

Report of



**(Kwa Zulu Natal Free State Conference)**

PRESENTED TO THE 2nd (Second)  
Annual General Meeting  
THE KWAZULU NATAL FREE STATE AREA  
Affiliated to Meals on Wheels Community Services  
NPO 002 – 724

12 November 2009

## ANNUAL REPORT

Annual General Meeting  
12<sup>th</sup> November 2009

KwaZulu Natal Free State Area  
*Affiliated to the*  
MEALS ON WHEELS  
COMMUNITY SERVICES  
(MOWCS SAU)

002-724 NPO

1 March 2008 – 28 February  
2009

By *Gershon Naidoo*

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### Contents

1. Introduction
2. Aims and Objectives
3. Disaster Relief
4. Food Provision
5. Adventist Community Services
6. Fundraising
7. Training
8. Staffing
9. Financial
10. General Statistics
11. Appreciation
12. General

## INTRODUCTION

The KNFS Area is affiliated to Meals on Wheels Community Services SA – MOWCS SA which is a recognised relief and welfare agency owned and operated by the Seventh-day Adventist Church. MOWCS includes all affiliated separately registered KNFS Area programmes and projects, under which ACS (Adventist Community Services) operates for the Kwa-Zulu Natal Free State Conference of Seventh-day Adventists.

## AIMS AND OBJECTIVES OF KNFSA - MOWCS

To provide welfare, humanitarian and disaster relief assistance, irrespective of culture, gender, origin or religion, and to give the necessary training for services. This may include: Disaster Relief, Food Provision, Senior Care, Community Service and Cooperation with other Organizations.

This year has been an exceptional year for our organization as we have achieved our Aims and Objectives. Our office was not only an implementing office but was also actively involved in providing a service to the disadvantaged communities of Kwa Zulu Natal and the Free State.

## DISASTER RELIEF

During the past year our Department was very involved with Disaster Relief work. While still operating as ADRA we assisted the following communities;

Lower South Coast Area (MOWCS and ADRA)	-	1500	families
Loxley Road Settlement (MOWCS and ADRA)	-	500	families
North Coast (MOWCS KNFSA)	-	2358	families

We received R 2.2 million from the National Department of Social Development to Uplift the Communities affected by natural disasters during the months of November and December of 2008.

These numbers do not include the many individual families that we assisted during the past year of this report.

We hope that once the Memorandum of understanding between MOWCS and ADRA is finalized we will be able to continue being of service to families affected by Disasters.

## FOOD PROVISION

Food provision to the disadvantaged is the main objective of MOWCS KNFSA. Through our affiliates and branches the following was achieved during the 2008/2009 financial year;

1. Meals Delivered	291 291
2. Meals Served at our centres	1 026 913
3. Soups Served	80 148
4. School Lunches	190 734

This is an amazing achievement considering that most of the work is done by an army of volunteers.

## ADVENTIST COMMUNITY SERVICES



While Meals on Wheels Community Services name and logo applies to many of our affiliates we have made provision for our bigger institutions. These will operate under the name Adventist Community Services. The Adventist Community Services Board which will be made up of Managers of Institutions will operate as a subcommittee of the

MOWCS KNFSA Board.

In choosing a logo for ACS (Adventist Community Services) we have reinforced the relationship between the church and our institutions.

## FUND-RAISING

Resource Communications fundraising remains our main source of income. Their Fund-raising drives make them the largest single contributor to our projects.

Harvest Ingathering, an initiative which started many new projects has become almost non-existent. We appreciate some of the churches who still faithfully promote Harvesting Ingathering. The change in our countries climate has made door to door collection a very difficult and often dangerous activity. We are constantly looking at ideas to assist with fundraising and in the new year hope to produce a DVD which will highlight the work our department is doing and thereby encourage people to

## MANAGEMENT BOARD June 2008 to November 2009

### OFFICERS

BMP Ngwenya – Chairman;  
GT Naidoo – Vice-Chairman/  
secretary  
JM Skosana – Financial Director

### OTHER MEMBERS

L Thyssen  
G Blignaut  
CR Chalmers  
T Masuku (Ms)  
T Govender  
L de Waal  
N Te Water (Mrs)  
S Ndlovu (Mrs)  
W Viljoen  
Y Pillai

### EX OFFICIO:

D Englebrect (Ms)  
E Bhebhe



donate. Donor funding has also become increasingly difficult but we are encouraged by the text which says that, "..... through God all things are possible."



Vehicle leaving Ulundi Airport with packages for Community Upliftment in the area of Northern KZN.

**TRAINING**

The training within our department is ongoing. Mrs. Eunice Ncube and Mrs. Marie van Niekerk train the treasurers of our affiliates on an ongoing basis. Many of our affiliates change their treasurer's annually making continued training necessary.

On the 13<sup>th</sup> and 15<sup>th</sup> of March 2009 we conducted a training program for Managers and Treasures at ATKV. This training was conducted for affiliates from the Kwa Zulu Natal area. This was a very successful program

and the training was conducted by Cornelius and Saville of Pinetown. There have been numerous requests to assist with the training of Creche and Preschool staff and we hope to achieve this early in 2010.

**STAFFING - MOWCS KNFSA**

The members of our Department consist of the following people:

- Director: Mr. G T Naidoo
- Financial Director: Mr. J Skosana
- Accountant: Mrs. M van Niekerk
- Secretary to the Director: Mrs. J Lutchman
- Bookkeeper and Trainer: Mrs. E Ncube
- Data Capturer: Mrs. M Mgabhi

I would personally like to thank each staff member for working so hard to make this Department a success. We could not do what we did without their dedicated commitment.

**FINANCIAL**

It is important for us to remember that the MOWCS KNFSA keeps its finances separate from the conference. Furthermore our department receives only a small subsidy from the conference that has remained the same for the past few years. With the pension fund shortages experienced by the Union this subsidy has decrease by one third. All our staff including the salary of the Director and Financial Director is paid from our own funds. We appreciate very much the assistance the conference gives us in the way of office space and other conveniences.

Below is a summary of our income and expense report for the past two years.

INCOME /EXPENSES	2008-2009	2007-2008
<b>Earned Income</b>	92,266.96	63,388.67
<b>Donated Income:</b>		
RC Mailshot & D Orders	2,953,395.40	2,278,518.43

	Christmas Dinner Income	186,094.80	155,079.00
	PFR Cash & D/Orders	680,841.36	707,870.36
	Public Donations	11,025.19	7,228.64
	HI Income	0	0
	KNFC Approp.	84,960.00	84,960.00
	Other Income	374,470.40	144,000.00
	Donations in Kind	115,980.00	
<b>TOTAL INCOME</b>		<b>4,499,034.11</b>	<b>3,441,045.10</b>
<b>Expenses:</b>			
	Salaries Admin	687,816.37	646,479.61
	Salaries Client Services	356,563.51	319,760.90
	Transport & Office exp. / Admin	232,992.68	179,366.65
	Transport & Office exp./Client Services	0	17,353.00
	Other Expenses	20,462.57	30,266.81
	Subsidies Organizations	2,384,022.17	1,748,118.17
	Sundries: Collectors. (PFR Approp./PFR Expenses / M.D Expenses)	467,824.51	485,248.96
	Salaries: Disaster Relief	0	8,429.89
<b>TOTAL OPERATING EXPENSES</b>		<b>4,149,681.81</b>	<b>3,435,023.99</b>
<b>GAIN/LOSS</b>		<b>340,486.26</b>	<b>6,021.11</b>

Please note the following:

- Our financial year operates from March to February of each year.
- The 2008 / 2009 figures are till the end of February 2009.
- The high gain in our Income and Expense report is due to a once of donation received for office development.



Somkhele Creche and Preschool Garden

## GENERAL STATISTICS

### Summary of Statistics by Organization

2008/2009				
Organization	Meals Delivered	Meals Served At Centre	Soups	School Lunches
Abalindi	0	17 603	381	20
Advent Creche - Edendale & SK	0	23 464	0	0
Adventist Youth Camp	0	33 712	0	0
Amanzimtoti				
Anerley Haven	0	80 055	0	0
Anerley Service Centre	4 787	12 600	0	0
Ashbury ADRA Programme	20 178	2 834	1 027	1 171
Bethlehem Meals on Wheels				
Beth Roi Ministry	14 136	0	0	0

Bhambayi	2 402	0	4 170	0
Bloemfontein Meals on Wheels	30 573	1 912	450	0
Chatsworth ADRA	4 367	1 400	400	4 600
Chesterville Soup Kitchen	0	53 254	0	60 300
Clermont Soup Kitchen	0	30 495	162	0
Dicks Halt Soup Kitchen				
Durban Meals on Wheels	5464	101	2 379	0
Ekuphumuleni Soup Kitchen	0	2 513	96	0
Embabane Soup Kitchen				
Ezakheni Soup Kitchen	5 083	7 936	0	0
Georgedale Soup Kitchen				
Heidedal Meals on Wheels	1 523	0	0	65
Hluhluwe (ADVENT HOPE)	3 225	170 854	45	40 591
Imbali SDA Creche and SK	7 885	4 300	0	419
Izingolweni PS(Ebenezer)	0	16 539	0	0
Kroonstad				
Kwangwanase Preschool	0	37 500	0	0
Leopard Orphans Creche	0	36 938	30 243	200
Living Spring	283	45 418	0	0
Madadeni Central Soup Kitchen	1 400	3 397	710	0
Manyiseni SK				
Marburg Service Centre	9 634	29 355	0	3 612
Margate MOW	4 212	0	2 064	0
Masibumbane Creche	0	8 455	0	0
Merebank Adventist Educare Centre	0	81	0	33 430
Mooi River (ESIPHEPHELWENI)				
Mzinyeni Soup Kitchen	41	50 877	0	0
New Start Health Care				
Northern Free State ADRA(PARYS)	3 911	3 986	915	1 000
Ntabamhlophe SK	99 025	74 831	123	0
Ntuzuma South Soup Kitchen	0	5 165	1 225	0
Phoenix/'Stonebridge Soup Kitchen	16 493	3 660	0	0
Pinetown Service Centre	84	925	0	0
PMB Meals on Wheels	5 255	0	100	0
Queensburgh Service Centre	11	38	6	0
Richards Bay Meals on Wheels	2 879	226	0	0
Shalom Preschool and Creche	0	5 570	0	0
Siyaphambili				
Siswakele SK	29 471	58 339	17 725	950
Somkhele Creche	0	22 808	0	0
Thandukukhanya Creche & PS	0	5 690	0	0
Umlazi Maranatha Creche & SK	0	61 290	0	0
Vezukukhanya Soup K	2 866	65 527	16 990	3 540
Virginia MOW	11 465	0	0	9 036

<b>Vryheid Meals on Wheels</b>				
<b>Welkom Meals on Wheels</b>	4 398	105	886	0
<b>Wentworth Meals on Wheels</b>	0	11 973	0	31 800
<b>Zibambeleni Haven</b>	0	35 187	0	0
<b>Twinkle Star PS &amp; Creche</b>				
<b>Silindile Soup Kitchen</b>	240	0	51	0
<b>TOTAL</b>	291 291	1 026 913	80 148	190 734

### KNFSA GENERAL STATISTICS

Description	2007/2008	2008/2009
1. Total Residents living at our centres.	916	1105
2. Total number of families assisted.	14044	14702
3. Total Christmas dinners served.	21628	29444
4. Total number of Christmas hampers handed out.	2283	778
5. Total number of children helped	14077	15861
6. Total number of schools served meals.	34	42
7. Total number of aged assisted.	6928	6559
8. Total number of seniors who are members of our clubs.	3264	1801
9. Total number of children in our crèches.	1622	1933
10. Total number of people being trained.	59	64
<b>General Information</b>		
1. No. of Paid Staff - full time	227	307
2. No. of Paid Staff - Part time	56	69
3. No. of staff on Honoraria	86	95
4. No. of Volunteers	202	360
5. No. of hoppers	35	58
6. No. of Vehicles	39	42

### HOUSING AFFILIATES

Name of Affiliate	NPO Number	Number of Units or Beds
Anerley Haven	011-381	87 Beds
Anerley Place Retirement Residences	002-732	53 units
Banyan Tree Retirement Residences	025-917	22 units
Heather Court	002-733	21 units
Marburg Haven	011-536	8 units
Royce Haven	011-368	10 units
Sea Breeze Retirement Homes	011-369	24 units

### APPRECIATION

There are so many to whom we are grateful:

- We wish to extend our thanks to our donors who continue to journey with us through significant and substantial change. We particularly express our appreciation to Neville

Mandy of Resource Communications for his continued work on behalf of MOWCS throughout South Africa. We have experienced significant increases in the funds received from this source. We thank you.

- We appreciate the Development and Capital Subsidy funding from the MOWCS SA (SAU) office, which has greatly assisted us in fulfilling many of the objectives of MOWCS in our Conference.
- We greatly appreciate the support of the Conference in providing financial assistance to MOWCS.
- We appreciate the subsidies received from the Government for some of our institutions.
- We thank our loyal fundraisers for their continued support in raising funds for MOWCS.
- We thank Brian Jones from SA Can for arranging the kind donation of roof sheeting to provide roofing for 51 homes.
- We wish to express our sincerest gratitude to Marburg Haven who made their resources available to assist us with the Disaster Relief and Community Upliftment Projects.
- We appreciated the National Department of Social Development for the confidence they have in us for entrusting us with such large sums of money.
- We thank our Board members for their continuing commitment to the organization's ideals and intentions especially during the restructuring process.
- We thank Umhlanga Jeep who made vehicles available to us at short notice for the use of Disaster Relief work.
- We thank Sam Mlambo who made many trips to Pretoria to help us with our new NPO registrations.
- We thank our Affiliates / Churches / Volunteers who are the backbone of this organization.
- I would like to thank my father Pastor D Naidoo who is an inspiration to me and continues to encourage me to do so much more for disadvantaged communities.
- We thank the many whom I have not mentioned here but who play a crucial role in the running of our affiliates, from our volunteers to the public member who puts money into our collection tins. Thank you!



Children at Thandukukhanya Creche enjoying their lunch.

- We thank Pastor C R Chalmers who served as an Associate Director of MOWCS KNFSA. Your input is much valued.
- We thank our Conference President, Pastor BMP Ngwenya, for his guidance and support in the activities of MOWCS.
- I thank my Wife and Daughter who put up with my crazy schedule and as are committed to the work as the rest of us are.
- I wish to thank the staff of our department again and express my sincere appreciation for all the hard work they do.

*Above all we thank our Heavenly Father for His guidance and care during the past year.*

## GENERAL

I would like to take this opportunity to introduce to you our new MOWCS Director – Drina Englebrecht. Drina Engelbrecht was appointed by the Executive Committee of the SAU. We thank her for accepting the challenge and look forward to a good working relationship.

We would also like to bid farewell to Pastor Gelderbloem who is now the Director of ADRA South Africa. We thank him for his commitment and dedication to the cause, and for overseeing the restructuring process.

Thank you and God Bless!

Gershon Naidoo  
 Director  
 MOWCS KNFSA



# ADDITIONAL INFORMATION ON MOWCS APPENDICES

## APPENDIX 1

### MOWCS CONSTITUTION (REVISED JUNE 06, 2008)

#### CONSTITUTION

#### OF

#### OF THE KWA-ZULU NATAL FREE STATE AREA

#### Affiliated to

#### Meals on Wheels Community Services SA MOWCS SA

Registration No: 002-724

#### 1. NAME AND DEFINITION

The name of the organisation shall be KwaZulu Natal Free State Area affiliated to Meals on Wheels Community Services SA hereinafter referred to as KNFS Area.

The KNFS Area is affiliated to Meals on Wheels Community Services SA – MOWCS SA which is a recognised relief and welfare agency owned and operated by the Seventh-day Adventist Church, which includes all affiliated separately registered KNFS Area programmes and projects and under which ACS (Adventist Community Services) operates for the Kwa-Zulu Natal Free State Conference of Seventh-day Adventists

#### 2. PRINCIPLES

The principles of MOWCS SA are:

To promote the interests and well-being of the target community; social justice; democracy; capacity-building; empowerment; sustainability; intersectoral co-operation; representativeness; transparency; equity; non-racialism; accountability; community participation.

#### AIMS AND OBJECTIVES

The main objectives\* of KNFS Area are:

Through the network of Branches and Projects the KNFS Area facilitates, gives training and assistance to its Branches and Projects in the following aims and objectives:

To provide welfare, humanitarian, and disaster relief assistance irrespective of culture, gender, origin or religion and to give the necessary training and services which may include:

### 3.1. Disaster Relief

To provide assistance in chronic/disaster situations, and work towards resolution and long-term sustainability. Available resources will assist communities in achieving sustainable development. Interventions may include, but are not limited to:

- 3.1.1. Food assistance
- 3.1.2. Refugee Assistance
- 3.1.3. Medical care
- 3.1.4. Shelter, Blanket
- 3.1.5. Cooperation with ADRA SA

### 3.2. Food Provision

Food provision is fundamental in providing for a stable, self-sustainable community. Projects may include, but are not limited to:

- 3.2.1. New Start Eco-gardens
- 3.2.2. Income Generation
- 3.2.3. Feeding Schemes Children and Youth (OVC's)

### 3.3. Senior Care

Senior Care Projects may include, but are not limited to:

- 3.3.1. Meals on Wheels
- 3.3.2. Service Centres
- 3.3.3. Luncheon Clubs

### 3.4. Community Service

Through the Local church congregations to supervise:

- 3.4.1. Provide HIV/Aids training and services
- 3.4.2. Basic Skills training and literacy programs
- 3.4.3. Manage community centres

### 3.5. Cooperation with Registered Organizations

Work in close cooperation with and financially assist other registered organisations with similar objectives thus avoiding duplication of services.

## 4. INCOME AND PROPERTY

### 4.1 ACQUISITION AND DISPOSAL OF PROPERTY, GIFTS AND LEGACIES

KNFS Area Board shall have the authority to acquire or dispose of any asset, gift and/or legacy, movable or immovable, but title to immovable properties and

buildings shall be vested in SEDCOM (Incorporated)(Association not for Gain) or Seventh-day Adventist Welfare Services (Incorporated)(Association not for Gain) which are the legal title holding companies of MOWCS SA.

#### 4.2 SOLE UTILISATION

Any property or income shall be utilised solely in the furtherance of the aims and objectives of KNFS Area and it is prohibited from transferring any portion thereof directly or indirectly in any manner whatsoever so as to profit any person or organisation other than by way of the payment in good faith of reasonable remuneration to any officer or employee of KNFS Area, any organisation or person (legal or natural), for services rendered to KNFS Area and its sub-organisations.

#### 4.3 INVESTMENT OF FUNDS

All funds shall be deposited with a registered banking institution in South Africa as defined in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984.

### MEMBERSHIP

#### 5.1. Members

All persons, irrespective of race, gender, culture or religion, who subscribe to the principles of MOWCS SA, may apply for individual membership with full voting rights, and shall adhere to a code of conduct and pay the prescribed fees.

5.2 Application for membership shall be subject to the approval of the KNFS Area Board at any regularly convened meeting of the Board.

5.3 Membership fees are determined by the Area Board and approved at a General Meeting.

5.4 The KNFS Area Board may at any time recommend the expulsion of a member, provided that notice of the intention shall be given in writing to the member, with full reasons, at least one (1) month before the meeting of the KNFS Area Board at which the motion will be tabled.

If the rights and interests of KNFS Area are seriously jeopardised and at risk, the Board may suspend membership with immediate effect pending a final decision by a two-thirds majority of votes at a General Meeting.

5.5 Appeals against suspension or expulsion of a member may be made in writing to KNFS Area Board requesting a personal hearing within fourteen (14) days after the Board meeting.

5.6 Any member or office-bearer will be personally liable for deviating from the MOWCS SA policies, procedures and principles.

5.7 Ex-officio members shall include any officer from MOWCS SA higher organization.

### 6. LEGAL STATUS

The organisation shall:

- 6.1 Exist in its own right separately from its members.
- 6.2 Continue to exist even when its membership changes and there are different office bearers.
- 6.3 Be able to sign contracts and enter into other relationships. It can sue and be sued in its own name.
- 6.4 Be able to own movable and immovable assets in accordance with Section 4.1.
- 6.5 Comply with all policies and procedures of the policy-making body MOWCS SA. Any person or person(s) administering an MOWCS SA affiliated organisation, deviating from the requirements above shall be personally liable for their actions.

## GOVERNANCE

### 7.1 AREA BOARD

- 7.1.1 The Area Board will manage the organisation. The Area Board will be made up of not less than eleven (11) members.
- 7.1.2 Area Board Members will serve for one (1) year, but they may stand for re-election for another term in office. Depending on the kind of services given to the organisation, they may stand for re-election as long as their services are needed.
- 7.1.3 The Area Board will meet at least twice a year and fourteen (14) days notice is to be given in writing to all Area Board members of such intended meeting. A quorum of fifty percent (50%) plus one (1) is required in order for business to be conducted.
- 7.1.4 Minutes will be taken at every meeting to record the Area Board's decisions. The minutes of each meeting will be given to the board members not later than two (2) weeks after the last meeting.
- 7.1.5 The Area Board may take on the power and authority that it believes it needs, to be able to achieve the objectives that are stated in section 3 of this constitution to:
  - 7.1.5.1 Raise, receive and disburse funds, and
  - 7.1.5.2 Appoint and terminate employment.
- 7.1.6 To appoint an action committee whose functions are listed in section 7.2 of this constitution.
- 7.1.7 The Area Board has the right to appoint sub-committees. The minutes of the sub-committee must be presented to the next Area Board meeting for ratification. Sub-Committee mandates shall be given by the Area Board and shall be in harmony with the purpose for which established. Any disputes shall be referred to the Area Board whose decision is final.

### 7.2 ACTION COMMITTEE

- 7.2.1 The Action Committee will manage the day to day operation of the organization between Area Board meetings. The Action Committee will be made up of not less than five (5) Area Board members which includes the office bearers of the organization.
- 7.2.2 The Action Committee should meet at least bi-monthly.
- 7.2.3 If an Action Committee member does not attend at least three (3) consecutive meetings without prior acceptable apology then Action Committee will appoint a new member to take that member's place.
- 7.2.5 7.2.4 A quorum is fifty percent (50%) plus one (1) of which at least two (2)

office bearers should be present (chairperson, secretary or treasurer Minutes will be taken at every meeting to record the Action Committee's decisions. The minutes of each meeting will be given to the Area Board members and Action Committee members not later than two (2) weeks after the last meeting and such minutes to be presented for acceptance and ratification at the next Area Board Meeting.

- 7.2.6 The Action Committee has the right to appoint sub-committees. The minutes of the sub-committee must be presented to the next Action Committee meeting for ratification.

### 7.3 METHOD OF VOTING

Voting on all matters of business shall be *viva voce* unless otherwise determined by a majority of the members present or at the discretion of the chairperson. If the votes are equal on an issue, then the chair-person has either a second or deciding vote.

## OFFICE BEARERS

### 8.1 OFFICERS' TITLES

The officers of KNFS Area shall be chairperson, secretary and treasurer.

### 8.2 CHAIRPERSON

The duties of the chairperson shall be to:

- 8.2.1 Preside at the meetings of the KNFS Area Board and ensure that all resolutions of the Board are carried out by the KNFS Area personnel.
- 8.2.2 Ensure that an annual report of the KNFS Area activities is rendered at the Annual General Meeting for the year under review and that the report is submitted to the relevant State department with a copy of the report submitted to MOWCS SA.
- 8.2.3 Exercise such powers and perform such duties as usually pertain to this office and / or such other duties as may from time to time be delegated or prescribed by the Area Board.

### 8.3 SECRETARY

The Secretary will be the Director of MOWCS-SA and will be Recommended by the MOWCS-SA Board and appointed by the SAU Session or EXCOM

The duties of the secretary shall be to:

- 8.3.1 Give notice of all meetings or cause such to be given.
- 8.3.2 Keep minutes of all meetings.
- 8.3.3 Perform such other duties as usually pertain to this office.

### 8.4 TREASURER

The duties of the treasurer shall be to:

- 8.4.1 Receipt, bank and keep records of all monies received by the organisation.
- 8.4.2 Pay all the organisation's accounts.

- 8.4.3 Whenever funds are withdrawn from the bank account, the treasurer and one other member of the organisation as appointed by the Area Board must sign the withdrawal.
- 8.4.4 Keep proper records of the organisation's income and expenses.
- 8.4.5 Control the finances of the organisation.
- 8.4.6 Prepare the organisation's annual financial statement for presentation to the annual general meeting.

## FINANCES

- 9.1 All funds shall be deposited in a banking institution in accordance with Section 4.3.
- 9.2 The financial year of the organisation starts on 1 March each year and ends on the last day of February the following year.
- 9.3 An auditor shall be appointed at the annual general meeting.
- 9.4 The organisation's accounting records and reports must be ready and handed to the Director of Nonprofit Organisations within nine (9) months after the end of the financial year and a copy to ADRA SA (SAU).

## 10. GENERAL MEETINGS

### 10.1 ANNUAL GENERAL MEETINGS

10.1.1 The Annual General Meeting shall be held within five (5), months of the close of the financial year. Notice of such meeting is to be given in writing twenty-one (21) days prior to the date scheduled. The following business shall be conducted:

- 10.1.1.1 presentation and acceptance of previous Annual General Meeting's minutes and discussion of matters arising;
- 10.1.1.2 presentation of annual report;
- 10.1.1.3 presentation of organisation's audited financial statement;
- 10.1.1.4 approval of budget for ensuing year;
- 10.1.1.5 election of office-bearers and Area Board Members for the ensuing year;
- 10.1.1.6 appointment of auditors;
- 10.1.1.7 approval of recommended amendments to the constitution where necessary, as per section 11;
- 10.1.1.8 discussion of any other necessary business referred to it by the Area Board.

### 10.2. SPECIAL GENERAL MEETINGS

A Special General Meeting may be called when the Area Board deems it necessary in order to amend the Constitution and/or to deal with any items referred to it by the Area Board.

## AMENDMENTS TO THE CONSTITUTION

- 11.1 Constitutional amendments may only be made at a General Meeting if the proposed amendment/s are recommended by a two-thirds majority vote of the Area Board.
- 11.2 Amendments to the Constitution can only be accepted if at least two-thirds of the members at an Annual General Meeting or Special General Meeting vote for the amendment. Such amendment/s shall only become effective on approval by the MOWCS SA Board. (Continued on the back cover.....11.3)

- 11.3 Notice shall be given in writing not less than twenty-eight (28) days before the meeting at which amendments to the Constitution are going to be proposed. The notice must state that proposed amendments to the Constitution will be discussed at the meeting.

#### DISSOLUTION

- 12.1 The KNFS Area may be dissolved if at least two-thirds of the members present vote in favour of dissolution at a General Meeting convened for the purpose.
- 12.2 Upon dissolution all outstanding accounts should be settled.
- 12.3 Should it become impossible for the KNFS Area to continue functioning according to its objectives, any movable or immovable assets shall not be distributed to its members, but shall be transferred to MOWCS SA- including all its rights, responsibilities and the ownership of and authority as the higher body over its affiliated programmes and the said assets shall be applied according to the aims and objectives of MOWCS SA.
- 12.4 Should the MOWCS SA. Board dissolve before its affiliated Areas, all reference to the MOWCS SA Board will be interpreted as being a non-profit body to which the Board's assets are to be transferred including the authority as parent body over all its affiliated Areas.

#### ADOPTION OF THE CONSTITUTION

This constitution was approved and accepted by members of KNFS Area at a General Meeting held on the 6<sup>th</sup> of July 2008.