



NON PROFIT ORGANISATION ANNUAL REPORTS

In terms of the Nonprofits Organisations Act, 1998 (Act NO.71 of 1997)

NAME : John O'Neil

POSITION : Chairman

SIGNATURE :

DATE:

Executive Summary: AMCARE Board Report 2008/2009

I wish to bring all the glory to our Father in Heaven for the privilege given to the Board and the Staff of AMCARE, as we strive to care and develop vulnerable women, men, children, people with disabilities and the elderly in the Communities of Alberton, Edenpark, Greenfields, Phola Park, Thina Zonke and Tokoza.

2008/2009 was once again characterized by growth in the services of AMCARE and we were able to provide the following services:

1. **Social Relief:** As our name denotes, we reach out to the food security and material needs in our community. We monthly provide food to 1 500 adults at 5 clinics of the Ekurhuleni Metropolitan Council, 1,500 learners at 3 high schools. We distributed 2,970 fortnightly food parcels to poor and destitute members of our church and community. We have food gardens on our premises and also teach our beneficiaries food gardening to assist them to become self-sustaining. There are 65 such food gardens in the community. We also responded to emergencies such as shack fires, xenophobic violence, etc assisting with food, clothing and blankets.
AMCARE responded to the call by Dr Zola Skweyiya (former Minister for Social Development) to assist with the distribution of Social Relief of Distress during February/ March 2009. 498 applications were taken down and forwarded to SASSA offices for processing.
2. **Comprehensive HIV and AIDS Services:** Injabulo Clinic provided VCT services, testing for TB and other communicable diseases to 881 patients.
3. We currently transport patients to Government facilities for ARV medication, but will from November 2009 be included in the health care network by providing a Down-referral ARV Clinic in partnership with Right to Care and the Gauteng Department of Health. We currently make 5 trips per week to the Germiston Hospital for patients to be placed on ARVs
194 Persons who are HIV + are included in psycho-social community services, which include Home-based Care and Social Work to infected and affected persons. We also provide Psycho-social services to orphans and vulnerable children. 47 clients were discharged due to death, moving or part of the Tina Sonke community where we had to stop services.
We were unable to conduct Support Groups due to high Staff turnover.
We are in the process of registering with the HWSETA to provide training for Home-based Care givers in HIV & AIDS. In addition to this we conduct workshops for churches and other NGOs in the basics of HIV & AIDS; Counselling for Non-counsellors and Setting up and registering a HIV & AIDS project. House of Hope Ministries, Katlehong and Amoheleng, Sebokeng were registered as NPOs by Department of Social Development.
4. **Domestic Violence:** We provide community services in partnership with the government and other NPOs. We provide emergency accommodation to 29 women and their children at Hannah House in Alberton as well as 195 women and 143 children at Ikhaya Lethemba in Braamfontein, Johannesburg.
5. **Home-based care for Elderly and disable persons:** We provided services to 33 Elderly persons, Persons with a Disability and persons with HIV. Of these 17 clients passed away and 2 were admitted to institutions. 367 Visits to patients were made Clients are made to feel comfortable and their beds are made, linen changed. Other assistance is provided where necessary. Patients are escorted to attend clinics at the Johannesburg-, South Rand- and Helen Joseph Hospitals.
AMCARE hosts the Cancer Association in a custom made day clinic situated on our property for day care services to sufferers and their family members in the community. Referrals from this organization is received and attended to.
6. **Skills Development:** We provide skills training in catering to 25 Domestic Workers. We trained 65 patients in home food gardening.
The usual catering and sewing training was not run due to lack of funds.
We have a bric-a-brac shop on the premises which provides much needed supplementary funding where our government subsidies and donations fall short.

Soli Deo Gloria.

Deacon Dr Vernon van Wyk
CEO

Narrative (written) Report on the past Year's activities:

1. Section A: Basic details about the Organisation:

- 1.1 Organisation name: **AMCARE**
(Alberton Methodist Care and Relief Enterprise)
- 1.2 Non-profit Organisation Registration number: **NPO 016-772**
- 1.3 The twelve-month period this Report covers:
1 April 2008 – 31 March 2009
- 1.4 Contact persons (Two office bearers nominated by the Organisation):
- Contact person: **Deacon Dr Vernon van Wyk**
- Contact person's title in your organisation: **Chief Executive Officer**
- Telephone numbers: **(011) 869 5856/(011) 907 4220/(011) 869 5381/
(011) 907 4894**
- Fax number: **(011) 869 5639**
- Cell phone number: **082 469 0601**
- Email Address: Vernon@amc.org.za
- Another contact person is: **Percy Howroyd**
- Contact person's title in your organisation: **Chief Operating Officer**
- Telephone numbers; **(011) 869 5856 / (011) 9074220 / (011) 869 5381
(011) 907 4894**
- Fax number: **(011) 869 5639**
- Cell phone number: **082 897 9078**
- 1.5 Organisation's physical address:
- 15 Heidelberg Road
New Market Estates
ALBERTON**
- Province: **Gauteng**
- Postal code: **1449**
- 1.6 Organisation's postal address:
- PO Box 36
Alberton**
- Province: **Gauteng**
- Postal code: **1450**

1.7 AMCARE's Office Bearers.

The Management Board is comprised of the following members:

Name	Role	Race	Gender	Experience
Mr John O'Neill	Chairperson	White	Male	Owner of own Company
Mr Peter Nancarrow	Deputy Chairperson	White	Male	Transport Broker
Mr Fred Jorissen	Convener: Finance Committee	White	Male	Banker
Ms Maureen Butler	Treasurer	White	Female	Bookkeeping
Ms Pat Chipps	Secretary	White	Female	Secretarial and Administration
Rev Nomvuyo Mhlongo	Member	African	Female	Educationalist/ Minister
Mr Seretse Serumola	Member	African	Male	HR Director
Ms Doreen Burger	Member	White	Female	Retired Business Woman
Mr Gavin Hendry	Member	White	Male	Owner Real Estate Company
Mr Jo Visser	Member	White	Male	Owner Marketing Company
Rev John Stack	Ex Officio Member	White	Male	Senior Minister
Past Paul Cameron	Ex Officio Member	White	Male	Minister
Dcn Dr Vernon van Wyk	Ex Officio CEO	White	Male	Social Worker/ Minister
Mr Percy Howroyd	Ex Officio COO	White	Male	Factory Manager/ Administrator
Mr Athol Weideman	Donor Representative	Coloured	Male	Finance Manager
Mr Gerald Schmidt	Donor Representative	White	Male	Finance Manager
Mr Elias Mothibe	Donor Representative	African	Male	Legal Representative

1.8 **AMCARE Staff profile.**

Total number of staff members = ...92.

Position	Number	REPRESENTIVITY					
		Male/ Female	Disability	Race (number)			
				African	Asian	Coloured	White
Chief Executive Officer	1	M					1
Chief Operating Officer	1	M					1
Chief Financing Officer	1	F					1
Finance	2	1F 1M	1				2
Secretary	2	F					2
Administration	1	F		1			
PRO	1	M					1
HR	1	F					1
Drivers	3	2M 1F		3			
Fleet Manager	1	M					1
Social Work Manager	1	1F			1		
Chief Social Worker	2	2F			1	1	
Social Workers	6	F		5			1
Social Auxiliary	3	F		3			
Kitchen Staff	1	F		1			
Skills Training	8	8F		4		2	2
Salaries Clerk	1	F					1
Housemother	1	F					1
Housekeeper	2	F		1		1	
Grounds man	1	M	1				1
Maintenance	1	M	1				1
General Staff	13	3F 10M	1	10			3
Security	1	M	1				1
Clinic Manager	1	F					1
Clinic Sister	1	F		1			
Counsellor	1	F		1			
Skills Development Officer	2	3F		2			1
Caregiver Coordinator	2	2F		1		1	
Caregivers	32	4M 28F		18		14	
Store Supervisor	2	2F		1			1

1.9 Basic skills or services of AMCARE::

AMCARE (Alberton Methodist Care and Relief Enterprise) is multi-dimensional and professional outreach project of the Alberton Methodist Church situated in Alberton in the Ekurhuleni Metropolitan Municipality.

We serve the communities of Alberton, Edenpark, Palm Ridge, Phola Park, Thokoza and the informal settlements of Greenfield and the greater Alberton area.

The following primary services are rendered:

i. Domestic Violence

Through 2 shelters in Alberton and Braamfontein AMCARE provides residential care for women and children who are victims of domestic violence. Victims are also provided with psycho-social therapeutic services. Clients are assisted with legal proceedings and to become self-sufficient.

ii. HIV & AIDS

A comprehensive HIV & AIDS service is provided which includes a Voluntary Testing and Counselling Clinic; Home – and Community based Care to infected and affected persons, Services to Orphans and Vulnerable children. In partnership with the Germiston Hospital, we are now also providing a Down-referral Antiretroviral Clinic.

We provide educare sessions to local industry and businesses about HIV & AIDS.

iii. Skills Development

We train unskilled persons in Catering, Perma-culture Gardening and Woodcraft. We have home gardens for persons infected and affected by HIV & AIDS in communities We have just been accredited by the HWSETA for Modules of the Ancillary Health Care qualification aimed at Caregivers for Home-based HIV & AIDS care is provided.

iv. Social Relief

We provide food parcels to our HIV and AIDS clients as well as soup and bread to clinics and learners at high schools in impoverished areas.

v. Home-based Care for Elderly and disabled persons.

We provide home-based care to aged and disabled persons in Alberton. This includes washing and caring for clients, Social Work services and bereavement counselling.

2. Section B: AMCARE's major achievements of the past year;

2.1 List of AMCARE's planned objectives set at the beginning of the past year.

- 2.1.1 To provide a place of safety for 40 women (or 20 women and their children) meeting their basic needs as well as counselling, therapy, skills training and awareness programmes to men and women in the larger community, in order to empower them to lead independent and violence free lives from April 2008 to March 2009
- 2.1.2 By means of Community Home-Based Care provide food and social relief for 5000 infected and/or affected persons from April 2008 to March 2009
- 2.1.3 To provide social work services to ensure that the psycho-social needs of 5000 HIV infected and affected persons are provided for from April 2008 to March 2009
- 2.1.4 To facilitate 12 support groups for children, youth and adults infected and affected by HIV/AIDS from April 2008 to March 2009
- 2.1.5 To alleviate poverty through training, supervision and support of 250 indigent Persons/ volunteers from April 2008 to March 2009
- 2.1.6 To provide home-based care to elderly and disabled persons in the community from April 2008 to March 2009
- 2.1.7 To facilitate the creation of sustainable FBO'S at 7 Methodist Churches in Ekurhuleni Metropolitan District from April 2008 to March 2009
- 2.1.8 To manage the Professional Services in accordance with professional norms and Standards.
- 2.1.9 To manage the human and financial resources and assets of the programme professionally and according to generally accepted Accounting Practices

2.2. Indication of which of the Objectives listed in 2.1 were achieved or partly achieved.

2.1.1	Achieved
2.1.2	Achieved
2.1.3	Partly Achieved
2.1.4	Not Achieved
2.1.5	Partly Achieved
2.1.6	Achieved
2.1.7	Achieved
2.1.8	Achieved

2.3 Explanation of how AMCARE achieved, or partly achieved, the Objectives indicated in 2.2.

2.1.1 To provide a place of safety for 40 women (or 20 women and their children) meeting their basic needs as well as counselling, therapy, skills training and awareness programmes to men and women in the larger community, in order to empower them to lead independent and violence free lives from April 2008 to March 2009

For the period of April 2008 to March 2009 AMCARE'S Victim Empowerment Centre was able to accommodate 29 women and their children. Women received counselling and support services according to their individual needs.

AMCARE is also responsible for the service delivery to Victims of domestic violence and sexual offences residing at Ikhaya Lethemba based in Braamfontein. Ikhaya Lethemba can accommodate a maximum of 140 women with their children. Based on individual assessments made at admissions, a Victim can be accommodated for a maximum of six months at Ikhaya. 195 women and 143 children were accommodated at Ikhaya. Of the 143 children, 40 attended the Early Childhood Development Facility at the Shelter.

2.1.2: By means of Community Home-Based Care provide food and social relief for 5000 infected and/or affected persons from April 2008 to March 2009

A total of 1500 adults per month attending various clinics and 1500 children per month attending schools were beneficiaries of the soup and bread. In the beginning of 2009, AMCARE began distributing clothing on a weekly basis to the different areas we service.

The total number of food parcels distributed in the period April 2008 to March 2009 was 2,970.

The following cases came through our Intake System for the specified period:

Social Grant applications	8
Domestic Violence	19
Counselling	10
Food Parcels	24 once-off food parcels
HIV/AIDS cases	150
Maintenance/ Court Queries	2
Material Assistance	2
Destitute	5

AMCARE responded to the call by Dr Zola Skweyiya, Minister of Social Development, to assist in the distribution of Social Relief of Distress funding during the period February 2009 to March 2009. 498 applications were taken down and forwarded to the SASSA offices in Thokoza.

2.1.3: To provide social work services to ensure that the psycho-social needs of 5000 HIV infected and affected persons are provided for from April 2008 to March 2009

We entered the new-year April 2008 with 194 Patients on our caseload. In the year we had 140 new admissions and 47 Patients were discharged: either due to death, moving or were part of the Tina Sonke Community that AMCARE stopped rendering services to.

The Objective was partly achieved as there was a high turnover of Social Work Staff and the Supervisors only attended to emergencies cases/ referrals.

Our VCT and Wellness Clinic utilises a full-time Counsellor responsible for pre and post-test counselling and a Nurse employed to do testing for those who wanted to be tested. Both the Counsellor and Nursing Sister were fully engaged in attending to the following patients over the period of this report.

Number of Patients for VCT only	881
Number found positive after VCT	211
Number found negative after VCT	670
Number referred for ART	196
Number of positive referred to Injabulo	384
Number of trips to the lab weekly	5 trips
Number of trips for ART weekly	5 trips

2.1.4: To facilitate 12 support groups for children, youth and adults infected and affected by HIV/AIDS from April 2008 to March 2009

This objective was not reached due to high Staff turnover and lack of accessible facilities in the service areas.

2.1.5: To alleviate poverty through training, supervision and support of 250 indigent persons/ volunteers from April 2008 to March 2009

- During this period AMCARE'S Catering Centre ran 8 classes and trained 25 employed Domestic Workers in catering. The Employers had to pay R500 for their Domestics to be trained.
- The usual catering and sewing training that we used to run was suspended due to lack of funds
- By the year end, March 2009, we successfully trained 65 Patients in food gardening and they each have their own gardens of fresh vegetables and an opportunity to sell to generate some income

2.1.6: To provide home-based care to elderly and disabled persons in the community from April 2008 to March 2009

	Male	Female	Total
Elderly	11	14	25
Disabled	5	2	7
HIV	1	0	1
Deaths	6	11	17
Admitted to Institution	1	1	2

From the above table it appears that the home-based care team provided services to 33 Elderly persons, Persons with a Disability and persons with HIV. Of these 17 clients passed away and 2 were admitted to institutions. 367 Visits to patients were made. Patients were also taken to hospitals, accompanied by a Care-giver from AMCARE.

AMCARE hosts the Cancer Association in a custom made day clinic situated on our property for day care services to sufferers and their family members in the community. Referrals from this organization is received and attended to.

2.17: To facilitate the creation of sustainable FBO'S at 7 Methodist Churches in Ekurhuleni Metropolitan District from April 2008 to March 2009

In visiting many of the Churches within the Ekurhuleni Metropolitan District, an opportunity presented itself at the St. Paul's Methodist Church in Katlehong to create an NPO to render HIV & Aids and Counselling services. The process of initiating an NGO was followed, that is, getting volunteers, setting up meetings, forming a committee, formulating a constitution and submitting it to a lawyer and management committee and finally sending an application for the registration as an NPO.

A similar process was followed with the Amohelang Care Organization situated in Sedibeng. Amohelang provide HIV & AIDS Home-based Care services in Sebokeng. They were assisted in writing a Constitution and submitting it to the Department of Social Development for registration as an NPO. Queries by the NPO Directorate on the Constitution were also handled.

Five churches (3 Baptist, Apostolic and Zionist) in Zuma Section, Katlehong responded to a Workshop on "How to Create a HIV & AIDS Organization" presented by AMCARE. They were assisted in writing a Constitution for "House of Churches Ministries" and submitting it to the Department of Social Development for registration as an NPO. The registration was successful. AMCARE will also assist the organization with writing a business plan for subsidization from the Gauteng Department of Social Development.

Donations of a computer and office furniture were received from the Alberton Methodist Church. Training was arranged for the Volunteers that included train the trainer course and Basic Counselling. Support was received from Bryanston Methodist Church counselling section.

3. Section C: List of important meeting held by AMCARE during the past year, and details of any changes to our Constitution.

3.1 List the number of meetings AMCARE held during the past year

Type of Meeting	No of meetings during year April 2008 to March 2009
Annual General Meeting	1
Special General Meeting	Nil
Management Board Meetings	11
Senior Management Meetings	11
Others (specify)	
Finance meetings	11
Fundraising meetings	6

3.2 Date of AMCARE Annual General meeting

According to the Constitution of AMCARE (as amended on 10 September 2006) AMCARE's Financial Year-end is 31 March annually. In compliance with the NPO Act the Constitution provides for an Annual General Meeting to be held six months after, namely in September annually. The last Annual General Meeting was held on **2nd September 2009**.

No Special General Meetings were held and no amendments were made to the AMCARE Constitution.

Financial Report – income and expenditure:

1. Section A: AMCARE's income and basic accounting details:

1.1 Accounting Officer's name: **D. Mordecai And Company (Chartered Accountant SA)**

1.2 Accounting Officer's address: (an outside individual or accounting company or auditor)

**PO Box 2241
Alberton**

Province: **Gauteng**

Postal code: **1450**

1.3 AMCARE's accounting policies (i.e. Are AMCARE's accounts done monthly) **Yes**

1.4 Has the attached Accounting Officer's report and annual statement of accounts been approved by AMCARE's Office Bearers? **Yes.**

1.5 What % (percentage) of AMCARE'S total annual expenditure was spent on administration costs (i.e. salaries; rental; travel; water/lights; maintenance; insurances; stationery etc). **48%**

1.6 Indicate AMCARE's sources of income under the headings below (with a tick)

Kinds of funds	
Donations	√
Fees /Membership	
Sales of products or services	√
Gifts-in-kind (other than money)	√
General income (i.e. Fundraising events)	√
Interest on investments	√

1.7 What % (percentage) of AMCARE's annual income came from submitting project or grant proposals to corporates/ foundations /trusts or foreign donors: **20%**

1.8 Who did AMCARE use to raise income during the past year: (you can tick more than one box if you used more than on method):

Our fundraising was done by:	
Full-time Staff member/s	√
Part-time staff member/s	
Volunteer/s	√
Outside person/company for a fee or commission	
Other: Fundraising Committee	√

2. Section B: A copy of your most recent Annual Financial Statements, which include a Balance Sheet and an Income and Expenditure Report.

AMCARE's annual Balance Sheet and Income and Expenditure Report for 2008/2009 is attached..