**NELCSA**

**Guidance to Congregation regarding Accounting, Record keeping, Taxation and Reporting.**

This document is compiled to assist and guide Congregational Treasurers and Council on matters of Accounting, General record keeping, taxation and reporting.

This document is not a comprehensive and all-encompassing list of matters. It is a compilation of topics which often are discussed.

The Congregational Council is responsible for financial management of the congregation and is empowered by the congregation General meeting [AGM] to execute approved budgets and to report back to the AGM on financial matters.

1. **Church Law –Congregational Code**

The Church Law foundation to financial budgeting, reporting, record keeping and audit can be found in Section 62 of the congregational code.

### Section 62 Budget and Audits

 (1) All income and expenditure of the congregation shall be assessed for one year at a time and shall be included in the budget. The budget shall be drawn up by the treasurer and accepted by Congregational Council. It shall be submitted to the General Meeting for adoption.

 (2) Congregational Council may disburse unexpected expenditure that had not been included in the budget up to a maximum amount determined by the General Meeting from time to time.

 (3) Annual financial reporting

 (a) The financial year coincides with the calendar year.

 (b) The General Meeting shall appoint at least one person who is not a member of Congregational Council, or a registered auditor to review the annual accounts.

 ‘(c)Annual Financial Statements will consist as a minimum:

* Balance Sheet – Inclusive of fixed assets and investments, liabilities, cash balances
* Income and Expenditure
* Fund and Reserve Statements if applicable.

 (d) Annual Financial Statements shall be submitted to NELCSA on an annual basis within 6 months after financial yearend.

1. **Annual financial reporting**

Financial reporting and budgeting can take many forms and formats and is the choice of the treasurers and council in the position. Very often this is a matter of historic transfer from one generation to another. “The previous treasurer did it this way and I have to continue in the same format.”

Often treasurers rely on auditors to draw up Financial Statements and the report ends up in a format more relevant to businesses and Generally Accepted Accounting Practice {GAAP]. This is simply because Auditors do what they are used to and do not know the reporting needs of the Church congregation.

I found that one of the major discourses between Church Accounting and General Accounting for business is in the fact that Church is budgeting and reporting on a CASH FLOW [Receipts and payment] basis and accountant and auditors want to account and report on a provision basis. So what is generally called and “Income Statement” is actually a “Receipt and Payment Statement”

This fact spesifically plays out in the depreciation and replacement of assets accounting and the various funds/project in congregations.

It is therefore important for the Treasurer and Congregational council to put forward a reporting format which serves its needs. **It should not be prescribed by the Auditors**.

I am attaching a Pro forma Annual Financial Statement [AFS] which could be used or adapted for your specific needs. Again this is not prescriptive but purely a guideline.

**Annexure A –Pro forma Annual Financial Statement [AFS]**

1. **Audit**

Often this is also a confusion as there is no legal need for the Church Congregation AFS to be audited by a Registered Auditor.

Congregational code states:

*“The General Meeting shall appoint at least one person who is not a member of Congregational Council, or a registered auditor to review the annual accounts.”*

There are many congregations who appoint congregation members to full fill this task and report to the AGM.

1. **Assets in Balance Sheet**

At the 2017 Synod the Church law was amended to the following:

[AMENDED TEXT IN BOLD]

***“Section 62(3)***

*(3) Annual financial reporting*

***(a)*** *The financial year coincides with the calendar year.*

***(b)*** *The General Meeting shall appoint at least one person who is*

*not a member of Congregational Council, or a registered auditor to*

***review*** *the annual accounts.*

***(c) Annual Financial Statements will consist as a minimum:***

* ***Balance Sheet – Inclusive of fixed assets and***

***investments, liabilities, cash balances***

* ***Income and Expenditure***
* ***Fund and Reserve Statements if applicable.***

***(d) Annual Financial Statements shall be submitted to***

***NELCSA on an annual basis within 6 months after the***

***financial yearend.”***

I have received various requests for clarity and guidance on the topic “*Balance Sheet – Inclusive of fixed assets and investments, liabilities, cash balances*”

**Background**

We have situations in congregations where Balance Sheets did not show the assets of the congregations at all.

These are the property and buildings, financial assets [Bank Balances and investment and potentially liabilities or commitments] for projects in the congregations. These include fundraising, agricultural projects, specific fundraising projects, etc.

The effect of this is that financial reports at congregational AGM’s are potentially misleading to congregational members as assets and possibly liabilities are not disclosed.

The Church Council therefor proposed the amendment to ensure that Balance Sheets include all assets and liability when presented to the Congregational AGM.

**Value of Fixed Assets on Balance Sheet**

It is true that many congregations have historically old assets [Land and Buildings and furniture] and do not have either the historic value or a valuation value for these assets. Insurance values are mostly available, but at replacement value.

Vehicles and office equipment in many cases are recently acquired and historic values are more readily available.

The amendment does not specify at what value assets should be shown on the Balance Sheet.

**Below are guidelines for various asset classes**

**Land and Buildings**

The various options are historic value, market value [very difficult to determine especially in rural congregations], insured value, nominal value.

It was never the intention of the Church Council to “force” congregations to show market value for these assets, but merely to ensure that the asset is disclosed on the Balance Sheet even at a nominal value.

More important is the description of the property [Title Dead no, extend, etc]

Thus, Congregational Councils and Treasurer’s should not go overboard and value the properties for the sake of disclosure and should rather disclose at a nominal value.

If assets are not currently on the Balance Sheet it could be brought to book by the following entry:

 Dr Land and Buildings RXXX

 Cr Capital and reserves RXXX

**Furniture and Fittings**

These are assets that generally where accumulated over years by way of purchases, donations, self-build etc.

Congregations have a variety of control mechanisms on these assets ranging from full blown assets registers, simple list to none at all.

Quite a few people have interpreted the Church Law amendment to mean that the Church Council wants congregations to implement a full blown asset register. THIS IS NOT the case. Congregations must continue to control these assets as they wish and as their own situation dictates.

It would be good practice to at least have a list and ensure that insurance values are in sync with the insurance policies.

**Vehicles and Office/electronic Equipment**

These are assets acquired recently and are replaced regularly.

The problem is that the assets [ vehicle] is replaced say every 5 years and as most congregational accounts are reported for on a Cash Flow basis there is a large cash outflow [payment NOT expense] every 5 years. This has the effect of a very erratic surplus/shortage in the accounts.

What NELCSA does in this regard is that we make provision on an annual basis to transfer funds /expense into a Vehicle Replacement Fund [VRF] which spreads the expense evenly over the term [5 years] the asset/vehicle is used.

When a new vehicle is purchased it is purchased out of the Vehicle Replacement Fund [VRF]. The Idea here is that the vehicle is not shown as an asset but is funded purely out of the Vehicle Replacement Fund [VRF]. The charge to the Income Statement is then the "depreciation" charge over 5 years + 20% with the "trade in" value of the old vehicle [R100 000], should allow us to purchase a new vehicle in year 6 which would be 20% more expensive in year 6. This 20% must be monitored and adjusted as necessary.

See attached an Excel spreadsheet to demonstrate the accounting working of this in paragraph 5.

**Financial Assets**

The value of these assets is normally very clear as they represent cash balances or investments where value can be determined clearly.

**Liabilities or commitments**

Liabilities can normally be clearly valued as they are loans with a definitive value.

Commitments are sometimes not clearly valued and should be shown as a contingent liability. This means that the commitment is described in words rather than an absolute value.

**Dedicated Funds**

Very often in congregations funds are collected for dedicated purposes, for example Building renovation, music, youth work, women’s group etc.

These are technically a liability of the congregation who keeps the funds in “Trust” for these causes. These should be recorded and accounted for.

For example see note 7 and read with note 4 in the Pro forma Financial Statements in Annexure A.

1. **Asset Replacement fund**

Very often, congregation battle to account for replacement of assets [mostly Vehicles] correctly.

This is because of the complication of depreciation vs cash flow.

Normal accounting principles dictate for a business to depreciate its assets and effectively retain the replacement of such asset in its retained income.

For congregation who effectively do Cash flow reporting it is often the question-there is no funds to pay for the new vehicle.

I therefor propose the accounting by transferring replacement values [rather than depreciation] to a “Vehicle Replacement fund”. This is illustrated below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Purchase price of Vehicle 1  |  | 300,000 |  |  |
|  Purchase price of Vehicle 2  |  |  460,000  | # |  |
|  | Balance Sheet |  | Income Statement |
|  | Bank | Vehicle Replacement Fund [VRF] |  | Transfer to Vehicle Replacement Fund [VRF] |
| Purchase Vehicle |  |  |  |  |
| Depreciation for year 1 |  |  |  |  |
| Transfer to VRf |  | (60,000) |  | 60,000 |
| Transfer to VRf+20% |  | (12,000) |  | 12,000 |
|  |  |  |  |  |
| Depreciation for year 2 |  |  |  |  |
| Transfer to VRf |  | (60,000) |  | 60,000 |
| Transfer to VRf+20% |  | (12,000) |  | 12,000 |
|  |  |  |  |  |
| Depreciation for year 3 |  |  |  |  |
| Transfer to VRf |  | (60,000) |  | 60,000 |
| Transfer to VRf+20% |  | (12,000) |  | 12,000 |
|  |  |  |  |  |
| Depreciation for year 4 |  |  |  |  |
| Transfer to VRf |  | (60,000) |  | 60,000 |
| Transfer to VRf+20% |  | (12,000) |  | 12,000 |
|  |  |  |  |  |
| Depreciation for year 5 |  |  |  |  |
| Transfer to VRf |  | (60,000) |  | 60,000 |
| Transfer to VRf+20% |  | (12,000) |  | 12,000 |
| Sell Vehicle 1 | 100,000 | (100,000) |  |  |
| After year 5 | 100,000 | (460,000) |   | 360,000 |
| Purchase NEW Vehicle | (360,000) | 360,000 |  |  |
| Depreciation for year 1 |  |  |  |  |
| Transfer to VRf |  | (92,000) |  | 92,000 |
| Transfer to VRf+20% |  | (18,400) |  | 18,400 |

1. **Taxation and PBO**

Taxation is a complicated matter and SARS is clamping down on Churches and therefor you have to sort out your taxation matters.

Churches and therewith congregations are not automatically exempt from or not obliged to submit a taxation return.

This exemption is only applicable to registered Public Benefit Organisations [PBO] under certain circumstances.

Note that Cell phone tower rentals, plantation projects, maize projects etc are not automatically exempt from taxation and should be treated carefully.

This is such a wide and complex matter that a document “PBO Write up 2019” was compiled and is attached to this as **Annexure B-PBO Write up 2019.**

This guideline is not a taxation opinion and if in doubt professional opinion should be obtained.

1. **Ideas to improve contributions**
2. Encourage monthly “payments” by congregants
3. Communicate regularly with the congregants on the state of the Actual Contributions vs Budget. This can take various forms for example
* graphically in the newsletter and display boards,
* 6 monthly “thank you” letters to congregants. This serves to inform the “paying” congregant that his funds was received and recorded and hopefully for the non-paying congregant and reminder to pay. [Annexure C an example]This could also double up as a motivational letter,
* issuing of receipts when payment is received,
* Transparency on what the funds go to. It must be made clear that funds go to pay the pastors post and it’s upkeep on the one side and upkeep of the congregation in the wider sense [maintenance of buildings, office of the congregation, water and electricity, insurance etc].It is important for people who give to know what they are giving for.

**Annexure A –Pro forma Annual Financial Statement [AFS]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
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| **EVANGELISCHE-LUTHERISCHE xxxxxxxxx** |
|  |  |  |  |  |  |  |  |
| **ANNUAL FINANCIAL STATEMENTS** |
|  |  |  |  |  |  |  |  |
| 31 December 2018 |
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|  |  |  |  |  |  |  |  |
| The annual financial statements as set out on pages 3 to 8 were signed and approved on behalf |
| of the Church Council on xxxxxxx |  |  |  |  |  |
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| **Chairperson** |  |  |  |  |  |  |  |
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| **Treasurer** |  |  |  |  |  |  |  |
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| **EVANGELISCHE-LUTHERISCHE xxxxxxxxx** |  |  |  |
| **BALANCE SHEET** |  |  |  |  |
| **31-Dec** |  |  |  |  |
|  | **Notes** | **2018** |  | **2017** |
|   |  |  |  |  |
|  |  |  **R**  |  |  **R**  |
| **ASSETS** |  |  |  |  |
|  |  |  |  |  |
| **Non-current assets** |   |  |  |  |
|  |  |  |  |  |
| Fixed assets | 6 |  **7,795,396**  |  |  **7,667,330**  |
| Plantation Assets | 7 |  **900,000**  |  |  **800,000**  |
| **Current assets** |   |  **1,611,415**  |  |  **2,685,999**  |
|  |  |  |  |  |
| Bank balances and cash | 4 |  **1,580,083**  |  |  **2,667,163**  |
| Accounts Receivable | 2 |  **31,332**  |  |  **18,836**  |
|  |  |  |  |  |
| **Total assets** |   | **10,306,811** |  | **11,153,328** |
|  |  |  |  |  |
| **EQUITY AND LIABILITIES** |   |  |  |  |
|  |   |  |  |  |
| **Reserves** | 1 |  **8,290,630**  |  |  **8,288,221**  |
| Project Reserves | 8 |  **900,000**  |  |  **800,000**  |
| **Current liabilities** |   |  **1,116,182**  |  |  **2,065,107**  |
|  |  |  |  |  |
| Dedicated Funds and Trust Funds | 7 |  **1,107,220**  |  |  **2,055,666**  |
| Accounts Payable and Provisions | 3 |  **8,961**  |  |  **9,441**  |
|  |  |  |  |  |
| **Total equity and liabilities** |   |  **10,306,812**  |  |  **11,153,328**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  **-0**  |  |  **0**  |

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| **EVANGELISCHE-LUTHERISCHE xxxxxxxxx** |  |  |  |  |  |  |  |
| **DETAILED INCOME STATEMENT** |  |  |  |  |  |  |  |  |
| **for the year ended 31 December 2015** |  |  |  |  |  |  |  |  |
| **INCOME / RECEIPTS** | **Notes** | **2018** |  | **2017** |  |  | **2018** |
|   |   | **R** |   | **R** |   |  | **Trading** | **Non -Trading** |
| **Main Income** |  |  |  |  |  |  |  |  |
| Contributions |  | 1,352,779 |  | 1,279,478 |  |  | 0 | 1,352,779 |
| Collections Congregation |  | 184,134 |  | 162,501 |  |  | 0 | 184,134 |
| Donations Congregation |  | 49,480 |  | 33,580 |  |  | 0 | 49,480 |
| Youth work Collections and donations |  | 28,276 |  | 41,401 |  |  | 0 | 28,276 |
| Fund raising | 5 | 143,716 |   | 104,493 |  |  | 0 | 143,716 |
|  |  | **1,758,385** |  | **1,621,454** |  |  | **0** | **1,758,385** |
| **Other Income** |  |  |  |  |  |  |  |  |
| Church hire/ Rental Income |  | 76,484 |  | 71,486 |  |  | 76,484 | 0 |
| Wall of remembrance |  | 10,007 |  | 1,402 |  |  | 0 | 10,007 |
| Profit on Sale of assets |  | 0 |  | 35,800 |  |  |  | 0 |
| Earnings in Projects | 8 | 175,000 |  | 100,000 |  |  | 175,000 |  |
| Miscellaneous Income |  | 0 |   | **0** |  |  | **0** | **0** |
|  |  | **261,491** |  | **208,688** |  |  | **251,484** | **10,007** |
| **Total Income** |  | **2,019,876** |  | **1,830,142** |  |  | **251,484** | **1,768,392** |
|  |  |  |  |  |  |  |  |  |
| **HOUSEKEEPING EXPENSES** |  |  |  |  |  |  |  |  |
| Altar requisites |  | 1,491 |  | 1,931 |  |  |  |  |
| Bank charges |  | 17,633 |  | 16,296 |  |  |  |  |
| Catering expenses & sundries |  | 2,782 |  | 2,310 |  |  |  |  |
| Church music  |  | 13,347 |  | 5,534 |  |  |  |  |
| Donations Mission work  |  | 211,565 |  | 199,154 |  |  |  |  |
| NELCSA Pastor in Service |  | 526,199 |  | 471,759 |  |  |  |  |
| NELCSA Church running Cost |  | 25,000 |  | 30,000 |  |  |  |  |
| NELCSA Solidarity contributions |  | 90,000 |  | 85,000 |  |  |  |  |
| Insurance |  | 69,702 |  | 66,732 |  |  |  |  |
| Legal Expenses |  |  11,644  |  | 0 |  |  |  |  |
| Motor vehicle expenses |  | 60,863 |  | 70,491 |  |  |  |  |
| Municipal services |  | 105,736 |  | 97,313 |  |  |  |  |
| Outreach |  | 447 |  | 3,668 |  |  |  |  |
| Postage |  | 4,763 |  | 2,998 |  |  |  |  |
| Printing and stationery  |  | 55,928 |  | 45,187 |  |  |  |  |
| Repairs and maintenance  |  | 117,357 |  | 109,335 |  |  |  |  |
| Salaries and wages |  | 359,942 |  | 275,787 |  |  |  |  |
| Security services |  | 30,479 |  | 17,111 |  |  |  |  |
| Sunday School |  | 7,714 |  | 5,734 |  |  |  |  |
| Sundries and small Equipment |  | 26,951 |  | 20,134 |  |  |  |  |
| Telephone and Internet |  | 27,972 |  | 22,904 |  |  |  |  |
| Visiting service and cassettes |  | 1,350 |  | 4,815 |  |  |  |  |
| Youth & Confirmation |  | 21,772 |  | 17,818 |  |  |  |  |
| **Total Expenses** |  | **1,790,637** |  | **1,572,012** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Net Profit before interest |  | 229,239 |  | 258,130 |  |  |  |  |
| Interest received |  | 99,420 |  | 71,789 |  |  |  |  |
| **Net income before transfer to general reserves** |  | **328,659** |  | **329,919** |  |  |  |  |
| Renovation Parsonage and buildings |  7  | (30,000) |  | (25,000) |  |  |  |  |
| Building Projects & Building Renovation funds |  7  | (60,000) |  | (85,700) |  |  |  |  |
| Vehicle replacement fund |  7  | (136,250) |  | (135,800) |  |  |  |  |
| Retained in Project funds |  8  | (100,000) |  | (75,000) |  |  |  |  |
| Retained Income for the year |  | 2,409 |   | 8,419 |  |  |  |  |
| Retained Income at beginning of the year |  | 4,718,132 |  | 4,709,713 |  |  |  |  |
| Retained Income at end of the year |  | 4,720,542 |  | 4,718,132 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

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| **EVANGELISCHE-LUTHERISCHE xxxxxxxxx** |  |  |  |  |  |  |
| **NOTES TO THE ANNUAL FINANCIAL STATEMENTS** |  |  |  |  |  |  |
| **ACCOUNTING POLICY** |  |  |  |  |  |  |
| The annual financial statements are prepared on the historical cost basis, adjusted for the revaluation of land, investments and investment properties and incorporate the following principal accounting policies, which, except as noted, have been consistently applied in all material respects. |
| **Fixed assets** |  |  |  |  |  |  |
| Fixed asset, with the exception of freehold land and investment properties, are stated at historical cost to the company, less accumulated depreciation. |
| Depreciation is calculated on historical cost using the straight-line method over the estimated useful lives of the assets.  The method and rates used are determined by conditions in the relevant industry.  The recorded value of these depreciated assets is periodically compared to the anticipated recoverable amount if the asset were to be sold.  Where an asset’s recorded value has declined below the recoverable amount, and the decline is expected to be of a permanent nature, the decline is recognised as an expense. To determine the recoverable amount expected future cash flows are discounted to their present values. Land and investment properties are not depreciated. |
|  |  |  |  |  |  |  |
| **1.  RESERVES** |  |  | **2018** | **2017** |  |  |
| Opening Balance |  |  |  8,288,221  |  8,279,802  |  |  |
| Retained revenue |  |  |  2,409  |  8,419  |  |  |
| Accumulated Capital |  |  |  8,290,630  |  8,288,221  |  |  |
|  |  |  |  |  |  |  |
| **2. ACCOUNTS RECEIVABLE** |  |  | **2018** | **2017** |  |  |
|  |  |  | R | R |  |  |
| Prepayments |  |  |  31,332  |  18,836  |  |  |
|   |  |  |  31,332  |  18,836  |  |  |
|  |  |  |  |  |  |  |
| **3.Accounts payable and Provisions** |  |  |  |  |  |  |
| **Accrued expenses** |  |  |  **8,961**  |  **9,441**  |  |  |
|  Other |  |  |  -  |  480  |  |  |
|  NELCSA |  |  |  8,961  |  8,961  |  |  |
|  |  |  |   |   |  |  |
|  |  |  |  8,961  |  9,441  |  |  |
|  |  |  |  |  |  |  |
| **EVANGELISCHE-LUTHERISCHE xxxxxxxxx** |  |  |  |  |  |  |
| **NOTES TO THE ANNUAL FINANCIAL STATEMENTS** |  |  |  |  |  |  |
| **31 December 2018** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **4.Cashfunds available and usage** |  |  | **2018** | **2017** |  |  |
|  |  |  | R | R |  |  |
| Cash funds available at Yearend |  |  |  1,580,083  |  2,742,163  |  |  |
| Accounts receivable |  |  | 31,332 | 18,836 |  |  |
| Accounts payable and Provisions |  |  | (8,961) | (9,441) |  |  |
| Interest Group Funds |  |  | (93,291) | (93,849) |  |  |
| **Congregation own free Cash flow**  |  |  | 1,509,163 | 2,657,708 |  |  |
| Dedicated Congregation Funds |  |  | (1,013,929) | (1,961,817) |  |  |
| **Free Cash flow** |  |  | 495,233 | 695,891 |  |  |
|  |  |  |  |  |  |  |
| 5.Fund raising (net) |  |  | **2018** | **2017** |  |  |
| Fund raising – income |  |  | 132,816 | 90,723 |  |  |
| Calendars |  |  | 10,900 | 1,000 |  |  |
| Concerts |  |  | 0 | 12,770 |  |  |
|  |  |  | 143,716 | 104,493 |  |  |
|  |  |  |  |  |  |  |
| **6.Fixed Assets** |  |  |  |  |  |  |
| **Accumulated depreciation** | Opening Balance  | Current Year Depr | Disposals | Closing Balance  | Rate of Depreciation |  |
|  | R | R | R | R | % |  |
|  |  |  |  |  |  |  |
| Land and buildings | 0 |  |  | 0 | 0% |  |
| Wall of Remembrance | 49,399 |  4,498  |  | 53,898 | 0% |  |
| Organ Pipes & Organ construction | 108,233 |  21,647  |  | 129,880 | 2.5% |  |
| Motor vehicles | 282,773 |  79,591  | 100,000 | 262,364 | 20% |  |
| Furniture and equipment | 374,373 |  44,864  |  | 419,237 | 15% |  |
| Computer equipment | 101,386 |  4,995  |  | 106,381 | 33% |  |
| Musical instruments | 77,522 |  6,642  |  | 84,164 | 10% |  |
| Electronic equipment | 80,161 |  5,704  |  | 85,866 | 20% |  |
| Generator |  |  11,313  |  | 11,313 | 15% |  |
| Security Equipment |  |  3,151  |  | 3,151 | 15% |  |
| Totals | 1,073,848 | 182,405 | 100,000 | 1,156,253 |  |  |
| **Nett Book Values** | Opening Balance  | Additions | Current year depreciation | Closing Balance  |  |  |
|  | R | R | R | R |  |  |
|  |  |  |  |  |  |  |
| Land and buildings | 6,443,850 | 138,955 | 0 | 6,582,805 |  |  |
| Urnenwand | 114,333 | 0 | 4,498 | 109,835 |  |  |
| Organ Pipes & Organ construction | 757,632 | 0 | 21,647 | 735,985 |  |  |
| Motor vehicles | 215,182 | 0 | 79,591 | 135,591 |  |  |
| Furniture and equipment | 88,266 | 59,420 | 44,864 | 102,823 |  |   |
| Computer equipment | 3,124 | 5,670 | 4,995 | 3,799 |  |  |
| Musical instruments | 33,994 | 10,000 | 6,642 | 37,351 |  |   |
| Electronic equipment | 10,949 | 0 | 5,704 | 5,245 |  |   |
| Generator | 0 | 75,420 | 11,313 | 64,107 |  |  |
| Security Equipment | 0 | 21,006 | 3,151 | 17,855 |  |  |
| Totals | 7,667,330 | 310,471 | 182,405 | 7,795,396 |  |  |
|  |  |  |  |  |  |  |
| **7.Dedicated Funds and Trust Funds** | Opening Balance  | Direct Contributions,Collections and Donations | Transfer Surplus earnings & intertrust transfers | Interest Received | Expenses and Capital Expenditure Paid | Closing Balance  |
| Building projects & Strassenbau | **50,000** | 1,400 | 0 | 0 | (11,740) | **39,660** |
| Youth  | **57,397** | 0 | 0 | 0 | (17,226) | **40,172** |
| Renovation Parsonage | **46,570** | 0 | 30,000 | 0 | (37,197) | **39,373** |
| Renovation Buildings | **361,667** | 71,500 | 60,000 | 0 | (69,150) | **424,017** |
| Vehicle Replacement Fund | **160,845** | 56,145 | 136,250 | 0 | 0 | **353,240** |
| Mission Reserve Fund | **105,208** | 2,200 | 0 | 6,444 | 0 | **113,852** |
| Seniors work | **0** | 9,183 | 0 | 0 | (5,567) | **3,616** |
| **Dedicated Congregation Funds** | **781,686** | **140,428** | **226,250** | **6,444** | **(140,880)** | **1,013,929** |
|  |  |  |  |  |  |  |
| Church Music | **64,176** | 6,189  | 0  | 0  | 0 | **70,365** |
| Brass Band | **11,586** | 8,080 | 0 | 0 | (560) | **19,106** |
| Ladies Group | **23,327** | 20,473  | 0  | 0  | (39,979) | **3,821** |
| **Interest Group Funds** | 99,089 | 34,742 | 0 | 0 | (40,539) | 93,291 |
| **Dedicated funds and Trustfunds** | 880,775 | 175,170 | 226,250 | 6,444 | (181,419) | 1,107,220 |
|  |  |  |  |  |  |  |
| **8.Projects**  | **Opening Value** | **Earnings/Revaluation for the year** | **Expenses**  | **Transferred to Congregation** | **Net Balance retained in Project funds** | **Closing Balance** |
| Plantation Project | 800,000 | 150,000 | (50,000) | 0 | 100,000 |  900,000  |
| Maize Project | 0 | 75,000 |  | (75,000) | 0 |  -  |
| **Total Projects** | **800,000** | **225,000** | **(50,000)** | **(75,000)** | **100,000** | **900,000** |
|  |  |  |  |  |  |  |
|  | **2018** |  | **2017** |  |  |  |
| **9.Collections and Donations** |  **R**  |  |  **R**  |  |  |  |
| **COLLECTIONS** |  |  |  |  |  |  |
| NELCSA Mission |  51,071  |  |  64,817  |  |  |  |
| NELCSA Youth Work |  20,613  |  |  29,640  |  |  |  |
| NELCSA Theological Education |  27,098  |  |  24,542  |  |  |  |
| NELCSA Friedenskirche |  10,759  |  |  4,648  |  |  |  |
| NELCSA Church Music |  5,779  |  |  4,556  |  |  |  |
| NELCSA Seniors  |  5,567  |  |  -  |  |  |  |
| **Total NELCSA** |  **120,887**  |  |  **128,204**  |  |  |  |
| Old age home |  7,849  |  |  10,419  |  |  |  |
| Miscellaneous collections |  36,740  |  |  36,446  |  |  |  |
| xxxx |  |  |  |  |  |  |
| xxxx |  |  |  |  |  |  |
| **Total Other Collections** |  **44,589**  |  |  **46,865**  |  |  |  |
| **Total collections received** |  **165,476**  |  |  **175,068**  |  |  |  |
| **DONATIONS RECEIVED** |  |  |  |  |  |  |
| Mission |  2,200  |  |  2,400  |  |  |  |
| Miscellaneous |  185,310  |  |  57,501  |  |  |  |
| **Total Donations** |  **187,510**  |  |  **59,901**  |  |  |  |
| **Total Receipts** |  **352,987**  |  |  **234,969**  |  |  |  |
| **Paid to beneficiaries or transferred to Trust funds** |  |  |  |  |  |  |
| NELCSA |  120,887  |  |  128,204  |  |  |  |
| Other collections Payed to beneficiaries |  44,589  |  |  46,865  |  |  |  |
| Donations paid to beneficiaries or transferred to Trust funds |  187,510  |  |  59,901  |  |  |  |
| **Total paid or transferred** |  **352,987** |  |  **234,969** |  |  |  |
|  |  0  |  |  0  |  |  |  |
|  |  |  |  |  |  |  |

**Annexure B-PBO Write up 2019**

**Guidance for NELCSA congregations regarding Public Benefit Organisation [PBO]**

In accordance with section 63 of the Congregational Code-“Requirements by SARS”

(10) The congregation should register as a Public Benefit Organisation [PBO] in terms of Section 30(3) of the Income Tax Act 1962 (Act No. 58 of 1962) and should comply with Section 10(1)(cN) of the Income Tax Act 1962 (Act No. 58 of 1962).

1. **What is a public benefit organisation (PBO)?**

A PBO is an organisation that meets the requirements prescribed in section 30 of the Income Tax Act (the IT Act) and which may apply for approval to the Commissioner of the South African Revenue Service (the Commissioner), to enjoy the benefit of certain tax concessions.

|  |
| --- |
| 1. **What type of organisation can apply for approval as a PBO?**

The concept PBO is defined in the IT Act and means any organisation which is: * A non-profit company (NPC) as defined in section 1 of the Companies Act, 2008(previously associations not for gain incorporated under section 21 of the Companies Act, 1973).
* A trust formed in the Republic.
* An association of persons formed or established in the Republic as a voluntary association of persons.
* A branch established in the Republic by a foreign organisation that is incorporated, formed or established in a country outside of the Republic and that is itself exempt from income tax in its country of origin.

A NELCSA Congregation is seen as “an association of persons formed or established in the Republic as a voluntary association of persons” and Qualifies under Part I of the Ninth Schedule:**RELIGION, BELIEF OR PHILOSOPHY** *5. (a) The promotion or practice of religion which encompasses acts of worship, witness, teaching and community service based on a belief in a deity.* *(b) The promotion and/or practice of a belief.* *(c) The promotion of, or engaging in, philosophical activities.**NB: The type of legal entity does not impact the nature of your exemption. The nature of your activities does.**NNB: If your congregation has a Trust (or any other entity) in addition to the Association of Persons, that Trust may need to register separately for a PBO number.* |
|  |

1. **But we already have a Non-Profit Organisation [NPO] number? Do we have to be registered as a Non-Profit Organisation [NPO]?**

Unfortunately this doesn’t impact your tax status with SARS. All a NPO number designates is that your entity is registered with the Department of Social Welfare as a Non- Profit Organisation. These are different registration criteria to the PBO designation, which is administered by SARS.

You do not have to register as a NPO with the department of Social Welfare.

If Officials at SARS tells you that you have to be a NPO to register for a PBO, it is incorrect and you should not accept this from them.

**Aren’t churches automatically exempt?**

No – without the PBO registration, the entity is not exempt.

**But we’ve never had to do this in the past?**

National Treasury revamped the requirements for PBO’s significantly from 2006 – 2008, one of the major changes was creating a designation specific to Income Tax and not linked to the Department of Social Welfare definitions.

1. **How do I apply for Income Tax Exemption as a Public benefit organisation (PBO)?**

**How do I apply?**

* On an [EI 1 Application form](http://www.sars.gov.za/AllDocs/OpsDocs/SARSForms/EI1%20-%20Application%20for%20Exemption%20from%20Income%20Tax%20-%20External%20Form.pdf) (to be completed by all organisations).
* This application form must:
	+ Contain the details of three unconnected persons i.e. three people who are not related to each other. People are considered to be connected if they are close relatives to one another.
	+ Be signed by the organisation’s Public Officer / Public Representative or agent.
* A [written undertaking](http://www.sars.gov.za/FAQs/Pages/277.aspx) accompanying the EI 1. Depending on the nature of your organisation, it will be one of the following:
	+ [El 2 - Written undertaking](http://www.sars.gov.za/AllDocs/OpsDocs/SARSForms/EI2%20-%20Public%20Benefit%20Organisation%20Written%20Undertaking%20-%20External%20Form.pdf) (only for public benefit organisations to ensure compliance with
	section 30 of the Income Tax Act)
	+ [EI 2 B – Written undertaking](http://www.sars.gov.za/AllDocs/OpsDocs/SARSForms/EI2B%20-%20Foreign%20Branch%20Approved%20as%20a%20Public%20Benefit%20Organisation%20-%20External%20Form.pdf) (only for foreign branches to ensure compliance with section 30 of
	the Income Tax Act)
	+ [EI 2 C - Written undertaking](http://www.sars.gov.za/AllDocs/OpsDocs/SARSForms/EI2C%20-%20Income%20Tax%20Exemption%20Recreational%20Clubs%20-%20External%20Form.pdf) (only for recreational clubs to ensure compliance with section 30A of the Income Tax Act)

**Top tip**: The EI 2, EI 2 B, or EI 2 C must be signed by the three unconnected office bearers contained in the EI 1
application form.

**What supporting documents do I need?**

* A [Founding Document](http://www.sars.gov.za/FAQs/Pages/279.aspx) – which is either of the following:
	+ Signed and Dated Constitution (if you are an Association of Persons)
	+ Signed copy of the Trust deed from the Master’s Office and Letter of Authority from the Master of High Court (if you are a Trust)
	+ Copy of the Memorandum of Incorporation and Articles of Association (if you are a non-profit company registered with Company Intellectual Property Commission (CIPC).
* Legible certified copies of a valid identity document of all three fiduciary responsible office bearers as well as the Public Officer / Representative (if different from that of the three office bearers).
* A copy of a bank statement with original bank stamp or ABSA eStamped statement not more than three months old that confirms the account holder’s legal name, account number, account type and branch code where applicable; or if a taxpayer has opened a new bank account (less than a month old) and cannot produce a bank statement, they will need an original letter from the bank on the bank letterhead with the original bank stamp confirming the account holder’s legal name, account number, account type, branch code and reflecting the date the bank account was opened.
* Financial Statements must be submitted if the organisation has been in existence for longer than a year (and for each financial year that it has been in existence). If the organisation has been in existence for more than a year, but it has not been in operation (dormant), it must submit an affidavit with its bank statements.
* Proof of residential or physical business address.
	+ For the organisation; and
	+ For the Public Officer (if not already registered with SARS as a taxpayer).
	+ To see which documents are acceptable as proof of residential address, see our [Relevant material/supporting documents page and look at specifically 'How to update my residential or business address section'.](http://www.sars.gov.za/ClientSegments/Pages/Relevant-Material-or-Supporting-Documents.aspx)

**How do I submit my application?**

* All of the above should be submitted at your nearest [SARS branch](http://www.sars.gov.za/Contact/Branch-Finder/Pages/default.aspx).

**Since the introduction of SARS’s new electronic registration system on 12 May 2014, applications can no longer be submitted via post or fax.**

Under exceptional circumstances e.g. if the applicant is incapacitated or lives more than 200km from their nearest [SARS branch](http://www.sars.gov.za/Contact/Branch-Finder/Pages/default.aspx), they can ask a representative person to hand in their registration application at a [SARS branch](http://www.sars.gov.za/Contact/Branch-Finder/Pages/default.aspx). However, that representative person will firstly need to register with SARS as a legal entity (they will need to bring their ID and power of attorney/ appointment letter to show that they are representing their client).
* If you are already registered as a Non-Profit Company (NPC) with the Companies and Intellectual Property Commission (CIPC), then you will automatically be registered with SARS for Income Tax purposes.
* Once you are registered with SARS, this does not mean that you have been approved for tax exemption. This
will entail a further approval process. Also, even if exemption from income tax is granted, all PBOs must still complete an annual Income Tax Return on an IT12EI form.
* The exemption approval process takes approximately 36 working days from the day that all the required
information has been submitted.
1. **What records is an approved PBO required to keep?**
* Any books of accounts, records or other documents, including financial statements, of any approved PBO must be retained and preserved for a period of at least 4 years after the last date of an entry in any book or, if kept in electronic or any other form, for a period of 4 years after completion of the transaction, act or operation to which they relate. Failure or neglect to retain records is a criminal offence.
1. **What are the requirements that must be complied with by an approved PBO?**

An organisation approved by the Commissioner as a PBO will be required to:

* The founding document must be amended, within a period of 12 months (or any other period prescribed) from the date of the letter issued by the TEU confirming PBO approval, or whenever any other amendment is effected to the founding document, whichever date occurs first.
* Render annual income tax returns via SARS eFiling or manually.
* Submit a copy of all amendments to its founding document to the Commissioner, as soon as they have been affected. Inform the Commissioner of any address change for correspondence within 60 days after the address change takes place.
* Inform the Commissioner of any change in persons accepting fiduciary responsibility for the organisation or office bearers (resignations or new appointments). Inform the Commissioner if the PBO is no longer carrying on approved PBAs or ceases to exist.
* Retain all books of accounts, records and other documents for a period of 4 years and if requested by SARS submit copies of such documents. Ensure that at all times the PBO complies with the requirements relative to the PBO approval.
1. **Must PBO’s submit a tax return as an exempt organisation?**

Yes All PBOs must submit annual Income Tax returns on an IT12EI, despite the exemption.

1. **Is all income of a PBO Exempt from Income tax?**

**No-read below:**

The conditions and requirements for an organisation to be approved as a PBO

are contained in section 30 while the rules governing the preferential tax treatment of PBOs are contained in section 10(1)(*c*N). Section 10(1)(*c*N) provides for the exemption from normal tax of certain receipts and accruals of approved PBOs. **Certain receipts and accruals from trading or business activities will nevertheless be taxable.** Please see: Tax Exemption Guide for Public Benefit Organisations in South Africa issued by SARS for a detailed explanation

Approved PBOs have the privilege and responsibility of spending public funds, which they derive from donations or grants, in the public interest on a tax-free basis. The donations or grants may be received from the general public or directly or indirectly from the State. It is therefore important to ensure that exempt organisations use their funds responsibly and solely for their stated objectives, without any personal gain being enjoyed by any person including the founders and the fiduciaries.

Approved PBO’s must continue to comply with the Act and related legislation throughout their existence. This includes the submission of annual income tax returns on an [IT12EI form](http://www.sars.gov.za/AllDocs/OpsDocs/SARSForms/IT12EI%20-%20Return%20of%20Income%20Exempt%20Organisations%20-%20External%20Form.pdf). The income tax return enables the Commissioner to assess whether the approved PBO is operating within the prescribed limits of the relevant approval granted and to determine whether the partial taxation principles must be applied to receipts and accruals derived from a trading activity or business undertaking which does not qualify for exemption.

In essence, s10(1)(cN) gives two types of exemptions, full and partial.

1. **Full exemptions**

These exemptions apply irrespective of the quantum of the amounts received, and will be entirely exempt.

1. **Exemption One**: Items derived not from trading or business activities. Examples would include Tithes, Donations, Gratuities or any other voluntary contribution.
2. **Exemption Two**: Items derived from business/trading activities if they are directly related to the principal object of the PBO; are done on a cost recovery basis and do not unfairly compete with taxable entities. A good example here would be a retirement home such as APN. It is a PBO charged with care of the elderly. It does charge a fee to cover operational costs, but it is a cost recovery and it is not competing with for-profit retirement homes. All amounts paid to the care centre for the care of an individual is therefore exempt. Please note that this only applies if it’s DIRECTLY related to the principal object of the PBO – for example: Rentals received for the rental of land and Cell phone towers would not be directly linked to the principal object and would therefore not be exempt under this provision.

Income derived from Plantation or maize projects would not be directly linked to the principal object and would therefore not be exempt under this provision.

1. **Exemption Three**: Items derived from trade done occasionally and primarily staffed with volunteers. This would be most once off fundraising events, such as Bazaars, Fete’s, etc. Please note however that if your church operates a coffee shop on it’s premises on a regular and continual basis that it would not be exempt.
2. **Exemption Four**: If the Minister of Finance says so – this is not going to apply to any of our congregations.
3. **Partial exemption:**

If your earnings are not exempted under the provisions above, then they may still get a partial exemption. This is calculated as the greater of:

R200 000; or

5% of the total receipts and accruals of the PBO (taxable or fully exempt)

Any income in excess of this exemption would then be subject to Income Tax at 28%.

**SECTION 10(1)(cN)**

*the receipts and accruals of any public benefit organisation approved by the Commissioner in terms of section 30 (3), to the extent that the receipts and accruals are derived—*

*(i) otherwise than from any business undertaking or trading activity; or*

*(ii) from any business undertaking or trading activity—*

*(aa) if the undertaking or activity—*

*(A )is integral and directly related to the sole or principal object of that public benefit organisation as contemplated in paragraph (b) of the definition of “public benefit organisation” in section 30;*

*(B )is carried out or conducted on a basis substantially the whole of which is directed towards the recovery of cost; and*

*(C) does not result in unfair competition in relation to taxable entities;*

*(bb)if the undertaking or activity is of an occasional nature and undertaken substantially with assistance on a voluntary basis without compensation;*

*(cc) if the undertaking or activity is approved by the Minister by notice in the Gazette, having regard to—*

*(A) the scope and benevolent nature of the undertaking or activity;*

*(B) the direct connection and interrelationship of the undertaking or activity with the sole or principal object of the public benefit organisation;*

 *(C)the profitability of the undertaking or activity; and*

*(D) the level of economic distortion that may be caused by the tax exempt status of the public benefit organisation carrying out the undertaking or activity; or*

*(dd) other than an undertaking or activity in respect of which item (aa), (bb) or (cc) applies and do not exceed the greater of—*

*(i) 5 per cent of the total receipts and accruals of that public benefit organisation during the relevant year of assessment; or*

*(ii) R200 000;*

**Annexure C: Example of Letter to Congregants**

Liebes Gemeindemitglied,

Im Namen der Gemeinde möchte ich mich herzlich bei Dir/Ihnen/Euch bedanken für die Zahlung Gemeindebeitrags. Ohne Mitglieder, die ihre Beiträge zahlen, könnte die Gemeinde nicht leicht ihre Verpflichtungen erfüllen.

Wir können für den Zeitraum Januar bis Mai 2019 folgendes bekannt geben (in Klammern steht das Budget, sowie der Prozentsatz, der im Vergleich zu den tatsächlichen Zahlen und zum gleichen Zeitpunkt im Jahr 2018 erreicht wurde):

 Monatliche Beiträge R 718 300 (R 660 000, +8.8%, +6.3%)

 Gesamtumsatz R 881 749 (R 815 250, +8.2%, +4.5%)

Der Beitragsrichtwert wurde bei der Jahreshauptversammlung im März 2019 als R 575.00 pro Monat pro Ehepaar/ "zahlende Einheit" vorgeschlagen. Dieser ist ein Richtwert, sie können den Betrag je nach Ihren persönlichen Umständen selbst erhöhen oder verringern, jeder Beitrag wird geschätzt.

Im Anhang, bzw. beiliegend, finden Sie einen Kontoauszug, der Ihre Einzahlungen anzeigt. Falls Sie diesbezüglich Fragen haben, wenden Sie sich bitte an xxxxxxx im Gemeindebüro (email:xxxxxxxxxxxx).

Wenn sich an Ihren Personalien etwas geändert hat, wie z.B. Adresse oder Kontaktnummern, würden wir es schätzen, diese Information zu bekommen, um unsere Dateien auf dem neusten Stand zu bringen.

Nochmals, im Namen Ihre xxxxxxxxx Gemeinde und Kirchen Vorstand, herzlichen Dank.

Mit freundlichen Grüßen,

-------------------

Goeiedag liewe gemeentelid,

Baie dankie vir al die bydraes wat die gemeente in die afgelope tyd ontvang het. Sonder die gereëlde bydraes sou die gemeente nie al sy verpligtinge kan nakom nie.

Vir die tydperk van Januarie tot Mei 2019 kan ons die volgende syfers bekendmaak (tussen hakies is die begroting, asook die persentasie behaal teenoor werklike syfers en dieselfde tyd in 2018):

 Maandelikse bydraes R 718 300 (R 660 000, +8.8%, +6.3%)

 Totale inkomste R 881 749 (R 815 250, +8.2%, +4.5%)

Aangeheg is ‘n staat met die transaksies, wat u kan kontroleer teen u eie rekords. Indien daar enige verskille is, stuur asseblief ‘n e-pos aan xxxxxxx :[epos:xxxxxxxxxxxxxxxx].

Die maandelikse riglyn bydrae was by die jaarvergadering in Maart 2019 vasgestel op R575.00 per betalende eenheid. U kan egter self die bedrag verhoog of verlaag, volgens u eie omstandighede. Indien u nie in staat is vir enige bydrae, sal ‘n email aan my of die kantoor waardeer word om ons daarvan in te lig. Alle inligting word vertroulik hanteer.

Bankbesonderhede is op die staat aangeheg, asook in die ‘gemmentelike nuusbrief’, op die binneblad. Wanneer betalings gemaak word, maak asseblief seker dat u naam as verwysing genoem word.

Indien enige persoonlike inligting verander het, bv. adres of telefoon nommer, sou ons dit waardeer as ons ingelig word om sodoende ons databasis op datum te bring.

Weereens, namens die gemeente , hartlike dank.

Vriendelike groete,

-------------------

Good day ,dear Congregant,

Thank you for all the contributions the congregation received from you. Without the regular contributions the congregations would not be able to survive and pay its expenses.

For the period January to May 2019 the following contributions was received (in brackets is the budget [YTD],the % against the budget and same time 2018):

Contributions R 718 300 (R 660 000, +8.8%, +6.3%)

 Total Income R 881 749 (R 815 250, +8.2%, +4.5%)

Attached find a statement with the transactions recorded for contributions from you. Verify these against your own records and if there are any descrepancies please take this up with xxxxxxx :[email: xxxxxxxxxxxxxxxx].

At the AGM in March 2019 the monthly guideline contribution per paying unit was set at R575. You can increase or decrease this amount depending your own circumstances. If you are not in a position to contribute it would be appreciated if you could inform the office. Information is treated confidential.

Banking detail of the congregation is:

xxxxxxxxxxx

xxxxxxxxxxx

xxxxxxxxxxx

When payments are being made directly into the congregation bank account via EFT please use your Name as reference.

If any personal data, address or telephone number inform the office so we could keep the database updated.

Greetings

**Statement of Account**

**Evangelisch-Lutherische xxxxxxxxxxxxxxx**

Tel: xxxxxxxx

E-mail: xxxxxxxxxxx

|  |  |  |
| --- | --- | --- |
| xxxxxxxxx | **Date:** | 2019-06-20 |
| P.O. Box  | **Account Number:** | xxxxxxx |
|  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Description** | **Reference** | **Debit** | **Credit** | **Balance** |
| 2019-01-01 | Opening Balance | n/a |  |  | 0.00 |
| 2019-01-22 | Payment received #5515 | 024- | 0.00 | 1,000.00 | -1,000.00 |
| 2019-01-29 | Invoice issued CIV00004253 | Contribution | 1,000.00 | 0.00 | 0.00 |
| 2019-02-22 | Payment received #5746 | 024- | 0.00 | 1,000.00 | -1,000.00 |
| 2019-02-26 | Invoice issued CIV00004405 | Contribution | 1,000.00 | 0.00 | 0.00 |
| 2019-03-22 | Payment received #5973 | 024- | 0.00 | 1,000.00 | -1,000.00 |
| 2019-03-27 | Invoice issued CIV00004588 | Contribution | 1,000.00 | 0.00 | 0.00 |
| 2019-04-23 | Invoice issued CIV00004768 | Contribution | 1,000.00 | 0.00 | 1,000.00 |
| 2019-04-23 | Payment received #6183 | 024- | 0.00 | 1,000.00 | 0.00 |
| 2019-05-22 | Payment received #6410 | 024- | 0.00 | 1,000.00 | -1,000.00 |
| 2019-05-28 | Invoice issued CIV00004949 | Contribution | 1,000.00 | 0.00 | 0.00 |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Thank you for your contributions/donations | Total | **5,000.00** | **5,000.00** | **0.00** |

**Bank Details: Bank Name: Standard Bank; Type: Current Account; Account:xxxxxxxxx; Branch Code: xxxxxxx**