



## social development

Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA

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### NON PROFIT ORGANISATION ANNUAL REPORT GUIDELINES

The accompanying guideline will help registered nonprofit organisation to prepare and submit their **Annual Report** to the Department of Social Development.

This report describes your organisation's activities over the previous twelve month periods, and includes the following sections:

**Section A:** Basic details about the organisation.

**Section B:** The organisation's major achievements over the year.

**Section C:** List of important meetings held by the organisation during the year, and details of any changes to the constitution.

- Please follow the headings on the forms when preparing your reports, and answer all the questions. You can choose to add further information on separate sheets of paper.
- Receipt of these reports will ensure that the name of your organisation remains on the Department's Non-profit Organisation Register.
- Registration may also be removed should the Directorate discover that you have issued false reports on either activities or finance.

We hope that the guidelines and the forms will assist you in submitting your annual reports. Please contact the office of the Directorate if you have any questions.

With best wishes for your organisation and its work.

Yours faithfully

**Director: Nonprofit Organisations**

**1. SECTION A: BASIC DETAILS OF THE ORGANISATION:**

1.1 Registration Number (NPO Number): .....

1.2 Organisation's name: .....

1.3 The twelve-month period this Report covers (please state the beginning and ending of the Financial year. E.g. **01 April to 31 March**): .....

1.4 Contact person (nominated by the Organisation):

Name of contact person: .....

Contact person's position in your organisation: .....

Telephone number ( ) .....

Fax number: ( ) .....

Cell phone number: .....

E-mail address: .....

1.5 Organisation's physical address:

.....

.....

.....

Postal code .....

Province .....

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

.....

.....

.....

Postal code .....

Province .....

1.7 Organisation's Office Bearers. If the form does not have enough spaces for all your office bearers please add the rest on a sheet of paper, and attach.  
(Office Bearers may be e.g.: Chairperson, Secretary, Treasurer, Trustees. etc)

Portfolio	Name	Work or home address	Postal address	Telephone (include dialing code)	ID Number

*Changes to the Office Bearers: please attach a copy of minutes where changes were made and attendance register*

**2. SECTION B: THE ORGANISATION'S MAJOR ACHIEVEMENTS OVER THE PAST YEAR:**

<b>Activities (projects and programmes) for the reporting year</b>	<b>How beneficiaries benefitted</b>

*If the form does not have enough spaces for all your activities, please add the rest on a sheet of paper, and attach.*

**3. SECTION C: LIST OF IMPORTANT MEETINGS AND ANY CHANGE TO CONSTITUTION**

3.1 Types and number of meetings your Organisation held during the past year.

Type of meeting	Indicate by ticking		No of meetings	Comments
	Yes	No		
Annual general meeting (AGM)				
Special general meeting				
Board meeting				
Others (specify)				

4. Did you make **any changes to the Constitution** during the past year:

YES	NO
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*If YES, please attach the following:*

- i. A copy of the **resolution** or **copy of the minutes** at which a resolution was taken to change the constitution.
- ii. A copy of the changed Constitution.

*Please attach a copy of, Annual Financial Statements, which include a Balance Sheet and an Income and Expenditure Report and the Accounting Officers report to this Narrative Report.*