

SANI FOUNDATION
INCOME AND EXPENDITURE REPORT
 FOR THE YEAR ENDED 31ST DECEMBER 2015

Ac. Code	ACCOUNT DETAILS	NOTES	2015 in ZMW	2014 in ZMW
1000	INCOME			
1100	GRANT INCOME	1	26,671.00	-
1200	MEMBER'S FEES	2	42,910.00	-
1300	CRAFT SALES		2,219.00	300.00
1400	FUNDRAISING EVENTS		3,892.10	12,543.00
1500	CORPORATE DONATIONS		-	-
1600	INDIVIDUAL DONATIONS	3	54,376.65	1,300.00
1700	BOARD MEMBER CONTRIBUTIONS		-	26,830.64
5200	LOANS	14	51,086.76	
1999	TOTAL INCOME		181,155.51	40,973.64
2000	PROGRAM EXPENDITURE			
2100	MEMBERS' TRAINING COSTS			
2110	TEACHING TOOLS		2,150.00	2,587.41
2120	CRAFTING TOOLS		678.50	1,253.65
2130	CRAFTING ACCESSORIES		3,311.00	5,082.36
2140	GARDENING TOOLS		632.10	-
2150	GARDENING INPUTS		120.00	-
2160	SPORTS EQUIPMENT		1,314.75	-
2170	MEMBER TRANSPORTATION	4	13,865.89	2,597.00
2180	PARENT TRAINING AND SUPPORT		218.00	-
2200	NETWORKING COSTS			
2210	MEETING COSTS		-	3,450.00
2220	STATIONERY		-	-
2300	AWARENESS RAISING/COMMUNICATION			
2310	Web Hosting and maintenance		140.00	-
2320	Advertising and marketing	5	2,400.00	-
2600	STAFF DEVELOPMENT COSTS			
2610	EXCHANGE VISIT		-	-
2620	Professional Fees		-	-
2630	Staff training		-	-
2640	Study Tour		-	-
2700	MONITORING COSTS			
2800	SALARIES AND WAGES			
2810	STAFF SALARIES	6	30,413.66	-
2820	PAYE		-	-
2830	NAPSA		2,489.32	-
2840	SUPPORT STAFF WAGES	7	3,850.00	-
2850	VOLUNTEER ALLOWANCES	8	2,669.61	1,765.00
2999	TOTAL PROGRAM EXPENDITURE		64,252.83	16,735.42

3000	OVERHEAD COSTS			
3100	OFFICE COSTS			
3110	Rent		41,043.92	
3120	Security		-	
3130	Utilities	9	3,885.00	
3140	Repairs and Maintenance	10	17,982.11	
3150	Office Supplies	11	14,777.18	
3160	Stationery and printing		4,843.63	1,214.50
3170	Telephone, communication and Internet		848.10	617.59
3180	Bank charges		863.10	
3190	Travel expenses	12	2,700.00	1,364.00
3300	STATUTORY EXPENSES			
3310	PACRA		389.00	250.00
3320	WHT ON RENT		-	-
3400	FUNDRAISING COSTS		75.00	6,469.13
4500	FIXED ASSETS			
3510	OFFICE FURNITURE		5,340.00	-
3520	OFFICE EQUIPMENT		-	-
3530	KITCHEN EQUIPMENT		25.00	-
3540	COMUPTER EQUIPMENT		2,242.42	-
3550	MOTOR VEHICLES	13	36,086.76	-
3999	TOTAL OVERHEAD EXPENDITURE		131,101.22	9,915.22
	SURPLUS/(DEFICIT)		(14,198.54)	14,323.00
	FINANCED BY:			
	BALANCE B/F		14,323.00	
	LOANS from Board Members		51,086.76	
			65,409.76	

SANI FOUNDATION
NOTES TO THE INCOME & EXPENDITURE REPORT

NOTE 1 GRANT INCOME

13/03/2015	Transfer from Abilis	17,271.00
08/05/2015	Cheque Deposit (Wild Geese Society of Lusaka)	5,000.00
20/07/2015	Cash Deposit - Awesome Foundation	4,400.00

NOTE 2 MEMBERS FEES

Enrollment Date	Name of Member	Enrollment Plan
Feb-15	Cecilia Phiri	100% Fee waiver
Feb-15	Diana Tembo	100% Fee waiver
Feb-15	Fred Musonda	100% Fee waiver
Feb-15	Levy Mulenga	Full time
Feb-15	Michael Chimuka	Full time
Feb-15	Nikiwe Mbeba	100% Fee waiver
Mar-15	Putu Chishimba	3 days a week (5days as of 01.01.16)
May-15	Chintu Mulila	50% Fee waiver
Jun-15	Robert Daka	66.66% Fee waiver
Sep-15	Caleb Mwanankula	66.66% Fee waiver

NOTE 3 SCHEDULE OF INDIVIDUAL DONORS

Name of donor	Amount in ZMW
Ms Abigail Chimuka (monthly donor)	3,500.00
Ms Rina Makumba (monthly donor)	1,000.00
Mrs Daphne Chimuka	200.00
Ms Chilufya Chileshe	100.00
Ms Arina Lekht	1,100.00
Ms Alexandra Hoehne	10,000.00
Ms Michelle Chimuka	38,476.65
TOTAL	54,376.65

NOTE 4 MEMBER TRANSPORTATION

Members transport comprises of the cost of hiring a taxi to transport our Fee waiver members to and from the Sunshine Zambia Centre from their home in Matero, George and Zingalume. This budget line also includes daily bus fares for Levy Mulenga to and from Bauleni compound

NOTE 5 ADVERTISING AND MARKETING

This cost consists of a 6 month payment to Maritime Media for the directional signs for the Sani Foundation offices

NOTE 6 STAFF SALARIES

This cost consists of the following staff salaries

Name of Staff	Designation	Gross Salary
Nora Banda	Finance and Admin Coordinator	1,500.00
Rudo Halula	Education Coordinator	1,500.00

NOTE 7 SUPPORT STAFF SALARIES

This cost consists of the following staff salaries

Name of Staff	Designation	Gross Salary
Jane Kankobe	Cook/Cleaner	450.00
Thomas XX	Gardener (part-time)	150.00
Robby Akabar	Crafter (part-time)	200.00

NOTE 8 VOLUNTEER ALLOWANCES

This costs consists of allowances paid to teaching volunteer, specialised volunteer(Barefeet Theatre)

NOTE 9 UTILITIES

This cost consists of water bills, prepaid electricity and garbage collection bills

NOTE 10 REPAIRS AND MAINTENANCE

This cost consists of expenses incurred to prepare the office for Sani Foundation requirement (painting, installing shelves, etc), renovations made to the office as well as day to day office repairs

NOTE 11 OFFICE SUPPLIES

This cost consists of daily groceries for the office including food for the tea and lunch breaks for staff and members as well as cleaning products

NOTE 12 TRAVEL EXPENSES

This cost covers expenses by staff to cover travel within Lusaka for organisation business

NOTE 13 MOTOR VEHICLE

The costs incurred to purchase the vehicle and bring it into working condition are as follows:

Cost item	Amount in ZMW
Purchase of car from Hammers & Tongues	17,856.00
Towing to Kia motors	450
Full service	11,555.76
Replacement of Windscreen	1,100.00
Change of ownership, road tax and fitness	2,000.00
Comprehensive Insurance	1,740.00
Purchase of chairs	1,000.00
Other costs –fuel, front bulb, wipers, etc.	385
Total Vehicle costs	36,086.76

NOTE 14 LOANS

This amount is broken down as follows:

Amount	Creditor	Purpose
15,000.00	Michelle Chimuka	Loan to cover 3 month rentals
36,086.76	Daphne Chimuka	Loan to buy School bus
51,086.76	Total amount payable	

The above amounts are supported by individual acknowledgements of debt

**SANI FOUNDATION
2015 FIXED ASSET REGISTER**

Acc. Code	Description	Supplier	Purchase date	Purchase price	Location	Custodian
5100	Office Desk	Donated by Ms Chimuka	01/02/2015	500.00	Office	Executive Director
5100	Study Table	Donated by Ms Chimuka	01/02/2015	120.00	Office	Executive Director
5100	Filing cabinet	Glory Trading Ltd	20/10/2015	550.00	Office	Executive Director
5100	Black Office Chair	Donated by Ms Chimuka	01/02/2015	500.00	Office	Executive Director
5100	Wooden Chair	Donated by Ms Chimuka	01/02/2015	100.00	Office	Executive Director
5100	Pool table	Donated by Sugarbush café	01/02/2015	4,000.00	Garden	Production Coordinator
5100	Single Bed	D.M Carpentry and Joinery	10/08/2015	200.00	Garden	Project Manager
5100	Single bed mattress	Foam King Ltd	10/08/2015	320.00	Garden	Project Manager
5100	Wooden Table	D.M Carpentry and Joinery	27/01/2015	800.00	Classroom	Education Coordinator
5100	Wooden Table	D.M Carpentry and Joinery	27/01/2015	800.00	Classroom	Education Coordinator
5100	White Cabinet	Bisicha Wood	09/04/2025	1,100.00	Classroom	Education Coordinator
5100	Wooden Shelves	D.M Carpentry and Joinery	10/04/2015	450.00	Classroom	Education Coordinator
5100	Wooden Chair	D.M Carpentry and Joinery	27/01/2015	100.00	Classroom	Education Coordinator
5100	Wooden Chair	D.M Carpentry and Joinery	27/01/2015	100.00	Classroom	Education Coordinator
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5100	Wooden Chair	D.M Carpentry and Joinery	27/01/2015	100.00	Classroom	Education Coordinator
5100	Wooden Chair	D.M Carpentry and Joinery	27/01/2015	100.00	Classroom	Education Coordinator
5100	Wooden Side table	Donated by Ms Chimuka	01/02/2015	50.00	Classroom	Education Coordinator
5100	Wooden Side table	Donated by Ms Chimuka	01/02/2015	50.00	Classroom	Education Coordinator
5100	Square wooden table	Donated by Alexandra Hoehne	01/02/2015	400.00	Craft Room	Production Coordinator
5100	White cabinet	Donated by Ms Chimuka	01/02/2015	300.00	Craft Room	Production Coordinator
5100	Wooden Shelf	D.M Carpentry and Joinery	10/04/2015	200.00	Craft Room	Production Coordinator
5100	Tray Stand	Donated by Mrs Chimuka	01/02/2015	100.00	Craft Room	Production Coordinator

5100	Plastic drawers	Donated by Ms Chimuka	01/02/2015	220.00	Craft Room	Production Coordinator
5100	Black Plastic Chair	Totally Home Enterprises	08/04/2015	65.00	Craft Room	Production Coordinator
5100	Black Plastic Chair	Totally Home Enterprises	08/04/2015	65.00	Craft Room	Production Coordinator
5100	Black Plastic Chair	Totally Home Enterprises	08/04/2015	65.00	Craft Room	Production Coordinator
5100	Black Plastic Chair	Totally Home Enterprises	08/04/2015	65.00	Craft Room	Production Coordinator
5100	Black Plastic Chair	Totally Home Enterprises	08/04/2015	65.00	Craft Room	Production Coordinator
5100	Black Plastic Chair	Totally Home Enterprises	08/04/2015	65.00	Craft Room	Production Coordinator
5100	Black Plastic Chair	Totally Home Enterprises	08/04/2015	65.00	Craft Room	Production Coordinator
5100	Black Plastic Chair	Totally Home Enterprises	08/04/2015	65.00	Craft Room	Production Coordinator
5100	Black Plastic Chair	Totally Home Enterprises	08/04/2015	65.00	Craft Room	Production Coordinator
5100	Black Plastic Chair	Totally Home Enterprises	08/04/2015	65.00	Craft Room	Production Coordinator
5100	White Shelf	Donated by Ms Chimuka	01/02/2015	300.00	Craft Shop	Production Coordinator
5100	Metal Shelf	Game Stores	11/08/2015	400.00	Craft Shop	Production Coordinator
5100	Game Stores	Foldable Crafting Table	19/02/2016	1,040.00	Craft Room	Production Coordinator
5200	MTN Router	MTN Manda Hill	11/08/2015	890.00	Office	Executive Director
5200	Cashbox	Game Stores	15/02/2016	165.00	Office	Executive Director
5200	MTN Cellphone	MTN Manda Hill	11/08/2015	80.00	Office	Executive Director
5200	Airtel Cellphone	Donated by Ms Chimuka	01/02/2015	100.00	Office	Executive Director
5200	Canon Deskjet Printer	Donated by Ms Chimuka	01/02/2015	450.00	Office	Executive Director
5200	Guillotine	Donated by Ms Chimuka	01/02/2015	200.00	Office	Executive Director
5200	Laminator	Donated by Ms Chimuka	01/02/2015	150.00	Office	Executive Director
5200	Laptop	Donated by Mrs Chimuka	01/02/2015	2,500.00	Office	Executive Director
5200	IPAD Mini	Amazon.com	08/08/2015	2,270.00	Office	Executive Director
5200	IPAD Air	Amazon.com	08/08/2015	3,050.00	Office	Executive Director
5200	Notice Board	Donated by Penmark Ltd	01/02/2015	0.00	Office	Executive Director
5200	Notice Board	Donated by Penmark Ltd	01/02/2015	0.00	Office	Executive Director
5200	White Board	Donated by Penmark Ltd	01/02/2015	0.00	Classroom	Education Coordinator
5200	White Board	Donated by Penmark Ltd	01/02/2015	0.00	Classroom	Education Coordinator
5200	Clock	Donated by anonymous	01/02/2015	40.00	Classroom	Education Coordinator
5200	White Board	Donated by Penmark Ltd	01/02/2015	0.00	Craft Room	Production Coordinator
5200	Reed Rug	Donated by Ms Chimuka	01/02/2015	500.00	Craft Shop	Production Coordinator

5300	Stove	Donated by anonymous	01/02/2015	3,500.00	Kitchen	Project Manager
5300	Microwave	Donated by anonymous	01/02/2015	700.00	Kitchen	Project Manager
5400	Kia Pregio - ABD 6370	Hammers and Tongues	17/11/2015	36,086.76	Garden	Driver