



SUNGO ANNUAL REPORT 2007-2008

Contents

	Page
Introduction	2
Message from the President	3
CEO's Report	4
Implementation of the Strategic Plan	5 - 13
<ul style="list-style-type: none"> • <i>Good Governance and Management.</i> • <i>Promotion, Communication and Membership</i> • <i>Institutional Strengthening</i> • <i>Policy and Advocacy</i> 	
Treasurer's Report	
Auditor's Report	
Financial Statements	
Budget 2009	
Workplan 2009	
Appendix One	
List of SUNGO Members	

In line with Good governance key principles of; Transparency, accountability, responsibility and sustainability, this report was compiled by the SUNGO Executive Council and Management for the information and decision making of the SUNGO members including development partners at her Annual General Meeting 2008.

Vision:

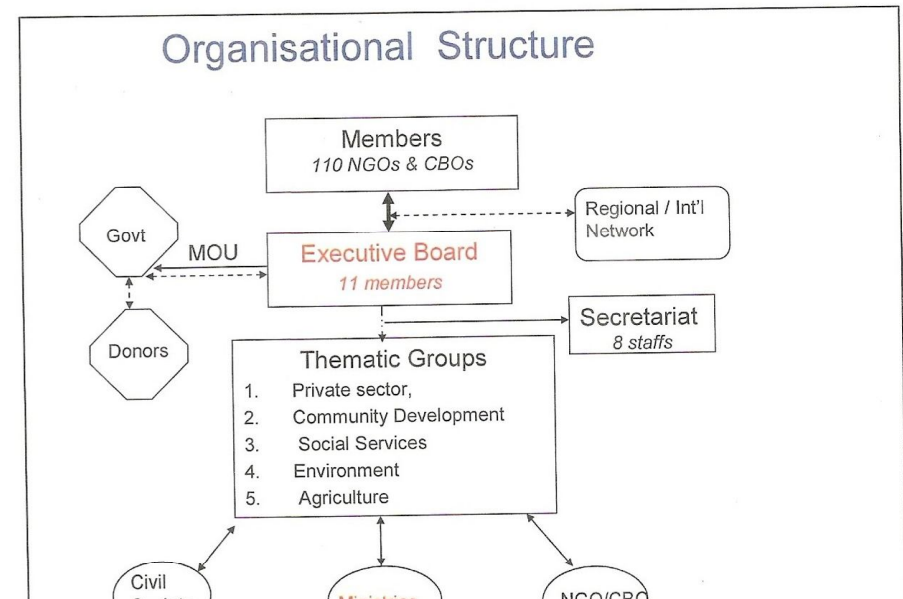
"SUNGO working in partnership with Government to promote and facilitate unified sustainable development and quality of life for the people of Samoa"

Mission:

"Umbrella Organisation for Samoan NGOs providing information, access to programmes, opportunities and advocacy"



Participants at Civil Society Forum and Members Meeting held at Savaii on 31st July 2008



MESSAGE FROM THE NATIONAL PRESIDENT

As National President of SUNGO in the past year, I have witnessed a remarkable growth of the organization as a result of passionate individuals, loyal development partners, and committed members all motivated to make a difference in our society. No doubt SUNGO has had its share of challenges in the past year, but we persevered to achieve our goals based on SUNGO's Strategic Plan 2006-2011 and the National Priorities of Samoa as outlined in the Samoa's National Development Strategies (SDS).




The growth of SUNGO is noted in particularly with our community programmes aimed at strengthening the participation of Civil Society in all aspects of development. Perhaps importantly is the advocacy role of SUNGO in providing an audible voice for the people of Samoa in the development of National Policies and Legislation. This year saw the first CSO forum in Savaii to better inform Civil Society on issues impacting on their livelihood. Advocacy is one of the integral roles of SUNGO. It is therefore our obligation to better structure our national advocacy intervention in our future work. This is inevitable as awareness is the key to improving our engagement with members, if we are to ensure inclusion and influence in policy level decision making processes. In addition, our partnerships in development, locally, regionally and internationally, have expanded. This has led to increased funding interest in some of our projects for ultimately better outcomes in terms of training, advocacy and community development.

But with growth comes new challenges. As the membership base and activities continues to expand, the need for a better and bigger training facility becomes a pressing need to host more participants and ensure quality delivery of training. It is necessary to ensure there is improved accessibility of all to services and information. SUNGO invites development partner support to see this through in the near future.

Though we continue to dwell under financial constraints, SUNGO has been blessed in many ways through the support and generosity of our members and friends whom we will continue to nurture as valuable resources in SUNGO's growth and future sustainability. SUNGO continues to commit in nurturing its relationship with the Government of Samoa through its various line Ministries to achieve quality of life for our people. Their tolerance of our "watch dog" role deserves a mention, as no doubt they are also encouraged to uphold this relationship for the sake of a true democratic society through Civil Society engagement in national decision making processes.

Limited resources will always be a challenge for SUNGO, given its membership being NGOs that are struggling themselves. However, we endeavor to keep our Vision alive by improving our performance and maximizing the use of our existing resources. On that note I wish to acknowledge the dedication and commitment of the SUNGO Board, the staff, and all our stakeholders and members in working to make a difference to our society, and to acknowledge the support of the Government of Samoa, and all our development Partners for sharing the Vision of SUNGO. We especially thank our friends and supporters who have relentlessly donated in various ways. We greatly acknowledge the Core funding support by NZAID, which enabled us to maintain the momentum of our work.

To all who have shared our Vision may God Bless. I end this report by encouraging you in the words of Mahatma Gandhi who stated: "Be the difference you wish to see in the world."



Vaasiliiifiti Moelagi-Jackson

NATIONAL PRESIDENT

MESSAGE FROM THE CEO

It is most exciting and encouraging to be part of the internal growth within the membership and management of SUNGO, as its influence and role continues to expand throughout the year. More members have taken up opportunities to enhance their capacity to better meet the diverse demands and challenges of Civil Society.



The overall management of the organisation has improved through the development of policies and sound systems of management to better address risks, despite several limitations. Changes and developments have been more evident in some key areas, like capacity building and advocacy whilst communication linkages with members warrants more attention and focus

Financial support for SUNGO has become more comprehensive than ever. The NZAID NGO Support Fund (NSF) continues to be the sole provider for Core funding support not only for SUNGO but also for nine other NGOs. Priorities in Project funding selections have been restricted to relevant undertakings that align with SUNGO's vision and are within the capacity of the staff to manage. The new core funding plus contract with NZAID warrants funding support for the next 5 years on the condition of the set up of Monitoring and Evaluation Systems, an exit strategy and an improved community engagement plan by the year 2012.

Remarkable changes in the capacity building programme have finally been implemented this year. Training under the In-country training Programme (ICTP) has been piloted for rural communities. This has decentralized training, which to date have been largely urban based, and is also delivered by a pool of local trainers modules translated in Samoan. This helps to meet the needs of community based organisations (CBOs) which has been long overdue. A full roll out of this process will take place in the next financial year under the ICTP programme. This concept has been further modified and adapted for the Water Sector project funded through EU and provides capacity building for at least 24 Independent Water Schemes committees throughout Savaii and Upolu.

The advocacy role of SUNGO has probably attracted more publicity given SUNGO's role in influencing policy development at the National level. Some of the most controversial legislation introduced by Parliament has prompted SUNGO's intervention on behalf of Civil Society. This legislation has included the Land Registration Bill 2007, and the Switching of the Side of the Road Bill.

The high turn over of staff in this financial year has been the main setback to some of SUNGO's activities and developments. Retention of trained staff continues to be a problem for not only SUNGO but for the entire NGO sector. This is because of the competitive opportunities and salaries offered outside the Civil Society arena. Measures to address this include the development of volunteerism, and building comprehensive capacities of committed staff. SUNGO is greatly indebted to the commitment of Mary and John Cretney who have dedicated time, expertise and resources to assisting SUNGO staff and members to better cope with these challenges.

The SUNGO staff wish to acknowledge the voluntary contribution and invaluable support extended to us throughout the year by the National President and the SUNGO Executive board members. To all who have shared the organization vision and have contributed in one way or another to the growth of SUNGO, we can only say **FAAFETAI FAAFETAI TELE.**



Roina Faatauavaa-Vavatau

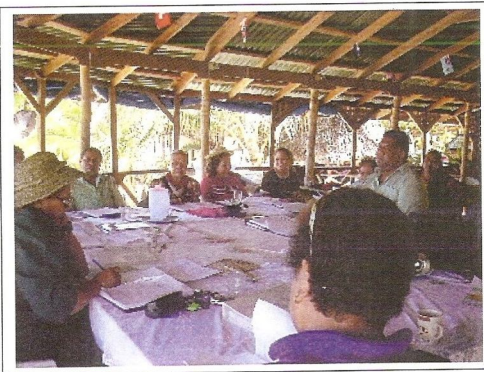
CEO

IMPLEMENTATION OF THE SUNGO STRATEGIC PLAN

Objective One: Good Governance and Management

The overall governing of the organisation through the monitoring of the National Strategic plan and ensuring its implementation has been the designated role of the SUNGO Executive Board. This has been monitored through a bi-monthly meeting of the Board to review progressive reports from the CEO on the overall implementation of the Strategic plan and the income and expenditure report on the financial situation of the Organisation.

Demands for additional meetings were considered for management matters, as separate from monitoring and evaluation meetings that then warranted monthly Board meetings. Policies are reviewed and developed to effectively manage office operations and the roles of both the staff and executive board. The board reports to members through quarterly members meetings, stating achievements and seeks input on new activities to improve SUNGO strategic direction and services. Set backs on bringing members together is mainly due to funding constraints. This resulted in only 2 members meeting held during this financial period.



SUNGO Executive Board
Annual Retreat to orientate and
induct new Board members at
Faofafo Beach Faies
(November, 2007)

1.1 Administration and Management

The Secretariat has eight (8) full time staff, including 2 project officers. The Chief Executive Officer (CEO) provides the overall management of staff and reports to the Executive Committee on outcome of annual workplan and budget.

There has been a high staff turn over within this financial year. Two staff (Admin Officer and LRTO) resigned to take up religious obligations. The (Information & Communication Officer and replacement Administration officer) resigned due to better paid jobs within the Private Corporations.

Of the three contracts signed by SUNGO for this financial year under the EU Water Sector project, one was ceased soon after its 2nd assignment contract as the Ministry of Finance reconsidered an engagement procedure for all Non-State-Actors under the EU Water project. This resulted in the IWSS coordinator position being ceased after 6 months. The roles and responsibilities were then devolved to a part-time TA, existing staff and part-time contracted trainers.

Weekly staff meetings continue to serve as linkages between management and staff on the development and progress of the organisation. Competing priorities in training, meeting schedules, contracts and duty travels are some of the challenges in this process.

1.2 Resource Support

SUNGO's financial situation has improved dramatically during this financial period with income earned largely through the EU contracts on Capacity Building for Independent Water Scheme. Income was mainly generated through the Technical Advisory time of the Cretnays on the project plus administration costs in undertaking the project. Additional income has been transferred to a reserve Fund and on term deposit to earn extra revenue to sustain the organisation and support its future developments.

The financial report from the previous year 2006 caused delays for the 2007 audit process due to auditor's understating SUNGO's reserves. This was unfortunately highlighted later in the year and warranted a new audit opinion for amended records. An affordable auditor with a comprehensive knowledge of NGO activity will continue to be a problem for the entire NGO sectors.

The development of SUNGO's human resource capacity has become an asset to the organisation in it's current development and the need to devolve its training responsibilities to part time contracted trainers. SUNGO members certified in Adult Training (CAT) and undertaking the UNITEC Diploma programme have been a source for SUNGO of contract trainers able to support the expanded capacity building programme.

1.3 Staff Development

Staff capacities have been enhanced through the ICTP or in house training by the Cretnays. This has enhanced the capacity of staff to undertake new roles outside their normal scope of duties. The Finance and Training responsibilities formerly designated to one staff member have now been devolved to the Administration Assistant given her improved capacity to undertake the assigned role.

1.4 Development Partners

SUNGO serves as the representative of the community and Civil Society on most of the funding support committees within the Ministry of Finance. Likewise, SUNGO members are also consulted by parties reviewing funding support and the impact of this funding on Samoa. With the exception of NZAID, encounters with development partners have been limited to this form of contact plus Members meetings where donors are invited to provide an outline of the funding support to Civil Society. It is clear that the contact between donors and SUNGO members needs to be more frequent.



L-R: Raymond V, Ronicera
F, Namulauulu Dr Nuualofa,
Roina Vavatau, AUSaid
Representative,
Dunkin Kerr (Australia
Parliament Secretary),
Nynette Sass, Fuimaono Oli

1.5 NGO Support Fund

NZAID, with the agreement of the Government of Samoa, set up the NGO Support Fund in 2003 to enhance and expand the capacity of indigenous NGOs in Samoa to respond to the development needs identified by the communities in which they work and to contribute building a strong, independent, just, healthy and prosperous Samoa.

The NGO Support Fund to date is currently providing funds for a total of 11 NGOs including SUNGO. The Program was reviewed in 2005 and some changes were made to strengthen its operation and to ensure that it meets the development needs of the NGO community in Samoa.

The tiers of Funding were increased from one tier to two tiers in 2006 as an effect of the 2005 review and as a result of a proposal by the NSF NGOs in 2006 justifying the need for an increase in the allocation. The 2nd tier of funding was approved that is the \$100,000 tala per annum for the Full Core Fund NGOs, while the 1st tier remains at \$70,000 tala per annum as the Capacity Building Funding.

To date the NSF Program has now been extended for another five (5) years with an additional tier (ie: 3rd tier) with an allocation of \$100,000 tala as well for the successful applicants which have completed the first 5 years through incremental Core Funding contracts from 2003-2008. The fund now has three (3) tiers of funding, which are allocated based on whether the NGO meets certain assessment criteria.

Renewed Contracts in July 2008 until June 2010 under FCF Plus (3rd tier)

NGO Name	Tier of Funding	Funding Allocation annual	Current Contract-2 years
FLO	Full Core Funding Plus (3 rd)	\$100,000	Jul 2008- June 2010
LT	Full Core Funding Plus	\$100,000	Jul 2008- June 2010
MOA	Full Core Funding Plus	\$100,000	Jul 2008- June 2010
WIBD	Full Core Funding Plus	\$100,000	Jul 2008- June 2010
SUNGO	Full Core Funding Plus	\$100,000	Jul 2008- June 2010

These are the results of the Call for Proposal carried out in May 2008. This call was specifically for the NGOs including SUNGO that have completed the first 5 years of Core Funding to move on to the 3rd tier of FCF Plus. The contract spreads over a period of two years 2008-June 2010, NGOs have to re-apply for the next incremental 3 years through another Call for Proposal process.

Other Core funded NGOs include; (under 1st and 2nd tiers of funding)

NGO Name	Tier of Funding	Funding Allocation Ann	Current Contract
APS	Full core Funding (2 nd)	\$100,000	new 08-10
ATSS	Full Core Funding	\$100,000	new 08-10
THA	Capacity Building (1 st)	\$70,000	LoV until 2009
SVS	Capacity Building (1 st)	\$70,000	LoV until Feb 2009
NOLA	Capacity Building (1 st)	\$70,000	LoV until Nov 2009
NCECES	Capacity Building (1 st)	\$70,000	LoV until May 2009

NGO Support Fund - a unique program

The coordination of the NSF program which operates simultaneously with the Capacity Building of our NSF group along with our other members has been commended as a unique model and has shown significance in enhancing the NGOs in terms of skills, knowledge and understanding, but also in terms of office operations along with Governance and management. Though realistically this is all a learning process for us who will take time to build upon the quality, thus it is still valuable to take it one step at a time while achieving results.

This process is therefore contributing to meeting the goal of this program that is ".....empowerment of Local communities" through trainings, improve in involvement and inputting to national policy development, services delivery and ongoing advocacy of various issues affecting their own target communities.

It is indeed more challenging that the Program has been extended for another 5 years, which require more hard work and greater diligence to improve on the development that we have so far for the betterment of our beneficiaries and key stakeholders, and to be accountable and transparent at the same time.

Capacity, judgment and skills enhancement

Capacity Building of coordinator has been greatly built through this role, the development and strengthening of the identified key areas as per milestones will definitely contribute to further success of these organizations, and just being involved in this process is and will be an invaluable experience for all stakeholders involved.

A lot has been learnt from working within the NGO setting in terms of the significance of Civil Society work and the value of developing local communities and ongoing community engagement. NGOs have a different setting, they start from scratch and mostly depend on financial support from donors while struggling to ensure the sustainability of their work. Thus, have come to understand the power of one's passion for keeping their organizations going whether it is a well established NGO or a community Based organization, and that the integrity of an NGO with regards to its genuine purpose is also challenged whether there is funding or none.

Way Forward:

- NSF NGOs working more collaboratively not only with one another but with other key stakeholders including Government Ministries, donors, local partners and of course their target beneficiaries.
- Development of key areas or milestones for further enhancement and strengthening the work of NGOs to ensure continuous improvement of service deliveries to meet the needs of their target communities, and to satisfy the goal of the program, and aligning the work of NGOs with its key stakeholders



Participants of Annual Accounting/Auditing course 16-27 June

Participants doing energizer during Good Governance course



Ministerial Visit by Winston Peters (NZ Minister of Foreign Affairs) with participants from NSF NGOs.



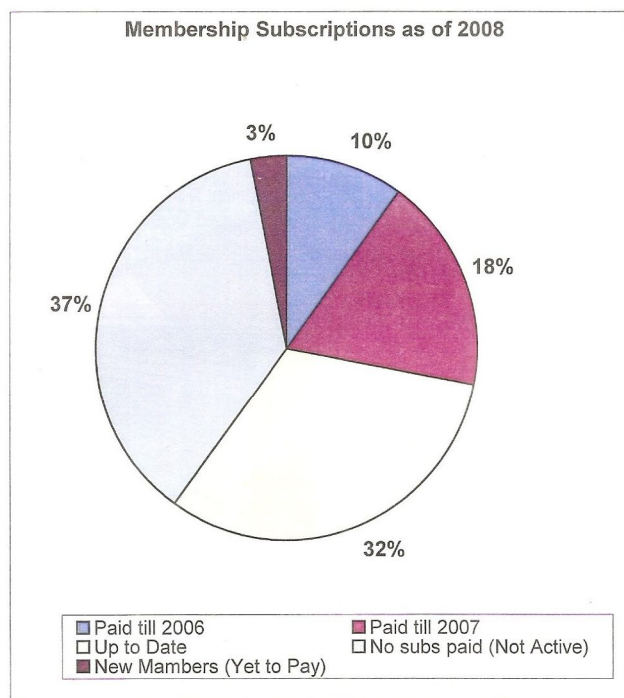
Objective 2: Membership and Participation

2.1 Membership

Membership has increased to 111 member organisations, 46 NGOs and 65 CBOs. See Appendix One for the full list. At least 50% are expected to pay their annual subscription each year. Those that are largely inactive are mainly from the rural areas and registered as CBOs. Measures to accommodate inactive members have been rather slow due to staff turn over and the lack of adequate resources to provide linkages with the widely spread out membership. Several options have been considered for a way forward:

- Members Meeting to be more frequent and decentralised e.g. Members meeting held in Savaii in July.
- Newsletter releases being translated into Samoan with more frequent media coverage for SUNGO programmes.
- Capacity building conducted in rural areas for greater accessibility by more rural communities and CBOs.
- Translation of training modules into Samoan and delivered by Samoans.
- Personal contacts between staff and members.

All the above propositions are feasible but pose problems due to the lack of identified resources to support fund implementation.



2.2 National and Global Development

Though the support to Regional and international development is crucial, SUNGO priorities have mainly aimed at supporting National developments with support to the Region been rendered whenever possible. Support to international development of NGO network have included the following:

- Two members of SUNGO are part of the Pool of Pacific Trainers for the UNITEC programme (Ruta Sinclair and Katriona Take)
- The President and CEO aided the set up of the American Samoa Association of NGOs (ASANGO) as part of its commitment to the development of the Pacific Island Association of NGO (PIANGO). ASANGO was launched in early August and now registered as a member of PIANGO.
- The CEO (Siale) from the Civil Society Forum of Tonga served a 3 day attachment with SUNGO to understudy the Core-funding scheme and SUNGO's overall operation in July.
- Provided support to the PIMER in the Monitoring and Evaluation of PIANGO's Strategic Plan. This has enhanced the potential of PIANGO to be more credible and act as a source of revenue for Regional support.
- Board members and the CEO continue to contribute through opportunities made available nationally and internationally to advance the aims and developments of SUNGO through forums, seminars and conferences.

Objective 3: Institutional Strengthening and Capacity Building

3.1 Training Programs through ICTP

The annual Training Needs Assessment (TNA) continues to provide the basis of the SUNGO proposal and request for training under the ICTP programme. Since the inception of the ICTP, it has been 100% urban based in its delivery of services. This year marks a development in the ICTP programme as the NGO sector seeks to decentralise its trainings by targeting Community Based Organisations. A training of trainers for a selected group of trainers was undertaken in the SUNGO Training Room before it was piloted in Savaii for at least 6 CBOs. It now due to roll out in the upcoming financial year. The training modules were:

- Governance,
- Financial Management
- Planning,
- Good Governance

These training modules have translated to Samoan and delivered by local trainers. This method has been most beneficial and appropriate for CBOs. Similarly, the modules have been further adapted and modified for a similar capacity building programme delivered by SUNGO for the Independent Water Scheme contract under the EU Water Sector Project



3.2 SUNGO Training

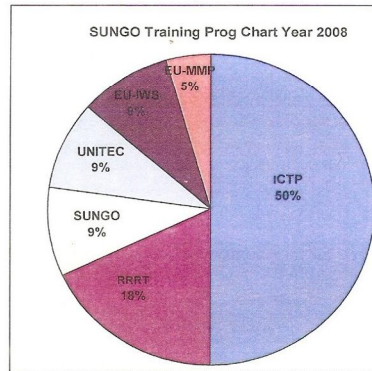
SUNGO's ability and role in providing capacity building for communities has now generated income for the organisation over this period. Three capacity building contracts have been awarded to SUNGO by EU through the Ministry of Women Community and Social Development for this year alone.

The Independent Water Scheme Capacity building contract will continue in the next financial period to cover 24 schemes. The Secretariat staff was contracted to deliver a project design and project proposal overview under the EU Micro-Project Programme for all potential applicants in early January 2008. It was similarly contracted to provide capacity building for social services NGOs and CBOs that have implemented projects under this funding scheme. This is now due to start early next year.

The ongoing support and strengthening of NGOs capacity continues as on the job training whenever the need arises. This is done by SUNGO staff to mainly the NGOs under the NGO Support funding scheme.

3.3 UNITEC Graduate Diploma Programme

The current number of students taking the UNITEC course is 31, with 14 potential graduates for next year 2009. Courses delivered in this financial year were Volunteerism, Small Team Leadership and Governance. Selected numbers of students have been sent overseas to fast track their courses.



SUNGO Training Data Summary	2007	2008
Number of training courses	18	22
Total no of complete days training was held	84.5	107
# Participants trained	285	739
# Males	86	318
# Females	198	421
Average number of NGOs at each course	10	10
Average percentage of participants who met the course objectives to the satisfaction of the tutor	88%	98%

3.4 Training for Independent Water Schemes

A major initiative for SUNGO over 2007-2008 has been to undertake a contract under the Water Sector Support Programme (WASSP). The Water Sector Support Programme is a project funded by the European Union (EU) to improve the quality of water provided to Samoa. A key part of this project to improve the delivery of water to rural communities. In order to qualify for EU funding to improve their water schemes, communities need to show that they have the skills to manage their schemes through undertaking training.

A very important part of this programme is therefore the need for communities to undergo training in the management of their water supplies. The main partners in this aspect of the project are the EU, the Ministry of Women, Social and Community Development (MWCSO), and SUNGO.

SUNGO has been contracted to deliver capacity building to the 24 villages or districts which are members of the newly formed Independent Water Scheme Association (IWSA). This has been undertaken through training a group of trainers through a Training of Trainers programme and using this group of trainers to deliver a week long training programme to the village water committees and others interested. This programme focused on Good Governance is structured around five modules based on committee management, planning, finance, maintenance and communications.

By the end of 2008 eight trainings had been successfully conducted with very positive feedback from participants. Most trainings have attracted up to 40 participants including water committee members, womens committee members and senior village members. The remaining eight groupings of water committees will receive their training in the first part of 2009.

As well as benefits to the communities concerned, this programme has brought a variety of benefits to SUNGO. It has raised the profile of SUNGO in the rural community, allowed SUNGO to develop a further group of trainers and improved the financial position of SUNGO through the revenue obtained under the contract



Management training for Sataoa and Lotofaga Water Committees

Objective 4: Policy and Advocacy

Policy and Advocacy is also a key objective in the SUNGO Strategic Plan to ensure that SUNGO priorities are included at national and global level.

4.1 National Advocacy Programme

The Advocacy role of SUNGO has most probably provided the most promotion about the role of SUNGO. Members and interested civil society representatives have congregated at the SUNGO Secretariat for logistical support to advance policy advice and legislative reform on behalf of Civil Society.

This has been clarified by members as a crucial role in upholding principles of democracy and ensuring Samoa's social stability. Two Civil Society forums were held for members of the public to express their views on some of the most controversial issues and legislation tabled before Parliament.

Petitions were raised and tabled to convey a unified voice of Civil Society by Board Members and representatives of the general public to the Legislative assembly on the Police Power Bill, Land Registration Bill and the Switching of the Sides of the Road (Right Hand Drive Bill).

Other interventions included assisting Sogi residents' on their Human Rights, the land dispute between Sataupala and Government, and raising the awareness of the general public on Samoa's accession into WTO through the Oxfam workshop.



Members of the Legislative Appeals Committee with SUNGO members at Legislative Assembly after hearing SUNGO's Land Registration 2007 petition.

4.2 Working in Partnership with Government:

SUNGO is represented on many Ministry Steering Committees and Funding Coordination Committees. This is mainly to provide Civil Society input into planning process and to determine relevant strategies for Community groups. This has worked well with some Ministries and not so well with others. Reasons vary from territorial boundaries in service delivery to misinterpretation of roles for both sectors.

A workshop and dialogue with the Ministry of Justice through SUNGO's Social Service Thematic Groups was held on the development of a National Framework to service the Juvenile and community rehabilitation programme. This is still pending given several gaps in communication linkages and SUNGO Thematic group coordination.

The partnership between the Ministry of Women and SUNGO in building the capacity for Independent Water Schemes has so far worked well, and can serve as good working model for future partnership between SUNGO and Government.



Members of Civil Society and consultants discussing Legislation review and Government reform outside SUNGO Office

4.3 Global Partnership

On the Global level, SUNGO continues to build and reinforce its partnership and networking with donors and international organisations. SUNGO has become a member of CIVICUS following the CIVICUS Assembly in Scotland.

Benefits as members included Samoa being selected for the Civil Society Index and engaging ways to strengthening its Civil Society role. Regionally, it continues to contribute to the development and monitoring of the PIANGO strategic direction through PIMER, the Civil Society Forum, and the Multi-stakeholders workshop held annually.

MESSAGE FROM THE TREASURER

As Treasurer of SUNGO for the past year, it is my pleasure to present the Auditor's report and the Financial Statements for the year ended 30 June 2008.

This year the Financial Statements have been audited by Betham and Co. Their Audit report is attached. The Audit report states that

"the financial statement give a true and fair view of the financial position of SUNGO as at 30 June 2008. They comply with the requirements of the Incorporated Societies Ordinance 1952."

This is the Samoan law that SUNGO works to and abides by.

SUNGO used new auditors for 2008 because there was an error made in the 2007 Audit. This error was a simple adding error and meant that SUNGO's financial position was understated. This error was found and corrected by an independent auditor and was endorsed by the original auditor. The 2007 figures in this year's report are accurate.

The key points to note in this year's Financial Statements are:

- SUNGO's financial position has increased significantly
- The Balance Sheet shows SUNGO has total assets of \$375,894. These are made up of current assets (Cash and Debtors) and fixed assets (Equipment and Furniture)
- This is a huge turn around from six years ago when SUNGO had no reserves at all and in fact, SUNGO was in debt.
- This increase in funds has been built up over the past six years by the careful management of the finances by the Management and Executive Committee
- Reserves have increased significantly during the 2008 year because our two Technical Advisors, Mary and John Cretney, provided their services to the EU Water Project on a voluntary basis. Their voluntary days, paid for by the EU project, have given SUNGO income estimated at \$50,000.
- Efforts of staff on the project have also added another \$50,000 to this reserve. The EU project has been a significant source of income for SUNGO and has made it less reliant on our one key donor, NZAID.
- This reserve will be used wisely in the future when the Executive have made final decisions about the new building and Training Center. We want to use this hard earned money towards a long term and sustainable development of SUNGO.

It is now my pleasure to formally moved the adoption of the 2008 Financial Statements



Fuimaono Na'oi'a Oli Schuster
SUNGO Treasurer



FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 JUNE 2008

Betham
& CO.

SAMOA UMBRELLA FOR NON-GOVERNMENTAL ORGANISATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 JUNE
2008

CONTENTS

	PAGE
Audit report	1
Balance sheet	2
Statement of income and expenditure	3-4
Statement of receipts and payments	5-6
Notes to the accounts	7-8
Fixed assets schedule	9

Betham & Co.

certified public accountants

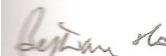
INDEPENDENT AUDIT REPORT TO THE MEMBERS OF SAMOA
UMBRELLA FOR NON-GOVERNMENTAL ORGANISATIONS
INCORPORATED

We have audited the accompanying balance sheet of Samoa Umbrella for Non-Governmental Organisations Incorporated as at 30 June 2008, and the related income and expenditure account and the statement of receipts and payments for the year then ended. The Executive Members are responsible for the preparation and presentation of these financial statements and the information contained therein. Our responsibility is to express an opinion on these financial statements based on our audit. The financial statements for the year ended 30 June 2007, was audited by other auditors and therefore we do not express an opinion thereon.

We conducted our audit in accordance with International Standards on Auditing to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting, policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial statements are presented fairly in accordance with generally accepted accounting principles and statutory requirements so as to present a view which is consistent with our understanding of the Organisation's financial position, results of their operations and their receipts and payments.

Opinion

In our opinion, the financial statements give a true and fair view of the financial position of Samoa Umbrella for Non-Governmental Organisations Incorporated as of 30 June 2008, and of the results of its operations and its receipts and payments for the period then ended in accordance with generally accepted accounting principles and comply with the requirements of the Incorporated Societies Ordinance, 1952.



BETHAM & CO. Certified
Public Accountants


Apia
Dated October 29, 2008

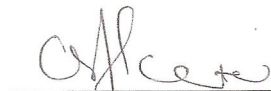
SAMOA UMBRELLA FOR NON-GOVERNMENTAL ORGANISATIONS INC.
 BALANCE SHEET
 AS AT 30 JUNE 2008

	Note	2008	2007
		\$	\$
Accumulated Funds			
Beginning balance		201,121	203,083
Less Prior Year Adjustment			
MDG Project Money Rec'd in Advance		-	41,563
Project funds		6,428	-
Plus Excess of Income over Expenditure		168,345	39,601
Total Accumulated Funds		<u>375,894</u>	<u>201,121</u>
Represented by:			
CURRENT ASSETS			
Cash on hand			
Term Deposit National Bank of Samoa-SUNGO General Account No. 632514018	2	94,271	40,448
National Bank of Samoa -SUNGO General Account No. 632514018	2	138,419	112,280
National Bank of Samoa - PRHP Project Account No 92089011	2	-	15,207
Debtors	3	125,032	21,733
		<u>357,721</u>	<u>189,667</u>
CURRENT LIABILITIES			
Money received in advance	4	11,385	33,220
Creditors	5	13,975	4,441
		25,360	37,661
WORKING CAPITAL		<u>332,360</u>	<u>152,007</u>
FIXED ASSETS			
Net carrying amount	6	43,533	49,114
NET ASSETS		<u>375,894</u>	<u>201,121</u>

The above Balance Sheet should be read in conjunction with the notes attached

For and on behalf of the Executive Council:


 National President


 National Treasurer

MOA UMBRELLA FOR NON-GOVERNMENTAL ORGANISATIONS INC.
 STATEMENT OF INCOME AND EXPENDITURE
 FOR THE YEAR ENDED 30 JUNE 2008

	2008	2007
	\$	\$
DME	200,000	200,000
ID	262,574	37,631
ocean Union	11,642	
Microprojects	64,962	48,214
IT Project	5,800	4,600
Membership and Subscriptions Donations	50,110	2,454
Training Income	34,419	9,750
Administration and Contract Services Fees	105,227	52,720
Land services	5,313	7,840
Reimbursable income	5,189	1,474
Travel	357	939
dry Income		
IP Project		51,691
IT Project-RRRT		10,456
IG Meeting		17,133
Members Meetings Income		<u>3,660</u>
Total income	<u>745,593</u>	<u>448,561</u>

SAMOA UMBRELLA FOR NON-GOVERNMENTAL ORGANISATIONS INC.
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2008

	2008 \$	2007 \$
EXPENDITURE		
Administration		
Accounting & Audit fees	5,000	3,000
ISM Costs	1,601	1,306
Bank fees & Chges	707	618
Communications - tel/fax/email	14,746	10,806
Council meetings and related exps	5,502	3,088
Depreciation	20,351	23,203
Donations	200	1,325
Electricity	10,585	8,800
Equipment - Repairs and Maintenance	3,981	4,688
Insurance		1,840
Membership meeting	1,177	9,154
Motor Office Equipment	564	486
Printer Consumables	6,586	9,030
Newsletter and Information Kits	1,950	3,129
Office Repairs and Ground Maintenance Plans	3,756	3,891
New Training Centre Registration fees	4,436	
Reimbursables expenses (nett)	371	450
Rent	201	
Supplies - minor office expenses	2,400	2,400
Travel	3,530	3,998
	6,688	7,830
Staffing Costs		
Salaries	125,542	121,077
Staff costs, NPF, ACB, etc	7,716	6,548
Staff training	872	659
Staff recruitment costs Training	2,639	1,409
Programme Delivery Projects	31,882	7,775
LRTO Project		
Water Training Project	64,292	54,111
Microprojects Workshops PRHP	238,546	
Project	11,428	24,470
NG Workshop		43,519
Total expenditure		17,133
	577,248	375,740
CESS OF INCOME OVER EXPENDITURE	168,345	72,821
Money rec'd in advance this year		33,220
TOTAL INCOME OVER EXPENDITURE	168,345	39,601

SAMOA UMBRELLA FOR NON-GOVERNMENTAL ORGANISATIONS
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 JUNE 2008

	2008 \$	2007 \$
RECEIPTS		
Unaided Core funding	200,000	206,353
Water Project	158,454	
Microprojects	20,642	17,325
LRTO	70,006	35,973
Membership and subscriptions	5,800	4,600
Donations	49,910	2,454
Granting Income ICTP	5,350	9,850
Granting Income UNITEC Sundry	21,882	
Interest	357	4,895
Travel Fees	101,057	29,971
Grants & Services Reimbursable	4,813	4,831
	22,489	39,015
Interest	3,823	448
UNITEC (AUSAID)		51,691
Water Project -LRTO		10,456
UNITEC		17,133
Membership Meeting		3,660
Total receipts	664,583	438,654

SAMOA UMBRELLA FOR NON-GOVERNMENTAL ORGANISATIONS INC.
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 JUNE 2008

	2008	2007
	\$	\$
PAYMENTS		
Administration - general		
Accounting and audit fees	3,000	300
AGM	1,601	1,306
Bank fee & charges	743	618
Council meeting expenses	1,919	2,501
Donations	200	1,325
Electricity	10,585	8,800
Equipment R&M	3,981	4,688
Insurance		1,840
Minor equipment purchase	564	1,346
Office consumables	3,992	9,030
Office repairs and maintenance	1,276	1,691
Registration fees & subs	121	450
Reimbursables	22,691	37,541
Rent and Ground Maintenance	4,880	4,600
Sundries	3,530	2,774
Travel expenses - general	6,688	7,830
Office Supplies	2,593	1,223
Staffing		
Salaries and wages	125,542	122,063
National Provident Fund & ACB	7,716	7,591
Staff training (inc. CID Visit)	872	659
Recruitment	2,639	1,409
Communications		
Communications	-	12,895
Capital Purchases		
Computer upgrade and replacements	11,057	7,969
Water project Asset purchases	3,713	11,306
New Training Centre	500	-
Delivery of Workplan		
Capacity Improvement		
Workshop materials	-	745
Refreshments	6,974	6,530
Trainers Allowances	-	500
UNITEC courses	21,288	-
Governance		
Members meeting	3,582	9,154
Board Orientation	-	587
Promotion and Communication		
Newsletter		1,340
Members Kits		1,789
Projects and Workshops		
PRHIVP Unspent funds repaid		43,519
EU Workshops	11,428	10,852
EU Water Project	238,546	-
MDG UNDP Unspent project funds repaid	-	41,563
PANG-WTO Workshop	-	13,405
RRRT	64,292	45,700
Total payments	<u>566,513</u>	<u>427,438</u>
EXCESS OF RECEIPTS OVER PAYMENTS	98,070	11,216
Calculated opening bank balance	<u>40,348</u>	
Closing bank balance	<u>138,419</u>	

SAMOA UMBRELLA FOR NON-GOVERNMENTAL ORGANISATIONS INC.
NOTES TO ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2008

GENERAL

The SAMOA UMBRELLA FOR NON-GOVERNMENTAL ORGANISATIONS was incorporated on the 24 November 1997 through the initiative of 14 women organisations.

The main objectives and function of the Organisation are to:

Develop and enhance co-operation and net-working amongst National Non-Governmental Organisations (NGOs) and also between National, Regional and International NGOs.

Facilitate the receiving and dissemination of information and materials pertinent to national member NGOs purpose.

Support and endorse National member NGOs development efforts relevant to the achievement of their respective goals, as well as protecting their interests and promote sharing of information and resources amongst them.

Liaise with Government and diplomatic agencies on policies and issues affecting member NGOs and the public.

Support and strengthen sustainable development initiatives and promote research at all levels.

Promote Environmental Impact Assessment (EIA) on all development projects to ensure sustainability .

1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These accounts are prepared in accordance with International Accounting Standards

1.1 Basis of accounting

The Accounts have been prepared using the generally accepted accounting principles under the Historical Cost method on a consistent basis

1.2 Foreign currencies

The accounts are expressed in Samoan tala, unless otherwise stated.

1.3 Grants

All grants in various forms and from various sources are taken into account in the period which they are received. Therefore unspent project funds carried forward to the next accounting period have not been accrued in the current year.

1.4 Income Tax

SUNGO is a Non-Profit Entity and is therefore exempt from paying Income Tax under the Income Tax Act 1974 Section (7).

SUNGO UNBILLED FOR NON-GOVERNMENTAL ORGANISATIONS
 NOTES TO ACCOUNTS
 FOR THE YEAR ENDED 30 JUNE 2008

	2008	2007
2 Cash at Bank	\$	\$
SUNGO General Account NBS	138,419	112,280
632514018 SUNGO Term Deposit	94,271	40,448
PRHP Project	-	15,207
Total	<u>232,689</u>	<u>167,935</u>

	2008	2007
3 Debtors	\$	\$
RRRT	7,198	12,241
EU	104,120	9,000
PIANGO (UNITEC training)	11,857	-
IRD Withholding Tax Accrued	710	71
Interest	1,147	420
Total	<u>125,032</u>	<u>21,733</u>

	2008	2007
4 Money Received in Advance	\$	\$
ACT Project -RRRT	10,456	10,456
Memberships Funds	929	1,129
PRHP Project		15,207
NZAID Core Funds		6,428
Total	<u>11,385</u>	<u>33,220</u>

	2008	2007
5 Creditors	\$	\$
Architect fees	3,9	
Audit fees	36	
Communications - tellfaxlemail	5,0	3,000
Expenses relating to UNITEC course	00	
PIANGO Membership fee	1,1	1,441
Total	<u>13,975</u>	<u>4,441</u>

6 Fixed Assets and Depreciation
 Fixed assets are valued at cost. They are depreciated at rates based on their expected useful lives. The principal rates of depreciation are as follows
 General office equipment, furniture and fittings are assessed at 20% diminishing per annum.
 Electronic office equipment (computers, printers, photocopier and fax) are assessed at 40% diminishing per annum

Code	Budget 2009	NZAID Core	NZAID NSF	EU	RRRT	SUNGO	Total Budget 09	COMMENT
100 EXPENDITURE								
101 Administration - general	3000	3000					3000	
102 Accounting and audit fees	2000	2000					2000	
103 AGM & SGM	750					750	750	
104 Bank fee & charges	1000					1000	1000	
105 Council Meeting	3000					3000	3000	
106 Council Training	2000					2000	2000	
107 Council Travel	500					500	500	
108 Donations	16000					16000	16000	Increase Cash Power Units from 45%
109 Electricity	6000	12000	2000			10000	18000	Contract for Air-conditioners, Contract for Computers, Contract for Photocopy machine,
110 Equipment R&M	6000	5000				1000	6000	Office Stationeries, Toners and Cartridge links for Printers and Photocopy,
111 Office consumables	6000	5000				1000	6000	Luvors, Floor Repair, Bathroom
112 Office repairs and maintenance	4000	4000				500	4000	Registration Fee by PIANGO and WANIGO
113 Registration fees & subs	500	500				10000	10000	Expenses paid by SUNGO and reimbursed from sponsors.
114 Reimbursables	10000					6000	16000	New Lease for 2012 (years and survey cost for new Training building (\$200 x 12, 5 years lease)
115 Rent - MNPRE	6000	6000				4000	10000	\$500. Will be under the CEO's discretion
116 Sundries	4000	4000				700	4000	Transportation Cost for staff on office operation and activities
117 Travel expenses - general	7700	6000	1000			2500	7700	Water, cleaning materials etc
118 Office Supplies	2500	1900	600			4000	2500	\$250 x 12 ground maintenance plus \$500 Water Blaster
119 Ground Maintenance	4000	4000				500	4000	SWA supply of water to the property
120 Water SWA	500	500				2500	2500	Head Sets for the Office, Curtains,
121 Insurance	2500	2500				800	2500	
122 Minor equipment purchase	800	600	200				800	
200 Staffing								
201 Salaries and wages	206200	168200	21000			17000	206200	
202 National Provident Fund & ACI	12372	10092	1260			1020	12372	Course fee for staff to attend any training programme related to the post.
203 Staff training	4000	2000	2000			3600	4000	Possible staff replacement
204 Recruitment	3600	1800	1800				3600	
300 Communications								
301 Communications-electronics (eg phone, fax, internet,	16000	12000	4000				16000	new increases in phone costs

Activity	Measure of Success	Who	Jl	Ag	Be	Co	Nd	Ja	Fe	Ma	Ar	Ma	Jun	Progress
7 Result Area 1 - Good Governance and Management														
1 Reconciliation of Monthly accounts	Accounts reconciled and signed off	FT												
2 Finalisation of reporting for the 2000year	Accounts all set for audit	FT												
3 Complete work plan for 2008-2009	Revised workplan endorsed	CEO												
1 Develop budget for year 2008	Budget endorsed by EC	FT												
3 Audit Annual Accounts	Audit report submitted and endorsed by EC	FT												
3 Review fixed asset register and depreciation schedule	Updated asset register	FT												
7 Prepare for Executive Council meeting monthly	Minutes, agenda, CEO & financial report ready	AO												
1 Executive Council Meeting monthly	Monthly meeting schedule dates met and documented in minutes	CEO												
1 Complete 6 monthly report progress report and NZAID acquittal	Complete acquittal report submitted to PCC and approved	FT												
0 Review Human Resource policy manual	Manual updated	CEO												
1 Staff Meeting	Staff updated on SUNGO	All												
2 Members meeting	Members input into SUNGO's strategic Directions													
3 Meeting with Donors	Reports and request made to donor	EC												
4 Preparation for AGM	All reports distributed to members and meet requirements for AGM	CEO												
3 Staff Performance appraisal	All staff performance review and endorsed by both staff & CEO	CEO												
3 AGM	AGM convened on time with more than 75% attendance	CEO												
7 Provide Secretariat support to PCC	Documents ready on time	NSF												
1 NZAID RRRRT and IWS	Acquittal met requirements & standards and approved by donor	CDO												
		FT												

SUNGO Budget July 2008 - June 2009

	Budget 2009	NZAID Core	NZAID NSF	EU	RRRT	SUNGO	Total Budget 09	COMMENT
Initial Purchases	17500	4000	3000	6500		4000	17500	Replacement plus 2 new Computers For 2 new staffs (ACEO, NSF Assistant) Switch port for Network
Initial purchases / replacement for Communication	6000	2000	2000			2000	6000	Video Cam and Tape Recorder
Building	100000					100000	100000	Towards new Training Centre
very of Workplan								
ning Delivery								
je hire	500	500				500	500	
shop materials	500	500				500	500	
ashments All courses	7000					7000	7000	
ers Allowances	3000	3000				0	3000	Payment for External Co Trainers
EC Course Exp Reimb	20000					20000	20000	
ional Milestone support	8750		8750				8750	
ernance								
bers meeting	4500	3500	1000				4500	Meeting for members to input into Strategic direction
d Orientation Retreat	4000	4000				4000	4000	11 Executive Council, 3 subs and 9 staffs for the Induction and Orientation Outer Retreat
GO Advocacy Program	4000					4000	4000	
NGO Meeting	10000		10000			10000	10000	
Society Meeting	4000	3000				1000	4000	PIANGO will subsidise for the CSO Forum
otion and Communication								
letter	4000	1400	1400			1200	4000	Increase the price of the printing of the newsletters
rs & NGOs Directories	13500			13500			13500	Funded from EU to cover IEC materials
sets and Workshops								
IP Workshops	70000			70000			70000	
Valer Project	150000			150000			150000	
Project	10456			10456			10456	
T	55000			55000			55000	
Expenditure	817628	275892	600710	240000	65456	176170	817628	
us / Deficit	-72	8	-10	0	0	-70	-72	

Appendix One: SUNGO Membership

Number	Organisation
1	Alamagoto Youth Club
2	Apitaga mo Tagata Siofua Maloloina (Previously Habitat for Humanity).
3	Atteta Variety Garden
4	Autalavou EFKS Faleseela
5	Autalavou Katoliko Savaii
6	Animal Protection Society
7	Avanoa Tutusa
8	Baha'i Charitable Trust
9	Beautiful Expressions of Nature - BEN
10	Beekeepers' Association of Samoa Inc - BASI
11	Bible Society of South Pacific - BSSP
12	Cancer Society
13	Civil Society
14	Consumer Affairs Society
15	Diabetes Association Inc
16	Courier of Samoa Organisation
17	Disaster Support Organisation
18	Doctors' Wives Association
19	End Child Prostitution/Pornography and Trafficking ECPAT Samoa
20	Ekalesia Faapotopotoga Kerisiano i Samoa
21	Faamatai Association
22	Faasao Savaii Society
23	Faataua le Ola - FLO
24	Faatoia Women's Christian Fellowship
25	Fagafau Youth Group
26	Failafumanu Puleono Salafai
27	Faitotoa o Faamanuiaga
28	Faleasiu Women Fellowship
29	Faleula AOG Women's Fellowship
30	Faleula Farmers Association
31	Faalapotopotoga Aufaigaluega Soifua Maloloina - FASM
32	Family Enrichment Society Inc
33	Fiaola Crisis Centre
34	Fusi Safata Women's Committee
35	Fiaola Manuia
36	Gautavai Youth EFKS
37	Kionasina Fishing Club
38	Komiti Atinae Faleu, Manono
39	Komiti Tina Poutasi
40	Komiti Tumama Tina
41	Lagomeli Society
42	Lausalato Community Based Organisations.
43	Le Piu Farmers
44	Le Talie Women Development
45	Loto Taumafai Education
46	Lutia-i-puava Credit Union
47	MADD Gallery
48	Mafutaga Tina Katoliko Puleaga
49	Malaemalu Methodist Youth
50	Manulele Laupapa Inc
51	Mapu-afe-soo-faguga-o-taeao-lelei Shelter
52	Mapusaga o Aiga
53	Matuaileoo Env't Inc - METI
54	Mauloa Agriculture Development
57	National Council of Early Childhood Education
58	National World Women's Christian Temperance Union
59	Neiafu Women's Fellowship
60	Nuanua o le Alofa - NOLA
61	O le Siosiomaga Society - OLSSI
62	Le Taeao Fou Org...
63	Pan Pacific South East Asia Women's Association – PPSEAWA
64	Papa o Misi Pre Sch - Avao Women Fellowship
65	Papaseea Sliding Rock Development
66	Pasefika Mana Samoa Social Work Services Inc
67	Piu Community Development
68	Robert Louis Stevenson Museum
69	Salani Youth Farmers
70	Samoa Aids Foundation – SAF
71	Samoa Association of Manufacturers & Exporters SAME
72	Samoa Association of Women Graduates – SAWG
73	Samoa Encouragement for Music & Arts Charitable Trust - SEMI
74	Samoa net Safety
75	Samoa Society for the Intellectually Handicapped - IHC
76	Samoa Association of Human Rights & Law Incorporated
77	Samoa Registered Nurses Association – SRNA
78	Samoa School of Music & Performing Arts
79	Samoa Senior Citizen Society
80	Samoa Family Health Association – SFHA
81	Samoa United Nations Association
82	Samoa Victim Support Group
83	Saumalu Community Pre Sch
84	Sautiamai Catholic Family Ministry
85	Small Business Enterprise - SBEC
86	SENESE Preparatory School
87	Seventh Day Disaster Relief Agency
88	Simple Law
89	Soroptomist International of Samoa
90	Sosaiete Aupaipopo
91	Sosaiete Tulimatagau
92	South Pacific Business Development
93	Sosaiete Tau Atiae, Fogatuli
94	St Teresa PTA
95	Survival Foundation Society
96	Tagiilima Handicrafts Association
97	Tama o le Oli
98	Tanugamanono Methodist Youth
99	Taulasea Samoa
100	Tausala o Falefatu
101	Tautai Samoa Association Inc
102	Tavana Nurses on Wheels
103	The Samoa Hotel Association
104	Tiapapata Arts Centre
105	Vaiala Women's Fellowship
106	Vaisilika Organisation
107	Vaitoomuli EFKS Youth Group
108	Vaiusu Catholic Community
109	Women in Business Development
110	Young Women's Christian Association
111	Youth Federation for World Peace