



**WOODSIDE
SANCTUARY**

A home for the profoundly intellectually
and physically disabled

NPO: 18/11/13/1075 PBO: 000-819

GENERAL PROPOSAL 2022



"It shouldn't
matter how slowly
a child learns.
What matters is
that we
encourage them
to never stop
trying."



Robert John Meehan

CONTACT DETAILS

PBO: 18/11/13/1075 **NPO:** 000-819

TEL: 011 726 7318
011 726 7329

EMAIL
info@woodside.co.za

PHYSICAL ADDRESS
Cnr. Canary/ Dorbie Str
Cottesloe
Johannesburg
2092

POSTAL ADDRESS
PostNet Suite # 340
Private Bag x9
Melville
2109

WEBSITE
www.woodside.co.za

GENERAL MANAGER

Kirsten Williams
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MARKETING & FUNDRAISING MANAGER

Loné Lourens
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MATRON

Tania Grobler
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SOCIAL WORKER

Pat Ngwenya
pngwenya@woodside.co.za

CLINICAL MANAGER

Rauletta Maarman
rmaarman@woodside.co.za

BOOKKEEPER

Ilse Harmse
iharmse@woodside.co.za

VAT REGISTRATION NUMBER

Section 10 (1)(F) REG
No: 4290105073
exempt from tax and duties

AUDITORS

JD Hill & Company
Chartered Accountants (S.A)
196 Elston Avenue Benoni

BANKING DETAILS

Standard Bank
Branch: Melville
Branch Code: 006105
Account Number: 201098784
SWIFT code: SBZA ZA JJ

SOCIAL MEDIA

Woodside Sanctuary



@Woodside Sanc



woodside_sanctuary





MISSION

Woodside is committed to:

Offer the highest standards of holistic nursing care for our residents with our service models designed to deliver a tailored package of care to each individual. This service is given within a respectful and caring service-orientated environment.

Creating a culture of continuous professional development and to always share our knowledge and expertise with other agencies in this field.

Always being accountable to our staff, residents, parents and donors through an accessible open door policy.

VISION

To significantly contribute towards the Social Development of South Africa's disability services by providing a centre of safety and excellence in holistic nursing care and stimulation for profoundly intellectually disabled persons.

To offer help and hope to discouraged families and inspiration, encouragement and training to our dedicated staff and students **in caring for our residents.**





OUR STORY

How it started...



Woodside Sanctuary is a registered PBO (Public Benefit Organisation) and NPO (Non-Profit Organisation) which, was established in 1955, over 66 years ago, by Mr. & Mrs. Vernon and Norah Veale following the birth of their son Barry Robin. Vernon and Norah were part of a group of concerned parents looking for a “home from home” environment for their children with special care needs. These parents could not bear the thought of placing their children in an institution and wanted a residential care home that could offer their children a healthy and happy alternative to institutional life.

Today, Woodside provides full-time residential care to 86 persons with severe/ profound intellectual disabilities. Our approach continues to be holistic in nature and incorporates 24 hour-a-day nursing care, various forms of therapy, residential care (full-time and respite), as well as rehabilitation and stimulation programmes. Residents are drawn from all over South Africa.

All persons that are referred to Woodside by their medical practitioner, or Department of Health or Social Services are assessed prior to being admitted as residents. A gradual introductory trial period at the Sanctuary is normally recommended so that the Sanctuary can be assured that the placement of a resident is appropriate for the family and in the best interest of the individual.



OUR STORY

Background of need...



Woodside Sanctuary provides help and hope to discouraged families by treating persons with:



- Profound intellectual disabilities
- Mental health needs
- Sensory impairments
- Acquired brain injuries



This includes persons who have challenging behavioural patterns or specialist needs, such as Autistic Spectrum disorders, Asperger's Syndrome, as well as those who have suffered debilitating brain tumours, car accidents, premature births, near drowning and fetal alcohol syndrome.

Woodside's service models are designed to deliver a tailored package of care to each individual. Many of those in our care are placed here by Welfare authorities, as there is no one to care for them. Others have been at the Sanctuary for many years and as a result, have become orphaned and no longer have anyone to support them, and are our beloved Grace Kids.

EXECUTIVE SUMMARY



Since our inception in 1955 Woodside Sanctuary has worked towards building an infrastructure, which serves as a place of safety for families who have children and adults requiring specialised care and are unable to remain within the family unit. Woodside Sanctuary also cares for orphaned and vulnerable handicapped children.

The main aim of the Sanctuary is to provide excellence in holistic care and stimulation for profoundly intellectually disabled children and adults, offering help and hope to discouraged families, as well as love and care.

The Sanctuary is run by a Committee made up of professionals and business people who have a specific interest in caring for the profoundly handicapped. The Committee sets policy and monitors the running of the home. We pride ourselves in ensuring that the Sanctuary is managed in a professional manner in accordance with high corporate governance principles. In addition to the General Manager, Woodside employs a full time Bookkeeper and our accounting procedures are monitored by an outside accounting company. Annual audits are conducted and we are able to account fully for all funds we receive.

We provide outstanding Nursing, Physiotherapy, Stimulation Therapy, Medical and additional Therapeutic services to our residents, many of whom no longer have parents or whose families cannot afford to pay fees to keep them at the Sanctuary.

With the increase in demand for specialised care Woodside is even more determined to continue to offer our service to those who come to us asking for help and care. We also continue to assist others who are less fortunate than us by offering Training Workshops and Follow-up support to NGO's and CBO's operating in disadvantaged areas in the Gauteng Region.

In addition, Woodside Sanctuary supports numerous children through our Outreach initiatives.

MAIN PURPOSE AND OBJECTIVES OF WOODSIDE SANCTUARY



- To provide care to our residents and relief to families seeking assistance.
- To develop our residents to their maximum potential by offering a Multi-Sensory Approach to Effective Learning.
- To share our knowledge and expertise with other agencies operating in under-served communities by providing Training Workshops for NGO's and CBO's in the Gauteng region, on topics such as Management, Nursing, Multi- Sensory Approaches and Fundraising.
- To provide practical training for Nursing Students to complete their required hours for the Practical Placement for Mental Disability Part of Psychiatry.
- To provide practical training for Social Worker Students to complete their required hours of community service.
- Access to a General Practitioner and Consultant Psychiatrist, General Manager, Matron, Professional Nurses, and Stimulation Therapies.
- To offer respite care and accommodation.
- To provide a balanced feeding and nutritional programme three times daily, with snacks in between.
- Woodside also fosters residents placed with us through the Department of Welfare. We receive no financial support for these children and adults, and must raise funds in order to meet the cost of their care.

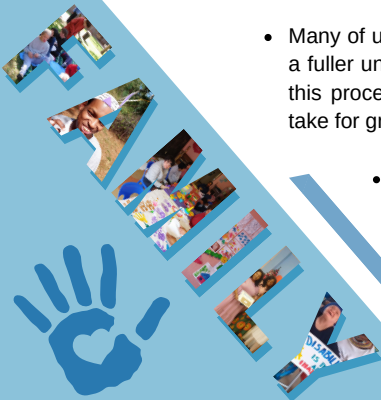




ESSENTIAL ROLE OF WOODSIDE SANCTUARY



- Children and adults who are unable to remain with their families, due to their special needs, live at Woodside Sanctuary. If being a parent is a tough job, being a parent of an intellectually disabled child is even tougher, as there are a multitude of issues surrounding the person's health.
- Many of us take learning for granted; from birth, we discover new skills and develop a fuller understanding of the world around us. For persons with learning disabilities, this process is difficult, for them; it is challenging to make sense of things others take for granted.
- Persons who suffer profound intellectual disabilities – such as Cerebral palsy, Down syndrome, Multiple sclerosis, or Autism tend to need significant amounts of medical attention.



ADMISSION PROCEDURE



All children and adults that are referred to Woodside are assessed prior to being admitted as residents. A gradual introductory trial period to the Sanctuary is normally recommended; with strict admission criteria needing to be met by the Department of Mental Health, so that the Sanctuary can be assured that the placement of a resident is appropriate for the family and for the person impacted by the placement themselves.

Woodside is now able to provide assisted feeding for people that aren't able to maintain their nutritional status and are adding PEG tubes to our nursing care portfolio. This will enable any person that is on tube feeding to be managed in a safe and secure nursing environment. However, due to the complexity involved in the placement of a person with profound disabilities at Woodside, approval is not always guaranteed.

Parents/ family/ or legal guardians are encouraged to give their loved ones care at home for as long as possible, but they are also encouraged to bring their family members to our Sanctuary for short holiday periods. This lessens the trauma for parents/ family/ or legal guardians when the time comes for the child to be placed within the Sanctuary on a permanent basis. Parents/ family/ or legal guardians are encouraged to visit as and when they wish.

Why are the children and adults referred to the home?

Parents/ family/ or Legal Guardians apply for assisted - / involuntary care, treatment and rehabilitation on a 24 hour residential care and supervision basis when;

- The user is not capable of making an informed decision on the need to receive care, treatment, and rehabilitation services.
- The user is suffering from mental illness or severe or profound intellectual disability, and as a consequence of this requires care, treatment and rehabilitation for his/ her health and safety or the health and safety of others within the family unit.
- The user is willing to receive care, treatment and rehabilitation services.
- The user is likely to inflict serious harm on himself/ herself and others.
- Care, treatment and rehabilitation are necessary for the user's financial interest and reputation.
- The user's right to movement, privacy and dignity will be unnecessarily restricted.





RESIDENTIAL FACILITIES

The Sanctuary is licensed in terms of the Mental Health Care Act, No 17 of 2002, to provide care to a maximum number of 100 persons with severe to profound intellectual disabilities and further to this we can also provide Day Care services to an additional 10 persons.

Residents are accommodated in 5 wards and there are several areas within the Sanctuary where residents attend different stimulation programmes daily.



PROGRAMME OFFERING

Woodside Sanctuary's holistic approach incorporates 24 hour-a day nursing care, various forms of therapy, residential care (full-time and respite), day care, as well as rehabilitation and stimulation programmes such as;

Physiotherapy, Stimulation Therapy, Music and Movement Therapy, Learning Support, Outreach Programme, Nutritional and special needs.

STAFFING LEVELS & TRAINING



Staff numbers within the home will, as far as possible, be maintained at a level whereby care, treatment and rehabilitation can be facilitated to a high level.

The staff at Woodside receive regular training in areas such as body positioning, feeding, food hygiene, first aid, health, safety measures and disaster or emergency awareness.

Woodside Sanctuary has since 2002, opened its doors to Nursing students from various academic institutions in the Gauteng province, in order for them to gain the valuable practical hours required for their respective qualifications in learning how to care for persons with profound intellectual disabilities. In the past few years (before COVID), we have had no less than 300 students per year.

For the past few years we have also been providing practical "in-field" training for Social Worker Students to allow them to complete their required hours of community service.

"A disability
doesn't have to
be a social
barrier. Good
etiquette begins
with **inclusion**
not exclusion."

Robert M Hensel



EXECUTIVE COMMITTEE

NAME	ROLE	MALE/FEMALE	BLACK	WHITE	COLOURED	ASIAN
Mrs. S. Ackerman	Chairperson	Female		●		
Prof. A. Temane	Vice - Chairperson	Female	●	●		
Mr. P. Westcott	Treasurer	Male		●	●	
Adv. P. Douw	Member	Male		●		
Mrs. D. Griffin	Member	Female		●		
Mrs. T. Jacobs	Member	Female		●		
Mr. P. Kasango	Member	Male	●			
Mr. G. Knoke	Member	Male		●		



MANAGEMENT



NAME	ROLE	MALE/FEMALE	BLACK	WHITE	COLOURED	DISABLED
Ms. K. Williams	General Manager	Female		●		
Mrs. T. Grobler	Matron	Female		●		●
Mr. P. Ngwenya	Social Worker	Male	●			
Mrs. I. Harmse	Bookkeeper	Female		●		
Mrs. M. Leatswe	Operations Programme Administrator	Female	●			
Mr. R. Maarmann	Registered Nurse	Female			●	
Mrs. L. Lourens	Marketing & Fundraising Manager	Female		●		
Ms. J. Mkhwanazi	Staff Co-ordinator	Female	●			
Ms. B. Mdunge	Staff Co-ordinator	Female	●			
Mr. D. Khope	Kitchen Manager	Female	●			
Mrs. E. Molefe	Laundry & Housekeeping Manager	Female	●			

WOODSIDE'S STAFF

FULL-TIME
PART-TIME
VOLUNTEERS
FEEDM CRISTAL
FEEDM
TOTALS

MALE	FEMALE	BLACK	WHITE	COLOURED	ASIAN	DISABLED	TOTAL
6	40	40	4	2		1	46
	6	1	5			1	6
	2	1	1				2
4	34	38					38
1	7	8					8
11	89	88	10	2		2	100



OUR BENEFICIARIES



MALE	FEMALE	BLACK	WHITE	COLOURED	ASIAN	DISABLED
51	35	14	65	3	4	86
AGE GROUPS	0-7	8 - 12	13 - 17	18 - 25	26 - 30	31 +
No. Per Group	2	2	6	6	9	61
AETIOLOGY	MVA	TRAUMA	ILLNESS	CONGENITAL	UNKNOWN	
No. Per Group	5	30	8	32	11	

FUNDING REQUEST

Woodside Sanctuary continually needs funds to maintain the high standard of nursing care for which it has become so well-known. These funds are raised by sending out general proposals, seasonal appeals, holiday appeals (i.e. Easter, Christmas etc.) and special campaigns throughout the year (3500+ per appeal). We also have Fundraising Events/ Initiatives and Projects where we welcome community members and teams of volunteers from companies, groups or clubs, who volunteer their time to assist Woodside with specific projects or to spend time with our residents, however sadly due to COVID-19 the amount of visitors we have had over the past couple of years has been greatly reduced. Woodside also appeals to our community to assist us with needed items such as: Non-perishable foods, toiletries, linen and clothing.

While we do receive grants from the Government and fees from some parents who can afford to contribute to the cost of accommodating their children at the Sanctuary, Fees and Government grant income for the most part cover our staff costs; food costs and other running costs have to be covered from our fundraising activities.

Woodside Sanctuary's current operating expenditure for the financial year ending 31 March 2023 is **R17 961 689**. Our anticipated operating income for this same period is **R13 714 810**, which leaves a budgetary deficit of **R4 297 995**. In order to meet our budgeted deficit, which is the projected shortfall for the Financial year between expenses and income, including anticipated income from donations and bequests, the fundraising department would need to raise through various donor appeals, events and engagements, this anticipated shortfall amount. COVID-19 has also been crippling on donations, as the economy as a whole has declined hugely during this time.

Profoundly intellectually disabled residents require lifelong care; they will never be able to care for themselves or integrate into "normal society". Providing a place of excellence requires continuously overcoming challenges which impact on project success. This is an ongoing project and will require ongoing funding/ support because of the service Woodside Sanctuary provides. The operational costs incurred by Woodside are unavoidable as they allow us to continue to be in a position to offer excellence in holistic care for severe/ profoundly intellectually disabled persons.

Challenges that we face on an ongoing basis include; fundraising for operating costs, attracting Fee Paying residents, maintaining our buildings, facing huge increases in municipal charges, maintaining government funding, ensuring that fees are paid on time, obtaining medication from state, and overcoming any difficulties which arise during the year, such as the ongoing COVID-19 crisis and maintenance issues.

We desperately appeal to you to consider making a donation to Woodside to help ensure that we will be able to continue to provide loving care for the profoundly intellectually disabled.

WISH LIST

While monetary gifts are the most direct way of supporting Woodside Sanctuary from an operations perspective, there are many day to day items that are always needed. We welcome any gift; your kindness will go a long way in assisting us to take care of our residents.

STIMULATION THERAPY

Nail polish remover, nail clippers (big), pom pom (medium size), paint (all colours), plastic table cloths, paint brushes, lavender oil, scourers x 5, plastic plate x 20, stainless steel spoons x 20, balloons, wool, curtains for light room (light pink colour), magazines, radio CD player and a small TV, blowing bubbles, glitter (all colours), googly eyes (big and medium), incense sticks (different aromas), sensory feathers (all colours), essential oils (different aromas), crayons, wall clocks x 2, padlocks x 5, biscuit cutter set, hand fans (various colours), face paints and brushes, wooden drum sticks, ribbon (any colours and sizes), clear all-purpose Bostik, Wood glue, serviettes, A4 white boards, birthday candles (numbers), birthday glasses, birthday hats (boys and girls), paint pallets (plastic), cotton wool.



LEARNING SUPPORT

Stickers (different types), A4 colour boards (various colours) Scrap paper, non-toxic paint (all colours), music CDs (various), plastic table cloths, Fisher Price toys / gadgets, sensory fidget toys, spiky tactile rings and bands, or donations towards new toys and activities for residents, acrylic paint (all colours), wood glue (5 litre), glue sticks eg. Pritt, Prestik, paint brushes (different sizes), clear all-purpose Bostik, blowing bubbles, colour pencils, pom-poms, double sided tape, glitter glue (various colours), Monopoly, Snakes and Ladders, balls (soccer, netball, basketball), and blinds (for TV room).



PHYSIOTHERAPY

Video camera (for record keeping and recording residents progress), Towels, Pillows, Radio / CD Player, installation of various physiotherapy equipment (basketball net, movable steps), cut tyres planted as seats in the garden (painted various colours), put in blinds / curtains for the department, indoor hockey set, soccer balls, perspex sheets to cover mirrors, table tennis set and a fishing basket, inflatable swimming pool, movable trampoline (medium size), installation of fans, 2 x corner seats, 2 x side lier, treadmill, specialised wheelchair inserts, specialised wheelchairs, regular wheelchairs (various sizes), recovering of activities table.

KITCHEN

Cups, saucers, plates and glasses. Bowl cutter/ chopper (for purity diets), 3 tier trolleys, plastic bowls/ plates, plastic mugs, fridge x 1, microwave x 1, dish clothes, dishing up spoons, soup ladles, steel wool, mixer, baking pans, pots, cutlery (knife, forks, spoons and teaspoons), a hand held mixer, glasses, butcher's knife, bread knives, peeling knives.

LAUNDRY AND CLEANERS

Laundry Trolleys/ crate cages, plastic gloves and aprons, surgical masks, washing pegs, buckets for wet laundry, laundry soap, permabrite, xtradet, microbac, odour control, mop sticks, mop heads, small mops, feather dusters, dust pans, brooms, rubber gloves, spraybright, polish, microclean, microsan, and a feather duster, spray bottles (white), spray bottles (assorted colours), pink soap (special antibacterial hand soap), Biocide.



NURSING (WARDS AND SICKBAY)

Soiled nappy trolleys, plastic water-protection covers for single beds, hairdryers, hairbrushes, torches, bed linen, bath towels, and face cloths, portable blood pressure machine, portable O2 Cylinders, portable ultra sound machine, portable suction machine, overhead lights (for doctors room), ENT set (diagnostic set), portable curtains, wheelchair, small bin (sick bay), canvas bags for soiled linen, digital thermometers, nebulizers, AA batteries, AAA batteries, 1.5V LR14 batteries.

NURSING (MEDICAL)

Soflex tablets x 100 weekly, Panado tablets and syrup, Zinc and Castor ointments, Cough mixture, Multi- vitamin syrup, Chloromex ointment, Bactroban ointment, Jelonet gauze, Milton Sterilization solution, Saline, Micropore all sizes, Op-site all sizes, Crepe bandages, mercurochrome, tissues, plastic gloves, KN95 masks, linen savers, brufen tablets, allergex tabs, transpore all sizes, plasters (all sizes), muscle rub, citrosoda syrup, myogel, rehydrate, smecta, buscopan, valoid, disprin, vitamin c, b, and d, zinc, glycerine, sweet oil, gentian violet.



RESIDENTS TOILETRIES

Shampoo and conditioner, bath soap: Anti- bacterial and fragrance free bars, Vaseline, roll on, Colgate toothpaste, disposable shavers/ razors, air freshener, tooth brushes, Aqueous cream, disposable nappies adults Med /Large/ XLarge, ear buds 100 pack, cotton wool ball packs, Fissan paste, eye drops, sun screen, tissues, shaving foam, toilet paper, wet wipes, bath plugs and massage oils (Arnica / baby oil), nail cutters, safety pins (big), small bottles Savlon, large stress pads, electric razors (for hair cutting), disposable aprons, Style image - spray, Style Image - Hair Food.

OTHER WAYS TO SUPPORT WOODSIDE

LEAVE A BEQUEST - LEAVE A LEGACY

A Legacy is a magnificent memorial - keeping your spirit of compassion and generosity alive for years to come. You can make a great difference to the lives of profoundly intellectually disabled children and adults by remembering Woodside Sanctuary in your Will. A bequest enables us to provide ongoing food, shelter, security, love, support and care to our residents.

When the time is right and after you have provided for your family and friends, we hope you will consider including Woodside Sanctuary in your Will. We understand that including a charitable bequest in your Will is a very personal decision, one that will need to be carefully considered and possibly talked over with your loved ones. Please visit us and see what a worthy cause you'll be supporting.

We will help you through the process and provide you with vital information regarding this big step.



BECOME A VOLUNTEER

There isn't much that is better than the satisfaction and feeling of accomplishment which is felt when doing good, and helping to make the world a better place by changing the lives of others who are less fortunate than ourselves. Knowing that you are helping to make someone's life just a little bit easier, and making them feel special, is truly one of the most incredible feelings.

Woodside Sanctuary is always in need of volunteers who would be able to assistance with the following:

- Musical therapy
- Podiatrist
- Nail Technician
- Speech & Language Therapy
- Dental Health Care providers
- Hydrotherapy
- Medizone therapy
- and more...

If you would like to become a Woodside Volunteer, please feel free to contact us.



JOIN WOODSIDE'S 500 CLUB LOTTERY



Woodside's 500 Club is a Society Lottery, which has been registered with the National Lotteries Commission. Ticket holders stand the chance to win prizes if their lucky number is drawn in one of the 6 bi-monthly draws which are held throughout the year. Membership is R50 per month (per ticket) or R600 per annum (per ticket).

Tickets/Tokens are available for purchase throughout the year, from our Fundraising department and all proceeds raised through the sale of tickets goes towards the cost of care of Woodside's residents.

For more information on Woodside's 500 Club, please visit our website or contact our Fundraising department directly.



GET A MYSCHOOL SUPPORTERS CARD



With a MySchool Card, you help us raise money every time you shop.

This is another way to help support the residents of Woodside Sanctuary without spending a cent extra by simply applying for a MySchool Card; naming us as the beneficiary, and swiping it every time you shop at Woolworths, Engen, Wimpy, Spur, ToysRUs and other participating retailers, a full list of which is available on the MySchool website. .

The MySchool Card is not a debit or credit card; it simply tracks transactions made at the till and allocates a proportion of the sale to the nominated charity. More than R22 million has been disbursed to various schools and charitable organisations so far this year.

For more information on how to get a My School Supporters Card please visit our website or contact our Fundraising department directly.



COVID-19: LOOKING FORWARD



COVID-19 is still a big part of our lives at Woodside, as we need to do everything in our power to protect our residents from the Virus. This has meant making some difficult decisions over the last couple of years, and restricting visits from families was probably one of the hardest decisions we had to make. Thankfully, our families have been incredibly understanding and supportive as they know that we always have the best interest of our residents at heart, and by limiting the amount of visits, we have also kept the possibility of our residents being exposed to COVID-19 to a minimum. We will continue to monitor the COVID stats closely and we are hopeful that in the not too distant future things will finally begin to settle. Until such a time, as the spread of COVID-19 is finally brought under control, Woodside will continue to do all we can to ensure the safety of our residents.

When we do have visitors at Woodside we have a very strict screening protocol that must be adhered to by all, and anyone who is showing any COVID symptoms is tested by our medical team; only healthy and COVID-negative visitors are granted access to our property. Our Nursing team has worked incredibly hard throughout the COVID pandemic to ensure that our residents have remained healthy, and, in-fact our residents are healthier now than they have ever been. The dedication of our nursing team and care workers during these difficult times has been unparalleled and we are incredibly grateful for all their hard work and dedication in ensuring the continued good health and well-being of all those in our care.

Woodside still continues to incur costs due to COVID-19, and we will continue to do so until such a time as the threat is fully gone, and life returns to normal. The cost involved with needing to ensure stock levels of face masks, PPE, hand sanitiser, cleaning chemicals and rapid tests are quite extensive and we have had to rely heavily on donations received throughout the year to help cover those costs.

ESSENTIAL COVID PROTECTIVE AND PREVENTATIVE ITEMS NEEDED:

Face masks (N95/FFP1 or Three layer surgical masks), Face screens / Shields, Protective goggles, Disposable gloves, Plastic Disposable Aprons, Surgical Gowns (disposable), Surgical Booties (disposable), Surgical Overalls (disposable), Theater Cap (head cover) (disposable), Hand Sanitizer (70% Alcohol at least). Best options are those that contain Chlorhexidine), Anti-bacterial Hand soap, Vitamin C (Preferably chewables if possible), Antibacterial Cleaning Agents - Biocide and Microbac, Milton fluid.



ATTACHMENTS



1. Copy of our Certificate of Registration as a Non-Profit Organisation
2. Copy of our Letter of Confirmation as a Public Benefit Organisation
3. Copy of our Tax Clearance Certificate
4. List of Major Donors 2020-2021
5. Provisionally Approved Budget for the year end 31 March 2022
6. Letter of Confirmation from our Auditors (JD Hill & Company)



1. COPY OF OUR CERTIFICATE OF REGISTRATION AS A NON-PROFIT ORGANISATION

G.P.S. 021-0008



CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANISATION

In terms of the Nonprofit Organisations Act, 1997, I am satisfied that

Woodside Sanctuary

(name of the nonprofit organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **26 June 2001**

(date)

Registration number

000-819 NPO

Director's signature

G. Smith

Date **26 June 2001**

.....

Department of Social
Development



CERTIFIED A TRUE COPY OF THE ORIGINAL

RONEL FOUCHÉ

COMMISSIONER OF OATHS
PROFESSIONAL ACCOUNTANTS SA
SAIPA MEMBERSHIP NUMBER 13185
E MALAN & ASSOCIATES CC

UNIT 31, 1st FLOOR

WILLOWBROOK OFFICE PARK

VAN HOOF STREET

WILLOWBROOK, RUIMSIG, 1724

AREA, R.S.A.

NO: 82274

Uphill
2001

2. COPY OF OUR LETTER OF CONFIRMATION AS A PUBLIC BENEFIT ORGANISATION

TAX EXEMPTION UNIT

2004-04-16



Office
Phone
Enquiries
MS M.M. GOMES

Telephone
(011) 422 8823

Facsimile
(011) 422 8830

Room
M11

References *
R510/05/04/04

PSO File No. *
18/11/13/1075

Date
9 April 2004

South African Revenue Service

SARS: TEU
Pro-Equity Court
1250 Pretorius Street
Hatfield, 0028

PO Box 11565
Hatfield, 0028

Switchboard: (011) 422 8800
SARS online: 0800 3803 600/29
E-mail: teu@sars.gov.za

*Please quote our reference numbers in
your correspondence with TEU.

Mr. L. Wessels
Woodside Sanctuary
PO Box 29172
MELVILLE
2105

CERTIFIED A TRUE COPY OF THE ORIGINAL
RONEL FOUCHÉ
COMMISSIONER OF OATHS
PROFESSIONAL ACCOUNTANTS SA

SAPS MEMBERSHIP NUMBER 12143
E MALAN & ASSOCIATES CC
UNIT 31, 1st FLOOR
WILLOWBROOK OFFICE PARK
VAN HOEF STREET
VALLOMBROOK, RUMDING, 1724
AREA, K.G.A.

Dear Sir

EXEMPTION FROM TAXES AND DUTIES AND APPROVAL IN TERMS OF SECTION 18A: WOODSIDE SANCTUARY

I write with reference to your letter dated 18 March 2004.

1. It is confirmed that -

- 1.1 the association has been approved as a public benefit organisation in terms of section 30 of the Income Tax Act, (the Act) and the receipts and accruals are exempt from income tax in terms of section 10(1)(c)(i) of the Act.
- 1.2 the public benefit organisation has been approved for purposes of section 18A(1)(a) of the Act and donations to the organisation will be tax deductible in the hands of the donors in terms of and subject to the limitations prescribed in section 18A of the Act;
- 1.3 donations by or to the public benefit organisation are exempt from donations tax in terms of section 56(1)(h) of the Act.

2/...

-2-

- 1.4 bequests or accruals from the estates of deceased persons in favour of the public benefit organisation are exempt from the payment of estate duty in terms of section 4(b) of the Estate Duty Act, 45 of 1955.
- 1.5 in terms of section 4(1)(f) of the Stamp Duties Act, 1968, any instrument which is executed by or on behalf of the public benefit organisation is exempt from stamp duty, if the duty thereon would be legally payable and borne by the public benefit organisation, and
- 1.6 the public benefit organisation is exempt from the payment of the skills development levy in terms of section 4(c) of the Skills Development Levies Act, No. 9 of 1999.

2. Kindly note that the relevant exemptions are subject to the following conditions:

- 2.1 Annual returns of income be submitted to the Tax Exemption Unit, together with financial statements and supporting documentation which must include full particulars of the receipts issued in respect of tax deductible donations in terms of section 18A and how these funds were expended;
- 2.2 The following information must be given on the tax deductible receipts issued:
 - 2.2.1 the reference number of the public benefit organisation, issued by the Commissioner for the purposes of this section; (The reference number quoted on this letter.)
 - 2.2.2 the date of the receipt of the donation;
 - 2.2.3 the name of the public benefit organisation, which received the donation, together with an address to which enquiries may be directed in connection therewith;
 - 2.2.4 the name and address of the donor;

3/...

-3-

- 2.2.5 the amount of the donation or the nature of the donation (if not made in cash); and
- 2.2.6 a certification to the effect that the receipt is issued for the purposes of section 18A of the Income Tax Act, 1962, and that the donation has been or will be used exclusively for the object of the public benefit organisation concerned.
- 2.3 The public benefit organisation will, within a period of five years, formally amend the founding document to comply with the provisions of section 30 of the Act.
- 2.4 The exemptions approved in paragraph 1 above, are subject to review on an annual basis upon receipt of the financial statements.

Sincerely

M.M. Gomes
Tax Exemption Analyst
for THE HEAD, TAX EXEMPTION UNIT



TAX COMPLIANCE STATUS PIN Issued

WOODSIDE SANCTUARY
PO BOX 588
RUIMSIG
1732

Enquiries should be addressed to SARS:

Contact Detail

SARS
Attention
1528
SARS online: www.sars.gov.za
Contact Centre Tel: 0800 00 SARS (7277)

Details

Taxpayer Reference Number: 9655144647

Issue Date: 2021/11/12/26

Always quote this reference
number when contacting SARS

Dear Taxpayer

TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	Woodside Sanctuary
Trading Name	WOODSIDE SANCTUARY
Tax Reference Number(s)	IT - 9665144647 / VA - 4298150573 / PAYE - 7560723015
Purpose of Request	Good Standing
Request Reference Number	09554953746536112126454
PIN	2654A53M0G
PIN Expiry Date	26/11/2022

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE

4. LIST OF MAJOR DONORS 2021-2022

- The Carl & Emily Fuchs Foundation
- The Doreen Muller Charitable Trust
- The Davies Foundation Trust
- The James Ritchie Charitable Testamentary Trust
- The John & Elsie Barrow Foundation
- The Kirkness Charitable Trust
- The R. B. Hagart Trust
- The KAVOD Trust
- The Kathleen Bush Bell Foundation
- Charities Unlimited
- The Rose & Oscar Norwich Charitable Foundation
- The St Columba's Trust
- Northcliff Rotary Club
- De La Salle Holy Cross College
- GlobalGiving
- Telesure Investment Holdings (Pty) Ltd
- BDO Wealth Advisers (PTY) Ltd
- Karob Plastics
- Arthur Bales (PTY) Ltd
- New Dawn Rotary Club
- My school
- Trustgro Developments (PTY) Ltd
- My Active Online
- Ennis-Flint Africa



- Anova Health Institute
- Accbiz Accounting Solutions
- Action Plastics
- Melville Kruisgemeente
- Ms. R. Clabrough
- Ms. P. Veale
- Mr. P. McKenzie
- Ms. S. Velzeboer
- Mr. C. Akeroyd
- Mr. K. Parry
- (Bequest)
- Mrs. H. Struthers
- Mr M. Mabika
- Mr. C. Fuller
- Mr. C. Qually
- Ms. B. Austin
- Dr. I. W. Melvin
- Dr. P. J. Pienaar
- Mr. R. Du Plessis
- Mrs. E. Ingram
- Mr. P. Pascoe
- Mr. N. E. J. Goodwin
- Mr. J. Bales



5. PROVISIONALLY APPROVED BUDGET FOR THE YEAR END 31 MARCH 2023

WOODSIDE BUDGET FORECAST					
YEAR END 31/03/2023					
INCOME	Actual Estimate Y/E 2022/03/31	Budget Estimate Y/E 2023/03/31	% Increase	Increase in Budget	
CARE INCOME					
FEES CURRENT	R 4 965 956	R 5 353 232	8.0%		R 387 276
ANTICIPATED NEW RESIDENTS'	R 0	R 389 000			R 389 000
LESS: CLUB PAYOUTS	R 0	R 0	100.0%		R 0
NET FEE CARE	R 4 965 956	R 3 742 232	7.5%		R 1 223 724
GOVERNMENT GRANTS	R 6 427 238	R 6 620 055	3.0%		R 192 817
MEDICATION RECOVERED	R 253 463	R 241 340	8.0%		R 11 877
TOILETRIES RECOVERED	R 156 279	R 114 782	8.0%		R 1 502
TOTAL CARE INCOME	R 11 722 935	R 12 724 409			R 1 001 473
OTHER INCOME					
500 CLUB	R 137 160	R 137 160	0.0%		R 0
LESS CLUB PAYOUTS	R 120 000	R 120 000	0.0%		R 0
BEQUESTS	R 118 439	R 118 439	0.0%		R 0
RECOVERED	R 133 133	R 133 133	0.0%		R 1 400
DIVIDENDS	R 53 143	R 55 500	5.0%		R 2 357
HOLIDAY CARE	R 7 440	R 8 035	8.0%		R 595
INTEREST RECEIVED	R 61 710	R 63 561	3.0%		R 1 851
RENTAL RECEIVED	R 137 642	R 148 554	8.0%		R 10 911
TRAINING WORKSHOPS	R 132 420	R 248 945	6.0%		R 76 545
SUBSCRIPTION	R 0	R 0	100.0%		R 0
RESIDENTS FUNERAL POLICY	R 7 590	R 7 590	0.0%		R 0
TOTAL OTHER INCOME	R 7 403	R 7 403	0.0%		R 0
	R 886 290	R 990 401			R 104 111
INCOME BEFORE FUNDRAISING	R 12 609 225	R 13 714 810			R 1 105 584
OPERATING EXPENSES					
ADMINISTRATION					
ACCOUNTING FEES	R 112 632	R 121 079	7.5%		R 8 447
ADMIN OLD MUTUAL	R 21 968	R 23 068	5.0%		R 1 098
AUDIT FEES	R 46 100	R 49 327	7.0%		R 3 227
ADMIN FEES PAYROLL	R 62 112	R 65 218	5.0%		R 3 106
BAD DEBTS	R 141 910	R 151 844	7.0%		R 9 934
BANK CHARGES	R 36 706	R 39 542	8.0%		R 2 836
CLEANING COSTS	R 48 113	R 49 549	8.0%		R 1 436
CONTRIBUTIONS	R 112 112	R 112 112	0.0%		R 0
ENTERTAINMENT	R 5 655	R 6 056	6.0%		R 401
DEPRECIATION	R 224 942	R 242 538	8.0%		R 17 596
CONSULTING FEES	R 78 226	R 84 464	8.0%		R 6 238
LEGAL FEES	R 10 415	R 11 248	8.0%		R 833
INSURANCE	R 135 713	R 146 570	8.0%		R 10 857
MOTOR EXPENSES	R 128 384	R 141 223	10.0%		R 12 838
OUTRAGE	R 122 655	R 15 000	0.0%		R 15 000
PRINT AND STAT	R 130 025	R 130 025	0.0%		R 0
REPAIRS	R 111 426	R 120 900	8.5%		R 9 474
RENTAL COPIERS	R 0	R 0	0.0%		R 0
SALARIES ADMIN & NURSING & LABOUR	R 10 139 428	R 10 622 169	5.5%		R 542 741
SECURITY COSTS	R 85 889	R 92 760	8.0%		R 6 871
STIMULATION	R 6 347	R 6 858	8.0%		R 508
SUBSCRIPTIONS	R 6 379	R 6 598	5.0%		R 319
TELEPHONE AND POSTAGES	R 12 439	R 13 433	8.0%		R 995
UTILITIES: MUNICIPAL CHARGES	R 134 840	R 137 066	1.6%		R 2 226
WCA	R 17 654	R 19 004	8.0%		R 1 350
TOTAL ADMINISTRATION EXPENSES	R 13 823 472	R 14 726 372			R 902 899
CARE EXPENSES					
CHILDREN'S CLOTHING	R 22 877	R 24 707	8.0%		R 1 830
CHILDRENS OUTINGS	R 15 000	R 15 000	0.0%		R 0
FOOD & NUTRITIONAL SUPPLEMENTS	R 2 302 534	R 2 559 762	9.0%		R 257 228
FOOD SP					
MEDICATION & TOILETRIES	R 484 537	R 523 300	8.0%		R 38 763
MEDS & TOILETRIES SP	R 41 976	R 44 652	6.0%		R 2 676
STAFF TRAINING AND DEVELOPMENT	R 14 089	R 14 652	4.0%		R 564
SUNDRY EXPENSES					
STAFF TRAINING	R 0	R 0	0.0%		R 0
INTEREST PAID	R 2 130	R 2 300	8.0%		R 170
STAFF WELFARE	R 30 984	R 32 439	8.0%		R 1 455
TRADE GIFTS	R 2 621	R 2 778	6.0%		R 157
RESIDENT FUNERALS	R 25 741	R 27 543	7.0%		R 1 802
STAFF REFRESHMENTS	R 4 312	R 4 312	0.0%		R 0
TOTAL CARE EXPENSES	R 2 927 489	R 3 235 317			R 307 828
PROFIT/LOSS BEFORE FUNDRAISING	R 16 750 940	R 17 961 689			R 1 210 749
PROFIT/LOSS BEFORE FUNDRAISING	R 4 141 734	R 4 246 879			R 105 145
EXPECTED FUND RAISING DONATIONS	R 3 506 487	R 3 487 593	7.0%		R 181 483
LESS: FUND RAISING COSTS	R 43 027	R 51 116	8.0%		R 8 089
TOTAL FUNDRAISING INCOME	R 2 963 440	R 2 436 504			R 153 364
TOTAL INCOME INCL FUNDRAISING	R 14 872 665	R 16 131 613			R 1 258 947
PROFIT/LOSS INCLUDING FUNDRAISING INCOME	R 1 978 254	R 1 830 075			R 48 219

6. LETTER OF CONFIRMATION FROM OUR AUDITORS (JD HILL & COMPANY)

PO Box 492 Benoni 1500 South Africa
196 Elston Avenue
Benoni 1501 South Africa
e-mail: jdhill@jehfrica.com

Tel: (011) 421-7146
Fax: (011) 422-1442



**JD HILL
& COMPANY**

CHARTERED ACCOUNTANTS (SA)

Our Ref: GJM/ct

9th June 2022

To Whom It May Concern

**Re: WOODSIDE SANCTUARY
REG No: 000-819-NPO**

This letter serves to confirm that we are the appointed Auditor for the abovementioned entity.
We also confirm that we have performed the 2022 Audit for Woodside Sanctuary.

Should you require any further information, please do not hesitate to contact this office.

Yours faithfully,

**J.D HILL & COMPANY
PRACTICE NO: 921769**

****Woodside Sanctuary's
Annual Audited Financial
Statements for the year
ended March 2021
available upon request**



Address: Cnr Canary & Dorbie
Street, Cottesloe,
Auckland Park,
Johannesburg, 2092

Tel: 011 726 7318
Email: info@woodside.co.za
NPO: 18/11/13/1075
PBO: 000-819
Website: www.woodside.co.za



Woodside Sanctuary



@WoodsideSanc



woodside_sanctuary



WOODSIDE SANCTUARY

A home for the profoundly intellectually
and physically disabled