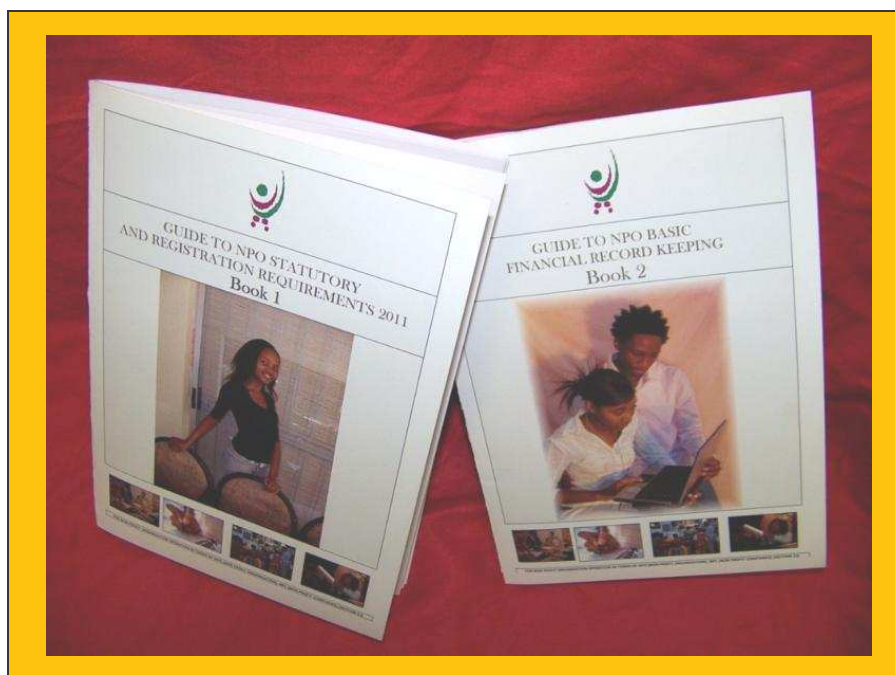


GUIDE INFORMATIVE MANUALS FOR NPO ORGANISATIONS



BOOK 1 – GUIDE TO NPO STATUTORY & REGISTRATION REQUIREMENTS

Contained in this manual are following subjects:

- What is an NPO
- How to register an NPO with Social Development / CIPRO (full requirements) explained.
- Bank Account requirements.
- Registering with SARS: Income Tax and Tax Exemption. (do's and don't) full details
- Submitting of a Income Tax return for NPO.
- How to register with UIF (when to register and why) – UIF Applications explained.
- How to calculate UIF for employees and UIF for employer.
- How to pay UIF and how to submit UIF Payment advise slips.
- How to register with WCA – Workmen Compensation Act.
- How WCA is assessed by the commissioner.
- How to keep your own UIF employee record book (manual) or self calculating Excel sheet)

BOOK 2 – GUIDE TO NPO BASIC FINANCIAL RECORD KEEPING

Contained in this manual are following subjects:

- NPO Financial Requirements (explained)
- List of Assets and how to create Assets Register.
- Important Related clauses from the constitution.
- Receiving and recording down of daily income (Cash Received) – Documents to use.
- Monthly Income Record Book (sample)
- Recording of cash used (daily of monthly expenses (documents used – supplier's slips and Petty cash Vouchers)
- Monthly Payment Record Book (sample)
- Payslips Recording of salaries and calculation of deductions.
- Preparing a Monthly Income and expenses Sheet
- Compiling an Annual Cash Flow Report for your accountant or auditor.

Both books will help the NPO practitioner / administrator to understand and know what is required of the organisation. You will be able to know if someone is telling you the truth or not with regard to NPO legislation and be able to consult the correct government department in the case you need assistance. Know the correct way to process certain task and learn to do it yourself.

The books contain live (realistic) information and who to contact directly, when in need of certain information. With the book you find, guide samples, illustrations, forms samples and a direction when you can get the form that you need at the comfort of you office.

RETAIL PRICE: Both Books (Manuals) retail at **R25.00** each. NPO's can purchase the Books in bulks of 10 at a reduced price to sell to their member as a fundraising drive.

