

To: NPO Leaders

Re: Submission of Annual Financial Statements and Narrative Reports in terms of the NPO Act

It is that time of the year when the majority of registered NPOs are submitting their compliance documents (AFS and Narratives) to the NPO Directorate. The NPO Help Desk is a support service that provides guidance and assists NPOs with their submissions. The NPO Help team assists over a thousand NPOs annually and have also seen many NPOs getting “queried reports” because of certain omissions. Before organisations submit their reports, we wish for them to double check the following items first:

Annual Financial Statements:

- Ensure that the professional **practice number** of the registered Accounting Officer / Auditor is stated in the AFS
- The **AFS must be signed** off by the office bearers (often the Chairperson and Treasurer) as well as signed off by the Accounting Officer / Auditor
- The 6-digit **NPO number** must also be **displayed** on the AFS in the proper format E.g. 123-456 NPO

Narrative Reports:

- Use the **official** narrative report template
- Ensure that the **full name** of the organisation as depicted on the NPO Certificate is used on the narrative report
- State clearly for which **financial year** this narrative report is for. E.g. 1 April 2022 – 31 March 2023

Please note it is the NPOs responsibility to ensure that the Narrative Report and AFS is received by the NPO Directorate in Pretoria. If an NPO requires assistance, kindly email the Western Cape NPO Help Desk on npo.helpdesk@westerncape.gov.za. To prevent duplication of work, avoid confusion and to assist with response handling we kindly request that NPOs only use the above email and not include (or CC) the NPO Directorate (National DSD).

Regards

NPO Help Desk

Institutional Capacity Building

Date: 28 November 2023