

Helderberg Development Centre Annual Report 2020



Chairman's Report 2020

HELDERBERG DEVELOPMENT CENTRE
CHAIRMAN'S REPORT FOR THE 2020 FINANCIAL YEAR
ANNUAL GENERAL MEETING JUNE 2021

Helderberg Development Centre's focus remains on the long term impact on poverty and unemployment in the Helderberg basin. The objective is achieved with the training of unemployed women from the disadvantaged community in home management. In 2021 it will be complemented by the Elder Care Training Programme. The dedicated management team under the leadership of Inge January with the support of a number of volunteers are the backbone of Helderberg Development Centre.

The financial statements for the 2020 financial year requires approval at the annual general meeting. The statements reflect a revenue of R743006-00 (R778418-00 in 2019) against the expenditure of R594424-00 (R819934-00 in 2019) resulting in a surplus of R232485-00 (R8028-00 in 2019). The retained surplus was R874386-00 (R641901 in 2019). This remains a very important focus for Helderberg Development Centre especially with the ongoing pandemic in mind and the increase in expenditure as a result of the implementation of the Elder Care Training. On the other hand it can be expected that the lower activity in Home Management Training can result in a saving in expenditure. The small number of students engaged in Home Management will result in an abnormal high cost per student which is not sustainable in the long run.

The budget for the 2021 financial year forecast an income of R 851800-00 and total expenditure of R912011-00 resulting in a deficit of R 60211-00. The budget is under pressure as a result of the continued pandemic , the small number of students and the possibility of less donations.

The owner of the premises engaged contractors in May 2021 to do long outstanding maintenance. The Centre management reported their satisfaction with the work done.

Helderberg Development Centre express it's sincere gratitude to the organizations and individuals who contributed to the security and continued operation of Helderberg Development Centre.

We are blessed with the time and expertise the Centre received from the members of the Board of Directors.

It is impossible to put in words dr Gideon de Wet's contribution and leadership during a long period as Chairman of the Board of Directors. We wish him God's blessing and thank him for his continued contribution as a member of the Board of Directors.

We conclude this report in praising God for granting us the opportunity to serve His Kingdom and to be of service to the less privilege and unemployed.

Pieter van Niekerk : Chairman

Manager's Report 2020

1. Introduction

The Helderberg Development Centre (HDC) started 2020 off with the goal to continue playing an integral role in alleviating poverty through skills development training of unemployed persons. In the first term, students were trained in the Home Management Course and additional courses.

However, with the onset of the global Covid19 pandemic and the subsequent 'hard lockdown' that took effect nationally on 27 March 2020, the Centre was forced to shutdown for what was then an indefinite period of time.

The impact on the Helderberg Development Centre's operations and ability to train 'as usual' hit hard as with most non governmental organisations internationally who are not positioned as 'frontline' (medical services and/or food distribution) contributors. With the lockdown enforcing severe restrictions on movement in attempts to curb the spread of the disease, inevitably the Centre's ability to support students in their efforts to seek employment was not just hampered, but in fact impossible during the first few months when Domestic Workers were not allowed to return to workplace. In addition, many students who had been employed as domestic workers lost their jobs.

HDC had to be creative and innovative in steering the organisation in uncharted territory – initially with the main goal being to 'keep the ship afloat' and managing funds in a sound, modest manner. This was done by covering only essential expenses in an attempt to ensure the sustainability of HDC amidst great uncertainty of the impact of the pandemic on donor funding.

Second to that, with the reality of the situation and fact that Covid19 would be around for a lengthy period of time settling in, the focus shifted to researching and finding new and innovative ways of supporting the students while the storm raged.

As with all storms, HDC had to focus our eyes on the steady foundation that is JESUS, and in doing so has weathered the pandemic in 2020 and stepping into 2021 with a renewed commitment to serve our students with the Home Management training when the situation allows, but also to find new and innovative ways to support students when this is not possible.

This report highlights the core operational outputs, challenges and milestones reached during an unprecedented year.

2. Courses

2.1 Home Management Course

During 2020, two Home Management courses were completed by 20 students. Study materials were printed by *Fussfree* printing just before the forced lockdown commenced. The Centre is very grateful for the professional service they have provided over the last few years.

Of the students who finished their training successfully by March 2020, 80 % of students had been employed by the end of the first quarter of 2021 – just as the 3rd Wave of Covid19 Infections commenced.

The Centre is grateful for the relatively high employment rate of these students despite the huge challenges posed by the initial ban on Domestic Workers returning to work and the Employer market initially very weary of returning their employees and/or simply no longer able to afford to employ Domestic Workers as they themselves faced job insecurity and possibility of retrenchments.



2.2 Additional Courses

Additional courses are offered to employed individuals wanting to improve their skills set. These extra classes are offered once a week, over six weeks and presented on a needs based basis.

A group of private students completed the *Basic Sewing Skills training* in the first term. During the lockdown they were supported by supplying material and encouraging them to make masks and other items that they could sell for an income.

3. Staff & Volunteers

The Helderberg Development Centre is grateful for the loyal service and quality of the work provided by the volunteers who facilitate training and offer support services.

Following the hard lockdown commencing 27 March 2020, Volunteers were unable to return to the Centre while operations was at first suspended and then resumed partially with the initial return to workplace of Randall Kokaan in June 2020, and thereafter Thandi Ntsangane and Inge January in September 2020. Centre Management followed the National regulations and guidelines for the 'return to work' of staff members and would like to thank the Board of Directors for their ongoing assistance and guidance in this regard.

3 Permanent Staff Members:

- Inge January Manager
- Thandi Ntsangane Administrative Assistant
- Randall Kokaan Building and Garden Assistant

Volunteers:

Alberts Lida; De Beer Neeltje; De Leeu Pieter ;

De Wet Hanna; Dr Engelbrecht Gerrie; Engledow Taryn; Fourie Ellen; Estelle Lamberts; Lord Tootsi; Mullineux Nicky; Nel Sanette; Perlotto Gerridene; Raphoto Johannes; Slabbert Riana; Truter Inna; Van Niekerk Ina; Van Rooyen Sarie; Van Solms Ansie; Margaretha Wolfaardt.

Before the Covid19 pandemic, Sanette Nel who served the Centre as volunteer as both a Child Minding and Cleaning Skills Facilitator, had informed she would not return in the 3rd term as she had intended to travel abroad with her family. Management expresses our heartfelt thanks to Sanette for the time she volunteered at the Centre. She was a vibrant, energetic part of the team who has left a fond legacies and memories with both students, fellow volunteers and staff alike.



4. Finances

The Centre was again financially sustainable during 2020 despite the huge uncertainty that initially existed with the Pandemic onset.

Continued donor funding was received from valued donors who continued to support the Centre's mission of poverty alleviation through skills development, despite the uncertainties of financial impact on their own financial forecasts. All honour and glory to God who has shown HDC huge favour and grace during this very challenging year.

When the Finance Office could not return to voluntary service because of the initial hard lockdown and as she fell in the risk group as a 60+, the Manager Inge January took over the day to day finances as an interim, emergency measure. Anna Durand and her team at FinHub continued with the bookkeeping function and to compile the Financial Reports.

The 2020 Audit occurred in the last week of May and early June 2021. Financial statements to be presented at the 10 June 2021 AGM for consideration by the Board.

4.1 Fundraising

A strategy meeting was held early in the year to determine the fundraising focus and targets for the year.

In the first quarter a revision of the historical Art 18 A certificate (previously issued in letter format) was commissioned from FinHub who advised on improvements to meet legislative requirements. The HDC Art 18 A Certificate was amended accordingly and a register to track the issuing of these certificates, was started up.

Additionally the fundraiser was asked to start-up a fundraising database where donor information (both existing, prospective and where possible historical) can be captured. Key information to be captured include donor details (including contact details and the first contact persons); donor/donation criteria; application procedure and /or cycle; report due dates; etcetera.

The database has multiple purposes including:

Being a one stop, quick reference guide to existing donors as well as for prospective donors;

Reference guide to donor application procedures;

As well as for reporting purposes;

Ensure record kept of donation requests declined and reasons for it;

Serve as a hand-over doc when fundraisers move on and assure least disruption in donor liaison;

Quick reference guide to manager when fundraiser is not available.

In-house fundraising consisting of second-hand sales (sale of donated clothes, brics-and- bracs and books) was only possible in the first term as it ended just as the 27 March lockdown commenced. It could only resume again in the last term of 2020, as lockdown restrictions was partially eased.

Maggie Lamprecht managed the second-hand market sales efforts in the first quarter and Ellen Fourie came on board after Maggie's resignation, to raise funds in this manner in the last quarter of the year. A special mention of Maggie Lamprecht who resigned as Fundraiser during the hard lockdown and who had served the HDC as a committed and dedicated volunteer.

A huge thank you also to Ellen Fourie who committed to pioneering the re-entry into the second-hand market sales (as fundraiser) for the Centre amidst a number of new Covid19 regulations and policy frameworks that had been implemented to manage marketplaces during the pandemic, in a safe manner.

During the lockdown and after Maggie's resignation, the manager Inge January took over the fundraising function on an interim basis. This included report writing, communication with donors regarding the impact of Covid19 on the Centre's operations, donation applications, donations administration, as well as issuing Art 18 A Certificates.

4.2 Donors & Partnerships

We would like to thank every person and organisation who donated financially or in kind, towards the Centre.

- D Schoeman
- Frans Dreyer Liefdadigheidsfonds
- Gideons
- Helderberg Uitreik
- J Kleyn
- K Moller
- Lamb Echo Trust
- Malan Investments
- P Malan
- P v Niekerk
- Virtual Consulting



5. General

The year commenced with a team-building where HDC staff set goals and committed to another productive year.

The graduation ceremonies in June and December had to be suspended because of the Covid19 pandemic. Students however were invited to collect their certificates at the Centre and donned the graduation gown with photo's taken of them with their certificates.

I would like to thank the Chairman and Board for the wisdom and guidance during an unprecedented, challenging year where overnight and without warning, Change Management became a global executive function. Also thank you to the Executive team who in 2020 were forced to familiarise with virtual meetings and dealing with administrative functions innovatively. I am grateful to the volunteers who were patient and understanding that HDC could simply not just return to business as usual. And then also to Thandi Ntsangani and Randall Kokaan who in 2020 for their commitment and support as we returned to the office having to learn and embrace Covid19 regulations in the 'new normal'.

At the Centre we continue to be humbled and grateful for the multiple blessings the Lord bestowed upon us. All honor and glory to GOD.

Numbers 6: 24 – 26
Inge January
Centre Manager



Helderberg
Development Centre
Ontwikkelingsentrum

Section 18 A Status
Non Profit Organisation
082-633-NPO

T (021) 852 5720
F (021) 851 3521 Reg. No. 2001/024339/08
Email: info@helderbergdevelopmentcentre.co.za
www.helderbergdevelopmentcentre.com
10 St James Street, Somerset West ,7130
The alleviation of poverty through training and job placement.
Die verligting van armoede deur opleiding en werkverskaffing