

## **ALTERSHEIM PORT NATAL**

### **FORMATION and MANAGEMENT OF THE HOME**

Altersheim Port Natal (APN) was constituted on 16 September 1991. The Home was established as an institution and ministry of ELCSA (N-T) for the spiritual care of the aged. It was furthermore agreed that not less than 20% of the occupied single rooms in the Care Centre be occupied by individuals who are in financial need.

Two local ELCSA (N-T) congregations are founding members of the home i.e. Evangelical Lutheran Congregation of Durban and the New Germany Lutheran Congregation. The now defunct Deutsche Frauenverein were also founding members of the home. In 2012 the Hillcrest Church of the Redeemer congregation was also accepted as a member congregation.

Each member congregation is entitled to appoint 5 members to assist with the management of the home for a period of 4 years. Each congregation is entitled to appoint up to 3 members to serve on the Executive of the Home. The Executive appoints from these members a Chairman, vice-chairman Treasurer and Secretary who hold office for one year. They are eligible for re-election provided that they are still members of the Executive.

ELCSA (N-T) and all member congregations can also co-opt any suitable person, not necessarily a member of ELCSA (N-T), to represent them in the management of the APN and also on the Executive.

The Executive committee members are responsible for the maintenance of adequate accounting records and the preparation and integrity of the financial statements and related information.

Two cottage residents are elected on a bi-annual basis to represent the cottage residents at the monthly Executive meeting.

The formalities, functions and various duties of APN are regulated by a formalised Constitution.

APN is a registered Non-profit Organisation and reports on an annual basis to the Department of Social Security. APN is exempt from the payment of Income Tax.

The Constitution provides that, in the event of the dissolution of APN and after the settlement of debts, that the Home be given to another organisation that has the similar objectives to those of APN.

### **PRINCIPLES**

APN has a Christian ethos and is open to anyone who has accepted that this Christian ethos is the basis on which APN is managed and run.

APN has adopted a very unique principle: the cost of a life right for living in a cottage is paid exclusively for the use of funding for the eventual stay of the resident in the Care Centre free of charge for the duration of the stay in the Care Centre. This means that the total cost of the life right is forfeited in full for such stay at the time of payment of the life right whether or not such cottage resident takes up the use of the Care Centre.

The purchase of a life right is controlled on a first come first serve basis. Anyone wishing to eventually purchase a life right in a cottage can request to have their name on a waiting list which is then controlled on the first come first serve basis. An annual administration fee of R50 is paid to have ones name on the waiting list. This list is continuously controlled and updated.

## **COSTS**

The home has 13 one bedroom and 20 two bedroom cottages. Life rights are purchased for the stay in these cottages at the following current amounts:

One bedroom	R449,000
Two bedrooms	R674,000
Second resident	R214,000 for both a one and two bedroom cottage

The monthly levies are:

One bedroom	R 2,143 (for one person)
One bedroom	R 3,407 (for two people)
Two bedrooms	R 2,271 (for one person)
Two bedrooms	R 3,537 (for two people)
Parking garage	R 213

The above levies cover the following costs:

1. One lunch time meal catered for by an outsourced catering company in the dining room of the Care Centre;
2. 24 hour security guard patrol of the premises;
3. Electric fence around the perimeter of the property that is monitored by a security company;
4. Panic button armed response facility whereby:
  - 4.1 the security guards will report to the cottage where the panic button was activated; and
  - 4.2 two nurses that are on 24 hour duty in the Care Centre will report to the cottage.
5. Weekly garden service;
6. Short "recovery stays" in the Care Centre;
7. Use of a swimming pool;
8. Parking garage;
9. Use of a German & English library
10. Insurance of the structure of the cottage.

Non-residents of cottages i.e. anyone in need can also apply to stay in the Care Centre. The current monthly cost of the stay is:

Single room	R11,128
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Double room sharing	R 8,655
Double room 1 person	R17,310

As mentioned above, the cost of the stay of a life right cottage resident is free of charge for the entire duration of the stay in the Care Centre. The cost of this stay is the forfeiture of the cost of the life right.

The Care Centre has 24 beds and provides 24 hour care that is supervised by 2 qualified sisters and 16 care givers. The sisters are on standby for any emergency situation that may arise at night time.

Every room in the entire Care Centre, including bathrooms and toilets, is fitted with a CCTV camera which records and stores all movement in the room. The purpose of this facility is to protect the interests of both the resident and the staff of the Care Centre.

At the inception of the Old Age Home the association had no cash reserves on hand as the cost of the life right was used for the construction cost of the cottage. The objective was thus to accumulate reserves that would generate a return that would pay for the stay of a life right resident in the Care Centre.

As at the end of July 2015 the home has accumulated sufficient reserves that have been invested in such a manner to generate a return that is sufficient to pay for 12 life right residents in the Care Centre. The Home presently has 7 life right residents in the Care Centre.

## **EXTENDED FACILITY**

A number of years ago APN purchased a neighbouring property and converted the rooms of the house to 10 en suite bedrooms. The current monthly cost for the stay in one of these rooms is R6,677. This costs covers the following:

1. Three meals per day;
2. All laundry costs;
3. Short "recovery stays" in the Care Centre;
4. 24 hour security guard patrol of the premises;
5. Electric fence around the perimeter of the property;
6. Use of a swimming pool;
7. Parking bay;
8. A snooker room;
9. An English and a German library.

This facility does not have the life right benefit. This facility is known as Bauman House.

Two of the 10 rooms at Bauman House have been converted to a facility that visitors can use as overnight accommodation. A further one bedroom cottage has also been set aside for this purpose. We encourage ELCSA (N-T) members to make use of these facilities if they should be visiting anyone at APN and wish to stay overnight. Guest lunch meals are also provided on Saturdays and Sundays at a nominal fee of R40 and R45 respectively.

## **MANAGEMENT and FINANCIAL RESPONSIBILITY**

Sister Ria Hebbelmann is responsible for the overall daily management of the home. The second sister assists with the management of the Care Centre. The members of staff continue to perform admirably under the continuous workload of our ageing residents. We are very conscious of the need to constantly monitor the standards of service provided to our residents and their families. The high regard in which APN is held by all its members and donors is evidence that we have maintained an acceptable standard of care that is set out in the Constitution of APN.

A full time administrator is responsible for the daily administrative and financial functions at the home. She assists the Treasurer with the preparation of monthly management accounts that are discussed at the monthly executive meeting. The executive committee members are responsible for the system of internal financial control.

Annual Financial Statements are audited by a registered accounting and auditing firm and are presented at every Annual General Meeting (AGM). They are also distributed annually to all member congregations. An annual budget is approved at every AGM.

## **DEVELOPMENTS AND PROJECTS**

All major infrastructure developments and major repair and maintenance costs that are not budgeted for have historically been funded by donations and grants that APN has received from various Trusts and individuals. Such developments include:

- the purchase and development of Bauman House;
- an additional Care Centre wing consisting of 5 single and 2 double bedrooms;
- electric perimeter fence;
- CCTV camera system;
- a chapel (dual purpose as a lounge);
- walkway facilities around the premises;
- major new roadway and laundry facilities;
- new sun lounge.

## **FUND RAISING**

An annual Easter Festival is held to raise funds that are used for the purchase of major furniture and fittings that APN may require from time to time. A 100 Club also raises valuable funds.

APN also receives donations from ALCSA (N-T) member congregations from the non-obligatory Sunday offerings that are held from time to time.

There is an ever-increasing awareness that fundraising events no longer bring the funds that have been raised in previous years.

## **EXECUTIVE MEMBERS**

The current executive members are:

Egon Volker (co-opted)	(Chairman)
Lothar Wortmann	(Vice-chairman)
Carmen Westermeyer	(Treasurer)
Gudrun vd Berg	(Secretary)
Bruni Kassier	(Durban)
Marianne Antelm	(Durban)
Denise Klingenberg	(New Germany)
Nydia Conrads	(New Germany)
Ronald Bühler	(Hillcrest)
Walter Rodewald	(Hillcrest)
Pastor Ronald Küsel	(ELCSA (N-T))
Wolfgang Fecher	(ELCSA (N-T))
Barbara Binder	(Cottage resident representative)
Graham Mannall	(Cottage resident representative)

Each Executive member has offered his or her skills and services to the matron for any specific needs that may arise in her daily operational responsibilities. The Executive is fortunate to have members who have extensive practical experience and technical qualifications to serve in their various roles on the Executive.

The Executive provide their service to APN free of charge. They are well aware that it is their duty to ensure that they always render assistance, guidance and care to the aged to ensure that they enjoy their stay at Altersheim Port Natal.

We, the Executive, are all deeply committed to serve our residents and thank our Lord Jesus Christ for the guidance and numerous blessings that He gives us in this important and very successful ministry of ELCSA (N-T).

## **CONCLUSION**

The Executive thanks all member congregations for their continued financial and any other support that they provide to APN.

We invite all Synod members and their fellow congregation members to visit APN or even stay over for the night in one of our facilities whenever you are in the New Germany area.

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**EGON VOLKER**  
**Chairman**

DURBAN,  
31 August 2015