



# PROFILE FORM

<< name of your organisation >>

## **HOW TO COMPLETE A PDF FORM**

**To complete this form we advise you to do the following:**

1. Download a Pdf reader if you have not done so already
2. Open the SPZA application form in the Pdf reader
3. Complete the form
  - Foxitreader: choose tyewriter
  - Adobe: choose Fill and sign
4. Save the document, adding the name of your organization to the existing document name.

# PROFILE for SPZA BOARD (confidential)

<b>1 Contact and bank details, constitution, financial records</b>	
1.1 Name organisation	
1.2 Physical address	
1.3 Postal address	
1.4 Phone and fax number	
1.5 E-mail address and website address	
1.6 Is there a constitution?	<input type="checkbox"/> yes <input type="checkbox"/> no
1.6.1 On your website?	<input type="checkbox"/> yes <input type="checkbox"/> no
1.7 NPO / NGO / Article 21 company number	
1.8 Are your NPO details on <a href="http://www.npo.gov.za">www.npo.gov.za</a> ?	<input type="checkbox"/> yes <input type="checkbox"/> no
1.9 Bank accounts (name bank, name account, account number, branch code, type of account)	
1.10 Who checks your financial records? Please give name auditor + company name.	Auditor: Company name:
<b>2 Board of trustees</b>	
2.1 Total number of trustees	
2.2 Name of chairperson	
2.3 Name of secretary	
2.4 Name of treasurer	
2.5 How many other trustees?	
2.6 Remuneration trustees per year (all trustees in total)	R
2.7.1 Do you subscribe to the <b>The Independent Code of Governance for Non-Profit Organisations in South Africa</b> ?	<input type="checkbox"/> yes <input type="checkbox"/> no
2.7.2 If yes, did you register on <a href="http://www.governance.org.za">http://www.governance.org.za</a> ?	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>3 Staff + salaries</b>	
3.1 Name of principal / manager / director + job title + annual salary incl. bonus	Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month
3.2 Total number of staff	
Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month	Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month Job title: R <input type="checkbox"/> full time <input type="checkbox"/> part time ..... hours per month
3.3 Number of volunteers	
3.4 What do they do?	
3.5 Does the organisation have a food garden?	
3.6 Does the organisation have a recycling programme?	

4 Target Group	
4.1 Under 7 years old, total	
4.2 7-16, total	
4.3 17 +, total	
4.4 Other, please specify age group	
4.5 % of girls	
4.6 Total number of disabled children and youth incl. learning disabilities	
5 Income and expenditure	
<b>5.1 Income in Rand total</b>	R Financial year MMYY-MMYY
5.2 Government subsidies, please specify per department	R R R R
5.3 Donations and subsidies from trusts, NGO's and other organisations (please specify, unless <b>all details</b> are in your (audited) financial annual report)	R                      In kind + value: R                      In kind + value: R                      In kind + value: R                      In kind + value: R                      In kind + value: R                      In kind + value: R                      In kind + value: R                      In kind + value:
5.4 Donations from businesses in total	R                      In kind + value:
5.5 Interest received	R
5.6 Donations from private individuals, total	R                      In kind + value:
5.6.1 Of which .....% from South Africans	R                      In kind + value:
5.6.2 Of which from founders/trustees own organisation	R                      In kind + value:
5.7 Other income	R                      In kind + value: R                      In kind + value: R                      In kind + value: R                      In kind + value: R                      In kind + value: R                      In kind + value:
<b>5.8 Expenditure in Rand total</b>	R Financial year MMYY:
5.9 Staff costs (salaries, insurance, pensions and other)	R
5.10 Marketing and fundraising costs, unless outsourced	R
5.11 Conferences, meetings and training costs	R
5.12 Governance costs (accountancy and audit fees)	R
5.13 Outsourced. Please specify	R R R R
5.14 Other overhead, total	R
5.15 In reserve	R of which unrestricted (over which trustees have complete discretion) R

<b>6 Other information available. Please send us digital copies or hyperlinks to your website</b>		
6.1 Annual narrative report	<input type="checkbox"/> yes <input type="checkbox"/> no	On website <input type="checkbox"/> yes <input type="checkbox"/> no
6.2 Annual financial report	<input type="checkbox"/> yes <input type="checkbox"/> no	On website <input type="checkbox"/> yes <input type="checkbox"/> no
6.3 Newsletter	<input type="checkbox"/> yes <input type="checkbox"/> no	On website <input type="checkbox"/> yes <input type="checkbox"/> no
6.4 Medium-long term plan	<input type="checkbox"/> yes <input type="checkbox"/> no	On website <input type="checkbox"/> yes <input type="checkbox"/> no
<b>6.5 Have you been nominated for or have you won any awards or prizes?</b>		
<b>6.6 What are your greatest needs?</b>		
<b>6.7 What would you like to improve?</b>		
<b>6.8 What is your impact on your target group(s) and on the wider society?</b> If possible, illustrate your impact with quotes (from parents, learners, community leaders, etc.)		
<b>6.9 This questionnaire was completed by (name + position) on (date)</b>		Name: Position: Date: ddmmyyyy: