANCE REQUIRED (specify): R 280.000

22. PURPOSE FOR WHICH GRANT WILL BE UTILISED (Please prioritize and provide a breakdown of amount requested / please attach detailed project/process plan):

Training of Counsillors

Uniform, Marketing

After school feeding scheme

23. AMOUNT OF ASSISTANCE RECEIVED BY YOUR ORGANISATION FROM THE MUNICIPALITY IN THE PAST:

None

24. GIVE A BREAKDOWN ON HOW PREVIOUS GRANT WAS UTILISED (**Attach explanatory report and all documents relating to the utilisation of the funds)**

None

25. SUPPLY MUNICIPAL ACCOUNT NUMBER/S OF YOUR ORGANISATION **(please attach copies of municipal accounts)**

Municipal Rates Account No.: None

Other Municipal Account No.: None

26. DOES YOUR ORGANISATION HAVE ANY ARREAR MUNICIPAL ACCOUNT/S? (Mark with an X where applicable)

YES / NO X

28. HAVE ARRANGEMENTS BEEN MADE WITH THE TREASURER'S DEPARTMENT ON HOW TO SETTLE THE ARREAR ACCOUNT/S? (Mark with an X where applicable)

YES / NO X

29. IF YES, PLEASE ATTACH SIGNED COPIES OF ARRANGEMENTS MADE WITH THE TREASURER'S DEPARTMENT; AND

30. IF NO, WHAT ARE THE REASONS OR PROBLEMS RESULTING IN THE FAILURE TO MAKE ARRANGEMENTS?

We dont have space we still operate in 11 Phelandaba, we hope to have space so that we can rent

## NB: PLEASE NOTE -

1. ALL Sections must be completed.
2. Incomplete and inaccurate application forms (or forms submitted without the required supporting documents) will be disqualified and will NOT be processed any further for consideration by the Council.
3. If it is found that wrong / false information has been supplied in the past in order to qualify for a grant, **the funds allocated to that applicant will be recovered by means of legal action.**

## DECLARATION STATEMENT

In my capacity as ....Secretary........ of the organisation, I, ...Lundi Gcanga..........................................., ID No [redacted] declare that the information rendered in this application form is correct, in every respect.

*SIGNATURE:*...L. Gcanga...........................................

*DATE:*...2017/02/05.................................

| | |
|---|---|
| ***FOR OFFICE USE ONLY*** | |
| *APPLICATION COMPLETED ACCURATELY* | *YES / NO* |
| *ALL NECESSARY DOCUMENTS ATTACHED* | *YES / NO* |
| *APPLICATION RECEIVED ON OR BEFORE DUE DATE* | *YES / NO* |
| *Financial Year* | 2016/17 |

**PLEASE READ AND COMPLY WITH CONDITIONS ON**

**PAGE 6**

# GENERAL CONDITIONS AND REQUIREMENTS APPLICABLE TO GRANTS-IN-AID

1. The closing date for applications for Grants-In-Aid is **30 December 2016**. Any grants made by the Council will be payable as from the month of February which follows such closing date.

2. Grants are made for one year only. Organisations that require further financial aid should therefore apply afresh each year. **Any amount to be awarded is at the discretion of Council.**

3. Applications for grants will **ONLY BE CONSIDERED** if made on the prescribed application form **AND ONLY** if such application is accompanied by the following documents:-

   (i) a copy of the Organisation's **constitution** (only new applications, unless amended since previous submission)

   ~~(ii) the latest audited financial statements (if latest year not reflected, statements for~~ previous year should be submitted);

   (iii) should the applicant be unable to provide financial statements as per (ii) above, a detailed **BUSINESS PLAN** must be submitted (Note: Applicable to **newly established** organisations/groups/clubs only);

   (iv) proof of registration as a Non-Profit Organisation (NPO);

   (v) Tax Clearance or Tax Exemption Certificate – to be obtained from SA Revenue Service (SARS);

   (vi) the latest annual report;

   (vii) a copy of the applicant's latest **detailed** bank statement; and

   (viii) a copy of the latest municipal account(**where applicable**).

4. No application will be considered unless the constitution contains a **dissolution clause** to the effect that in the event of dissolution of the organisation, any assets remaining shall be handed over to an organisation or society with similar objectives.

5. All applicants who have previously obtained assistance must report on how the grant was utilised.

6. The completed application form, together with all the required documentation as per paragraph 3 above, must be forwarded to:-

   **Manager: Office of the Executive Mayor**
   **Private Bag X1002**
   **Plettenberg Bay**
   **6600**

   **Attention: Mr. D Ncame**

   **Tel**: 044 – 501 3008 **E-mail**: DNcame@plett.gov.za

7. **All decisions of the Council are final and no further correspondence in respect of the outcome of an application will be entertained.**

## CONSTITUTION

1 Name

The organisation will called Sokhululwa Youth Futures Organisation

Its shortened name will be Khush

2. (a) The organisation's main objectives are to:

- To provide community service to all communities regarding STD,HIV/AAIDS, TB
- Encourage people to be tested and counseled them and to embark home curing programs
- Ensure a dignified funeral to people who died of HIV/AIDS, TB and cannot afford costs
- To have emergency control center after hours and weekends.
- Help under prevailed children, street kids, disable to teach them different skills (aftercare)

(b) The organisation's secondary objectives will be to:

- To create job and self employed to those people suffering to do things like sewing, painting, art, photographic and have traditional restaurant and B&B
- Reduce poverty by involving youth in different programs like soccer, cycling, Boxing and traditional dance ect
- To introduce ploughing habit.

**9.5 Vice-secretary**

The vice-secretary shall assist the secretary and perform the secretary's duties when the secretary is not available.

**10. Meetings and procedures of the committee**

10.1 The management committee must hold at least two ordinary meetings each year.

10.2 The chairperson, or two members of the committee, can call a special
meeting if they want to, but they must let the other management
committee members know the date of the proposed meeting not less than
~~21 days before it is due to take place. They must also tell the other~~
21 days before it is due to take place. They must also tell the other
members of the committee what issues will be discussed at the meeting. If,
however, one of the matters to be discussed is appointing a new
management committee member, then those calling the meeting must give
the other committee members not less than 30 days notice.

10.3 The chairperson shall act as the chairperson of the management
committee. If the chairperson does not attend a meeting, then members of
the committee who are there choose which one of them will chair that
meeting. This must be done before the meeting starts.

10.4 There shall be a quorum whenever such a meeting is held.

10.5 When necessary, the management committee will vote on issues. If the
votes are equal on a issue, then the chairperson has either the second or a
deciding vote.

10.6 Minutes of all meetings must be kept safely and always be on hand for
members to consult.

10.7 If the management committee thinks it is necessary, then it can decide to
set up one or more sub-committees. It may decide to do this to get some
work done quickly, or it may want a sub-committee. The sub-committee
must report back to the management committee on its activities. It should
do this regularly.

10.8 Commitment of the management committee to ensure the establishment
and maintenance of minimum standards.

**11. Annual general meetings**

The annual general meeting must be held once every year, towards the end of the organisation's financial year.

The organisation should deal with the following business, amongst others, at its annual general meeting

a. Agree to items to be discussed on the agenda

3 **Membership**

- The membership shall be open to any Junior citizen and disabled people in the Plettenberg bay area
- If a person wants to become a member of the organisation, he/she will have to ask the management committee by filling an application form, the committee has the right to say no.
- Members of the organisation must attend its annual general meetings at the annual general meeting.
- Members will elect the management committee for the next term of office, those elected then become the organisation's office bearers.
- The financial statements and the chairperson's annual report will be discussed.
- The budget for the next year will be approved All members of the organisation who are over eighteen (18) years of age will be allowed to vote at the annual general meeting.
- Each member of the organisation has one vote
- The organisation shall exist in its own right, separately from its members.
- The organisation will still continue to exist even when its members changes and there are different office bearers.
- The organisation shall be able to sign contracts and enter into other relationships. and it can be sue and be sued in its own name.
- The organisation shall be able to own property and other possessions.

4. **Ending Membership**

4.1 If the member of the management committee does not attend three (3) If the member of the management committee meetings in a row without the valid excuse, then the management committee will find a new office bearer to sustitute that member management committee will find a new office bearer to substitute that member

4.2 A management committee member may tell the committee if she/he wants to resign, but she/he can only do this if there will be atleast four members of the management committeeleft behind once the member has left

4.3 A member may resign if she/he can no longer carry or serving properly or if, by being active in the organisation, she/he can no longer run her or his own affairs at home or work

5 **Management**

5.1 A management committee will manage the organisation, and will be made up of not less than seven (7) members and will they will be office bearers of the organisation

5.2 Office bearers will serve for (1) a year and they can stand for re-election for another term in office after that. Depending on what kind of services the give to the organisation, they can stand for re-election into office again and again. This is so long as their services are needed and they are ready to give their services

5.3 If the member of the management committee does not attend three (3) management committee meetings in a row without the valid excuse, then the management committee will find a new office bearer to substitute that member

5.4 management committee will meet atleast once a month. More than 4 certain number of members need to be at the meeting to make decisions that are allowed to be carried forward, this number is called the quorum and the decisions that are made by the quorum are called quorate decisions

5.5 Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to the management committee members two weeks before the next meeting.

5.6 The organisation has the right to form sub-committees, and the decisions that sub-committees take must be given to the management committee then the committee must decide thether to agree or not at its next meeting. The meeting should take place soon after the sub-committee's meeting. by agreeing to decisions the management committee ratifies them. All members of the organisation have to be abide by the decisions that are taken by the management commitee.

## 6. Powers of the Management Committee

6.1 The legal persona of the organisationis embedded in the Management Committee

6.2 The Management Committee also have the following powers

- Has the right to form sub-committees, stipulate their tasks and decide when they will be dissolved.
- The co-opting of additional memebrs on the management committee as long as the number of co-opted members are not more than two (2) at one time

## 7. Tasks and responsibilities of the Management Committee

The Management Committee will be responsible for the following tasks,

7.1 To strive towards and promote the objectives of the organisation as stated in point 3 of this constitution.

7.2 To manage the business of the organisation

7.3 To appoint staff members

7.4 To furnish the staff members with the job description and service contracts

7.5 To appoint an Auditor in order to have financial books of the organisation audited

7.6 To implement effective control mechanism in order to ensure sound financial management

CERTIFIED AS A TRUE COPY

2 3 MAR 2016

## 8. Office Bearers

The office bearers of the organisation shall be as follows

- Chairperson
- Vice-chairperson
- Secretary
- Vice-secretary
- Treasurer

Only persons who are the members of the organisation can be elected on the management committee.

## 9. Duties of office bearers

### 9.1 Chairperson

The chairperson as the leader of the organisation, chairs all the organisation's meetings that she/he attends. She/he must

- See that the members stick to the rules and guidelines that are in their constitution
- Chair meetings in such a way as to keep good order
- Sign minutes of meetings after members have agreed that the minutes are accurate
- Check that accounts show correct spending of the organisatio's money and agree to the accounts beig paid
- Sign cheques on the organisation's banking account or accounts
- Sign all funding agreements
- Generally supervise and keep a check on the organisation's affairs
- Do other duties that the organisation expects of its chairperson
- Make sure that all officials and committees complete what tasks they have agreed to and within the time that was agreed to.
- Make sure that meetings take place regularly, as set down in the constitution.
- Use his or her power to ask other officials and members of the organisation and its committees to do certain duties and tasks if needs be
- Work in a team spirit with other members of the organisation
- Serve as ex-officio on all sub-committees, being ex-officio means she/he can attend all of the organisation's meetings and take part in the decisions. When it comes to voting on issues in the sub-committees, she/he may not vote
- Run the annual general meeting and see that the annual report is written

9.2 **Vice-Chairperson**

The vice-chairperson takes over the chairperson's duties and tasks whe the chairperson in not available, and should keep in close contact with the chairperson. The vice-chairperson must;

- Take on duties and functions that have been passed on to him/her
- Serve as ex-officio on all sub-committees

If both the chairperson and the vice-chairperson do not attend a meeting, then the organisation's memebrs must elect a chairperson from amongst themselves for that meeting

9.3 **Treasurer**

The treasurer shall keep a record of all the money that comes to the organisation This includes membership fees, donations and money raised from fundraising

The treasurer also keeps a record of all the money that is spent by the organisation and the treasurer must,

- Keep proper records of what the organisation receives and of what is spent
- Keep the proper list of the names of members and donors.
- Write out, sign, keep a copy of and give receipts for all money that the organisation receives
- Pay the organisation's accounts
- Be responsible for collecting the membership fees from all members
- Make sure that the organisation does not spend more money than it has
- Prepare the organisation's annual fanancial statements to present to the annual general meeting

9.4 **Secretary**

The secretary is responsible to make sure that the organisation's administration runs smoothly. The secretary must work closely with the chairperson and the vice-chairperson. The secretary must;

- Keep proper records and minutes of all meetings
- Deal with letters and other correspondence that the organisation receives and sends
- Prepare and send out notices of all meetings of the organisation
- Do other duties that the secretary may be asked to do from time to time
- Prepare the venue for the meetings

- Write down who is there and who has sent apologies because they cannot come.
- Read and confirm the previous meetings minutes with matters arising.
- Chairperson's report
- Treasurer's report
- Changes to the constitution that members may want to make
- Elect new office bearers
- General
- Close the meeting.

12. Income and Property

12.1 The organisation will write down and keep a record of everything it owns
12.2 The organisation may not give any of its money or property to its members or office bearers, the only time it can do so is when it pays for work that a member or office bearer has done for the organisation.
12.3 A member of the organisation can only get money back from the organisation for expenses that she/he has paid for on behalf of the organisation
12.4 Members or office bearers of the organisation do not have rights over things that belong to the organisation.
12.5 All expenditures of the organisation must be aproved at a management meeting.
12.6 If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions, and such institutions are explained in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984

13. Finance

13.1 An accounting officer shall be appointed by the Management Committee and his/her duty is to check on the finances of the organisation
13.2 The treasurer's job is to control the finances of the organisation, along with two (2) other people from the Organisation. They have to arrange for all funds to be put into a bank account in the name of the organisation
13.3 Whenever funds are taken out of the bank account, the chairperson and atleast two (2) other members of the organisation must sign the withdrawal
13.4 The financial year end of the organisation starts on 01st June and ends on 31st May
13.5 The organisation's accounting records and reports must be ready and handed to the Director of Nonprofit Organisations within six months after the end of the financial year

CERTIFIED AS A TRUE COPY

23 MAR 2016

CHIEF DIRECTORATE: NONPROFIT ORGANISATIONS
DEPT OF SOCIAL DEVELOPMENT

## 14. Changes to the Constitution

14.1 The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the members who are at the meeting.

14.2 Members must vote at an annual general meeting, or at a specially called general meeting to do so.

14.3 The change to the constitution can only be accepted if at least 75% of the members at the meeting vote for the change.

14.4 Members who vote must be people who have been active in the life of the organisation.

14.5 A written notice must go out not less than twenty eight (28) days before the meeting at which changes to the constitution are going to be proposed.

14.6 The notice must say that proposed changes to the constitution will be discussed at the meeting.

## 15. Dissolution of the organisation

When the organisation closes down it has to pay of all its debts. After doing that, if there is a property or money left over it should not be paid or given to members of the organisation. It should be given in some way to another organisation that has the same or similar objectives. The organisation's general meeting can decide what organisation this should be. If it can not reach a decision then the Department of Welfare's Directorate for Nonprofit Organisations will decide.

No amendments may be made which would have the effect of making the organisation cease to exist.

CERTIFIED AS A TRUE COPY

23 MAR 2016

**16. Adoption of the Constitution**

This constitution was approved and accepted by members of
**SOKHULULWA YOUTH FUTURES ORGANISATION**

At a special general meeting held on

Date 18 Month JANUARY Year 2005

Chairperson — Date

Secretary — Date

CERTIFIED AS A TRUE COPY

23 MAR 2016

DEPT. OF SOCIAL DEVELOPMENT

# CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

**Sokhululwa Youth Future Organisation**

(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **27 September 2005** (date)

Registration number **044-056 NPO**

Department of Social Development

Director's signature

# INTERNAL MEMORANDUM MAYOR'S OFFICE

**TO:** MUNICIPAL MANAGER
SENIOR MANAGER: BUDGET AND TREASURY

**FROM:** MANAGER: OFFICE OF THE POLITICAL BEARERS.

**DATE:** 04 APRIL 2017

**SUBJECT:** GRANT -IN -AID

**Background**

For over yesteryears Bitou Municipality has been giving financial support to the local NGO's /NPO's local organisations that support development in Bitou in a form of Grant in Aid.

This is Social and Economic uplifting to eradicate poverty and sustain community based initiatives as they contribute to the development and the welfare of our local people.

These organizations played a major role in the upliftment and development in our communities and they deserve to be supported by both government and business.

On our long list, we had 68 Organizations that applied for Grant in Aid.
After the longlist, 38 Organizations were Shortlisted

Our financial implication is R1'305'000

Thank you

DALUXOLO NGAME
MANAGER: OFFICE OF THE POLITICAL BEARES

SUPPORTED/NOT SUPPORTED

**COMMENTS: BUDGET AND TREASURY OFFICES**

Funding available: YES / NO

GERT GROENEWALD
ACTING CHIEF FINANCE OFFICER

# GRANT IN AID 2017

| NAMES OF APPLICANTS | | |
|---|---|---|
| SOKHULULWA YOUTH FUTURE | AMOUNTS | REQUISITION NUMBERS |
| KWANOKUTHULA COMMUNITY POLICING FORM | R 190 000.00 | # 220433 |
| KIDS OF KURLAND SCHOOL PROJECT | R 20 000.00 | # 220449 |
| SOUTH AFRICAN GIRLS AND BOYS CENTRE FOR SOCIAL AND ECONOMIC TRANSFORMATION | R 20 000.00 | # 220446 |
| EDEN SOCIAL NETWORKS | R 60 000.00 | # 220464 |
| LUNCHBOX THEATRE | R 250 000.00 | # 220438 |
| BITOU 10 FOUNDATION | R 15 000.00 | # 220451 |
| KRANSHOEK ADVICE CENTRE | R 100 000.00 | # 220430 |
| ADOPT A SWIMMER | R 15 000.00 | # 220447 |
| CHILD WELFARE S.A KRANSHOEK | R 40 000.00 | # 220427 |
| NEW BEGINNINGS PLACE OF SAFETY | R 20 000.00 | # 220436 |
| BITOU SCHLUMA ORGANISATION | R 20 000.00 | # 220453 |
| NEW HORIZONS PENSIONERS CLUB | R 20 000.00 | # 220434 |
| BABY EAGLES EDUCARE CENTRE | R 20 000.00 | # 220454 |
| MZAMOMHLE ELDERLY COMMUNITY DEVELOPMENT | R 100 000.00 | # 220429 |
| GREEN VALLEY ELDERLY AND DISABLED | R 10 000.00 | # 220467 |
| BITOU EARLY CHILDHOOD DEVELOPMENT FORUM | R 20 000.00 | # 220442 |
| BITOU FOOD GARDEN PROJECT | R 350 000.00 | # 220432 |
| PROTEA SERVICE CENTRE | R 50 000.00 | # 220450 |
| REESA FRAIL CARE | R 20 000.00 | # 220459 |
| KRANSHOEK OLD AGED GROUP | R 20 000.00 | # 220460 |
| JOY COMMUNITY DEVELOPMENT | R 15 000.00 | # 220448 |
| ERRICAVILLE ELDERLY SUPPORT GROUP | R 20 000.00 | # 220443 |
| EDU - PLETT | R 20 000.00 | # 220440 |
| BUILDING THE WALLS OF THE COMMUNITY | R 20 000.00 | # 220439 |
| CHILD WELFARE S.A PLETTENBERG BAY | R 15 000.00 | # 220435 |
| ALL NATIONS SATISFACTORY CENTRE | R 20 000.00 | # 220437 |
| PAWS | R 20 000.00 | # 220428 |
| FAMSA PLETT | R 50 000.00 | # 220455 |
| | R 50 000.00 | # 220441 |

DALUXOLO NCAME

MANAGER : OFFICE OF THE EXECUTIVE MAYOR

Annexure 11.8

## BITOU MUNICIPALITY

**EXPENDITURE VOUCHER NO:** 117747

CHEQUE

**DATE** 04/05/2017

| PAYEE | | | |
|---|---|---|---|
| BITOU SOHLUMA ORGANISATION | CREDITOR NO. | | |
| | B0016 | R | 20 000.00 |
| INV NO: | | | |
| | | | |
| | TOTAL INVOICE AMOUNT | R | 20 000.00 |

**ALLOCATION**

| DESCRIPTION | VOTE NUMBER | | AMOUNT |
|---|---|---|---|
| SEE ATTACHED DOCUMENT | TRADE | | R 20 000.00 |
| | | | |
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| TOTALS | | | R 20 000.00 |

*Herewith certification that this payment is for goods received / services rendered in terms of contract / prescribed procurement processes, that prices are reasonable and correct, and that the account has not previously been paid.*

| Compiled by: Principle Clerk | Checked by: Accountant: Expenditure | Signed by: Signatory A | Countersigned by: Signatory B |
|---|---|---|---|
| | | | |

BITOU MUNICIPALITY

EXPENDITURE MANAGEMENT-CREDITOR'S PAYMENT CONTROL SHEET

DATE : 28/04/2017 ORDER NUMBER: 379491 C/A: 8

| | | |
|---|---|---|
| 1. | Has a single quotation been attached for procurement below R2 000? | YES NO* |
| 2. | Has three quotations been attached for procurements above R2 000 but below R30 000? | YES NO* |
| 3. | Is the procurement contract of tender related? | YES NO* |
| 4. | Has the copy of contract/award letter, signed by the Manager: SCM been attached for procurements above R200 000? | YES NO* |
| 5. | Has the SCM request been attached for procurement and signed by the originator? | YES NO* |
| 6. | Has the request been approved for procurement and signed by the HOD? | YES NO* |
| 7. | Has the request been attached for procurement and signed by the Manager: SCM? | YES NO* |
| 8. | Has the deviation form being attached for procurement and signed by the HOD? | YES NO* |
| 9. | Has the order been attached for procurement and signed by the Manager: SCM? | YES NO* |
| 10. | Has the Creditors Clearance Certificate been attached and signed by Manager: Income? (Only applicable to local -based creditors) | YES NO** |
| 11. | Has the supplier's latest statement been received and reconciled? | YES NO** |
| 12. | Has the original tax invoice been received and approved for payment by the user department? | YES NO*** |
| 13. | Are the VAT registration numbers for both the municipality and creditor reflecting on invoices? (only when the creditor's VAT vendor) | YES NO*** |

28.4.2017

CLERICAL CLERK* MANAGER: EXPENDITURE DATE:

SNR CLERK: CREDITORS** PRINCIPLE CLERK: CREDITORS*** ACCOUNTANT: EXPENDITURE

**BITOU MUNISIPALITEIT**
**BITOU MUNICIPALITY**

# AUTHORISATION TO ISSUE AN ORDER TO PROCURE GOODS AND/OR SERVICES THROUGH A QUOTATION/TENDER PROCESS:

| | | |
|---|---|---|
| R 0 - R 2,000 | Direct purchases - no quotations needed (order to be obtained & invoice to be submitted) | Storeman/Buyer |
| R 2,001 up to R 10,000 | Three written quotations | Chief Financial Officer / Director: Finance |
| R 10,001 up to R 30,000 | Three formal written price quotations and:<br>(i) complying with the PPFA; (Specifically req.16 - TAX Clearance form amounts above R 30,000 - Treasury circular No: 29 of 31 January 2006) and; | Deputy Director: Expenditure/SCM |
| R 30,0001 up to R200,000 | (ii) suppliers to be used on a rotational basis: and<br>(iii) advertised for 7 (seven) days on notice boards and website of council | Any three (3) from different Department: Dep. MM / CFO / Executive Directors / Directors |

Request No.: 220434 Authorization No.: 0 Requisition No.: 11498

Rand value of procurement (inclusive of VAT): R 20 000.00

Name of Supplier: BITOU SOHLUMA ORGANISATION
(Person/Company to whom the bid was awarded)

Department: OFFICE OF THE MAYOR
(Department requesting the procurement of goods and/or services)

**Checklist/Compliance:**

| | | | | |
|---|---|---|---|---|
| 1. Original Tax Clearance Certificate: | | Dated: | 00-00-0000 | |
| 2. Service Level Agreement dated: | | | | |
| 3. Mayoral/Council Resolution: | MC and/or C. | Dated: | | |
| 4. Purchase in terms of Tender No: | 0 | | | |
| 5. Advertised on Notice Boards & Website: | | Date advertised: | 00-00-0000 | |
| 6. Quotation Register No.: | | Date closed: | 00-00-0000 | |
| 7. Points Scoring Sheet: | | | | |
| 8. Report to National Treasury (Circular 34) on amounts > R 100,000 | | | | |

| 9. Quotations obtained from: (List top three / High to Low - Attach copy of Quotation Register where applicable) | Price | Points |
|---|---|---|
| (i) BITOU SOHLUMA ORGANISATION | 20000.00 | |
| (ii) | | |
| (iii) | | |

10. Were there any Deviations from the SCM process:(IF YES, GIVE FULL REASON & MOTIVATION)

11. Data Base Updated by: (All prospective Suppliers for this transaction)

| | | |
|---|---|---|
| | | 26.07.17. |
| | | |
| | | |
| | | |
| | | |

* If approved by the Bid Adjudication Committee - Three Standing Members must sign

SS-Q411AB 2017/04/09 11:38:17

Plettenberg Bay Municipality

All Outstanding Requests

=========================

* = No Actions Taken Against Request In Last 3 Days

! = Past Request By Da

Request Number : 220434 Line Number: 1
Authorization Ref. : 0
Archiving document :
Contract ID : 0

Application Date : 09/04/2017
Applicant : TSIPHUNGU THANDOKAZI SIPHUNGU
Contact details:- Extension Number 3008
Cellphone Number
Fax Number
Captured by : TSIPHUNGU THANDOKAZI SIPHUNGU AWAITING AUTHOI
Authorized by : ACROUTZ ALAN CROUTZ

Required by : 09/05/2017

Preferred supplier 1: Not yet determined
Reason :

Preferred supplier 2: Not yet determined
Reason :
Preferred supplier 3: Not yet determined
Reason :

Delivery Instructions: ASAP
On Hold?

Total reserved value : 20000.00
Provisional SCM process : Q2 R10,001 up to R30,000 Three formal written pric

PLETT FINANCIAL ASSISTANCE FOR NON PROFIT OGARNIZATIONS FROM THE EXECUTIVE MAYOR MP LOBESE

Specifications GRANT - IN - AID Qty.: 1.000
Costcode : 2016 10112705 UKEY : OFFICE OF THE POL OFF BEARERS : GENERAL EXPENSES : MAYOR

15

Bitou

Private Bag X1002, Plettenberg Bay 6600; (044) 501-3008 - Mr D Ncame

# APPLICATION FOR GRANT-IN-AID R20 000

(PLEASE READ AND COMPLY WITH CONDITIONS ON PAGE 6)

1. NAME OF YOUR ORGANISATION

   Bitou Sohluma Organisation

2. CLASSIFICATION / SECTOR OF YOUR ORGANISATION (e.g. Welfare, Educational Institution, Arts and Culture, Sporting Body, School for Handicapped/Special School, Pre-School/ Educare etc.)

   Welfare Ngo

3. WELFARE / NPO REGISTRATION NUMBER (**Attach copy of proof of registration.**)

   1-10-211 NPO

4. STREET ADDRESS

   Simunye Thusong Centre
   1 Xhiphula Street Bitou Municipality Building
   KwaNokuthula Plettenberg Bay
   6600

5. POSTAL ADDRESS

   Simunye Thusong Centre
   [redacted]
   KwaNokuthula
   Plettenberg Bay

6. E-MAIL [redacted]

7. WARD NO.: 5&6 8. ERF NO./AREA: ...

9. TELEPHONE: [redacted] 10. FAX: ...

11. OBJECTIVES OF YOUR ORGANISATION

To promote health and safety amoung youth of Bitou
To decrease the high rate of crime in the townships
To decrease the high level domestic violence and child abuse
To provide life skills programs that will make young people prou
To promote awareness programmes that will help to combat HIV/Aids & T

12. BRIEFLY EXPLAIN YOUR ORGANISATION'S INFRASTRUCTURE/ OPERATIONAL STRATEGIES TO ACHIEVE ITS OBJECTIVES

Bitou Sohluma has rendering its specialized within the areas of KwaNokuthula & Kranshoek working together with KwaNo CPF. throug early intervention, awareness Prevention, empowerment and income generation. Bitou Sohluma will brought so much positive impact and many changes to deliver for all.

13. HOW DO THE ACTIVITIES OF YOUR ORGANISATION BENEFIT THE INHABITANTS OF THE BITOU LOCAL MUNICIPAL AREA? LIST / BRIEFLY DESCRIBE YOUR ORGANISATION'S ACHIEVEMENTS/SUCCESSES OVER THE PAST TWO YEARS

1. We will develop a set of criteria which would be use in deciding the projects
2. Appoint / select an implementation team to drive the implementation of this 5 years projects
3. Establish self sustaining people living HIV/Aids support group in the community
4. Build in a model which would ensure that projects beco self - sustainable

14. IS YOUR ORGANISATION AFFILIATED TO ANY OTHER MAJOR ASSOCIATION UNDER ITS CATEGORY (i.e. Local, Provincial, or National Mother Bodies) AND IF YES, PLEASE NAME THE AFFILIATED ORGANISATION

KwaNo CPF and Joy community Dev.

15. CONTACT PERSON(S) AND TELEPHONE NUMBER(S)

Denise Makhetha - [redacted] Chairperson
Nomboxolo Williams - [redacted] Chairperson

16. DOES YOUR ORGANISATION ACCEPT MEMBERS FROM ALL DIFFERENT RACIAL GROUPS AND IF YES, GIVE A DEMOGRAPHIC BREAKDOWN OF YOUR CURRENT MEMBERSHIP (e.g. 50 White, 50 Coloured, 11 Black and 10 Asians) (also number of males / females)

Yes 7 coulered and 24 Blacks
2. Coulored male, female 5 and
5 black male and 19 Female.

17. NUMBER OF REGISTERED MEMBERS : 31 MEMBERSHIP FEE : Free

18. NAME THE AUDIT FIRM / REGISTERED ACCOUNTANT/AUDITOR OR PERSON THAT AUDITS THE FINANCIAL RECORDS OF YOUR ORGANISATION

Prins Accountants in Knysna.

19. WHAT ARE YOUR ORGANISATION'S MAJOR SOURCES OF FINANCE AND FUNDING STRATEGIES?

We intend to approach organisation for
Gift and donations grant contracts
and trading

20. WHAT IS YOUR ORGANISATION'S BANK DETAILS? (Also **attach** a copy of your organisation's **latest detailed bank statement & bank account confirmation letter**)

Account Name: Standard Bank Bank:
Branch: Plettenberg Bay Branch Code: [redacted]
Account Number: [redacted] Type of account: Current Acc

21. AMOUNT OF ASSISTANCE REQUIRED (**specify**): R 216 700.00

22. PURPOSE FOR WHICH GRANT WILL BE UTILISED (Please **prioritize** and provide a **breakdown** of amount requested / please **attach detailed project/process plan**):

See att Budget Plan

23. AMOUNT OF ASSISTANCE RECEIVED BY YOUR ORGANISATION FROM THE MUNICIPALITY IN THE PAST:

None

24. GIVE A BREAKDOWN ON HOW PREVIOUS GRANT WAS UTILISED (**<u>Attach explanatory report and all documents relating to the utilisation of the funds</u>**)

None

25. SUPPLY MUNICIPAL ACCOUNT NUMBER/S OF YOUR ORGANISATION (**<u>please attach copies of municipal accounts</u>**)

Municipal Rates Account No.: None

Other Municipal Account No.: None

26. DOES YOUR ORGANISATION HAVE ANY ARREAR MUNICIPAL ACCOUNT/S? (Mark with an X where applicable)

YES / NO

28. HAVE ARRANGEMENTS BEEN MADE WITH THE TREASURER'S DEPARTMENT ON HOW TO SETTLE THE ARREAR ACCOUNT/S? (Mark with an X where applicable)

YES / NO

29. IF YES, PLEASE ATTACH SIGNED COPIES OF ARRANGEMENTS MADE WITH THE TREASURER'S DEPARTMENT; AND

30. IF NO, WHAT ARE THE REASONS OR PROBLEMS RESULTING IN THE FAILURE TO MAKE ARRANGEMENTS?

We still waiting for lease agreement

seek we are the new organisation

## NB : PLEASE NOTE -

1. <u>ALL</u> Sections must be completed.
2. Incomplete and inaccurate application forms (or forms submitted without the required supporting documents) <u>will be disqualified and will NOT be processed any further for consideration by the Council</u>.
3. If it is found that wrong / false information has been supplied in the past in order to qualify for a grant, **the funds allocated to that applicant will be recovered by means of legal action.**

## DECLARATION STATEMENT

In my capacity as Secretary ........................ of the organisation,

I, Andiswa Kuwane ..........................................................,

ID No [redacted] declare that the information rendered in this application form is correct, in every respect.

SIGNATURE: AKuwane ..........................................................

DATE: 2016/12/29. ....................

| FOR OFFICE USE ONLY | |
|---|---|
| APPLICATION COMPLETED ACCURATELY | YES / NO |
| ALL NECESSARY DOCUMENTS ATTACHED | YES / NO |
| APPLICATION RECEIVED ON OR BEFORE DUE DATE | YES / NO |
| Financial Year | 2016/17 |

**PLEASE READ AND COMPLY WITH CONDITIONS ON**

**PAGE 6**

# GENERAL CONDITIONS AND REQUIREMENTS APPLICABLE TO GRANTS-IN-AID

1. The closing date for applications for Grants-in-Aid is **30 December 2016**. Any grants made by the Council will be payable as from the month of February which follows such closing date.

2. Grants are made for one year only. Organisations that require further financial aid should therefore apply afresh each year. **Any amount to be awarded is at the discretion of Council.**

3. Applications for grants will **ONLY BE CONSIDERED** if made on the prescribed application form **AND ONLY** if such application is accompanied by the following documents:-

   (i) a copy of the Organisation's **constitution** (only new applications, unless amended since previous submission)

   (ii) the latest **audited** financial statements (if latest year not reflected, statements for previous year should be submitted);

   (iii) should the applicant be unable to provide financial statements as per (ii) above, a detailed **BUSINESS PLAN** must be submitted (Note: Applicable to newly **established** organisations/groups/clubs only);

   (iv) proof of registration as a Non-Profit Organisation (NPO);

   (v) Tax Clearance or Tax Exemption Certificate – to be obtained from SA Revenue Service (SARS);

   (vi) the latest annual report;

   (vii) a copy of the applicant's latest **detailed** bank statement; and

   (viii) a copy of the latest municipal account(**where applicable**).

4. No application will be considered unless the constitution contains a **dissolution clause** to the effect that in the event of dissolution of the organisation, any assets remaining shall be handed over to an organisation or society with similar objectives.

5. All applicants who have previously obtained assistance must report on how the grant was utilised.

6. The completed application form, together with all the required documentation as per paragraph 3 above, must be forwarded to:-

   **Manager: Office of the Executive Mayor**
   **Private Bag X1002**
   **Plettenberg Bay**
   **6600**

   **Attention:** Mr. D Ncame

   **Tel:** 044 – 501 3008 **E-mail:** DNcame@plett.gov.za

7. **All decisions of the Council are final and no further correspondence in respect of the outcome of an application will be entertained.**

BITOU SOHLUMA ORGANISATION
SIMUNYE THUSONG CENTRE NO 1 XHIPHULA STR
PLETTENBERG BAY
TEL: 0736077749 / 080 3302869
FAX: 086 718 3515
E-MAIL: bitousohluma@executivemail.co.za
REG: 170-211 NPO

## A ORGANISATIONAL CONTACT DETAILS

| | |
|---|---|
| Contact Person Name & position in Organisation | ANDISWA KUWANE |
| Legal Status of Org. | NPO |
| Registration Number<br>Submit a copy of reg. certificate | 170-211 |
| Physical Address & postal code | BITOU(SIMUNYE) THUSONG CENTRE ,XHIPHULA STREET KWANOKUTHULA PLETTENBERG BAY 6601 |
| Postal Address & postal code | BITOU(,SIMUNYE )THUSONG CENTRE , XHIPHULA STREET KWANOKUTHULA PLETTENBERG BAY |
| Telephone Number | 0803302869/[redacted] |
| Fax Number | Code : 0867183515 |
| Cell/Mobile Number | [redacted] |
| Email address : | bitousohluma@executivemail.co.za |

### i.The vision of the Bitou Sohluma Organisation

- Empowerment of women infected& affected HIV/AIDS & Victim of Domestic Violence through substainable Job creation leading towards self-sustainable and economic freedom
- Improve the healthy lifestyle of HIV/AIDS positive women and victim Domestic violence individuals by promote wellness and healthy lifestyle

### ii.The mission of the project is to

Assist the vulnerable group through support, care and empowerment, by creating awareness programs promoting Healthy lifestyles creating job opportunity income generation targeting women and youth living with HIV/AIDS and TB and domestic violence victim.

### iii.Values

-Skills transfer, Business Skills [Leadership] Job creation and life skills transfer

## PROJECT INFORMATION

**Project Location**

**Province:** Western Cape

**Municipality/Local authority:** Bitou Local Municipality

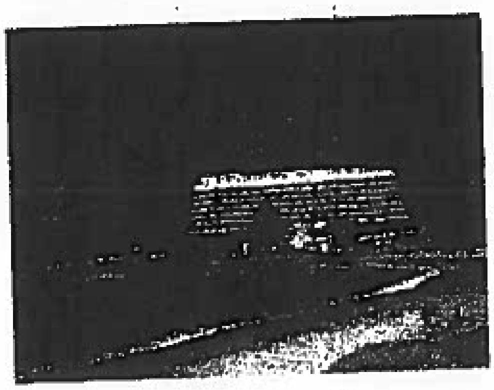
**Suburb/township:**
Kwanokuthula township

Districts: Eden

**MAP / Directions to Project site**

**Sites to be used during implementation of the project**

- Simunye Thusong Centre Xhiphula Street – Kwanokuthula, Plettenberg Bay



**How many people benefit from your Organisation's activities?** 31 members

**Please categorise the above total of beneficiaries as follows:**

| Children | Female | Male | Total | Of total how many disabled |
|---|---|---|---|---|
| Preschool | | | | |
| Primary | | | | |
| Secondary | | | | |
| Sub total | | | | |

| | Female | Male | Total | Of total how many disabled |
|---|---|---|---|---|
| Youths | 10 | 3 | 13 | |

| | Female | Male | Total | Of total how many disabled |
|---|---|---|---|---|
| Adults | 9 | 2 | 11 | |

| | Female | Male | Total | Of total how many disabled |
|---|---|---|---|---|
| Senior Citizens | 5 | 2 | 7 | |

N.Tm

### III. Why this is our Target

We want to eradicate the stigma against woman and girl living with HIV/AIDS and victim of domestic violence, at the same time giving them skills and empowering them economically

### e. Organisation's activities and the programmes

- Income generation (Laundry ,Sewing, Baking
- Nutrition centres and Food Garden
- Skills developing training & capacity building
- Victim support (VEP)
- HIV/AIDS support
- Art and culture (awareness program )

### f. Governance

| TITLE, INITIALS & SURNAME | Contact Tel. Nr. | Position In Organisation |
|---|---|---|
| Mrs Ntomboxolo Mrubata | 0603302869 | Chairperson |
| Mrs Andiswa Kuwane | 0736077749 | Secretary |
| Mr. Vuyani Namntu | 0604809338 | Vice Secretary |
| Mr. Thobela Desi | 0736194255 | Vice Chairperson |
| Mr Mfundo Morose | 0710890572 | Organiser |
| Ms. Zoleka Malawana | 0710722479 | Treasure |

### . Achievements of date

| DATE | ACHIEVEMENTS OF ORGANISATION |
|---|---|
| 2015 | Outreach activities in high-risk community events targeting vulnerable women and girls ,boys working hand –hand with Kwanokuthula community policing forum (CPF) and neigbough watch |

NTM

- **We brought so much changes**
- To assist such vulnerable individuals and groups through support, care and empowerment initiatives driving towards job creation and income generation
- To create awareness programs promoting healthy lifestyles with CPF and NHW and HIV/AIDS organisations

2. **Provide the a rationale**

a) .Bitou Sohluma identified urgent needs to provide alternatives for women, through business and project management skills by creating different projects and programs for our communities. We use skills training to capacitate women with business skills and general project managing and planning skill to become self–sustainable and also fight poverty.

b) We have are doing joint ventures with the community development workers and Gender Desk of the Bitou municipality and we are fully involved with campaigns such as 16 Day of Activism and Woman programs as we aim to empower and build self- reliance amongst our women and girls.

c) We will bring and change life of the women living with HIV/AIDS with skills development, business skills, life skills, job creation and income generation.

d) We link because our main target are the women and young girls , we also developing programs addressing the stigma and discrimination towards those are infected and affected different HIV/AIDS and TB and victim of domestic violence

e) We will do a skills audit and see which capacity already in in place, we will then bring in any other capacity (skills) that are in need.

f) This intervention will contribute towards preventing violence against women and girls by enriching women through training in a range of skills. This will show that there are options in life, even to assist women and girls to develop emotionally, also build self-image and self –esteem, improve the knowledge, management and control of STI's and reduces mother to child transmission.

**<u>Detail of proposal</u>**

**<u>Roll out this project Activities</u>**

(a) Promotion and marketing of the projects and programmes
- Skills training for women and young girls e.g. computer literacy, drivers licences business skills, hospitality training etc.
- Life skills orientation, physical and emotional therapy etc.
- Awareness campaigns towards women and children abuse.

(b) By keeping control of our financial records, income and expenditure will be monitored on a monthly basis
- Attendance registers will be kept
- Evaluation letters will be posted kept at the centre for the community to comment on the status of our organisation.

(c) We will be collaborating with community and religious sectors in order to reach as many people as we can, to spread the message of women empowerment.

(i) We have a good relationship with the local municipality and we often do joint ventures with them and other government departments like DSD,SAPS

(d) The funding will help to boost our strategic plan to achieve our overall objectives since we cannot achieve what we set out to do through lack of funds.

(e) Our organisation at the moment consists mostly of volunteers who are very committed to our cause.

(f) Our approach is unique as we are at the moment the only organisation in the area who *stand for* job creation, income generation and skills transfer for women empowerment and *self-reliance.*

(g) The awareness campaigns run jointly with the *local municipality, religious bodies* and other local community based organisations create a big platform of us in the GBV

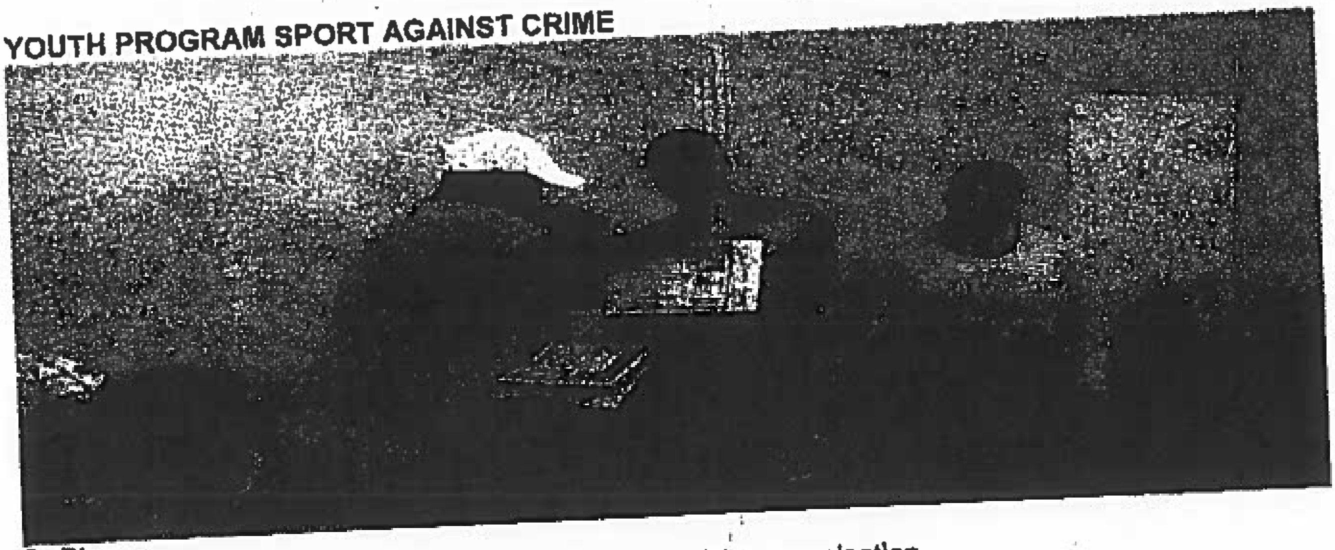
ITM

awareness. The fact that we also empower women creates a platform for them to be self-dependent and self-reliant.

(h) The GBV awareness campaigns, HIV campaigns are closely linked and we strive to do this simultaneously, the skills transfer and job creation and income generation empower them to be economically empowered.

(i) The project should be funded, since it will create income and economic sustainability, the skill transfer and capacity building empower women to be in a better position of finding jobs. The physiological and emotional therapy will enable women and young girls to be in a better position in facing challenges that they meet, whether it is GBV, HIV, Aids or TB

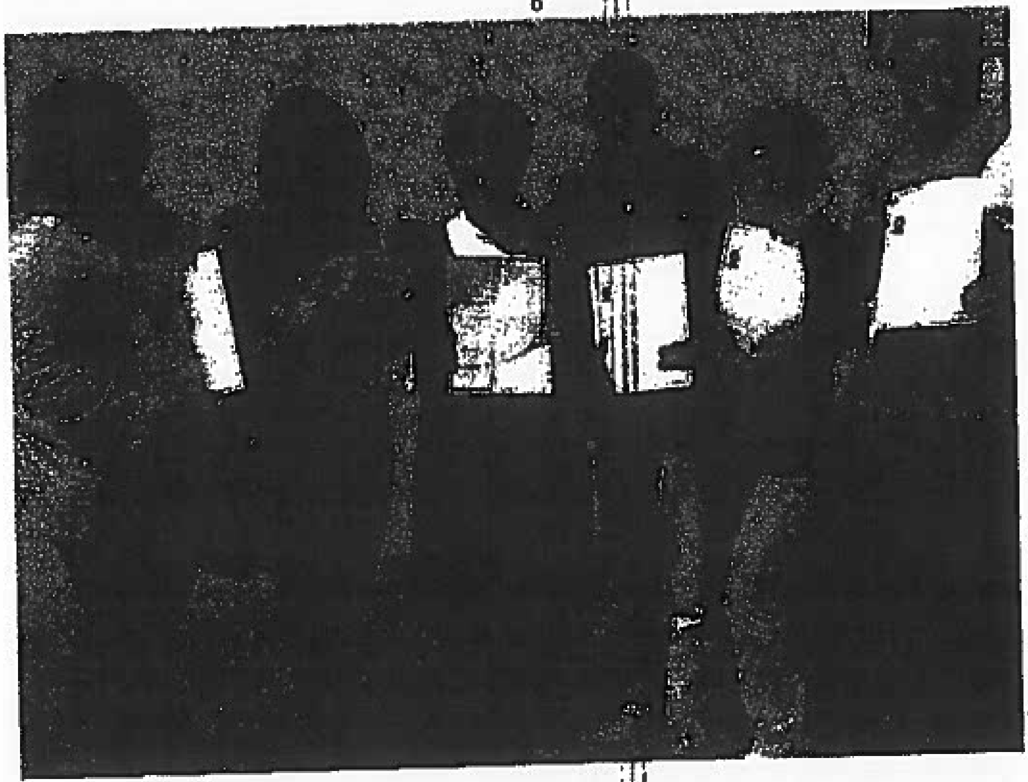
**YOUTH PROGRAM SPORT AGAINST CRIME**



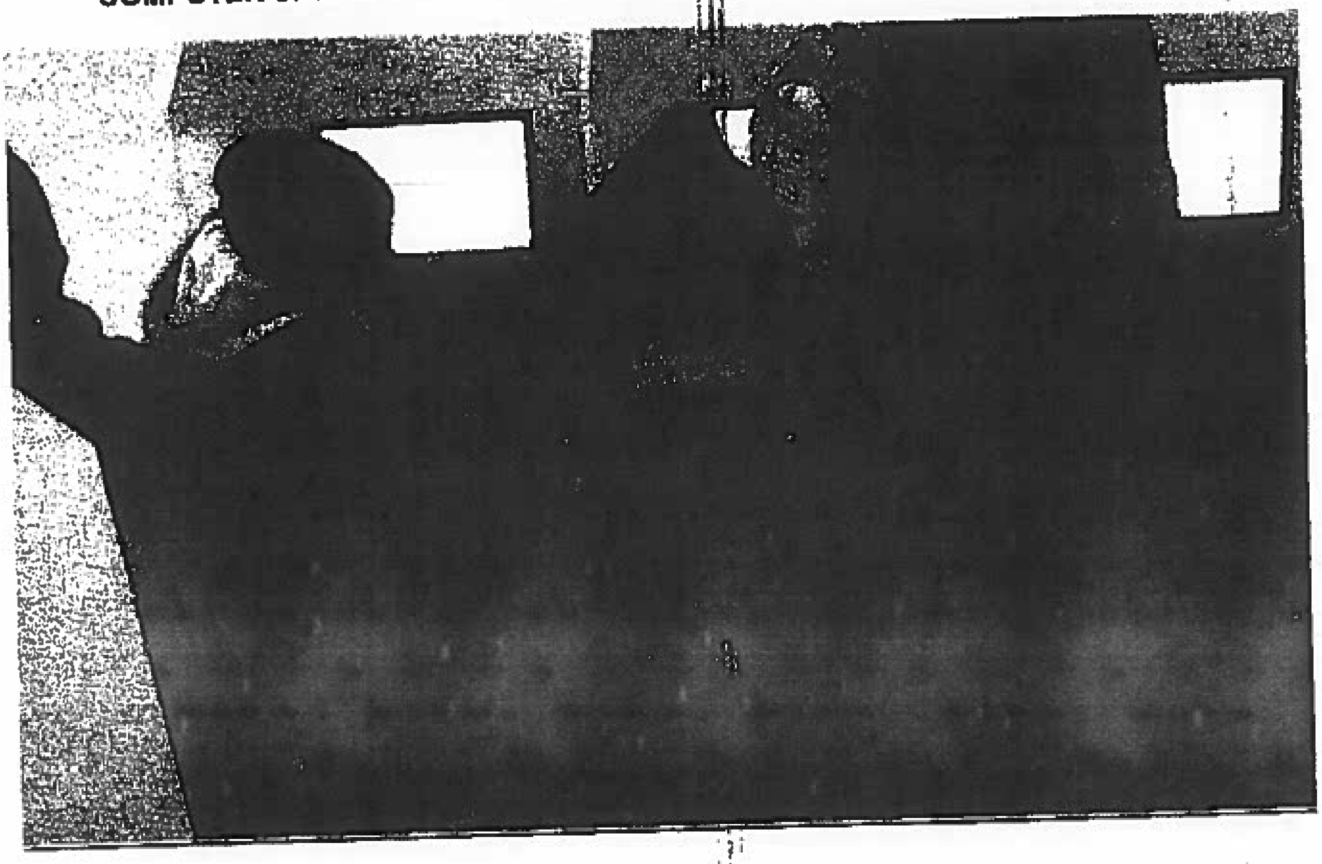
6. **Plan**
   - (a) We will use twenty women who are part of the organisation
   - We will negotiate with traffic Department for this venture.
   - We will also aquire the services of a well-established driving school.
   - We will also transfer skills by acquiring the services of accredited service providers in the following Field, Computer, Literacy, Project management bookkeeping, Business management, Life skills
   - All members will receive this training and they will be empowered by receiving certificates
   - We will do an assessment with the community to evaluate our awareness campaigns around GBV, HIV/AIDS&TB

**EMPOWERMENT SKILL**

W.T.M

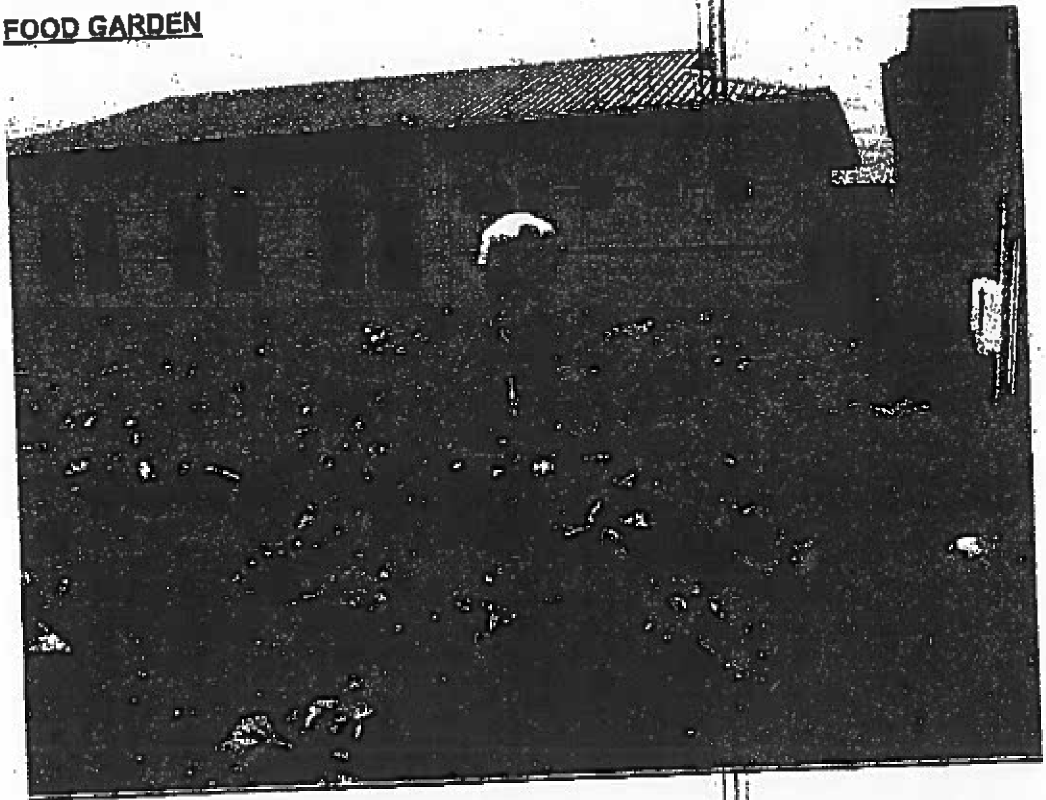


**COMPUTER SKILLS**

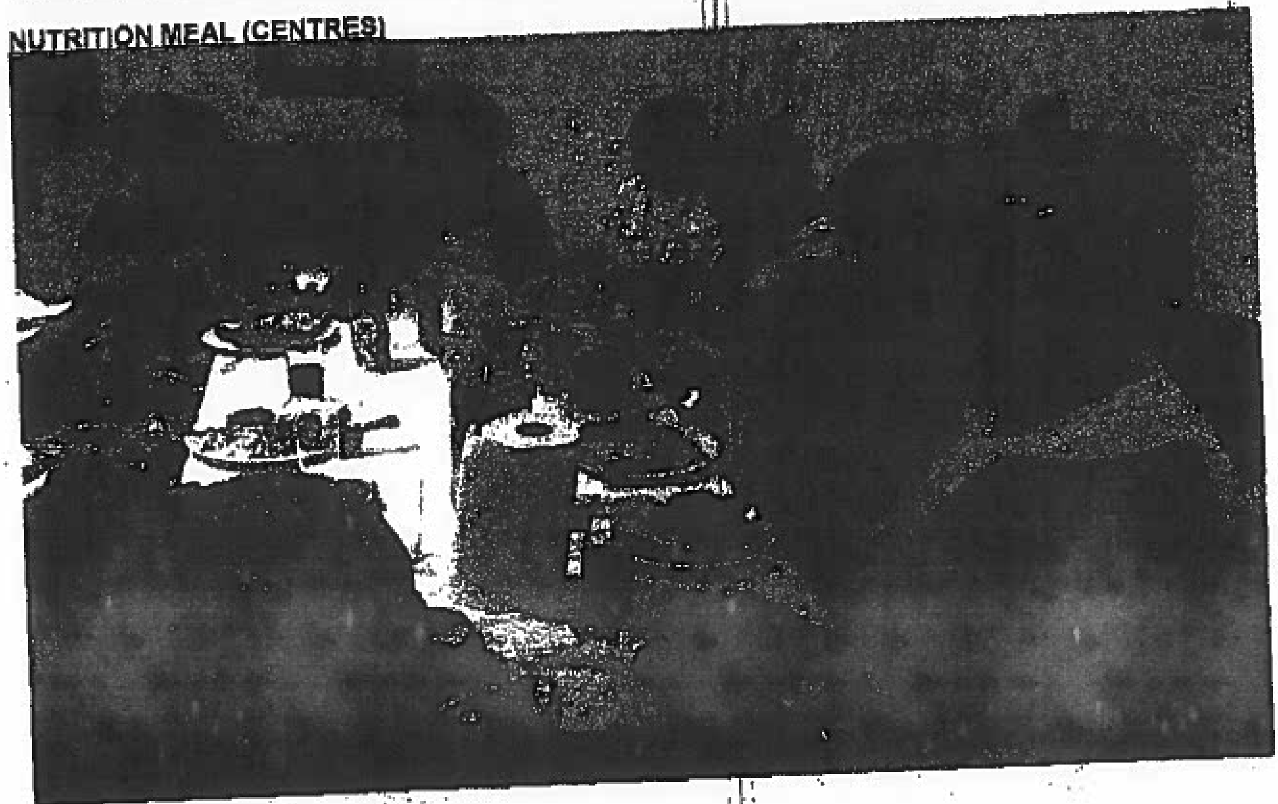


NrM

**FOOD GARDEN**

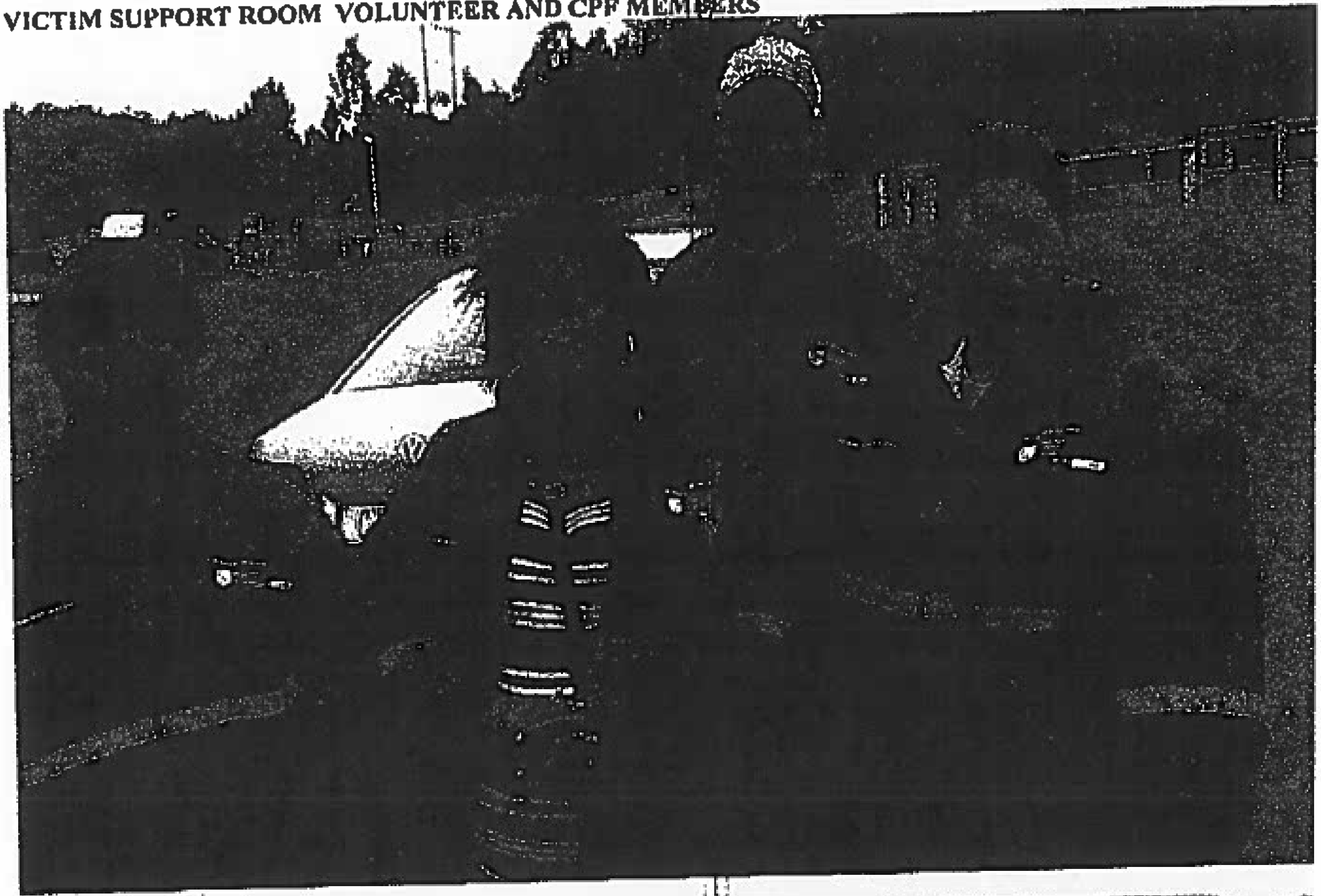


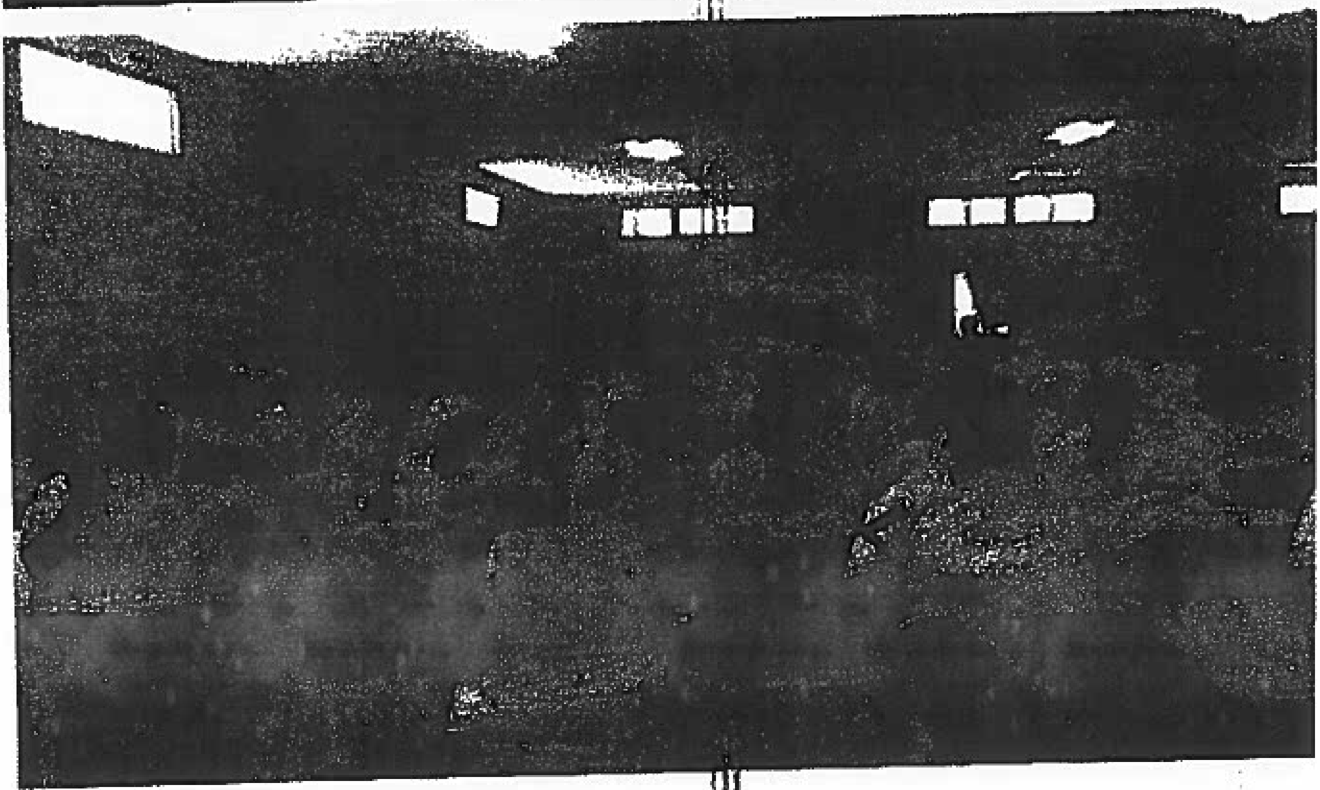
**NUTRITION MEAL (CENTRES)**



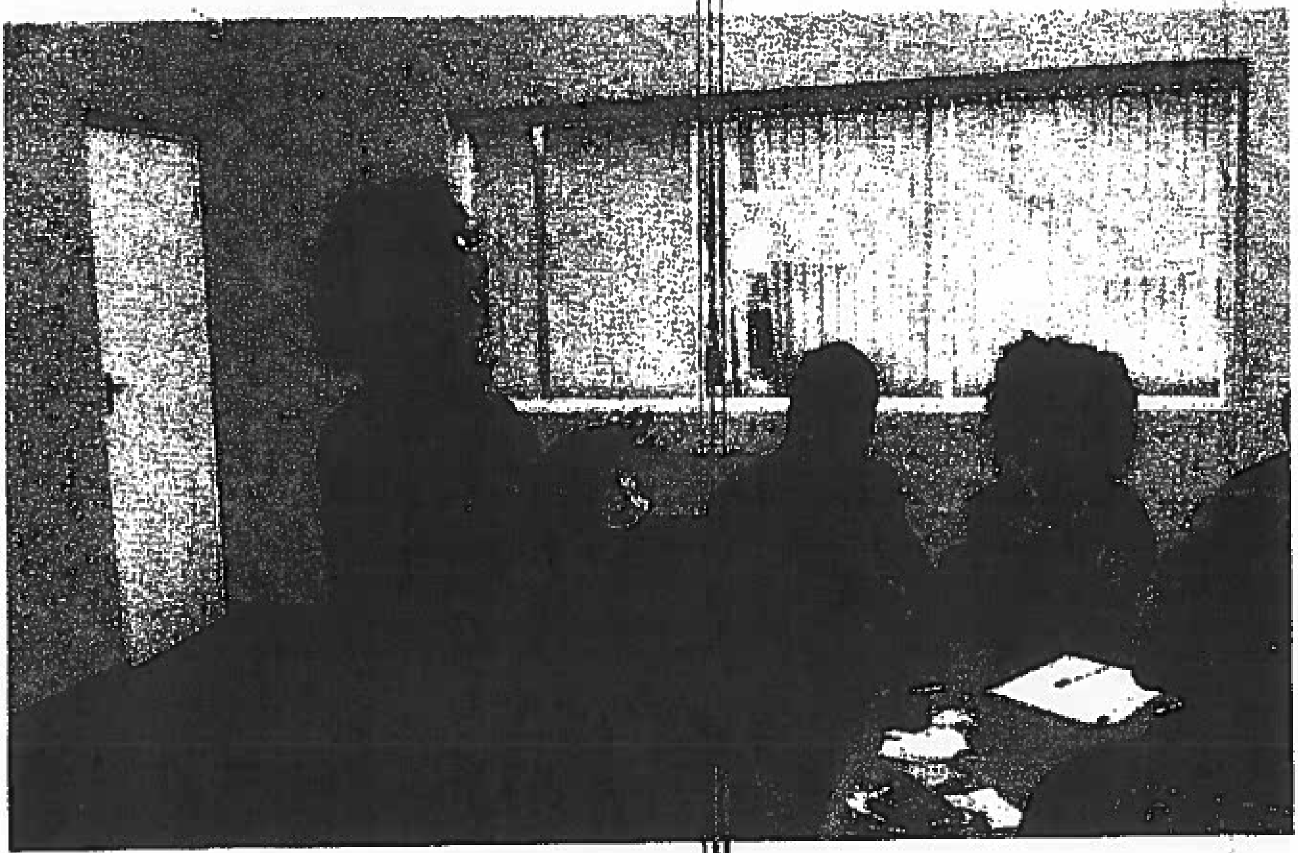
NM

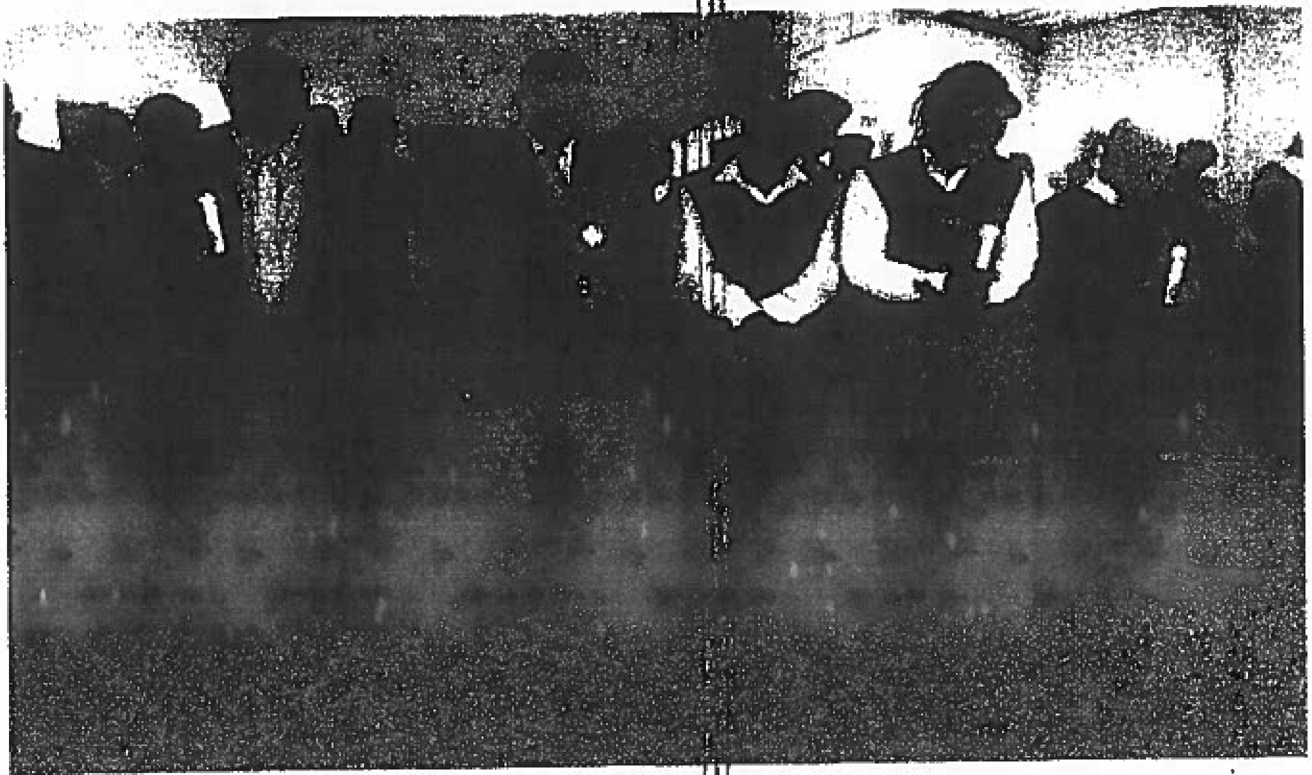
VICTIM SUPPORT ROOM VOLUNTEER AND CPF MEMBERS





HIV /AIDS AWARENESS





PROJECT MONITORING, EVALUATION AND REPORTING

W.T...
AMK......

**Procedures for Monitoring and Evaluation**

- A register for people.
- The budget will be monitored Bitou Sohluma Finance Department and audited by Auditors appointed by the Bitou SohlumaManagement Committee.
- Regular meetings will be held with the participants, project mentors and project co-ordinator to review progress
- The project mentors and project will submit a report to the management team every month.
- A project management team will review progress and make recommendations

**Standard Bank**

Product
BUSINESS CURRENT ACCOUNT

90 days statement

| | |
|---|---|
| Statement period | 2016-09-29 to 2016-12-28 |
| Account preferred centre | PLETTENBERG BAY |
| Customer contact centre | 0860 123 000 |
| Internet | www.standardbank.co.za |
| Page | 1 of 1 |
| Date | 28 December 2016 |
| Time | 15:20 |

Address
SIMUNYE THUSONG CENTRE
SIMUNYE THUSONG CENTRE KWANOKU
PLETTENBERG BAY
6600

**Account identification**

Name of account BITOU SOHLUMA ORGANISATION

Account number [redacted]

**Transaction details**

| Post date | Transaction description | Fee | Payments | Deposits | Balance |
|---|---|---|---|---|---|
| | Opening Balance | | | | R 0,00 |
| 2016-11-08 | CASH DEPOSIT 811 NTOMBOXOLO GARDEN ROUTE 146 | | | R 500.00 | R 500.00 |
| 2016-11-08 | AUTOBANK CASH WITHDRAWAL AT GARDENRO 1193 14H18 226396807 | R -11.00 | R -400.00 | | R 100 00 |
| 2016-11-08 | ##FEE: PRINT BALANCE AT 14H18 GARDENROUTEPO | | R -2.00 | | R 98.00 |
| 2016-11-08 | ##CASH DEPOSIT FEE - BRANCH 811 ACC 282048421 DEP BCH 0214 | | R -16.25 | | R 82.75 |
| 2016-11-30 | ##SERVICE FEE ACC 282048421 | | R -11.00 | | R 71.75 |
| 2016-11-30 | ##MONTHLY MANAGEMENT FEE 3011 ACC 282048421 | | R -60.00 | | R 11.75 |
| 2016-11-30 | Balance brought forward | | | | R 11.75 |

STANDARD BANK
PLETTENBERG BAY
SERVICE CENTRE
28 DEC 2016
SERVICE
CONSULTANT
05-07-14-45

## These fees include VAT at 14%

**Your account information**

**Statement summary**

| | |
|---|---|
| Payments | R 488.25 |
| Deposits | R 500.00 |
| Fee | R -11.00 |

The balance could change if there are transactions that still need to be processed.

Your full transaction record is available on your account statement.

The balance could change if there are transactions that still need to be processed.

Your full transaction record is available on your account statement.

Please consider the clause that follows carefully as it limits the bank's liability and constitutes an assumption of risk by you

Please check that all transactions on this statement are correct and tell the bank if there are any mistakes within 60 days of the date of this statement after which, we will consider this statement to be correct.

The Secretary: Mrs. Kuwabne
Bitou Sohluma Non-Governmental Organisation
No. Xipula Street
KwaNokuthula
PLETTENBERG BAY
6600
29 DECEMBER 2016

The Manager in the Your Worship's Office
Bitou Municipality
Sewel Street
PLETTENBERG BAY
6600

RE: NON –AVAILABILITY OF AUDITED STATEMENTS

Due to the fact that we are a new Non – Governmental Organisation we are not in possession of an audited statement. We have appointed an Auditor and our audited statements will be available on completion of our first financial year of operation.

As for the Tax Exemption Certificate, Our Organisation is in the process of obtaining this document. We have already applied for the document and are awaiting the issuing thereof.

I hope you find there above in order.

Yours truly

Kuwane

**Ms. Kuwane**
**Secretary: Bitou Sohluma NGO**

Attn.

# CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

**Bitou Sohluma Organisation**

(name of the organisation)

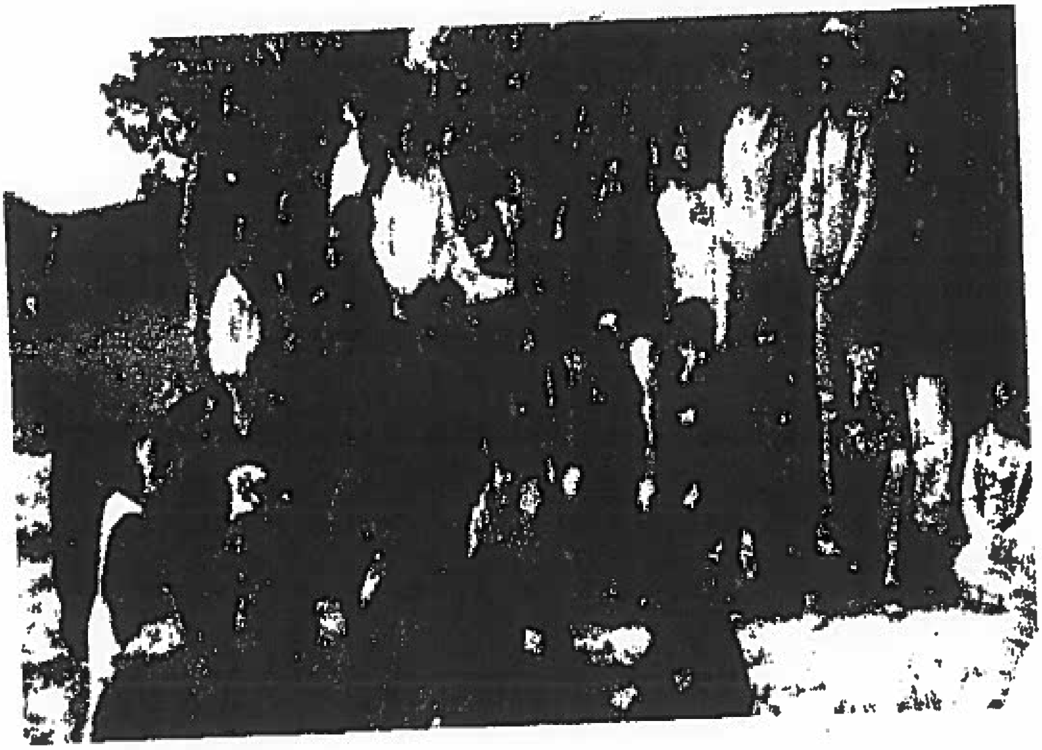
meets the requirements for registration.

The organisation's name was entered into the register on **03 May 2016** (date)

Registration number **170-211 NPO**

Department of Social Development

Director's signature



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# MODEL CONSTITUTION

**Table of Contents**



-09- 05

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05 MAY 2016

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

AU

## 1. NAME

1.1 The organisation hereby constituted will be called **Biotu Sohluma Organisation**

1.2 Its shortened name will be **BISO** (Herein after referred to as the organisation)

## 2. BODY CORPORATE

The organisation shall:

* Exist in its own right separately from its members
* Continue to exist even when its membership changes and there are different office bearers
* Be able to own property and other possessions
* Be able to sue and be sued in its own name

2019-09-05

## 3. OBJECTIVES

* To promote health and safety programmes among the youth of the Bitou area
* To decrease the high rate of crime in our area especially in the townships
* To promote awareness programmes against the dangers of drugs and alcohol abuse
* The promotion of health awareness programmes that will help to combat HIV/AIDS and TB
* To empower the young people about gender equality and the promotion of human rights
* To provide life skills programmes that will make young people responsible adults
* To decrease the high level of domestic violence and child abuse

## 4. GOVERNING STRUCTURE AND MECHANISM OF GOVERNANCE

4.1 The Office Bearers will oversee the organisation. The Office Bearers will be made up of six members. They are the Board of governance of the organisation

**4.2 Term of office:** Office bearers will serve for a period of Three years which has been agreed to by the general members at an AGM and which shall not exceed three years. They can however stand for re-election for another term in office again and again after that, for so long as their services are needed and they are ready to give their services.

**4.3 Vacancies:** The Office Bearers must, as soon as reasonably possible appoint someone to fill any vacancy that reduces the number of Office Bearers.

HIERDIE DOKUMENT ... AFSKRIF IS VAN ... DOKUMENT WAT AAN MY VIR WAARMERKING VOORGELê ... VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR ... VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGE...

... THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. ... CERTIFY THAT, FROM MY OBSERVATIONS AN AMENDMENT OR ... WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING / SIGNATURE

7120013-5 SGT

ZS Xhanga

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05 MAY 2016

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

2

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4.4 **Resignation:** An Office Bearer may resign from office in writing.

4.5 **Disqualification or Removal:** If an Office Bearer does not attend three meeting in a row without having applied for and obtaining leave of absence from the Board, then the Board will find a new member to take that person's place.

**5. POWERS OF THE ORGANISATION**

5.1 The Board shall carry out the powers on behalf of the organisation and they shall manage the affairs of the organisation in accordance with the resolutions of the members as shall be taken from time to time at the General Meeting of the organisation.

5.2 The Board is responsible for making decisions, and acting on such decisions which it believe it needs to make in order to achieve the objective of the organisation as stated in point 2 of this constitution.

5.3 The Board shall have the general powers and the authority to:

5.3.1 Raise fund or to invite and receive contributions

5.3.2 Buy, hire or exchange of any property that needs to achieve its objectives

5.3.3 Make by-laws for proper governance and management of the organisation

5.3.4 Form subcommittees to as and when it is necessary for proper functioning of the organisation

5.4 If the Board thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may want a sub-committee to do an inquiry for example:

5.5 The Board may delegate any of its power its powers or functions to a sub-committee provided that:-

5.5.1 Such delegation and conditions are reflected in the minutes for a meeting

5.5.2 At least on Office Bearer serves in the sub-committee

5.5.3 There are three or more people on the sub-committee

5.5.4 The sub-committee must regularly report back to the board on its activities

5.6 The Board must in advance approve all expenditures incurred by the sub-committee and may revoke the delegation or amend the conditions of the delegation





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## 6. MEETINGS

### 6.1. ANNUAL GENERAL MEETINGS (AGM)

6.1.1 Stakeholder of the organisation must attend it annual general meetings

6.1.2 The purpose of an Annual General Meeting (AGM) is to:

* Report back to stakeholders from the Office Bearers on the achievement and work of over the year

* Make any changes to the constitution

* Enable members to decide on the policies of the organisation

6.1.2 The annual general meeting must be held once every year, towards the end of the financial year.

6.1.3 The organisation should deal with the following business among others, at the annual general meeting:-

* Agree to the items to be discussed on the agenda

* Write down who is there and who has sent apologies because they cannot attend

* Read and confirm the previous meetings minutes with matters arising

* Chairperson report

* Treasurer's report

* Changes to the constitution that members may want to make

* General

* Close the meeting

2015 -09- 05

### 6.2. SPECIAL GENRERAL MEETINGS

6.2.1 The Special General Meeting (SGM) or any other meeting is held outside of the normal or regular meetings.

6.2.2 Special or extraordinary meetings can take the shape of an Annual General Meeting (AGM) or any ordinary meeting of members.

6.2.3 The Board or not less than one-third of the members may call a Special General Meeting.

6.2.4 Special meeting may be called when Board needs the members or guidance of the general members of the organisation to take up issues that require urgent attention and cannot wait until the next regular AGM or ordinary meeting.





TB

**6.3 ORDINARY MEETINGS**

6.3.1 Ordinary members meetings are conducted to complete a standard order of business of the organisation. These are held once a quarter and are attended by the board.

6.3.2 The meetings of the Board will be held at least once a quarter or when a need arises from time to time to conduct the business of the Board.

**6.4 NOTICE OF MEETINGS**

6.4.1 The Chairperson of the Board shall convene meetings. The Secretary must all Board members know the date of the proposed meeting within a reasonable time, but not less than seven (7) days, before it is due to take place.

6.4.2 However, when convening an AGM, or a Special General Meeting, all members of the organisation must be informed of the meeting no less than fourteen (14 days) before such a meeting.

6.4.3 Notices for all meetings provided for in this constitution must be given to relevant members in writing, either personally, by post or electronic communication or whichever manner it is convenient, to the address or other similar particulars provided by the members.

6.4.4 The notices for all meetings must indicate the reasons for the meeting and the matters that will be discussed in the meeting.

6.4.5 For confirmation of delivery, all notices sent to members at the latest known contact details shall be deemed to have been duly served on members, unless it can be proven otherwise.

6.4.6 All members present in person at any meeting shall be deemed to have received notice of such meeting.

**6.5 QUORUMS**

6.4.7 Quorums for all meetings of the organisation shall be a simple majority (50% +) of relevant members who are expected to attend.

6.4.8 However, for the purpose of considering changes to this constitution, or the dilution of the organisation, then a **two third (⅔)** of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken.

6.4.9 All meetings of the organisation must reach a quorum before they can start.

6.4.10 If, however a quorum is not present within fifteen minutes of the appointed time of the meeting, the meeting must be adjourned or postponed to another date within fourteen days thereafter to make up a quorum for that meeting and the meeting will continue as a quorum is present.

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05 MAY 2016

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

### 6.6 PROCEDURES OF MEETINGS

6.4.12 The Board may regulate its meetings and proceeding as it deems fit, subject to the following:-

* That the Chairperson shall chair all meetings of the organisation including that of the Board.

* That, if the Chairperson is not present, the Vice Chairperson shall chair such meeting. In the event both are absent, the Board members present at the meeting shall elect a chairperson for that meeting.

### 6.7 MAKING DECISIONS IN MEETINGS

6.4.13 Where possible, the decisions of the organisation shall be taken by consensus However there is no consensus then members will discuss options for a while and then call for a vote.

6.4.14 All votes shall be counted and the majority votes on an issue shall be regarded as the decision of the meeting.

6.4.15 However, if opposing are equal on an issue, then the chairperson in that meeting has either a second or a deciding vote.

6.4.16 All members must abide by the majority decision.

6.4.17 Decisions concerning changes to this constitution, or of dissolution and closing down of the organisation shall only be dealt with in terms of clauses 9 and 10 of this constitution.

### 6.8 RECORDS OF MEETINGS

6.4.18 Proper minutes and attendance records must be kept for all meetings of the organisation.

6.4.19 The minutes shall be confirmed as a true record of proceedings by the next meeting of Board, or of general members as the case may be, and shall thereafter be signed by the Chairperson.

6.4.21 Minutes shall thereafter be kept safely and always be on hand for members to consult.

### 7. INCOME AND PROPERTY

7.1 The organisation shall keep a record of everything it owns.

7.2 The organisation may not give any money or property to its members or the Board. The only time it can do this is when it pays for work that an Office Bearers or member has done for the organisation. The payment must be reasonable for the work that has been done.





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7.3 The Board or member of the organisation can only get money back from the organisation for expenses that she/he has paid for or on behalf of the organisation and for which authorisation has been granted.

7.4 The Board members of the organisation do not have rights over things that belong to the organisation.

**8. FINANCES AND REPORTS**

8.1 **Bank Account:** The Board must open a bank account in the name of the organisation with a registered Bank.

8.2 **Signing:** Cheques and other documents requiring signature on behalf of the organisation shall be signed by least two persons authorised by the Board. Whenever funds are taken out of the bank account, the chairperson and at least other members of the organisation must sign the withdrawal or cheque.

8.3 **Financial year-end:** The financial year end of the organisation shall be the end of 30 April each year.

8.4 **Financial Report:** The Board must ensure that proper records and books of account which reflected the affairs of the organisation are kept, and within six months of its financial year a report is compiled by an independent registered Accounting Officer stating whether or not the financial statements of the organisation are consistent with its accounting policies of the organisation.

8.5 The Treasurer is responsible for making sure that the money of the organisation is safe and accounted for.

8.6 The Treasurer must also make regular reports to the Board on the finances of the organisation, which should include all incomes, expenditures and balances that remain according to accounting practices of the organisation.

8.7 If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of funds) Act, 1984, or as shall be amended. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act. 1985.

(as amended). The organisation can go to different banks to seek advice on the best way to look after its funds.

HANDTEKENING/SIGNATURE

RANG RANK

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05 MAY 2016

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

## 9. AMENDMENT TO THE CONSTITUTION

9.1 The constitution can only be changed by a resolution. The resolution has to be agreed upon and passed by not less than **two thirds (⅔)** (or at least 67%) of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.

9.2 For the purpose of considering changes to this constitution a **two third (⅔)** of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken. Any annual general meeting may vote upon such a motion, if the details of the changes are set out in the notice referred to in clause 6 of this constitution.

9.3 As provided for in clause 6, written notices must go out not less than fourteen (14 days) before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

9.4 No amendment may be made which would cause the organisation to close down or stop to function or die away.

## 10. DISSOLUTION/CLOSING DOWN

10.1 The organisation may dissolve or close down if at least **two third (⅔)** of members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.

10.2 When the organisation closes down, it has to pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organisation. It should be given some way to another non-profit entity that has the same objectives. The organisation's general meeting can decide what organisation it could be.

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CERTIFIED AS A TRUE COPY

05 MAY 2016

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

This constitution was approved and accepted by members of:

Bito Sohlumpa Organisation

At a Special (General) Meeting held on: 19 February 2016

Day/Month/Year

EK SERTIFISEER DAT [illegible] 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE [illegible] WAARNEMING VOORGELê. EK [illegible] WYSIGINGS [illegible] DIE OORSPRONKLIKE DOKUMENT AANGEBRING [illegible]

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL [illegible] WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT [illegible] THE ORIGINAL DOCUMENT.

T. Desi

MAGSNOMMER
FORCE NUMBER 7125013-8

2016-05-05

Chairperson

Secretary

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05 MAY 2016

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

... DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN ... OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARMERKING VOORGELê ... DAARNIE ... SERTIFISEER VERDER ... VOLGENS ... OORSPRONKLIKE DOKUMENT AANGE... GEEN VERANDERINGS ... IS NIE.

... THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ... DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I ... CERTIFY THAT ... AN AMENDMENT OR A ... NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING ... SGT

MAGSNOMMER / FORCE NUMBER 7128013-8

ZS Xhanyo...

RANG ...

2016-05-05

G.P.-S. 012-0123

# CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

**Bitou Sohluma Organisation**

(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **03 May 2016**
(date)

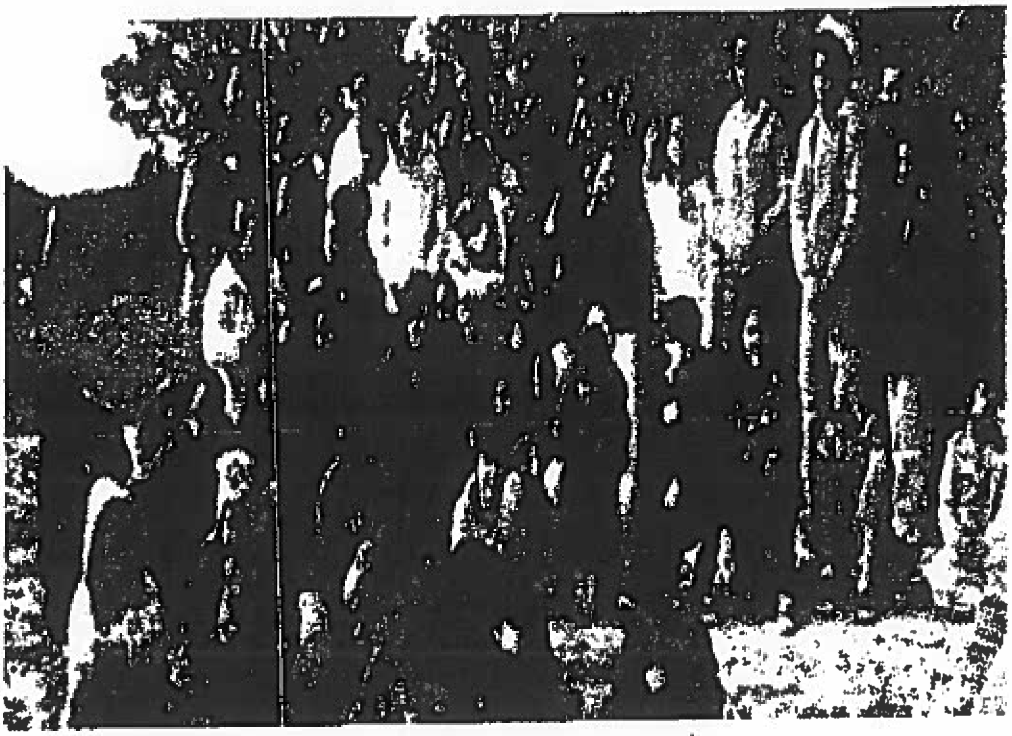
Registration number **170-211 NPO**

Department of Social Development

Director's signature

M. Vilakazi

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



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05 MAY 2016

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

# MODEL CONSTITUTION

Table of Contents







AU

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05 MAY 2016

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT



AV

**4.4 Resignation:** An Office Bearer may resign from office in writing.

**4.5 Disqualification or Removal:** If an Office Bearer does not attend three meeting in a row without having applied for and obtaining leave of absence from the Board, then the Board will find a new member to take that person's place.

**5. POWERS OF THE ORGANISATION**

5.1 The Board shall carry out the powers on behalf of the organisation and they shall manage the affairs of the organisation in accordance with the resolutions of the members as shall be taken from time to time at the General Meeting of the organisation.

5.2 The Board is responsible for making decisions, and acting on such decisions which it believe it needs to make in order to achieve the objective of the organisation as stated in point 2 of this constitution.

5.3 The Board shall have the general powers and the authority to:

5.3.1 Raise fund or to invite and receive contributions

5.3.2 Buy, hire or exchange of any property that needs to achieve its objectives

5.3.3 Make by-laws for proper governance and management of the organisation

5.3.4 Form subcommittees to as and when it is necessary for proper functioning of the organisation

5.4 If the Board thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may want a sub-committee to do an inquiry for example:

5.5 The Board may delegate any of its power its powers or functions to a sub-committee provided that:-

5.5.1 Such delegation and conditions are reflected in the minutes for a meeting

5.5.2 At least on Office Bearer serves in the sub-committee

5.5.3 There are three or more people on the sub-committee

5.5.4 The sub-committee must regularly report back to the board on its activities

5.6 The Board must in advance approve all expenditures incurred by the sub-committee and may revoke the delegation or amend the conditions of the delegation





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## 6. MEETINGS

### 6.1. ANNUAL GENERAL MEETINGS (AGM)

6.1.1 Stakeholder of the organisation must attend it annual general meetings

6.1.2 The purpose of an Annual General Meeting (AGM) is to:

* Report back to stakeholders from the Office Bearers on the achievement and work of over the year
* Make any changes to the constitution
* Enable members to decide on the policies of the organisation

6.1.2 The annual general meeting must be held once every year, towards the end of the financial year.

6.1.3 The organisation should deal with the following business among others, at the annual general meeting:-

* Agree to the items to be discussed on the agenda
* Write down who is there and who has sent apologies because they cannot attend
* Read and confirm the previous meetings minutes with matters arising
* Chairperson report
* Treasurer's report
* Changes to the constitution that members may want to make
* General
* Close the meeting

### 6.2. SPECIAL GENRERAL MEETINGS

6.2.1 The Special General Meeting (SGM) or any other meeting is held outside of the normal or regular meetings.

6.2.2 Special or extraordinary meetings can take the shape of an Annual General Meeting (AGM) or any ordinary meeting of members.

6.2.3 The Board or not less than one-third of the members may call a Special General Meeting.

6.2.4 Special meeting may be called when Board needs the members or guidance of the general members of the organisation to take up issues that require urgent attention and cannot wait until the next regular AGM or ordinary meeting.





TB

**6.3 ORDINARY MEETINGS**

6.3.1 Ordinary members meetings are conducted to complete a standard order of business of the organisation. These are held once a quarter and are attended by the board.

6.3.2 The meetings of the Board will be held at least once a quarter or when a need arises from time to time to conduct the business of the Board.

**6.4 NOTICE OF MEETINGS**

6.4.1 The Chairperson of the Board shall convene meetings. The Secretary must all Board members know the date of the proposed meeting within a reasonable time, but not less than seven (7) days, before it is due to take place.

6.4.2 However, when convening an AGM, or a Special General Meeting, all members of the organisation must be informed of the meeting no less than fourteen (14 days) before such a meeting.

6.4.3 Notices for all meetings provided for in this constitution must be given to relevant members in writing, either personally, by post or electronic communication or whichever manner it is convenient, to the address or other similar particulars provided by the members.

6.4.4 The notices for all meetings must indicate the reasons for the meeting and the matters that will be discussed in the meeting.

6.4.5 For confirmation of delivery, all notices sent to members at the latest known contact details shall be deemed to have been duly served on members, unless it can be proven otherwise.

6.4.6 All members present in person at any meeting shall be deemed to have received notice of such meeting.

**6.5 QUORUMS**

6.4.7 Quorums for all meetings of the organisation shall be a simple majority (50% +) of relevant members who are expected to attend.

6.4.8 However, for the purpose of considering changes to this constitution, or the dilution of the organisation, then a two third (⅔) of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken.

6.4.9 All meetings of the organisation must reach a quorum before they can start.

6.4.10 If, however a quorum is not present within fifteen minutes of the appointed time of the meeting, the meeting must be adjourned or postponed to another date within fourteen days thereafter to make up a quorum for that meeting and the meeting will continue as a quorum is present.



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**6.6 PROCEDURES OF MEETINGS**

6.4.12 The Board may regulate its meetings and proceeding as it deems fit, subject to the following:-

* That the Chairperson shall chair all meetings of the organisation including that of the Board.

* That, if the Chairperson is not present, the Vice Chairperson shall chair such meeting. In the event both are absent, the Board members present at the meeting shall elect a chairperson for that meeting.

**6.7 MAKING DECISIONS IN MEETINGS**

6.4.13 Where possible, the decisions of the organisation shall be taken by consensus However there is no consensus then members will discuss options for a while and then call for a vote.

6.4.14 All votes shall be counted and the majority votes on an issue shall be regarded as the decision of the meeting.

6.4.15 However, if opposing are equal on an issue, then the chairperson in that meeting has either a second or a deciding vote.

6.4.16 All members must abide by the majority decision.

6.4.17 Decisions concerning changes to this constitution, or of dissolution and closing down of the organisation shall only be dealt with in terms of clauses 9 and 10 of this constitution.

**6.8 RECORDS OF MEETINGS**

6.4.18 Proper minutes and attendance records must be kept for all meetings of the organisation.

6.4.19 The minutes shall be confirmed as a true record of proceedings by the next meeting of Board, or of general members as the case may be, and shall thereafter be signed by the Chairperson.

6.4.21 Minutes shall thereafter be kept safely and always be on hand for members to consult.

**7. INCOME AND PROPERTY**

7.1 The organisation shall keep a record of everything it owns.

7.2 The organisation may not give any money or property to its members or the Board. The only time it can do this is when it pays for work that an Office Bearers or member has done for the organisation. The payment must be reasonable for the work that has been done.

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05 MAY 2016

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

TB

7.3 The Board or member of the organisation can only get money back from the organisation for expenses that she/he has paid for or on behalf of the organisation and for which authorisation has been granted.

7.4 The Board members of the organisation do not have rights over things that belong to the organisation.

**8. FINANCES AND REPORTS**

**8.1 Bank Account:** The Board must open a bank account in the name of the organisation with a registered Bank.

**8.2 Signing:** Cheques and other documents requiring signature on behalf of the organisation shall be signed by least two persons authorised by the Board. Whenever funds are taken out of the bank account, the chairperson and at least other members of the organisation must sign the withdrawal or cheque.

**8.3 Financial year-end:** The financial year end of the organisation shall be the end of 30 April each year.

**8.4 Financial Report:** The Board must ensure that proper records and books of account, which reflected the affairs of the organisation are kept, and within six months of its financial year a report is compiled by an independent registered Accounting Officer stating whether or not the financial statements of the organisation are consistent with its accounting policies of the organisation.

8.5 The Treasurer is responsible for making sure that the money of the organisation is safe and accounted for.

8.6 The Treasurer must also make regular reports to the Board on the finances of the organisation, which should include all incomes, expenditures and balances that remain according to accounting practices of the organisation.

8.7 If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of funds) Act, 1984, or as shall be amended. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985.

(as amended). The organisation can go to different banks to seek advice on the best way to look after its funds.

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05 MAY 2016

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DEPT. OF SOCIAL DEVELOPMENT

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**9. AMENDMENT TO THE CONSTITUTION**

9.1 The constitution can only be changed by a resolution. The resolution has to be agreed upon and passed by not less than **two thirds (⅔)** (or at least 67%) of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.

9.2 For the purpose of considering changes to this constitution a **two third (⅔)** of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken. Any annual general meeting may vote upon such a motion, if the details of the changes are set out in the notice referred to in clause 6 of this constitution.

9.3 As provided for in clause 6, written notices must go out not less than fourteen (14 days) before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

9.4 No amendment may be made which would cause the organisation to close down or stop to function or die away.

**10. DISSOLUTION/CLOSING DOWN**

10.1 The organisation may dissolve or close down if at least **two third (⅔)** of members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.

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---

This constitution was approved and accepted by members of:

CERTIFIED AS A TRUE COPY
0 5 MAY 2016
CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

BITO SOHLUMA ORGANISATION

At a Special (General) Meeting) held on : 19 February 2016

Day/Month/Year

T. BESI

A. Nkwane

TA

Chairperson Secretary

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05 MAY 2016

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

GLP-S 012-0123

# CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

**Bitou Sohluma Organisation**

(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **03 May 2016** (date)

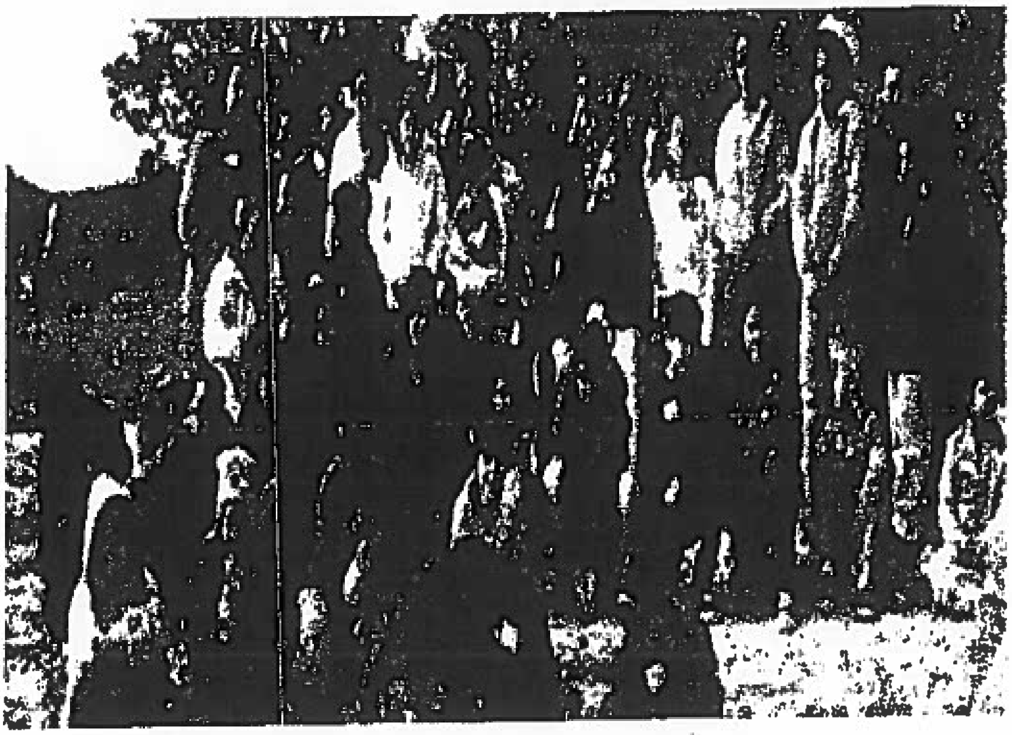
Registration number **170-211 NPO**

Department of Social Development

Director's signature

M. [illegible]

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



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1

## MODEL CONSTITUTION

Table of Contents





AU

**1. NAME**

1.1 The organisation hereby constituted will be called **Bitou Sohluma Organisation**

1.2 Its shortened name will be **BISO** (Herein after referred to as the organisation)

**2. BODY CORPORATE**

The organisation shall:

* Exist in its own right separately from its members

* Continue to exist even when its membership changes and there are different office bearers

* Be able to own property and other possessions

* Be able to sue and be sued in its own name

**3. OBJECTIVES**

* To promote health and safety programmes among the youth of the Bitou area

* To decrease the high rate of crime in our area especially in the townships

* To promote awareness programmes against the dangers of drugs and alcohol abuse

* The promotion of health awareness programmes that will help to combat HIV/AIDS and TB

* To empower the young people about gender equality and the promotion of human rights

* To provide life skills programmes that will make young people responsible adults

* To decrease the high level of domestic violence and child abuse

**4. GOVERNING STRUCTURE AND MECHANISM OF GOVERNANCE**

4.1 The Office Bearers will oversee the organisation. The Office Bearers will be made up of six members. They are the Board of governance of the organisation

**4.2 Term of office:** Office bearers will serve for a period of Three years which has been agreed to by the general members at an AGM and which shall not exceed three years. They can however stand for re-election for another term in office again and again after that, for so long as their services are needed and they are ready to give their services.

**4.3 Vacancies:** The Office Bearers must, as soon as reasonably possible appoint someone to fill any vacancy that reduces the number of Office Bearers.

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DEPT. OF SOCIAL DEVELOPMENT

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This constitution was approved and accepted by members of:

CERTIFIED AS A TRUE COPY
05 MAY 2016
CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

BITO SOHLUMA ORGANISATION

At a Special (General) Meeting) held on : 19 FEBRUARY 2016

Day/Month/Year

T. BESI

ADKuwane

TK

Chairperson Secretary

CERTIFIED AS A TRUE COPY

05 MAY 2016

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

Standard Bank

**Confirmation of new banking details**

This letter serves as confirmation that the following banking details are currently active and held on record on the books of The Standard Bank of South Africa Limited (Registration Number:1962/000738/06).

Customer name BITOU SOHLUMA ORGANISATION

Branch PLETTENBERG BAY

Branch number [redacted]

Account number [redacted]

Type of account BUSINESS CHEQUE

Identity/Registration number 170211NPO

Date account opened (YYYY-MM-DD) 2016-11-02

Regards

Branch manager

Branch date stamp

STANDARD BANK
PLETTENBERG BAY
SERVICE CENTRE
03 APR 2017
CUSTOMER SERVICE
CONSULTANT 2
05-07-14-45

# INTERNAL MEMORANDUM MAYOR'S OFFICE

**TO:** MUNICIPAL MANAGER
SENIOR MANAGER: BUDGET AND TREASURY

**FROM:** MANAGER: OFFICE OF THE POLITICAL BEARERS.

**DATE:** 04 APRIL 2017

**SUBJECT:** GRANT -IN -AID

**Background**

For over yesteryears Bitou Municipality has been giving financial support to the local NGO's /NPO's local organisations that support development in Bitou in a form of Grant in Aid.

This is Social and Economic uplifting to eradicate poverty and sustain community based initiatives as they contribute to the development and the welfare of our local people.

These organizations played a major role in the upliftment and development in our communities and they deserve to be supported by both government and business.

On our long list, we had 68 Organizations that applied for Grant in Aid.
After the longlist, 38 Organizations were Shortlisted

Our financial implication is R1'305'000

Thank you

DALUXOLO [illegible]
MANAGER: OFFICE OF THE POLITICAL BEARES

SUPPORTED/NOT SUPPORTED

**COMMENTS: BUDGET AND TREASURY OFFICES**

Funding available: YES / NO

GERT GROENEWALD
ACTING CHIEF FINANCE OFFICER

**APPROVED / NOT APPROVED**

THABO NDLOVU
MUNICIPAL MANAGER 24/4/2017

## GRANT IN AID 2017

| NAMES OF APPLICANTS | AMOUNTS | REQUISITION NUMBERS |
|---|---|---|
| SOKHULULWA YOUTH FUTURE | R 190 000.00 | # 220433 |
| KWANOKUTHULA COMMUNITY POLICING FORM | R 20 000.00 | # 220449 |
| KIDS OF KURLAND SCHOOL PROJECT | R 20 000.00 | # 220446 |
| SOUTH AFRICAN GIRLS AND BOYS CENTRE FOR SOCIAL AND ECONOMIC TRANSFORMATION | R 60 000.00 | # 220464 |
| EDEN SOCIAL NETWORKS | R 250 000.00 | # 220438 |
| LUNCHBOX THEATRE | R 15 000.00 | # 220451 |
| BITOU 10 FOUNDATION | R 100 000.00 | # 220430 |
| KRANSHOEK ADVICE CENTRE | R 15 000.00 | # 220447 |
| ADOPT A SWIMMER | R 40 000.00 | # 220427 |
| CHILD WELFARE S.A KRANSHOEK | R 20 000.00 | # 220436 |
| NEW BEGINNINGS PLACE OF SAFETY | R 20 000.00 | # 220453 |
| BITOU SCHLUMA ORGANISATION | R 20 000.00 | # 220434 |
| NEW HORIZONS PENSIONERS CLUB | R 20 000.00 | # 220454 |
| BABY EAGLES EDUCARE CENTRE | R 100 000.00 | # 220429 |
| MZAMOMHLE ELDERLY COMMUNITY DEVELOPMENT | R 10 000.00 | # 220467 |
| GREEN VALLEY ELDERLY AND DISABLED | R 20 000.00 | # 220442 |
| BITOU EARLY CHILDHOOD DEVELOPMENT FORUM | R 350 000.00 | # 220432 |
| BITOU FOOD GARDEN PROJECT | R 50 000.00 | # 220450 |
| PROTEA SERVICE CENTRE | R 20 000.00 | # 220459 |
| REESA FRAIL CARE | R 20 000.00 | # 220460 |
| KRANSHOEK OLD AGED GROUP | R 15 000.00 | # 220448 |
| JOY COMMUNITY DEVELOPMENT | R 20 000.00 | # 220443 |
| ERRICAVILLE ELDERLY SUPPORT GROUP | R 20 000.00 | # 220440 |
| EDU - PLETT | R 20 000.00 | # 220439 |
| BUILDING THE WALLS OF THE COMMUNITY | R 15 000.00 | # 220435 |
| CHILD WELFARE S.A PLETTENBERG BAY | R 20 000.00 | # 220437 |
| ALL NATIONS SATISFACTORY CENTRE | R 50 000.00 | # 220428 |
| PAWS | R 50 000.00 | # 220455 |
| FAMSA PLETT | R 50 000.00 | # 220441 |

DALUXOLO NCAME
MANAGER : OFFICE OF THE EXECUTIVE MAYOR