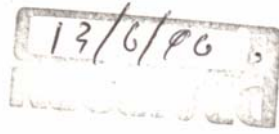




**DEPARTMENT OF SPORT,
RECREATION AND WELFARE**



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PRETORIA
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a.

Enquiries: Mr M J Lessing

Reference: 7/8/3/6/E/1

b.

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The Manager
The House
POBox 18557
HILLBROW
2038

29 May 1996

Dear Mrs du Plessis

**FINANCING OF SHELTER FOR STREET CHILDREN: THE HOUSE,
HILLBROW, JOHANNESBURG**

The Department is pleased to inform you that the financing of your Shelter has been approved with effect from the date on which The House is registered as a Children's Home (shelter).

APPROVED FINANCING

a. Furniture and equipment:

The Department is prepared to assist you with the purchase of essential furniture and equipment for your shelter. This grant may be paid only once and consists of a maximum of R250 per girl up to a maximum of 55 girls. The grant for furniture and equipment, therefore, may not exceed a total of R 13 750.

b. Running costs:

The Department is prepared to finance a maximum of 15 girls who are accommodated overnight at the shelter at a maximum rate of R10,00 per day for each girl and a maximum of 45 girls who make use of the drop-in centre at a maximum rate of R6,00 per girl per daily drop-in.

PROCEDURES

a. Furniture and equipment

Proposed purchases of furniture and equipment should be discussed with personnel from the Department at the service office in Johannesburg (Rissik Street) Tel: (011) 836 4396.

You will need to decide what are the most urgent needs in this respect. Three quotations from suppliers of the furniture and equipment must then be submitted to the service office. The service office will forward these quotations with a recommendation to Head Office marked For attention: Subsidy Section.

No furniture and equipment should be bought before Head Office has given you approval. The payment must be finalised before 31 March 1997 as none of this money can be paid in the next financial year.

b. Running costs

- i. The first step is to compile a suitable attendance register. The register must consist of each child's name and each day the child is accommodated or drops in must be marked clearly in the register. The register must be kept on a monthly basis and completed daily. An example of a suitable register is attached. Note that you cannot claim for a drop-in and accommodation for the same child on any given day.

ii. Monthly claims:

An example of a monthly claim form is attached. The claim form must be submitted each month together with -

- c. The complete register of the names of children who were accommodated or who dropped-in on each day of the month for which the claim is made.

- b. A statement of all the expenditure of the shelter for the month for which the claim is made (an example is attached). The particulars of expenditure on the monthly statement should be as accurate as possible since at the end of the financial year the shelter will be required to submit an audited financial statement confirming all the expenditure for that year. If the expenditure according to the monthly statements differs from that shown on the annual audited statement, this may result in an overpayment which would have to be recovered from future subsidy payments.

The monthly claim, copy of the attendance register, the statement of income and expenditure must be submitted to the Department (Marked for Attention: Subsidy Section) as soon as possible after the end of the month and not later than the 7th day of each month.

- iii. Payment of running costs

Payment will only be considered once the claim and all documents have been received. It is important to make sure that they are correctly completed. It takes some time to process the claim and therefore the sooner the correctly completed claim is received, the sooner it can be processed and paid.

Please note that if the actual approved expenditure of the shelter for a month is lower than the amount of the subsidy calculated at the maximum daily rate for the children during that month, the subsidy for the month in question will be based on the actual expenditure.

GENERAL CONDITIONS REGARDING FINANCING

The Department is responsible for ensuring that its money is spent correctly and for those most in need. Accountability measures therefore have to be built into all financing schemes. The general conditions that apply are the following:

- a. The Department's subsidy may be used only for the stated purpose, that is the care, nourishment and stimulation of the children or the remuneration of the persons employed to care for the children. None of the Department's money may be used for any other purpose such as the financing of other projects, donations to other persons or other organisations, or to meet the chairperson's expenses or expenses of members of the governing body or any person other than personnel. The Department may withdraw its financing immediately if it is found that its funds are being used improperly.

- b. The activities and financial management of the shelter may be inspected at any time. Proper accounts of all income and expenditure must be kept at all times. These accounts must be kept separately from any other services run by the organisation.
- c. The submission of any returns, reports or statistics required by the Department.
- d. The submission of annual audited financial statements to the Department by 30 September annually. If it is not possible to audit the books, a certified statement of the income and expenditure must be submitted annually. You must also submit a list of names of the persons serving on the management committee of the shelter or the governing body.
- e. The timely submission of your programme and annual evaluation.

It is also pointed out that the Department's payments are always subject to the availability of funds. Subsidies are reviewed annually and the income or assets of a subsidised service may be taken into account when determining the amount to be paid by the Department.

Please acknowledge in writing that you have received this letter and confirm that you understand the contents and are prepared to comply with the conditions, as soon as possible.

If you require any assistance please contact the Department's personnel at the nearest service office.

We trust that this financing will strengthen your service and we look forward to building our partnership with you.

Yours sincerely


✓ HEAD OF DEPARTMENT