



Samoa Umbrella for Non-governmental Organisation Inc.
(SUNGO)

Annual Report

July 2011- June 2012



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President's Report

It is most humbling to be elected as the new President of SUNGO for the Year 2012-2014. An organisation that has risen to support and strengthen the role and voice of Civil Society. As such, I am indebted to the efforts of past and current members, who have stayed committed to uphold the Organisation Vision and mission.



Seumanuula Moana Clarke

Overall SUNGO's performance in delivering its annual work plan towards achieving its Strategic Goals has been remarkable considering this period has not been an easy one. Priority was diverted to the establishment of its Headquarters, which was officially opened by the Hon. Prime Minister Tuilepa Sailele Malielegaoi in December 2011. This is a milestone achievement; signifying the independence and growth of NGOs and Civil society.

At the Annual General Meeting in February, five new members joined the SUNGO Executive Council with immediate tasks to review the Strategic Plans and Constitution to reflect the changes and the current issues at hand. This had not been an easy given the consensus and institutional memories and best interest of the organisation. Thus the long delay in our Annual General meeting for this year.

Issues of long term funding arrangements continue to be a challenge for the long-term development of Civil Society. The setup of the CSSP has greatly complimented our efforts, despite the need to diversify and secure a multiyear contract for SUNGO and its members.

The strength of SUNGO rests with a strong network of members. This had been identified by members in the last AGM as a priority focus for this year. Hence, the development of a new NGO assessment tool identifying strengths and areas of improvement for the respective NGOs that freely chooses to undertake this process. Likewise, corresponding support are being developed for training and capacity building to enhance performance in operation and governance. Future development will include CBO assessments pending funding availability.

The advocacy role of SUNGO to promote changes in society has always been complicated. Given the lack of capacity of CSO to better understand Government framework in order to make necessary intervention, which will influence policy change at National and International level. Thus is the need for quality research to provide evidence based input for constructive decision making at all levels of society.

Overall, the important contribution of CSO in the development of Samoa cannot be overlooked given the above setbacks. Hence, we are most grateful to the support of the Government of Samoa and Development Partners for their ongoing support and trust in civil society as active participants in development. All will be in vain though, without the support of you our members, stakeholders and staff who have laboured over and beyond their abilities to build a strong competent and confident civil society for the people of Samoa.

May God bless all those who have contributed to our Vision...
soifua

CEO Report

It is a pleasure to present my last report as CEO for such a vibrant sector with potentials to make a difference in society. This year has been exceptional not only in terms of challenges, growth in membership but also in extend of SUNGO services.



During this financial period, the Executive Council undertook an organisational restructuring. This was inevitable due to the uncertainty and delayed transition into the CSSP from the NZAID Corefunding support. Maintaining the level of operation with half the staff on board was made possible with the recruitment of international volunteers who adequately covered for areas where skilled and services were lacking. Several NGOs struggled to meet their operation costs, with two NGOs closing down in operation

Staff retention will continue to be a problem for SUNGO and the entire NGO network. Evidently, two staff were recruited in the area of Communication and Information for this year, lasting no more than 6 months. Competitive salaries and opportunities poses as a major pull factor to maintaining a highly skilled workforce. Other new recruitments included the Administration Manager and the CSO Officer and both positions are covered under the CSSP service contract. The setup of the Research unit is currently being negotiated for funding support through the AUSAid volunteer scheme with proposed plans to recruit a local counter-part under the CSSP programme.

Developing the new Vaitele Headquarter provided an uplifting atmosphere for the staff and stakeholders as we witness public support for a more freely operative Civil society. A tangible evidence of a more democratic society through active participations of NGO's rising to voice the needs of communities. Evidently, this further contributed to public confidence as more CSOs are invited to attend National and international decision-making, contributing to public policies for positive changes. This can be sustained through nurturing leadership and governance for constructive and effective participation.

It is most encouraging to note the great improvement in engagement of NGO in partnership with the respective line Ministries. The concept of Government making sole decisions for the wellbeing of its people has gradually subsided as more NGO representatives are attending both national and international level meetings. This is a stepping stone to be celebrated as we see transition into better informed decision making process and leadership in society.

As I endeavour to leave SUNGO as CEO, I wish to acknowledge all the members and Stakeholders who have been instrumental in strengthening me for such divine role and service. To all the dedicated SUNGO Executive; especially the past and present Presidents; who have diligently served as communication links between management, and Executive; I will continue to be indebted for your guidance and leadership. My gratitude and appreciation for the technical support by Mary and John Cretney over the many years. Lastly, to my loyal and valuable staff who have laboured beyond and above their defined responsibilities. It is my prayer that your hard work bear fruits on the wellbeing of our people. May God continue to sustain SUNGO to serve the needs of Samoa.

Soifua

Treasurer's Report:

On behalf of the SUNGO Executive Council, I am pleased to present the Treasurer's Annual Report for the year ending 30 June 2012.



Raymond Voigt

SUNGO has had another very busy and productive year and this is reflected in the 2012 Financial Statements. The key points to note in these Financial Statements are:

1: Financial Position (page 5)

SUNGO has continued to grow its accumulated reserves, which at 30 June 2012 now stand at SAT \$798,820 (8%) growth over the year. Since 30 June 2006, these reserves have grown from \$203,083. The majority of this increase in reserves has come from income earned by SUNGO through contract management. This reserve growth of \$595,737 over six years, is an average of just under \$100,000 each year. The Executive Council feels this is an excellent result and a sign of consistent and careful financial management.

During the past year however, these reserves have changed significantly in their physical nature. At the end of 30 June 2010, most of SUNGO's reserves (91%) were held as current assets (almost all as cash). However, during the 2011 financial year, SUNGO took the big step to invest in a property and purchased the land and buildings at Vaitele. During the 2012 year there was a significant building extension to make it more suitable as an office and which has further improved the value. Both transactions converted a significant proportion of SUNGO's cash reserves into fix assets. At 30 June 2012, 37% of SUNGO's reserves were held in cash. This is still a very healthy position giving sufficient cash-flow to allow a sustainable level of activities for SUNGO members.

The Balance Sheet also shows that SUNGO holds a long term liability as at 30 June 2012 of \$148,272 in the form of a land lease with the Samoa Land Corporation. It is planned for this lease to be completely paid off during the 2013 year so that 30 June 2013 SUNGO will be debt free.

Purchasing the land at Vaitele has been a very good move for SUNGO. It gives SUNGO a stable base for its operations and independence from the uncertainties of rental accommodation. It also provides SUNGO with a significant asset that will appreciate more than cash in these unstable financial times, when interest rates are very low.

2: Financial Performance (pages 3 and 4)

This financial report shows all the income and expenditure for the year ended 2012. The main points to note are:

- 2012 was the second year of funding under the Civil Society Support Programme (CSSP) funding which is currently financed under the harmonization of funds by the European Union and AusAID. The majority of SUNGO's funding for the 2012 year came from the CSSP. Under this funding SUNGO was contracted to deliver particular services to support the programme and its members accessing the programme.
- Other main areas of funding for 2012 included funds to complete the two year EU Non State Actor (NSA) project management training programme and funding for a CEDAW project.

3: 2012 Audit Report (page 2)

This is the fifth year that Betham and Company has been engaged to audit SUNGO's financial accounts. Their appointment has proven a wise and prudent choice as, under their guidance and recommendations our systems and financial management have improved each year. SUNGO now meets all international auditing requirements especially in the way that it separately accounts for all donor funding through liability accounts.

I would like to express my appreciation to the staff of Betham Co for the time and effort put into this year's audit. The audit report accurately reflects SUNGO's performance for the 2012 year and shows SUNGO's financial systems are sound and good internal controls are in place. There were no significant financial management or procedural issues raised by the auditor this year. As Treasurer, I feel it is imperative that all SUNGO members work to protect and safeguard the hard earned assets we have built up, especially the new property at Vaitele. This will help to ensure a continual strong organisation.

On behalf of SUNGO I would like to thank the SUNGO CEO Mrs Roina Faatauvaava-Vavatau and staff, past and present, for the prudent and meticulous management of the organisation's finances. I would again extend my great appreciation and Faafetai and Faamalo to our technical advisors, John and Mary Cretney, for their continual dedication and commitment to SUNGO and its members. Finally I wish to thank the SUNGO President Seumanu'ula Moana Clarke and the Executive Council for supporting me in my role as Treasurer by making sound financial governance decisions.

Soifua

Introduction

This report will provide an overview of all activities as outlined in SUNGO's annual workplan 2011-2012. Both the Annual Workplan and Budget for 2012 were approved by members at its Annual General meeting (AGM) held at the Samoa Tourism Fale – Matagalalua on 25 February 2012. This AGM was delayed for 3 months due audit process.

Several encountered several throughout this financial year. SUNGO exited from the NZAID core-funding support Programme in June 2011, with anticipation of a smooth transition into the Civil Society Support Programme (CSSP). However, unforeseen delays in the contract prompted the Executive Council to take precaution measures in having an organisation restructure until the contract was finalised and signed in August, 2011. This reduced staff from seven to four. Two other posts were filled by international volunteers to maintain the level of operation needed to deliver the CSSP training contract.

Furthermore, the Government decision in 2010, to evict SUNGO from Motootua property, led office to relocate to its new headquarter at Vaitele. This also led to staff time being diverted to upgrade office area for a more conducive working environment. Hence the premises were fully renovated and completed by end of December, 2011. The Headquarter was official was then officially opened by the Hon Prime Minister Tuilaepa Sailele Malielegaoi.

Funding support for this financial year was solely provided through the Civil Society Support Programme (CSSP). The overall aim of the CSSP's was to deliver sustainable social and economic benefits to the people of Samoa through strengthened CSOs. Hence SUNGO was contracted to provide support in capacity building to potential applicants with their projects and information exchange on best practices amongst community organisations projects. Others services included mentoring, communication and advocacy.



SUNGO Executive & Staff retreat Tofamamao- with volunteer TA Mary Cretney (March 2012)

Objective 2.1. SUNGO Workplan 2011-2012

Funds were provided through CSSP on a performance based contract for SUNGO to deliver its Annual Work-plan as its primary role and obligation to its members. SUNGO's ongoing services contributed largely to achieving CSSP's overall objectives on Information Sharing, Capacity building and Advocacy. SUNGO services therefore expanded to include non-members that were potential beneficiaries under the CSSP. Set targets were outlines in the M&E framework to assess the success of SUNGO's contract for its umbrella roles

Outlined below are the five Goals of SUNGO Annual workplan:

Goal 1: Governance and management

SUNGO is recognized as a well governed and managed umbrella organisation leading the civil society sector through best practice.

The AGM in February elected 5 new members into the Executive Council to govern SUNGO affairs for year 2012. This is the first time that Executive Council has reached a 50% turnover in members. In ensuring effectiveness, a combined retreat of the Executive Council and staff, was held at Tofamamao in March, 2012. Main objectives of the retreat included; orientation of new Board members into their governing roles, and to review SUNGO Strategic plans and Constitution in the light of the emerging risks and changes. Reliant on CSSP as the sole funder, was identified as a major risk factor for long term planning. This warranted immediate strategies for diversification of funding support.

A total of 11 Executive council meetings were held for this financial period and two Board training . The training on Advocacy and Governance in August 2011, was the last set of Council trainings funded by EU.



SUNGO Executive trainings on Governance and Advocacy in Savaii with volunteer Trainer Garth Nowland (Aug 2011)

Accountability of the Executive council to members is largely set through the Thematic Group exchange, Civil Society forum and Members meeting.

This has been a setback due to several reasons:

1. Lack of awareness and capacity of Thematic Group members on their role and contribution towards a more active and vibrant Civil Society.
2. Lack of capacity and availability for a broad representation of CSO on relevant Sector meetings. Often staff or few Executive Board members available are asked to attend.
3. Late and last minute information from Sectors on their meetings.
4. Cost implications to CSO members travelling from rural settings.

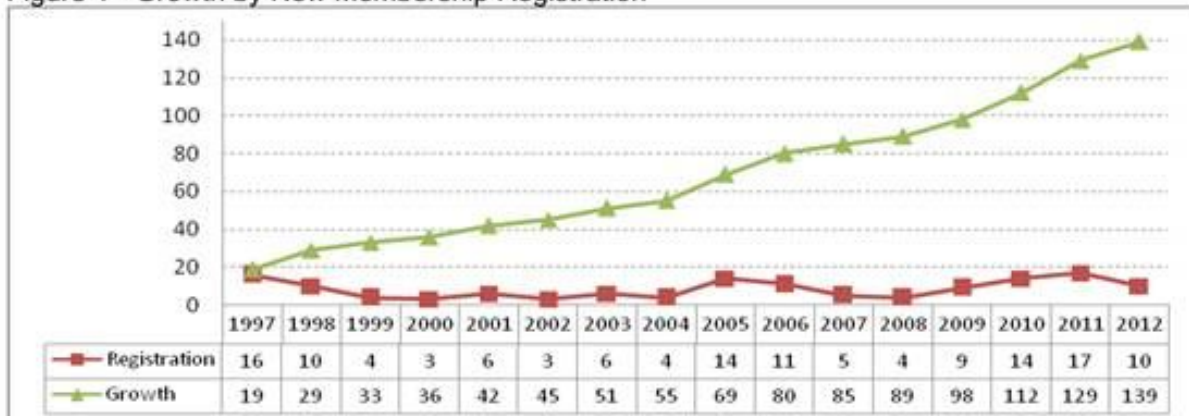
However, there is an increase in the level of CSO engagement with Public Sector and representation of CSO members on Steering Committees of relevant Line Ministries.

1.2 Membership

Training was provided through CSSP to develop SUNGO's monitoring and Evaluation framework. This resulted in re-evaluation of SUNGO membership database to collected relevant data to assess progress, in alignment with the new M&E framework. As of December 2011, the SUNGO membership has a total 139 registered members (Annex 1). These are members registered as of the calendar year January to December, 2011 and not for the Fiscal year.

There's a remarkable increase in new members registered in 2010, and 2011 as compared to the three combined years of 2007, 2008 and 2009 respectively (Fig 1). In 2010, 13 new members applied for membership in comparison to 4 members registered in 2009. Moreover, in 2011 an increase of 30% (17) was noted relative to 2010. Ten new members applied for membership in 2012 with more currently pending Executive Council approval.

Figure 1 - Growth by New Membership Registration



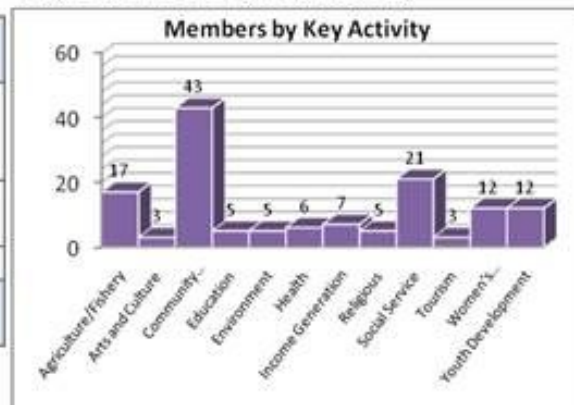
1.3 Member Organisations

Of the 139 organisations that are currently members of SUNGO, 58.3% (81) are CBOs, working to develop communities (fig 2). 38% are NGOs and 4.2% are shared equally between CSO and Trusts (Table 1). The geographic distribution of SUNGO members shows, majority are in the urban areas of Apia 84 (60.4%) and 37 of the total membership are sparsely based in the rural areas of Upolu and throughout Savaii.

Table 1: Type of Organisation

Region	CBO	NGO	CSO	Trust	Grand Total
Apia Urban Area	39	39	3	3	84
Rural Upolu	29	8	0	0	37
Savaii	13	5	0	0	18
Grand Total	81	52	3	3	139

Fig. 2 Members by Key Activity.

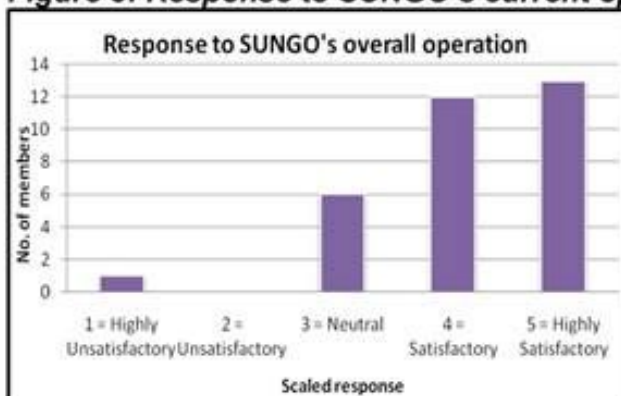


1.4 Level of Membership Satisfaction

SUNGO for the first time attempted to evaluate the level of members' satisfaction with SUNGO services in this financial period. More than 100 questionnaires were distributed to members and 33 responded to the survey. This will provide the baseline for the level of membership satisfaction that will now be conducted on an annual basis.

SUNGO culminated 3 data collection in one visitation to be cost effective and to accommodate for staff shortage. The Training needs assessment (TNA), membership profiling and M&E were all conducted together. However, members were overwhelmed with too much information required of them at one time, and the M&E was left to members to return to the office at their own time.

Figure 3: Response to SUNGO's current operation

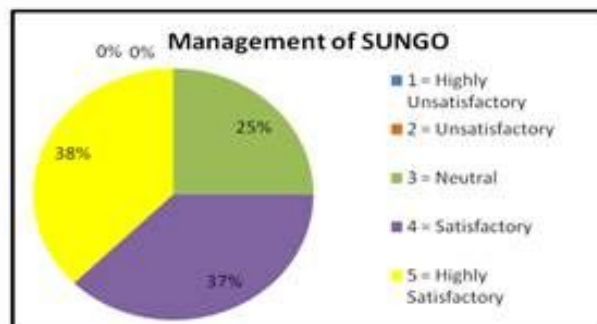


From the 33 surveys collected, majority agreed that SUNGO is doing very well. SUNGO operation was rated as either satisfactory and highly satisfactory. Only one member was dissatisfied with SUNGO operation.

In analysing the responses, the need for a wider publicity of SUNGO roles was most most evident.

Overall perception of the management was 75% being either satisfactory or highly satisfactory.. The leadership and operational skills of current management was highly praised by SUNGO members with indications for improvement. Their Recommendation was to included a district based office for SUNGO.

Figure 4: Management of SUNGO



Goal 2. Communications and Information sharing

SUNGO fosters a well informed civil society sector through providing effective communications and services.

2.1 Communicational Active and Inactive Members

The SUNGO membership database was updated to collect the frequency in which members either use SUNGO services or contacted through the various modes of communications. Members that have been contacted through either one or a combination of the above modes are classified as **active** members. **Inactive** represents members that have no contact at all.

Communications were made through members meetings, forums and training programmes all year long.

Figure 5: Membership Status

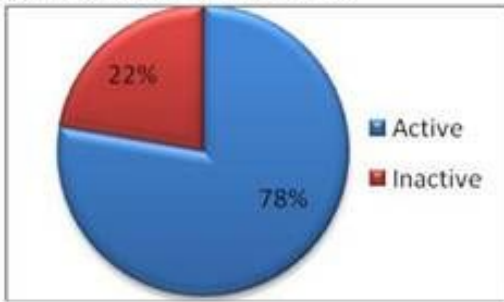


Table 2: Organisation by Membership Status

Status	Percent	Actual
Active	78	108
Inactive	22	31
TOTAL	100	139

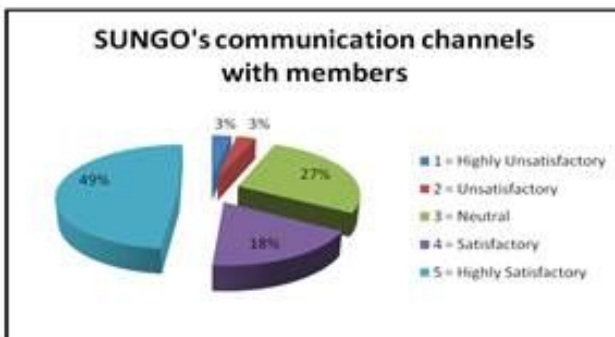
Six modes of communication used as methods of data collection:

1. Telephones/mobiles,
2. E-mail,
3. Internet,
4. Site visits,
5. Walk-ins or
6. A combination of at least one of these modes (Figure 5).

A total 108 of the 139 members, or 78% were contacted through at least one of the modes of communication whereas 31 or 22% were inactive (Table 2, Figure 5).

The SUNGO database corresponded with the M&E survey conducted on members satisfaction level with communications channels used.

Figure 6: Communication Channels

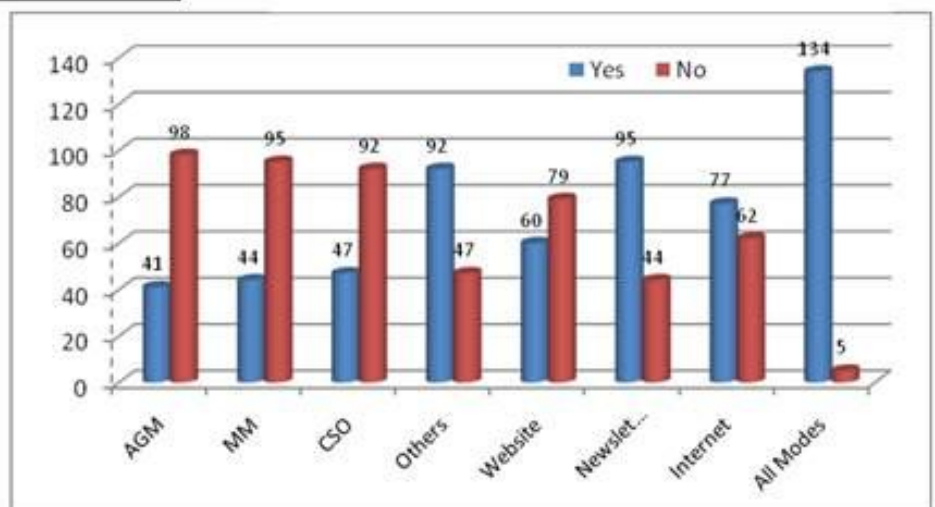


Although the level of communication indicated as highly satisfactory, suggestions by members for improvements included adequate notification time for trainings and meetings. Recommendation made is mainly to decentralised SUNGO services.

Figure 7: Membership by Communication and Information Sharing Modes

Communication breakdown were identified as follows:

- Constant changes in contact details for members (no consistency)
- Contact people often give numbers that belong to family members
- Access to email for some members is limited or non-existent



2.2 Information Sharing

The internet has proven a boon to the area of information sharing. Therefore rapid information sharing now, makes it possible to access very current information on a wide range of community development project and other related topics almost instantaneously. Seventy seven of the total correspondences were done via internet access through email messages. This has been a very effective mode of communication to make contacts with our members.

A total of 62 members do not have internet access hence communications via telephones/mobiles are only applicable.

2.3 SUNGO Newsletter

Quarterly newsletter is another form of communication where we share with our members past, current and future events. Even though that not all members may be aware of any activities that happened over certain periods of time, newsletters are very helpful to keep them informed. Newsletter is distributed via email, hand deliver, web site, site visits, and or members visiting the office. This has been very effective given that the cost of such process is fairly on average.

Of all the modes of communication combined, the average number of contacts we anticipated with our members is 62.6 (45%).

Over the years, considerable time has been spent on building the network of organizations. Now in an instant, members are able to access the latest updates on almost every development that are fundamentally important to the sustainability of communities. Whilst internet communication continue to be the most effective mode, it is also important to note that almost 50% of members do not have access.



SUNGO staff on site visit with Sataoa Women Organisation



SUNGO Trainers working with Members and staff of Goshen Trust.

Goal 3 Institutional Strengthening:

SUNGO member organisations are empowered to effectively manage their organisations and services to their communities

3.1 Training Needs Analysis

SUNGO conducted training needs assessment for more than 120 member organisations, 60 TNA forms were returned. These training needs were assessed and prioritised for training proposals to training providers particularly the Samoa In Country Training Programme (SICTP). Training needs that prioritized SUNGO training modules for project management and organisational management were catered for through SUNGO training under the NSA project. Other training providers catered for more specific training needs and facilitated through SUNGO.

For this financial year, 63% of members training needs were met through the 22 training programmes run through SUNGO. From the 35 training needs proposed by organisations only 22 trainings could be delivered. This exceeds the target of 60% stipulated under the SUNGO M&E Framework.

3.1.2 NGO Assessments Process.

In response to a request from CSSP, to developed a Code of Best for NGOs, it was later decided that an Assessment tool would be more ideal to determine the level of performance for NGOs, rather than a state of wellbeing. SUNGO opted to take the lead as a pilot for the assessment tool. A technical advisor was contracted and the project was extended by carrying out assessments of six nominated NGOs which have applied for Category 2 and 3 under CSSP funding.

The following NGOs were assessed:

1. Nuanua o le Alofa (NOLA)
2. Goshen Trust
3. Animal Protection Society (APS)
4. Samoa Cancer Society
5. Ole Siosiomaga Society (OSSLI)
6. Independent Water Schemes Association (IWSA)

The assessments were carried out by a small team from SUNGO consisting of SUNGO Technical Advisor John Cretney and 2 Trainers.

Table 3: Summary of Training Data Financial Years 2011 & 2012

Summary of Information by Year	2011	2012
Number of training courses held	32	22
Courses focussed on NGOs	17	14
Courses focussed on CBOs	15	5
Courses focussed on NGOs/CBOs	-	3
Number of training days	118	73
Average length of each course	4.0	3.3
Number of participants	527	325
Number of males	218	129
Number of females	309	196
Average number of organisations attending each course	9	10
Percentage of participants who met the course objectives	94%	92%

Each assessment involved an introductory meeting with the manager followed by separate meetings with staff and Board representatives. The Assessment Team then meets to discuss the results, agree on ratings for each area of NGO activity and view key documents requested as verification that processes are in place. Result are reported to the NGO and CSSP, identifying both the strengths of the organisation and areas where improvements can be made through support or training.

3.2 Training Implementation

During this financial period, a total of 22 courses were run for 73 working days. This is not taking into account the mentoring sessions, which is not classified as training.

SUNGO trainings showed a dramatic drop in the number of courses delivered in this financial year compared to last year (See Table 3). The drop was on the CBO course delivery, rather than the NGO Sector, which is largely delivered through the SICTP.

This was due to the following reasons:

1. CSSP replacing the Managing Project Courses with Mentoring sessions
2. Time of trainers were directed to deliver Mentoring sessions.
3. Ending of the Non State Actor grant which provided for Managing Organisations (MO) training programme and non availability of funding under CAT 2, to continue Managing Organisations courses for CBO.
4. Impact of organisational restructuring and construction of a new training room

SUNGO annual training schedule was developed, taking into account various set backs. Staff time was therefore diverted to writing funding proposal, to address gaps in CBO capacity building funds, organisational of courses, maintaining a strong partnership with the providers, strengthening policies, procedures and processes and accreditation of SUNGO programmes under Samoa Qualification Authority.

Each of the courses run had a set of defined learning outcomes and were assessed by the trainers. The average percentage of participants, who met the course objectives, was 92%. A slight drop of 2% from last year because new providers came on board this financial year.

Table 4: Training Focus

Training Focus NGO / CBO	Total
CBO	5
NGO	14
NGO/CBO	3
Grand Total	22

Figure 8: Training Focus by Sector



3.3 Trainers Effectiveness

There is an improvement on the level of local trainers delivering training for SUNGO courses. 64% of ICTP courses were delivered by overseas trainers, while 36% were done by local trainers. 90% of SUNGO community trainers complete Certificate of Adult Teaching and Learning. SUNGO continues to build the capacity of its community trainers with various training programmes including the following;

- SUNGO trainers have attended another level up of Project Management Training of Trainers (ToT)
- SUNGO trainers are able to play active co-trainer roles under ICTP training programme for courses that are within their specialized fields.
- SUNGO trainers attending other specialised areas such as the ToT in Climate Change and Mitigation facilitated by the University of the South Pacific and the ToT on the NZHITO Model for Horticulture training of Recognised Seasonal Employees (RSE) scheme facilitated by NZHITO, NUS and Ministry of the Prime Minister and Cabinet (MPMC)
- SUNGO trainers gaining higher level of academic qualifications in their areas of specialty

3.4 Training Beneficiaries and funding

SUNGO training are not limited to SUNGO members but extended to members of civil society.. Organisations that are members of SUNGO have the advantage to register and get updated with information of SUNGO Training Programmes for every financial year.

For this financial year, all training events were run under four (4) different providers namely:

- The Samoa In-country Training Programme (SICTP jointly funded by AusAID and NZAid),
- CBO and Executive Council training funded by EU Non State Actor project (EU-NSA),
- United Nations Development Programme Pacific Centre (UNDP)
- Management Accounting for Non Government Organisation (MANGO) run through Samoa Chamber of Commerce and funded by the Pacific Leadership Programme (PLP).

At least 4 UNITEC graduates have completed their programmes and have graduated in this financial year. The other 2 are applying for graduation and are expected to graduate in July 2012.

SUNGO training run through EU NSA funding reached a wider spread of organizations in the rural communities whereas ICTP courses focus on NGOs and are urban based. SUNGO extends its services and accept registration of participants from other sectors such as the public, private and international organizations, based on availability.

One off training providers such as MANGO and UNDP provided for extra training programmes organized through SUNGO on specific and high level skills areas in financial reporting and citizenship social accountability. Sustainability and commitment of these providers to run similar programmes for SUNGO members in the future is beyond SUNGOs control. However, negotiations are underway to sustain the level of skills in the civil society sector.

Table 5: Training Provider by Sector

Training Programme	CBOs	NGOs	Public	Private	Inter-national
ICTP	33	94	9	4	2
MANGO	2	7	-	-	
NSA	37	6	-	-	
UNDP	18	2	2	1	
Grand Total	90	109	11	5	2

SICTP Programme continues to provide most of the training needs of members. 61% of courses run for SUNGO members are ICTP courses. The model used to run ICTP courses across the board including Chamber of Commerce and Public Service Commission is ideal because it captures quality assurance aspects for short term training.

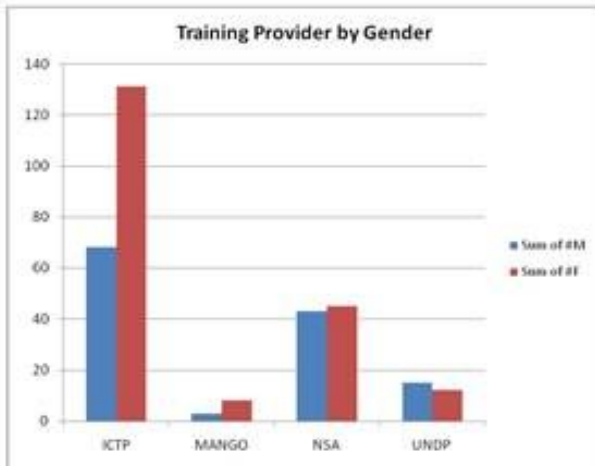
These aspects include proper identification of training needs, programme development and design, training implementation and monitoring and evaluation of training programmes. The structured approach is proven effective in running short term courses that are recognised under the Non Formal Learning Accreditation. Outcomes of SICTP courses are very successful due to a selected coordinating agency, with long term secured funding, which allows for proper planning that meets capacity building needs for the sector. Because proper systems are in place, funding resources allocated for capacity building are therefore appropriately used to ensure quality and effective training programmes provided.

Figure 9: Training Provider by Sector



Other providers catered for 39% of courses with majority being SUNGO Training funded through NSA funding. This year is the end of the SUNGO training programmes funded through the EU NSA grant. SUNGO will continue to seek funding for Managing Organisations courses. This will be a real challenge for SUNGO to continue running these CBO trainings, given funding constraints.

Figure 10: Programme by Gender



There is participation from all sectors and genders although there are vast differences in each programme. ICTP and MANGO courses appeal more to NGOs due to the level of participants and language used. More females attend week-long courses as compared to short term courses where almost equal number of males and females attend. EU-NSA and the UNDP training show that the bulk of attending participants are from CBOs. These are largely delivered in Samoan and more flexible to be conducted in rural setting for more accessibility to rural participants. More males tends to favour rural based trainings.

3.5 SQA accreditation

SUNGO had submitted its application for SQA accreditation. Whilst awaiting the finalisation of Non Formal Learning Criteria, the process is well underway, in terms of being accredited as a Training Provider. The creditability of SUNGO training provision is highly recognised with well developed training modules that have culminated courses tailored to the needs to Community Based organisations. Moreover, the pool of community trainers are qualified through the National University of Samoa (NUS) with Certificates of Adult Training (CAT). These should be finalised before the end of 2012.



Managing Organisations training for CBOs - Safata District. CBOs selected that had applied for CSSP funding and were either successful or unsuccessful.

Goal 4: Advocacy and Policy Advise:

SUNGO member organisations needs and concerns are addressed at national level

SUNGO continues to advocate for public policies in the interest of Civil Society. Three 3 forums were conducted this financial period.

Three Civil society forums were held during this financial period to gauge CSO feedback on the following issues:

Date and Venue	Purpose and aim	Outcome
29 th July, 2011 Millennium Fale - Tiafau:	CSO to have a better understanding of GoS Sector Framework to effectively access, engage and make appropriate intervention to planning and policies.	CSO presented to the Minister of NGOs their concerns and recommending: more public awareness, more consultative processes in public planning process, simplified jargon, less complex structured e.g MNRE overlaps other sectors
24 th October, 2011 Methodist Hall Salelologa Savaii	CSO to discuss and input into the Inc. Society Amendment Bill 2011	Submission paper was presented to the Parliament Bills committee identifying changes to several clauses.
1 st March, 2012 Millenium Fale Tiafau	CSO to discuss and input into the Constitutional Amendment Bill 2012 (10% Women in Parliament)	Submission paper was presented to the Parliament Bills committee suggesting an alternative process for electing women into Politics.

The following are the gaps in Civil Society effectiveness in advocating for policy and legislation changes at national level:

1. Lack of skills and capacity of CSO to effectively advocate.
2. Absence of proper structure and protocols by which members of civil society can make these intervention e.g legislation are usually open for public intervention after the 2nd reading of a Bill. Civil society intervention are made far too late to have any real impact.
3. Little or no research data to verify for the changes required.
4. Inadequate resources to monitor changes and impact after the submission etc.

Advocacy training was provided for NGOs on advocacy under the SICTP training programme and delivered by a UNITEC trainer Garth Nowland. Only limited number of representatives were able to attend.



4.1. 1 SUNGO participation in Line Ministry Committees:

SUNGO has increasingly been recognised by Government as representing Civil society views on national level planning and committees. Besides the Cabinet Development Committee, where SUNGO is represented, Government Sector committees have included SUNGO as Civil society representative on the following Sector Planning Committees:

- Joint Water Sector Committee
- Law and Justice Sector
- Education Sector
- Community Development Sector

Throughout this financial period SUNGO was invited to attend more than 200 Government level meetings, conferences and forums. The following is the breakdown of meetings attended by SUNGO as Civil society representatives.

4.1.2 International Affiliations:

Samoa was due to report to the UN CEDAW 52nd Hearing Session in New York. As part of the process SUNGO was selected by IRAW to coordinate an NGO Shadow report. In preparation, SUNGO applied for funding through UN Women to coordinate a one day workshop to collate issues affecting women at all levels of society. This is an effective way of influencing policies for change, through international agencies on international conventions as ratified by Samoa. Two representatives from the NGO sector were funded by UNDP, UN Women and IRAW to present and lobby for their issues at the UN Hearing in New York from 13th -21st July, 2012.

Goal 5: Research and Data collection:

SUNGO provides effective research and data collection to better inform civil society initiatives

Research is crucial for SUNGO to become an effective sector providing sound policy advice at all levels of development. However, funding constraints is a real challenge to the establishment of the research unit, within SUNGO. Since last year, SUNGO has relied solely on volunteers to provide support in technical areas to establish and build skills within the organisation. As a result, a committee of Civil Society members was established on a voluntary basis to develop a CSO mapping. The research aims to mobilise civil society engagement and participation in public policies and instigate changes within communities. Hence the education sector was selected as pilot. CSSP is being targeted for funding support to implement such milestone..

A new international volunteer through Ausaid support (VIDA) has been recruited to aid the establishment of the research unit within SUNGO. However, funding support for the establishment of this new unit remains a challenge for SUNGO to fully operate this unit.

Data collection trainings have been implemented through the SICTP. UNDP also conducted trainings for SUNGO trainers in this area.

4. Audit Report for 2012

**SAMOA UMBRELLA FOR NON-GOVERNMENTAL
ORGANISATIONS**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012

Samoa Umbrella for Non-Governmental Organisations
Financial Statements
For the Year Ended 30 June 2012
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Samoa Umbrella for Non-Governmental Organisations
National Executive Committee Report
For the Year Ended 30 June 2012

Your National Executive Committee presents the report together with the financial statements of the Samoa Umbrella for Non-Governmental Organisations (SUNGO or the Organisation) for the year ended 30 June 2012 as set out on pages 3 to 12 in accordance with the Incorporated Societies Ordinance, 1952.

Board members

The Board members of SUNGO at the date of this report are:

National President:	Seumanuula Moana Clarke
Vice President :	Vaasilifiti Moeliagi Jackson
Secretary:	Leveti Auvaa
Treasurer:	Raymond Voigt
Board Members:	Rev Reupena Leau
	Mailo Pesamino
	Namulauulu Dr. Nuualofa Potoi
	Tafua Breda Faitua
	Alaifea Laititi
	Tuala Ponifasio
	Saumalu Saufoi
Board Reserves:	
	Mona Hafoka
	Unasa Peau
	Rev Feterika

Principal Activity

The principal activity of the Organisation during the year was to enhance and develop the co-operation amongst national Non-Governmental Organisations (NGO's) and also between National, Regional and International NGO's. There has been no material change in the nature of the Organisation's business or in the activities of business in which the Organisation has an interest.

State of Affairs

In the opinion of the National Executive Committee:

- (i) the accompanying financial statements comprising of the Statement of Financial Performance, Statement of Changes in Accumulated Funds and Statement of Cash Flows are drawn up so as to give a true and fair view of the operations and results of the Association for the year ended 30 June 2012;
- (ii) the accompanying Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the Association as at 30 June 2012.

Results

There was a net surplus of \$57,709 tala for the financial year ended 30 June 2012 (for the 2011 year, the net surplus was \$111,494).

Dated at Vaitele this 25th day of September 2012.

Signed in accordance with a resolution of the Directors.



NATIONAL PRESIDENT



NATIONAL TREASURER

Betham & Co.

certified public accountants & business advisors

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF SAMOA UMBRELLA FOR NON-GOVERNMENTAL ORGANISATIONS

We have audited the accompanying financial report of Samoa Umbrella for Non-Governmental Organisations, which comprises the financial position as at 30 June 2012, and the statement of financial performance, statement of changes in equity and cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes.

The Responsibility of Board of Directors for the Financial Report

The Board of Directors are responsible for the preparation and fair presentation of the financial report in accordance with International Financial Reporting Standards and to comply with the requirements of the Incorporated Societies Ordinance 1952. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with International Standards on Auditing. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Auditor's Opinion

In our opinion, the financial report gives a true and fair view of the financial position of Samoa Umbrella for Non-Governmental Organisations as of 30 June 2012, and of its financial performance, statement of changes in equity and its cash flows for the year then ended in accordance with International Financial Reporting Standards and comply with the requirements of the Incorporated Societies Ordinance 1952.

Betham & Co *Betham & Co*

Certified Public Accountants

Apia

Dated *26/9/12*

Betham & Co. House
Valitile Street, Lalofoaga, Samoa

P.O. Box 859, Apia, Samoa

Tel: +685 24337

Fax: +685 24338

www.bethamco.com

Samoa Umbrella for Non-Governmental Organisations
Statement of Financial Performance
For the Year ended 30 June 2012

		Audited 2012	Audited 2011
	Notes	\$	\$
INCOME			
NZAID NGO Core Funding Plus		-	380,930
CEDAW Project		27,825	-
CSSP	3	353,872	121,508
EU Non State Actor Project		51,052	112,237
Social Accountability Project		9,738	-
Administration and Contract Services Fees		30,478	68,713
Donations		16,150	1,550
Executive Council Volunteer Contribution	5	35,550	33,200
Fundraising Income (nett)		3,206	19,429
Hire and services		4,667	17,339
Interest		9,072	7,219
Membership and Subscriptions		6,100	3,700
Conference Reimbursements		341	224
Sundry Income		2,245	11,090
Training Income - ICTP		6,825	14,065
Vehicle Use Recovery Income		12,900	23,000
TOTAL INCOME		570,020	814,204
EXPENDITURE			
	Notes	2012	2011
Administration			
		\$	\$
Accounting & Audit fees		6,362	6,000
Bank fees and charges		781	1,264
Communications		15,590	14,410
Depreciation Fixed Assets	10	32,005	36,114
Depreciation Building	10	7,348	-
Donations		-	-
Electricity		4,261	9,990
Equipment - Repairs and Maintenance		1,754	3,001
Ground maintenance		11,600	3,721
Insurance		3,032	2,426
Minor Office Equipment		803	987
Office Repairs		7,023	3,445
Office Consumables		3,629	5,090
Office Supplies		3,796	-
Relocation Costs		-	3,126
Registration fees		24	550
Rent		-	1,000
Sundries - minor office expenses		4,098	4,653
Travel		2,019	6,731
Vehicle exp non fuel		4,250	3,517
Vehicle Fuel		3,075	2,230
Water		616	478
		112,065	108,733

Samoa Umbrella for Non-Governmental Organisations
Statement of Financial Performance
For the Year Ended 30 June 2012

Expenditure continued from previous page

	2012	2011
	\$	\$
Staffing Costs		
Salaries	156,445	256,271
Staff costs, NPF, ACB, etc	11,195	14,197
Staff training	3,599	3,167
Staff recruitment costs	2,766	3,687
Volunteer Housing	580	5,220
	<u>174,586</u>	<u>282,542</u>
Training Programme Delivery		
Refreshment for All courses	2,670	8,423
Trainers Allowances	-	700
Training Materials	-	346
Training Needs Analysis	1,310	1,022
	<u>3,979</u>	<u>10,491</u>
Governance		
Council meetings and related exps	1,407	1,536
Council Orientation and Training	5,541	6,755
Council Travel	1,652	2,491
Council Volunteer Contribution exps	5 35,550	33,200
	<u>44,150</u>	<u>43,981</u>
Member Services		
AGM Costs	4,862	1,961
CSO Forum	245	-
Members meetings and Thematic Groups	5,791	2,547
Newsletter and Information Kits	2,728	3,223
Volunteer Programme	1,567	1,160
Website Development	840	1,495
	<u>16,032</u>	<u>10,386</u>
Workplan and Projects		
CSSP Programme Service Delivery Contract	87,068	119,370
CEDAW Project	27,825	-
Data Collection and M&E	3,271	1,490
Disaster Support Programme	-	1,095
EU Water Training Project	-	4,370
EU NSA Project	4 51,502	108,802
NSF NGO Meeting	-	7,082
Other Activities	797	4,368
Social Accountability Project	9,738	-
Sustainability Plan	1,300	-
	<u>161,499</u>	<u>246,577</u>
TOTAL EXPENDITURE	<u>512,311</u>	<u>702,710</u>
EXCESS OF INCOME OVER EXPENDITURE	<u>57,709</u>	<u>111,494</u>

The accompanying notes form an integral part of the above financial statement.

Samoa Umbrella for Non-Governmental Organisations
Statement of Financial Position
As at 30 June 2012

	Note	Audited 2012 \$	Audited 2011 \$
CURRENT ASSETS			
Cash at Bank and Cash Equivalents	6	15,179	145,958
Term Deposits	7	317,662	211,273
Accounts Receivables and other debtors	8	14,658	7,965
CSSP Final Payment	3	28,997	-
EU NSA Project receivable	4	23,066	64,824
		<u>399,563</u>	<u>430,021</u>
NON CURRENT ASSETS			
Vaitele Property - Land	10	347,123	347,123
Vaitele Property - Building	10	237,587	172,421
Office Assets	10	74,946	95,598
		<u>659,656</u>	<u>615,142</u>
TOTAL ASSETS		<u>1,059,219</u>	<u>1,045,163</u>
ACCUMULATED FUNDS AND LIABILITIES			
Accumulated Funds		798,820	741,111
LIABILITIES			
Long Term Liability			
Land Lease		148,272	197,697
Current Liabilities			
Funds Received in advance		-	10,456
CSSP Contract 1		-	41,629
Accounts Payables and others Creditors	9	112,127	54,270
TOTAL LIABILITIES		<u>260,399</u>	<u>304,052</u>
TOTAL ACCUMULATED FUNDS AND LIABILITIES		<u>1,059,219</u>	<u>1,045,163</u>

Signed on behalf of the Board:


National President


National Treasurer

25 SEP 2012
Dated

25th September 2012
Dated

The accompanying notes form an integral part of the above financial statement

Samoa Umbrella for Non-Governmental Organisations
Statement of Accumulated Funds
For the Year Ended 30 June 2012

	Accumulated Funds	Total
Balance as at 1 July 2010	629,617	629,617
Plus net profit for the year ended 30 June 2011	111,494	111,494
Balance as at 1 July 2011	741,111	741,111
Plus net profit for the year ended 30 June 2012	57,709	57,709
Balance as at 30 June 2011	798,820	798,820

The accompanying notes form an integral part of the above financial statement.

Samoa Umbrella for Non-Governmental Organisations
Statement of Cash Flows
For the Year Ended 30 June 2012

	Notes	30-Jun-12 \$	30-Jun-11 \$
Cash flows from operating activities			
Cash received from donors and projects		465,040 ⁷	527,665
Cash received from revenue and other income		50,181 ⁷	58,055
Cash paid to suppliers and employees		(419,500) ⁷	(563,994)
Net cash provided by operations		<u>95,721</u>	<u>21,726</u>
Cash flows from investing activities			
Interest received from term deposits		6,793	9,602
Acquisition of fixed assets		(133,292) ⁷	(399,060)
Acquisition of fixed term deposit		(100,000) ⁷	(100,000)
Net cash used in investing		<u>(226,500)</u>	<u>(489,458)</u>
Net decrease/(increase) in cash		(130,779)	(467,732)
Cash balance at the beginning of the year		<u>145,958</u>	<u>613,690</u>
Cash balance at the end of the year		<u>15,179</u>	<u>145,958</u>
Represented by:			
Cash at bank and cash equivalents	6	<u>15,179</u>	<u>145,958</u>

The accompanying notes form an integral part of the above financial statement.

Samoa Umbrella for Non-Governmental Organisations
Notes to the Financial Statements
For the Year Ended 30 June 2012

1. General

The Samoa Umbrella for Non-Governmental Organisations (SUNGO) was incorporated on the 24 November 1997 through the initiative of 14 women organisations. It was established to achieve the following objectives:

- i. Develop and enhance co-operation and net-working amongst National Non-Governmental Organisations (NGO's) and also between National, Regional and International NGO's.
- ii. Facilitate the receiving and dissemination of information and materials pertinent to national member NGO's purpose.
- iii. Support and endorse National member NGO's development efforts relevant to the achievement for their respective goals, as well as protecting their interests and promote sharing of information and resources amongst them.
- iv. Liaise with Government and diplomatic agencies on policies and issues affecting member NGO's and the public.
- v. Support and strengthen sustainable development initiatives and promote research at all levels.
- vi. Promote Environmental Impact Assessment (EIA) on all projects to ensure sustainability.

SUNGO is designated as a not-for-profit association and it is incorporated under the Incorporated Societies Ordinance 1952 (the Ordinance).

These financial statements were approved by the Board of Directors members on the 20th September 2012/

2 Statement of significant accounting policies

a. Basis of preparation

The financial statements have been prepared in accordance with the International Financial Reporting Standards. The financial statements have been prepared under the historical cost convention except as disclosed in the accounting policies below

The preparation of financial statements in conformity with International Financial Reporting Standards requires the use of estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Although these estimates are based on management's best knowledge of current events and actions, actual results ultimately may differ from those estimates.

The financial statements are prepared in Samoan tala.

b. Measurement Base

The accounting principles recognized as appropriate for the measurement and reporting of the financial performance, cash flows, and financial position on an accrual basis using historical cost are followed in the preparation of the financial statements.

c. Accounting Policies

The following specific accounting policies that materially affect the measurement of financial performance and the financial position are applied:

i. Revenue Recognition

a. Membership revenue

SUNGO recognizes membership dues on an annual basis from July to June. Dues are payable by the members in July of every year.

Samoa Umbrella for Non-Governmental Organisations
Notes to the Financial Statements
For the Year Ended 30 June 2012

(Revenue recognition continued)

b. Donated service

Some donated services by Board members are recognized in these financial statements when the estimates can be reliably measured.

c. Grants

Funds received for cash grants are recognised as revenue on a cash basis. Funds received during the financial year but not yet spent are credited to *Grant Funds* in the balance sheet.

Grants received in the form of assets are recognized as deferred income and amortized to income at the same rate as the depreciation on the associated asset.

d. Projects

Funds received for projects are recognised as revenue on a cash basis.

e. Classification of income

Income is classified as donor funding and general income. Grants are regarded as *unrestricted* for the purposes of the administration and operation of SUNGO whereas project funds received are prioritized or allocated for specific project costs and cannot be used in any other area of SUNGO's operations. All other funds received are classified as *unrestricted*.

ii. Property, plant and equipment

For the financial year ended 30 June 2011, SUNGO changed its depreciation accounting policy from using straight line method to using diminishing method. Depreciation rates used are inland revenue recommended rates.

• Buildings & renovations	3%
• Office furniture	15%
• Computer equipment	40%
• Other Office equipment	25% - 40%
• Vehicle	25%

The effect of the change in this accounting policy is not considered material as the assets are assessed each year to ensure that asset values are not over-stated or under-stated in the Financial Statements. Damaged assets are written off in accordance to SUNGO's asset policy and these are approved by the Executive Council.

iii. Cash and cash equivalents

Cash and cash equivalents are carried in the balance sheet at cost which is its fair value. For the purposes of the cash flow statement, cash and cash equivalents comprise cash at bank and term deposits held with banks at a maturity of no more than 90 days.

iv. Income Tax

The Institution is a non profit organization and is exempted from paying income tax under section 7 (1) of the Income Tax Act 1974.

v. Financial instruments

The association uses only non-derivative financial instruments as part of its normal operations. These financial instruments include bank accounts, term deposit, accounts receivable and accounts payable. All financial instruments are recognized in the statement of financial position at their fair values.

Samoa Umbrella for Non-Governmental Organisations
Notes to the Financial Statements
For the Year Ended 30 June 2012

vi. Foreign currencies

Transactions in foreign currencies are translated to Samoan tala at the approximate rates of exchange prevailing at the date of the transactions. Assets and liabilities at the balance date, denominated in foreign currencies, are translated at the rates of exchange prevailing at that date. The resulting gains or losses are recognized in the statement of financial performance.

3. CSSP funding

CSSP project funds are placed in a liability account. The funding is specified as follows:

	2012	2011
	\$	\$
Total funds received from CSSP this year	351,000	189,849
Plus: Final payment contract to be received	28,997	-
Less: Funds used for asset purchases	-	-
Less: Internal transfers for staffing	(26,125)	(26,712)
Less: Funds received but yet expended	-	(41,629)
Total cash funds expended during the year	<u>353,872</u>	<u>121,508</u>

The receivable amount from CSSP is subject to the final acquittal report being approved by CSSP management. The full CSSP acquittal report was submitted on 31 July 2012.

4. European Union Non-State Actor project fund

EU non-state actor project funds are placed in a liability account. The funding is specified as follows:

	2012	2011
	\$	\$
Cash funds received from EU NSA this year	119,395	89,829
Less: Accrual from last year	(64,824)	-
Plus: Contribution made by SUNGO	20,898	-
Less: Funds used for asset purchases	-	(3,435)
Less: Internal transfers for salaries, administration and vehicle	(47,033)	(42,416)
Plus: Account receivable payment	23,066	64,824
Total cash funds expended during the year	<u>51,502</u>	<u>108,802</u>

The receivable amount from the EU is subject to the final acquittal report being approved by the EU. The full EU NSA acquittal report was submitted on 31 August 2012.

5. Executive Council In-Kind Contribution

	2012	2011
	\$	\$
SUNGO Executive Council In-Kind Contribution	<u>35,550</u>	<u>33,200</u>
	<u>35,550</u>	<u>33,200</u>

SUNGO Executive Council members attended 11 Executive Council meetings during the year (averaging 7 members per meeting). One or more EC members represented SUNGO at a further 147 meetings. The attendance contribution by EC members was estimated at \$150 per meeting.

Samoa Umbrella for Non-Governmental Organisations
Notes to the Financial Statements
For the Year Ended 30 June 2012

6. Cash at bank and cash equivalents and investments

The cash at bank and cash equivalents and investments are specified as follows:

	2012	2011
	\$	\$
Cash at bank and cash equivalents		
General Bank account	15,179	145,958
Total cash at bank and cash equivalents	<u>15,179</u>	<u>145,958</u>

7: Investments

NBS Term Deposit Ref 08247001. Invested at 3% pa, maturity 30 Sept 12	114,662	111,273
NBS Term Deposit Ref 102070008. Invested at 3% pa, maturity 25 July 12	103,000	100,000
Samoa Commercial Bank Ref 0501085-401 Invested at 3.5% pa, maturity 21 Nov 12	100,000	-
Total investments	<u>317,662</u>	<u>211,273</u>

8. Accounts receivables and other debtors

The accounts receivables and other debtors are specified as follows:

	2012	2011
	\$	\$
Accrued interest	7,824	5,544
CEDAW Project	6,835	-
EU Fiji - reimbursement of airfares	-	1,771
LDC conference exps	-	650
Total Accounts Receivable	<u>14,658</u>	<u>7,965</u>
CSSP Project Receivable	<u>28,997</u>	<u>(41,629)</u>
EU NSA Project receivable	<u>23,066</u>	<u>64,824</u>

Samoa Umbrella for Non-Governmental Organisations
Notes to the Financial Statements
For the Year Ended 30 June 2012

9. Accounts payables and other creditors

The accounts payables and other creditors are specified as follows:

	2012	2011
	\$	\$
Audit fees	7,500	6,000
Building materials estimate for back door area	2,000	-
Contract for Air Conditioner maintenance	600	-
Contract for Financial Services	-	2,000
Creditors CSSP Project	20,686	15,805
Excess insurance for laptop theft	-	500
ICTP training and refreshment expenses	-	1,727
Land Lease payment	49,425	-
NPF	1,057	-
Observer: Staff Recruitment advertisement	-	1,936
Printing of brochure	1,650	-
Printing of newsletter	1,000	2,050
Samoa Tel - internet	800	386
Samoa Tel - phone account	500	1,110
Samoa Water Authority	300	478
Some More Water	-	36
Staff Payroll to 30 June 12	15,770	5,677
Staff Payroll Accrued holiday pay and long term service leave	10,839	14,244
Volunteer Housing	-	2,320
Total accounts payable and other creditors	112,127	54,270

10. Property, plant and equipment:

Property, plant and equipment are specified as follows:

	Balance 1 July 2011	Accumulated Depreciation 1 July 2011	Balance 1 July 2011	Additions 2012	Subtotal	Depreciation 2012	Balance 30 Jun 12
Land	347,123	-	347,123	-	347,123	-	347,123
Buildings and Renovations	172,421	-	172,421	72,515	244,936	7,346	237,588
Office Assets							
Office Equipment	53,252	17,264	35,988	8,416	44,404	17,678	26,726
Office Furniture	9,600	1,636	7,964	-	7,964	1,195	6,769
Software	-	-	-	2,936	2,936	220	2,716
Vehicle	68,863	17,216	51,647	-	51,647	12,912	38,735
Total Office Assets	131,715	36,116	95,599	11,352	106,951	32,005	74,946

Annex 1

Organisation	Office Email	Contact Email
Adventist Development & Relief Agency	suajw@ipasifika.net	suajw@hotmail.com
AGLOW Samoa	brenda@lesamoa.net	brenda@lesamoa.net
Alamagoto Youth Club		
ALII MA FAIPULE - Vaitele-tai		
Animal Protection Society	aps.samoa@gmail.com	fsmith.lusia@gmail.com
Apitaga mo Tagata Soifua (Habitat for humanity)	hfhsamoa@samoa.ws	hfhsamoa@samoa.ws
Asosi o Taulasea Samoa	aotoasolomona@yahoo.co.nz	aotoasolomona@yahoo.co.nz
Atinae Tauatiae Samatau		
Au Fai Faatoaga, Lafu Manu Tauatiae		
Aufailafumanu Puleono Salafai	matalenamatumu@yahoo.com	
Autalavou EFKS Manunu	fpita@ws.peacecorps.gov	fpita@ws.peacecorps.gov
Autalavou EFKS Tulaele		
Autalavou Katoliko Savaii		
Autalavou Metotisi Tanugamanono		
Autalvou EFKS Tanoalei'a	natu_t@samoa.travel	natu_t@samoa.travel
Avanoa Tutusa	avanoatutusa@gmail.com	avanoatutusa@gmail.com;
Baha'i Charitable Trust	secretariat@bahaisamoa.ws	secretariat@bahaisamoa.ws
Beautiful Expressions of Nature - BEN	penehurop@ipasifika.net	penehurop@ipasifika.net
Beekeepers' Assoc. of Samoa Inc BASI	rcvoigt@gmail.com	rcvoigt@gmail.com
CCCS Vaipuna	kf.tuuau@lesamoa.net	kf.tuuau@lesamoa.net
Courier of Samoa Organisation		
Diabetes Association Inc	moneyex@ipasifika.net	moneyex@ipasifika.net
EFKS - Vaitele Uta	lafaialii@lesamoa.net	fausagafoulafaialii@gmail.com
EFKS Lelepa		
EFKS Vaipu'a		
EFKS Vavau Community		
Ekalesia Faapotopotoga Kerisiano i Samoa - EFKS	samkupa@cccs.org.ws	samkupa@cccs.org.ws
Export Taro Growers Group		preuelu@xtra.co.nz
Faalapotopotoga Atinae o Komiti Tumama o Samoa (FAKTS)	swcdorg@samoa.ws	katifabryce@yahoo.com
Faalapotopotoga Aufaifaatoaga Laiti i Aleisa	ilogasam@yahoo.com	ilogasam@yahoo.com
Faalapotopotoga o Atinae mo le Soifua - Fusi, Saoluafata	nellie1680@yahoo.com.au	nellie1680@yahoo.com.au
Faalapotopotoga Vaisuamumu		
Faamatai Association		
Faasao Savaii Society	vaasilimj@gmail.com	vaasilimj@gmail.com
Faataua le Ola - FLO	FLO@samoasonline.ws	FLO@samoasonline.ws
Faitotoa o Faamanuiaga		
Faleasiu Women Fellowship		
Faleula Farmers Association		
Family Enrichment Society Inc		
Fathers Association Faleasui		
Fiaola Crisis Centre		fiaola.samoa.ws@samoa.ws

Fusi Safata Women's Committee		
Gagaifolevao Junior Youth EFKS Lefaga	ilogasam@yahoo.com	ilogasam@yahoo.com
Gataula Primary Health Care	ntpotoi@digicel.com	ntpotoi@digicel.com
Gautavai Youth EFKS		
Goshen Trust	saveatoo@samoaoonline.ws	saveatoo@samoaoonline.ws
Indipendent Water & Waste Schemes Accociation (IWSA)	iwsa@samoaoonline.ws	tofaealailima@hotmail.com
Itu Asau Cocoa Painters Association		
Kionasina Fishing Club		
Komiti Aoga Tulagalua Fasitoo-tai		tagoiaegalevi@yahoo.com
Komiti Atinae Faleu, Manono	katifabryce@yahoo.com.au	katifabryce@yahoo.com .au
Komiti o le Vai Nuusuatia		(email has been discontinued)
Komiti Tina Poutasi		
Komiti Tina Salani		
Le Piu Farmers		
Le Taea Fou Organisation		pnt.talofainsurance@lesamoa.net
Le Talie Women Organisation		
Leo o Faamanuiaga (Voice of Blessing)		
Loto Taumafai Education	lototaumafai@ipasifika.net	lototaumafai@ipasifika.net
Lou Sei Oriana	oli.schuster@hotmail.com	oli.schuster@hotmail.com
MADD Gallery	maddgallery1@yahoo.com	maddgallery1@yahoo.com
MAFUTA Organisation		aelaumea@gmail.com
Mafutaga Tina EFKS Faatoia		
Mafutaga Tina EFKS Faleapuna		
Mafutaga Tina EFKS Faleseela		
Mafutaga Tina Katoliko Puleaga	tofamamao@lesamoa.net	tofamamao@lesamoa.net
Magiagi EFKS Pastor Sch Reading Prog		
Malaemalu Methodist Youth		
Mapusaga o Aiga (MOA)	moa@samoa.ws	moa@samoa.ws
Matuaileoo Env't Inc - METI	infometi@samoa.ws	infometi@samoa.ws
Mauloa Agriculture Development		
Methodist Saloga		
Moataa EFKS Youth & Sunday School	taipisialeilua@yahoo.com	taipisialeilua@yahoo.com
Namusigano Development Organisation		
Nat'l Council of Early Childhood Ed.	NCECES@iPasefika.net	NCECES@ipasifika.net
Nat'l World Women's Christian Temperance Union		
Neiafu Women's Fellowship		
Nuanua o le Alofa – NOLA	disabilitycouncil@samoa.ws	f_masunu@samoa.ws
Nuualofa	radat2004@yahoo.co.uk	
O le Pupu Pue National Park(Local Com)	taupau.paniani@gmail.com	taupau.paniani@gmail.com
O le Siosiomaga Society - OLSSI	ngo_siosiomaga@samoa.ws	ngo_siosiomaga@samoa.ws
Pacific Water & Waste Assoc.	latu@kew.com.ws	info@pacificwateraccociation.pa. kisa@kew.com.ws
Pan Pacific South East Asia Women's Association – PPSEAWA	viopapa.atherton@gmail.com	
Papaseea Sliding Rock Development		
Pasefika Mana Samoa Social Work Services Inc	pasefika.mana@xtra.co.nz	pasefika.mana@xtra.co.nz
Piu Community Development	piuefks@yahoo.com	piuefks@yahoo.com
Robert Louis Stevenson Foundation (R.L.S. Inc.)	villa.vailima@ipasefika.net	villa.vailima@ipasefika.net
Rotaract Club of Samoa	metallicbloom@yahoo.com	metallicbloom@yahoo.com

Safata Development Organisation		
Salani Youth Farmers		
Saleimoa Community Based Organisation	taupau.paniani@gmail.com	taupau.paniani@gmail.com
Salimu Village Women Development		
Samoa Aids Foundation - SAF	saf@samoa.ws	saf@samoa.ws
Samoa Association of Human Rights and Law Incorporated	lawcentre@ipasifika.net	lawcentre@ipasifika.net
Samoa Association of Manufacturers & Exporters - SAME	percival@ipasifika.net	percival@ipasifika.net
Samoa Association of Women Graduates - SAWG	n.faamanatu-eteuati@nus.edu.ws	n.faamanatu-eteuati@nus.edu.ws
Samoa Cancer Society	samoacancersociety@gmail.com	clarke@latueylaw.com
Samoa Council of Churches		maauga@lesamoa.net
Samoa Encouragement for Music and the Arts Charitable Trust - SEMA		music@samoa.ws
Samoa Family Health Association - SFHA	sfha@lesamoa.net	sfha@lesamoa.net
Samoa Hotel Association - SHA		nsass@samoa-hotels.ws
Samoa Registered Nurses Association - SRNA	sna@samoaonline.ws	sna@samoaonline.ws
Samoa Senior Citizen Society	wf_moore@hotmail.com	wfmoore@ipasifika.net
Samoa Society for Intellectually Handicapped IHC		
Samoa United Nations Association	letagaloa@iunivesiteosavavau.ws	letagaloa@iunivesiteosavavau.ws
Samoa Victim Support Group	svsginsamoa@gmail.com	svsginsamoa@gmail.com
Sataoa Fashion Design		
Saumalu Community Pre Sch		
SENESE Preparatory School	senese@samoa.ws	ryansenese@samoa.ws
Simple Law		
Small Business Enterprise - SBEC	mmalua@ipasifika.net	mmalua@ipasifika.net
Socaiete o le Atinae o Aiga - Siufaga, Savaii		
Sosaiete asi Meamativa		
Sosaiete Aupaipopo i Samoa		
Sosaiete Tau Atiae Fogatuli		
Sosaiete Tau Atiae Laloanea		
Sosaiete Tulimatagau		
South Pacific Business Development	maros@spbd.ws	luapene@spbd.ws
St Teresa PTA	vaasilimj@gmail.com	vaasilimj@gmail.com
Survival Foundation Society		
Tagiilima Handicrafts Association	tlima@lesamoa.net	tlima@lesamoa.net
Tama o le Oli		
Tausala o Falefatu	sataoa@lesamoa.net	sataoa@lesamoa.net
Tautai Samoa Association Inc	eteuatijede@yahoo.co.nz	eteuatijede@yahoo.co.nz
Tavana Nurses on Wheels	tnow@lesamoa.net	tnow@lesamoa.net
Tiapapata Arts Centre	percival@lesamoa.net	percival@lesamoa.net
Tu ma Aga Faamatai Association		
Ulimasao Marist Centre for Special Learning	ulimasao@ipasifika.net	ulimasao@ipasifika.net
Utulua Methodist Youth		
Vaisilika Organisation	atuatasilemusuitauroman@yahoo.com	atuatasilemusuitauroman@yahoo.com
Vaitoomuli EFKS Youth Group		
Vaiusu Catholic Community	m.pesamino@mesc.gov.ws	m.pesamino@mesc.gov.ws
VOC Women & Youth Fellowship Vaitele Uta	kjulietesera@gmail.com	kjulietesera@gmail.com
Voice of Christ Full Gospel Church - Siufaga, Savaii		

Women in Business Development	womeninbusiness@samoa.ws	womeninbusiness@samoa.ws
Women's Federation for World Peace		jiana@samoa.ws
Young Women's Christian Association	maiava@consultuspasefika.com	maiava@consultuspasefika.com
Youth Federation for World Peace		jiana@samoa.ws
Youth For Christ	yfcsamoa@samoa.ws	mataiasia@yahoo.com