



SUNGO
Samoa Umbrella for
Non-Governmental Organisations Inc.



Annual Report
1 July 2013 to 30 June 2014

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Seumanuula Moana Clarke

National President's Report

This year has gone by so fast, that I reflect back to the last twelve months, and wonder, where and what we have all been doing.

For SUNGO, the first six months was taken up with reorganising and restructuring our secretariat, when we lost a lot of our senior staff and had to regroup, keeping in focus all our strategic and annual work plans in moving positively forward and achieving the goals we had set for ourselves.

During all this time, the Prime Minister and government tasked SUNGO to be the host, Civil Society representative for the SIDS Conference in September, a

major global conference for all Small Island Development States. This was a great honour for your Umbrella, but carried a lot of responsibilities and tremendous pressure and needed to showcase and promote our civil society to the rest of the world. This took up the latter part of the year, and had everyone involved in the preparation towards this conference.

I look back with pride and humility to all of you who rallied and volunteered your services. You gave it your all, A BIG FAAMALO and thank you. A huge FAAFETAI of appreciation to the Prime Minister and the government of Samoa, our development partners, C SSP, UNDP, UN GEF, EU, AusAID, NZ Government, US Government, PIANGO and all members of SUNGO.

Last but not least, my special thanks to all the Executive Committee and SUNGO staff for their overwhelming help and support throughout the year. SUNGO Umbrella has well and truly made its mark, and has the recognition and trust of all our partners and stakeholders.

I look forward to a very positive, prosperous year for all of us.

Faafetai, ma ia manuia.

Seumanuula Moana Clarke
National President

National 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 2014. SUNGO has had another very busy and productive year and this is reflected in the 2014 Financial Statements. The key points to note in these Financial Statements are:

1: Statement of Financial Position (page 5)

The key figure in the Statement of Financial Position is that of the accumulated reserves. This figure gives a measure of how much SUNGO is worth. Over the past ten years, SUNGO has grown its accumulated reserves from almost zero to \$SAT 878,622 as at 30 June 2014. There was a very small increase over the past year of \$11,698, a (1.3%) over the 2013 year figure.

All of this increase in reserves has come from income earned by SUNGO through contract management. Though small the Executive Council feels this is a good result and a sign of consistent and careful financial management. SUNGO's reserves have changed significantly in their physical nature during the past years. At the end of 30 June 2010, most of SUNGO's reserves (91%) were held as current assets (mostly cash) and 9% as long term assets. After investment in the Vaitele property SUNGO now has almost 75% of its accumulated reserves invested in long term assets. At 30 June 2014, however, 25% is still held in cash. This is still a very healthy position giving sufficient cash-flow to allow a sustainable level of activities for SUNGO members.



Raymond Voigt

The land purchased 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: Statement of Financial Performance (pages 3 and 4)

This financial report shows all the income and expenditure for the year ended 2014. The main points to note are: 2014 was the fourth 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 2014 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. An important activity in the 2014 year was SUNGO's participation in the Samoa International UN Small Island Development States Conference. Adequate Funding from development Partners were received to cover SUNGO's participation in this conference. While the conference itself was held in the new financial year (2015 year), much work was done in the 2014 year that this report covers. The overall surplus for the year was \$11,698 which were direct donations our two Technical Advisors from projects were contracted to manage.

3: 2014 Audit Report (page 2)

This is the seventh 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 SUNGO staff and 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 2014 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 former SUNGO CEO Taviuni Fonoti 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 Committee for supporting me in my role as National Treasurer by making sound financial governance decisions.

Raymond Voigt
National Treasurer

Introduction

This report covers the outcomes achieved by SUNGO under each of the five goals in the SUNGO strategic plan. The Annual Work plan for SUNGO sets out the objectives to be achieved under each of the five Goals in the Strategic Plan and overall SUNGO accomplished significant progress in achieving these goals within budget.

Though the activities aim to fulfil SUNGO's Strategic Plan through the Annual Plan, the direct impact of these activities also increases and strengthens Civil Society Organisations (CSO) competency, their participation in local or national affairs and the services provided by CSOs to their members

The funding to achieve these outcomes has come mainly from the contract between the Civil Society Support Programme (CSSP) and the Samoa Umbrella for Non Governmental Organisations (SUNGO). This funding has supported the umbrella activities which SUNGO undertakes both to support the development of civil society and to advocate on behalf of civil society organisations.

SUNGO supports the Project objectives of the CSSP programme through two key objectives of CSSP:

CSSP Objective 2: Well governed civil society organisations with strengthened capacity to manage developmental programmes on a sustainable basis.

CSSP Objective 3: A strengthened voice of civil society organisations to effectively influence national policy

SUNGO wishes to acknowledge the support of CSSP and the supporting donor organisations involved for the provision of funding which has enabled the organisation to provide services to, and advocacy on behalf of, civil society in Samoa.

Strategic Goal 1: Governance and Management

1. Governance

The Annual General Meeting for SUNGO was deferred from October, 2013 to April 2014 due to delays through the absence of Council members overseas and a focus on initial preparations for the SIDS Conference later in 2014. It was resolved at the meeting to continue with the current Council until the October 2014 AGM. At the AGM, 59 members representing 32 member organisations attended. Of these 32, 24 were financial.

This was followed in May 2014 by a combined staff and Council members retreat at which members were updated on operational activities and reviews completed for both the SUNGO Strategic Plan and the SUNGO Council Governing Policy. Minor changes were made and approved at a subsequent Executive Council meeting.

Following the review of the Governing Policy, a review of all operational policies has been undertaken which have been submitted to the Council for consideration in July 2014. Changes suggested are mostly minor to bring policies into line with current practice, correct areas previously overlooked, or to reflect changes in legislation such as the Labour and Employment Act 2013.

Over the year the Executive Council has met monthly to monitor organisational progress and to review and approve the monthly Income and Expenditure reports. While there were delays due to personnel changes, the 2013 Annual Audit was completed by October 2013 with no qualifications on the audit. The Annual Report was also completed and circulated to members to meet MCIL registration requirements.

In terms of best practice, SUNGO made further progress on proposed actions set out in the SUNGO Action Plan developed following the NGO Assessment of SUNGO in 2012, but some recommendations still require attention.

SUNGO Executive Council and staff retreat May 2014



2 Management and operations

In terms of day to day management, the CEO and staff continued to work to ensure the smooth operation of the SUNGO Office at Vaitele. However areas where further attention and work are required include the regular monitoring and appraisal of staff to ensure that staff workplans are achieved, the review and updating of both electronic and hard copy filing, and more regular liaison with key SUNGO partners including CSSP, donors and member organisations.

While further development of the Vaitele site had been earlier proposed, the current training and staff facilities have generally proved sufficient and satisfactory. While there are minor changes that can be made to make more effective use of facilities, no immediate expansion is proposed given the uncertainties that exist over future funding.

Over the past year, there have been a number of personnel changes that have impacted on operations. In August 2013, new appointments were made to the positions of Capacity Building Coordinator (CBC) and Civil Society Support Officer (CSO) and in early 2014 new appointments made to the positions of Administration Manager (AM) and Information and Liaison Officer (ILO). In April 2014 the Research Officer resigned and in late June the Chief Executive Officer tendered his resignation.

A vacant Assistant Admin Officer position has now been filled and options for how SUNGO can most effectively undertake research are being considered. An Australian VIDA volunteer coordinating the UNDP Social Accountability project also completed her time in Samoa in early 2014.

The SUNGO Secretariat currently now has 7 full time staff with the CEO appointment pending. All staff are paid through the current CSSP umbrella funding with the exception of the SICTP officer, who is contracted and paid directly through the SICTP programme.

SUNGO outsources some of its service delivery through sub-contracts. This is largely in the area of training. A team of 10 certified trainers are contracted to deliver training for Community based organisations.

Other contracts included technical advisors in the areas of NGO assessment and data analysis for research. These advisors are recruited only when needed and when funds are available under contract to deliver these services. A significant voluntary input to SUNGO activity is made by Technical Advisors in the areas of staff management, strategic planning, finances and IT support.



Staff at work in the SUNGO Office based at Vaitele

Strategic Goal 2: Communications and Promotion

1 Information to members and the community

Communications with members have been improved over the past year and especially in 2014 with more regular publication of newsletters for members. Newsletters were published in October 2013 and again in May and June 2014 which have included brief profiles of member organisations. An up to date promotional folder is available for members and the Vaitele Office has been more clearly signed for visitors.

There have been more regular and better written media releases published although still scope to improve this aspect of publicity. Ten press releases were circulated to media outlets in 2014 and were either printed in the Samoa Observer or broadcast over the radio stations. The Annual Report was published and distributed at the AGM in April 2014.

Of 145 SUNGO members 83 (60%) now receive information through e-mail, and other members also received information through newsletters, site visits to members and forums. Other activities such as the Training Needs Analysis and the monitoring and evaluation of SUNGO service delivery also provide a means of reaching especially rural organisations who prefer this means of communication.

Progress is being made updating the SUNGO website, with further development needed to ensure that the site is readily accessible, has relevant and up to date accurate information and has links to other key sites such as CSSP, government and donors. During the year SUNGO received assistance from PIANGO to develop the site for the SIDS conference and input from Technical Advisors on possible site improvements.

2 Consultation with members

An improved process for member visits was carried out in late 2013 with 60% of SUNGOs active members visited. Each visit included completing a Training Needs Analysis now designed to suit the requirements of either an NGO or CBO, the updating of member profile information and the completion of a member satisfaction survey.

This survey indicated that over 60% of members were satisfied with the services and information provided by SUNGO leaving scope for improvement. Further information about members not covered by visits has been obtained through phone contact. While this improved data has been collected further work is still needed to complete the update of the database. Problems can arise when contact is being made through one person and information is not then conveyed to members.

Other opportunities were provided through trainings in the rural areas, and members calling into the office or attending forums.

As planned, two forums were held for SUNGO members to provide feedback on issues. These forums, both held in Upolu in 2014, were focussed on providing member input into the forthcoming SIDS conference.

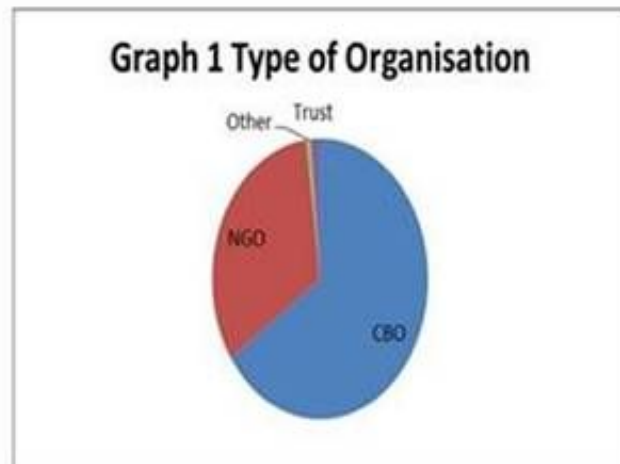
While Thematic Groups were re-established at a retreat conducted in 2013, there has been limited success with this model for engaging Council members and SUNGO member organisations in addressing the areas covered by each Thematic group. No meetings have been held over the past year for Thematic groups. However the thematic areas were covered in the two SIDS focussed forums.

3 Membership numbers

Membership fees for CBOs were reduced in the review of the Constitution and an effort then made to increase SUNGO membership. A total of 27 organisations applied for membership with SUNGO over the past year with 15 new members approved to date. All new members were CBO organisations. This brings the total registered members to 154.

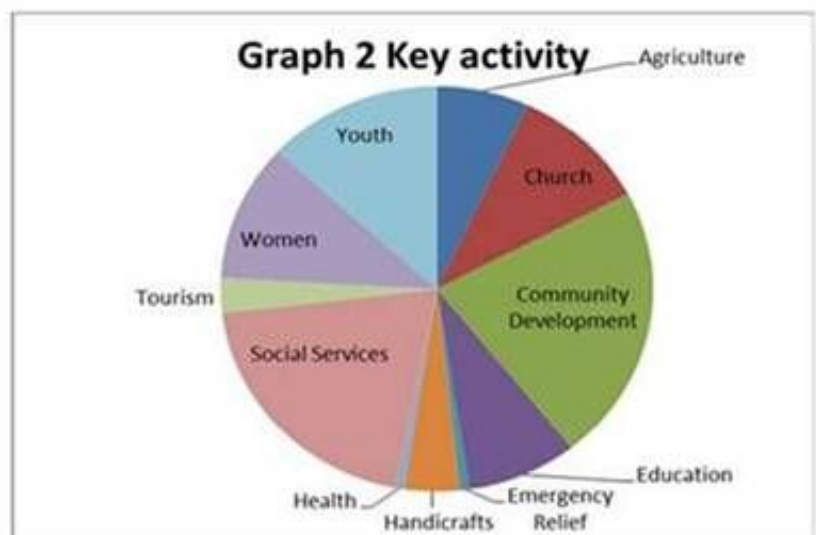
However, nine organisations were removed in the same period because they have either closed down, or are either inactive or dysfunctional. A total of 145 organisations are therefore now registered under the SUNGO umbrella. Of the 145 members, 95(66%) are CBOs, 47 (32)% are NGOs, 2 are registered Trusts(1%) and 1 Agency (1%). (refer Graph 1 below)

Type of Organisation	Total
CBO	95
NGO	47
Other	1
Trust	2
Total	145



The majority of the CSOs have identified the services that they provide as being related to community development (22%), Social Services (20%) Youth (13%), and Women (11%).

Key activity	Total
Agriculture	10
Church	15
Community Development	32
Education	12
Emergency Relief	1
Handicrafts	6
Health	1
Social Services	29
Tourism	4
Women	16
Youth	19
Total	145



There is some evidence that the implementation of the NGO Assessment tool has strengthened the capacity of those NGOs which have completed this process but this has yet to extend to all CSOs.

4 Membership satisfaction with services

Monitoring and Evaluation of SUNGO's overall performance is measured through a survey of members level of satisfaction started in late 2011. The results of the member survey identifies the strengths and weaknesses of SUNGO as reported by its members, and provides feedback about ways to improve SUNGO services.

In the first survey carried out in 2011, there were 32 responses with 40 responding in 2012.

For 2013, this process was carried out in November in conjunction with the annual TNA and member profiling exercise. In total 87 member organisations were visited and remainder not able to be contacted. Of the 87 surveyed 53 finally submitted responses with others either not responding or found to be inactive.

The process was carried out by staff members assisted by the President and EC members and their involvement appreciated by members.

Members were asked to assess SUNGO in three areas – communicating information to members, providing training and support to members, and speaking on behalf of the community. They were also asked to indicate whether they felt that SUNGO was an effective and well managed organisation, and also what training carried out by SUNGO had been most useful to them.

The results of the survey are set out in **Table 1**

Table 1: Satisfaction by SUNGO members with the provision of services (%)							
Question	NA	1 Poor	2 Fair	3 OK	4 Good	5 Very Good	%. OK or better
1. How well does SUNGO communicate with its members?	9	11	9	17	26	26	69
2. How well does SUNGO provide training and capacity building for its members?	13	4	11	15	26	30	71
3. How well does SUNGO speak on behalf of the community?	21	8	9	4	30	28	62
4. Do you think that SUNGO is an effective and well managed organisation?	25	2	4	15	21	34	70
Rating Scale NA No response 1 Poor, 2 fair, 3 Satisfactory, 4 Good, 5 Very Good							

While the sample (53) represents only a third of the registered members, the data indicates a general level of satisfaction with SUNGO with the majority (60-70%) rating their responses to the four questions as either satisfactory (3), good (4) or very good (5). However the response also suggests that there is room for improvement especially in relation to speaking for the community. The non response rate on some questions was because members did not feel qualified or knowledgeable to answer the question.

The areas of training found to be of most use to especially CBO members included project management training and governance training. There was interest in more training to help with writing proposals and for special help for newly formed organisations to get them on their feet. In terms of information that was useful to members, the most common request was to get more information about government changes or policies that might affect their organisations and to receive information about forthcoming events.

While it was generally possible to make contact with urban based NGOs, it was more difficult to make contact with rural based CBO organisations. These smaller organisations have fewer resources and in many cases the organisations are remotely located with poor communications. They are often reliant on a single contact person.

From the results of the surveys, there were some complaints from especially rural members about services provided. Most of the complaints from members were about communications.. Many members never received any other information from SUNGO after registering as a SUNGO member. These comments are summarized below in Table 2.

Table 2: Comments and Feedback from members

Complaints about SUNGO services	<ul style="list-style-type: none"> • Poor communication networks • Lack of visits by SUNGO staff after registering under SUNGO • Lack of regular information or updates from SUNGO monthly or quarterly • Members prefer visits twice a year (beginning and end of year visit) • Rural area members requested to have meetings in rural areas • Implement more trainings/courses in rural areas rather than being centrally based in the town area • More awareness programmes to explain what SUNGO is about
Recommendations	<ul style="list-style-type: none"> • Hold regular meetings or visits for members in rural areas • Ensure rural CBO members receive information and newsletters • Provide more training in rural locations



SUNGO Annual Training Needs Analysis and member survey being conducted in the village of Faleasiu

Strategic Goal 3: Institutional Strengthening

SUNGO originally focused training and development programmes through the Samoa In Country Programme (SICTP) on membership of urban based NGOs. While these needs continue to be met under SICTP, SUNGO has widened the scope of programmes to meet the needs of both urban and rural civil society at large through courses which aim to build organisational and project management capacity.

Training continues to be the strength of SUNGO's support to members and a key part of the capacity building process. This process commences through an annual Training Needs Analysis (TNA) process carried out late each year with members.

1 Training Needs Analysis

Previously a single TNA tool was used for both NGO and CBO organisations which limited the quality of data collected given their differing needs. In 2013, the tool was reviewed and separate TNA surveys developed for NGOs and CBOs which has improved the quality of information obtained. There are 57 CBOs. Of these 30 (53%) were covered through survey. There are 48 NGOs which were all sent the survey but only 20 (40%) returned forms.

Further information about training needs also arises from the CSO Assessment process introduced in 2012 in conjunction with CSSP and CSSP funding.

2 Training Providers and Training delivery

Courses in the past year were funded through either the Samoa In Country Training Programme (SICTP), or through CSSP. Of the courses offered, six (67%) were for SICTP training focussed towards NGOs based on Upolu, and three (33%) were for CSSP funded SUNGO training focussed towards CBOs held in Savaii and Upolu. See Table 2.

Initially SUNGO training was focused more on urban nongovernmental organisations. However the recent trend has been towards community based organisations (CBOs). This trend had continued to 2013 but over

the past year there has been a temporary decline in community based courses with only three offered over the past year.

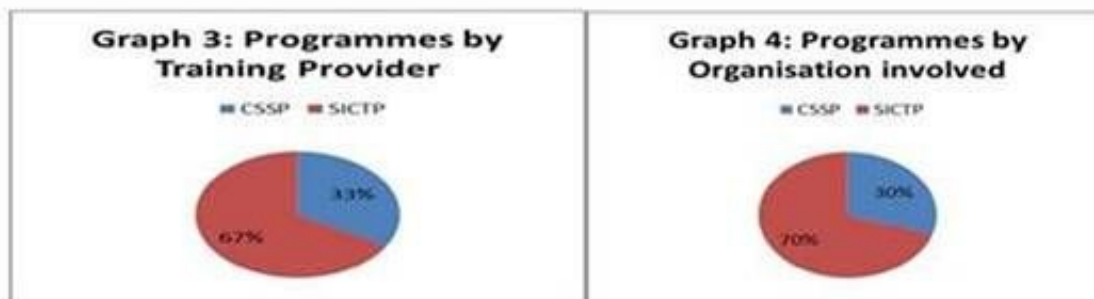
This was because previous contracts under the EU Non State Actor (NSA) programme had been completed and Training proposals for CSSP funded courses not required until early 2014 when needed to meet training for organisations seeking CSSP funding.

ICTP funded courses also declined due to delays in the funding of the ICTP programme by NZAID and AusAID with only two programmes provided in the second half of 2013 and four in 2014. There are further uncertainties for ICTP funded courses in 2015, when the ICTP programme is formally incorporated into the NUS programme

Overall 90 organisations were involved in the training provided – 27 in CBO focused training and 63 in NGO focused training. On average, 10 organisations are involved in each training indicating a wide participation. See Table 3

Table 3: Number of programmes and involved organisations by sector

Training Focus	Programmes by Provider	Organisations involved
CBO	CSSP - 3 (33%)	27 (30%)
NGO	SICTP -6 (67%)	63 (70%)
Total	9	90



Of courses offered under the SICTP programme, training courses covered media and publications, training for community trainers, values based management and leadership, community research , financial policies, procedures and planning, accounting skills for NGOs.

Most of the SICTP training is delivered in English with a provision for a co trainer to facilitate translation where possible especially in the cases of overseas trainers delivering the training. SUNGO training on the other hand is delivered in the Samoan language and is tailored for community based organisations to encourage accessibility for grassroots organisations.

All the community focussed training run by SUNGO this year was under the CSSP Training Contract. This contract was for the delivery of 3 Project Design Management courses (PDM), one on Upolu and two on Savaii. All of the SUNGO training is run by the SUNGO community trainers and fully managed by the SUNGO Training Staff.

Over the year, 36 working days were allocated for training days. These days do not include days allocated for needs analysis, training design, training review and assessment and training reporting.



Participants taking part in the SICTP Financial Policies and Procedures course May 2014

3 Participant numbers on SUNGO courses

Over the past year there has been a significant drop in participant numbers from 469 in 2013 to 171 for the past year. Reason included fewer ICTP courses due to funding delays, and fewer SUNGO community training courses due to no training being requested by CSSP for project management training linked to contracts.

This reverses a trend started in 2008-2009 when SUNGO extended its training services to independent water scheme associations through the EU Water Programme, human rights literacy training through the UNDP RRRT Programme, Project Management for EU MPP and more recently project management training programmes under the Civil Society Support Programme.

A further boost had occurred in 2011 due to CSSP funded project management courses but numbers decreased in 2012 due to the transfer of participants to mentoring support. However in 2013 there has been an increase of participants with CSSP redirected funding into training after a review of the effectiveness of the mentoring programme.

This trend is shown below in Graph 5.



In 2015, this trend is expected to reverse with more courses proposed under ICTP (at least until June 2015) and more contracts negotiated for community based courses. These contracts include the provision of ten Managing Organisation courses under CSSP funding (last offered in 2010) and proposals with two other agencies for community based training related to climate change.



Community Research course participants discuss a point with their trainer

The average number of participants per course has increased as SUNGO has targeted increased course numbers for ICTP courses and also for SUNGO project management training. This trend is shown in the following Graph.



However the average number attending SICTP programmes is generally lower than the numbers on SUNGO training. This is because SICTP courses target mainly the urban based NGOs which have been facing increasing pressure, while the project management courses have wider country wide participation. In 2013 -2014, the average class size on SICTP programmes was 16 and on CSSP programmes was 24.

The main reasons for the increased registration in individual SUNGO training programmes are;

- Demand by community based organisations to increase their project management skills
- Greater accessibility of SUNGO training because it is often locally based near participants.
- No fees are charged as it is fully funded by the Civil Society Support Programme.

By contrast participation in SICTP programmes focussed on urban NGOs is lower because;

- NGOs have struggled for financial support or have lost staff to the private and public sectors
- There are fewer employed staff in many NGOs. These are now run by volunteers who are often employed full time in the public or private sector.
- Some participants are discouraged by the travel distance to the Vaitele training centre

This is further validated by Graphs 7 and 8 below. This confirms that CBOs enrol in SUNGO training while NGOs generally enrol in SICTP training.



4 Training Programmes and Participation by Gender



There has been a steady increase in the number of females attending overall training implemented by SUNGO with 67% of participants now female and 33% male. Across all providers female participants dominate training especially SICTP training.

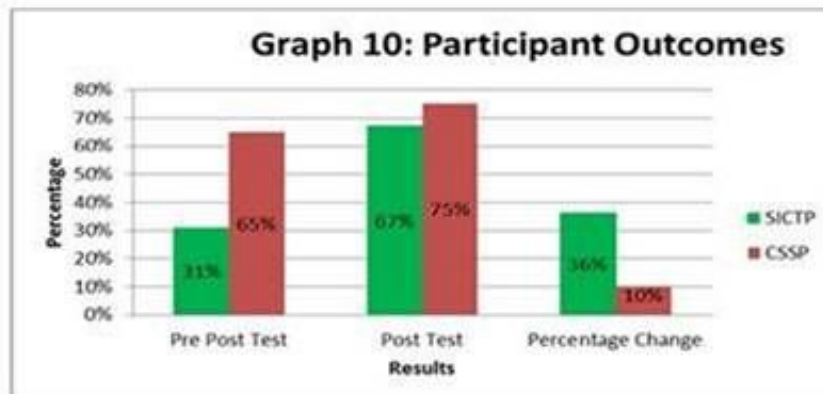
Active participants at the SUNGO Project Design Management course held at the Development Bank Feb 2014

On ICTP courses the large majority of participants (79%) are female reflecting the high proportion of women involved in NGO organisations. However significantly there has been an increase in the participation by men in the SUNGO training programme compared to previous years. This year 51% of those attending SUNGO training were male. The results are shown in Graph 9.



5 Course outcomes

Immediate course outcomes are measured in terms of both the performance of participants and participant satisfaction with courses. Participant performance is measured through pre and post tests which measure the extent of improvement in participant knowledge. From results collected, participants in SICTP generally performed well with an average course pre test score for the six courses provided of 32% rising to 67% in the course post test. For SUNGO courses improved knowledge was also demonstrated with an average course pre test result of 65% rising to 75% in the course post test. (See Graph 10) This result suggests that the pre and post tests need to be made more difficult given the high scores in pre tests



Participant satisfaction is measured using an end of course questionnaire which surveys satisfaction with trainer performance, meeting participant learning needs and course organisation. From results collected for the six SICTP courses, 97% of responses to questions about quality of the courses and the trainers rated the courses as Good or Very Good (4 or better on a 5 point scale).

For the three SUNGO courses, 97% of the responses also rated the courses as Good or Very Good. For ICTP courses, the longer term impact of training is assessed through Tracer Studies which have upheld the benefit of the training. A similar process has yet to be put in place for SUNGO training conducted under CSSP funding.



Participants after their Award Ceremony for the Financial Policies and Procedures course May 2014

6 Contracting and training of trainers

The engagement of trainers for SICTP courses is undertaken through a tendering process by the Oloamanu Training Centre with input from SUNGO. Those contracted are generally specialists from overseas already expected to be experienced trainers in their field.

Local co trainers for courses are then selected by SUNGO. While this process has generally worked well, criteria for the identification of preferred trainers and co trainers and a clear process for their selection has been lacking.

Most of the SICTP training over the past year was run by overseas trainers mainly from New Zealand and Australia. There is a need to encourage local trainers to apply for SICTP training to reduce costs and allow for reserve training to be run for SUNGO members and stakeholders.

The selection of trainers for SUNGO courses has been from SUNGOs team of 10 community trainers. All trainers have now completed CAT teaching qualifications and trainers attended a CAT course in assessment in early 2014 the second module in the Certificate for Community Trainers in Non Formal Learning. On completion of a third module in this programme the trainers will graduate from NUS.

All the training run by SUNGO this year was under the separate CSSP Training Contract. This contract was for the delivery of 3 Project Design Management courses (PDM), one on Upolu and two on Savaii. By contrast with ICTP courses, all of the SUNGO training is run in the Samoan language by its pool of community trainers and fully managed by the SUNGO Training Staff.

Two Tracer studies carried out by a consultant concluded that SUNGO trainers were effective and training well received by participants. With the likely expansion of courses to be provided by SUNGO next year, the trainer database is being updated and thought given to expanding the pool of trainers

7 Quality Assurance of courses

For ICTP courses, quality assurance is managed by the Oloamanu Training Centre with trainers required to administer pre and post tests and course satisfaction surveys

For SUNGO courses similar processes are used and SUNGO was recently granted recognition by the Samoa Qualifications Authority under its Non Formal Learning Recognition for the Project Management courses.

8 Future Training

An expansion of SUNGO training for community organisations will take place in 2014-2015 as outlined earlier in this report. CSSP has approved a new series of 10 Managing Organisation courses last offered in 2012.

SUNGO is also submitting a proposal to SQA for funding to develop a Project Development and Management (PDM) course which is focussed on Climate Change and a proposal has also been submitted to UNDP for climate change related community training.

SQA is developing a Memorandum of Agreement between SUNGO and SQA to strengthen the contribution of Post School Education and Training activities towards the achievement of the government strategic development goals. (This should be 3 years MOA) and depends on the approval from SUNGO. SQA has also provided funds for development of promotional materials all recognised SUNGO courses.

9 CSO Assessment

The purpose of this project has been to develop a process to assess the health of civil society organisations against a set of agreed standards. By assessing an organisation's activities against these

standards, support or training can be made available to address the problems identified and improve the performance of the organization.

This programme commenced in 2012-2013 with 11 NGOs assessed and Action Plans developed. For 2013 - 2014, nine NGOs were advised by CSSP be assessed. Five have been completed or are close to completion with draft or final reports submitted to CSSP and Action Plans being developed. Two could not be completed due to insufficient information provided or a lack of response by the NGO

These assessments have been carried out by a small team consisting of the SUNGO CSO Officer plus one or two Assessors and supported by the SUNGO Technical Advisor.

Each assessment has involved an introductory meeting with the manager to complete the assessment followed by separate meetings with staff and Board representatives. Results are discussed by the assessment team and the respective NGOs to agree on ratings for each area of activity and key documents are requested as verification that processes are in place.

The end result was a report that both identifies the strengths of the organisation and also areas where improvements can be made through support or training.

There were some delays in the NGO assessment process in late 2013 – early 2014 due to personnel changes at both SUNGO and CSSP but the process has picked up again with agreed assessments on track for completion by August 2014. **Table 4** below provides a summary of the current position.

Table 4: Summary of NGO Assessments completed to July 2014

Name of NGO	Status
2013	
Animal Protection Society	NGO Assessment completed and Action Plans for these organizations finalised and sent to CSSP/NGO/SUNGO
Goshen	
Cancer Society	
Nuanua o le Alofa	
O le Siosiomaga Society Inc	
Adventist Disaster Relief Agency	
Special Olympics	
Pasefika Mana	
Manumalo Baptist School	
SUNGO	
Independent Water Scheme Association	
2014	
Samoa Victims Support Group	Some Assessment interviews undertaken but process not completed due to lack of cooperation or insufficient information.
Red Cross	
Samoa National Youth Council	NGO Assessment completed and Action Plan sent to Manager with feedback received.
Samoa Returnees Charitable trust	Assessment process completed and draft report sent to the Manager and Board for approval. Action Plan to be sent to SRCT.
Matuaileoo Environment Trust Inc FLO Fia Malamalama School	Assessments completed and draft sent to Manager and Board for approval. A draft report was sent to CSSP for METI and FLO upon request.
Samoa College Old Pupils Association (SCOPA)	Meeting with committee today early August to complete the assessment process.
Samoa National Arts Council	Documentation currently awaiting

It is now proposed to extend the assessment process to cover Community Based Organisations and a suitable survey has been developed and translated with a trial proposed in August 2014. As a follow on from completing NGO assessments, attention will also be given to how SUNGO can better address the individual needs of CSO organisations through flexible or tailored training or support which could include on job training, short courses or the provision of online learning materials.



SUNGO NGO Assessment team meet with METI Board members July 2014

Strategic Goal 4: Policy and Advocacy

1 Representation

Recognition of the role of Civil society and its participation in national, regional and international decision making has improved markedly over recent years. This has improved the partnership between Civil Society and the Government of Samoa with the voice of civil society being made largely through SUNGO representatives.

Nationally, SUNGO now represents NGOs and Civil society on most Government planning, advisory and steering committees. The majority of meetings continue to be with Government line Ministries and steering committees. Other involvement includes meetings with donors, involvement in reviews and participation in Steering Committees such as the CSSP and ICTP Steering Committees.

Representation has been undertaken by Executive Council members plus the CEO to adequately cover and make appropriate contribution to national development. SUNGO is now part of almost all National Sector Committees and Advisory bodies of Government with the exception of the Health and Agriculture Sectors.

SUNGO is represented in donor funding programmes provided through CSSP, SICTP and also has established links to other agencies such as UNDP. Inputs on behalf of Civil society are often made through SUNGO on project funding reviews and allocation by Development Partners or funding institutions on behalf of Government.

2 CSO Forums and Thematic Groups

Two CSO forums were held over the past year. Both were based on Upolu and were focussed toward the forthcoming SIDS conference to see how issues under the SUNGO Thematic areas could be addressed at the conference. No forums were held in Savaii during the year so a forum next year needs to be planned for Savaii.

Following the 2013 AGM the new Council established a framework for new Thematic Groups to provide an avenue for member input into key national development areas but there has been limited activity in this area over the past year and a review of the effectiveness of Thematic Groups need to be undertaken.

Members at the CSO Forum held in May 2014 in Apia to discuss input into the forthcoming SIDS conference



3 SIDS Conference

Over 2014 preparations for the SIDS conference became a major activity for SUNGO following a request from Government that SUNGO, as the NGO umbrella body in Samoa conference activities related to the civil society sector. This involves organising and coordinating civil society input into the forthcoming SIDS conference, before, during and after the conference. The major focus will be a one day NGO Forum expected to cater for about 300 of the 3000 international, regional and local delegates expected to attend.

4 Advocacy

There has been limited activity by Council and Management in pursuing national issues and developing policy positions on issues affecting civil society such as the Citizenship Bill. This area needs to be addressed by the Council and could be assisted by appropriate research.

5 Partnerships

In terms of partnerships, SUNGO re-established links with PIANGO based in Fiji with SUNGO involvement in planning related to the SIDS conference. As a benefit, PIANGO staff provided assistance to SUNGO in the redevelopment of the SUNGO website.

Sound relationships with CSSP under new management have been established through regular meetings but the further development of partnerships within Samoa has made more limited progress. There is a need to review SUNGO's strategic plan objectives in this area to target effort where it will be of most benefit to SUNGO.

Strategic Goal 5: Research

Research was incorporated into the SUNGO Strategic Plan when the major review of the Plan for 2011-2016 was undertaken. This was a response to the perceived need to collect relevant data to inform SUNGO on CSO issues. A VIDA volunteer was then funded by AusAID to set up and develop a research capacity in SUNGO.

Funding was then secured through UNDP to enable SUNGO to undertake social accountability research on the 4 MDG Goals for which Samoa has not been progressing well. At the same time SUNGO received funding through CSSP to establish the position of Research Officer as a counterpart staff member to develop internal research capacity and to work on the UNDP project.

The first phase of the Social Accountability Research was completed with data collected on the Community Score Card (CRC) from 300 Households. Of the 300, 262 questionnaires were completed. A number of lessons were learned from this exercise including the need for closer evaluation of data collectors to avoid over expectations regarding ability to conduct survey, and avoiding recruitment of data collectors either too young or too old to manage this role.

Data was entered on a database and made available to a contracted statistician for analysis. However this project has been affected by delays in completing the analysis of the data, by the departure back to Australia of the VIDA volunteer and by the lack of ability to either retain or then employ a Research Officer with sufficient experience and skill to manage the local component of this project.

Apart from work on the UNDP project few other outputs have been achieved in terms of research or investigation of civil society issues. The need for such research exists and there have been recent community issues such as the Citizenship Bill where research could have helped develop a policy for SUNGO

This has highlighted the difficulty of recruiting suitably skilled staff in this area on the salaries possible and the need to explore other ways that SUNGO can have needed research undertaken through short terms contracts or other options.

**SAMOA UMBRELLA FOR NON-GOVERNMENTAL
ORGANISATIONS INCORPORATED**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2014

Samoa Umbrella for Non-Governmental Organisations
Financial Statements
For the Year Ended 30 June 2014
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Samoa Umbrella for Non-Governmental Organisations
National Executive Committee Report
For the Year Ended 30 June 2014

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 2014 as set out on pages 3 to 15 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 Moelagi Jackson
Secretary:	Satui Bentin
Treasurer:	Raymond Voigt
Board Members:	Alalatoa Breda Faitua
	Rev Reupena Leau
	Logoasa Miriama Lima
	Rev Vito Lesoa
	Peseta Lua Nafoti
	Rev. Letaulau Pesaleli

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 2014;
- (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 2014.

Results

There was a net surplus of \$11,698 Tala for the financial year ended 30 June 2014 compared to a net surplus of \$68,104 Tala for the 2013 year.

Dated at Afega this 16th day of October, 2014.

Signed in accordance with a resolution of the National Executive Committee.


NATIONAL PRESIDENT


NATIONAL TREASURER



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 2014, 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 2014, 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
Chartered Accountants
Apia

Dated: 16 October 2014



A member of AGN International Ltd., a worldwide association of separate and independent accounting and consulting firms
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www.bethamco.com www.agn.org

**Samoa Umbrella for Non-Governmental Organisations
Statement of Financial Performance
For the Year ended 30 June 2014**

INCOME	Notes	Audited 2014 \$	Audited 2013 \$
CEDAW Project			623
CSSP Umbrella Grant	3a	385,716	416,000
CSSP Training Contract 1	3b	41,185	133,719
CSSP Training Contract 2		2,344	-
UNDP Social Accountability Project	4	19,243	27,079
AusAID Social Accountability Project	5	3,541	-
SIDS Conference Funding		15,329	-
Administration and Contract Services Fees		11,563	36,523
Donations		7,285	13,800
Executive Council Volunteer Contribution	6	36,300	22,950
Fundraising Income (nett)		7,293	-
Hire and services		1,280	1,350
Interest		7,039	5,350
Membership and Subscriptions		3,350	2,450
Sundry Income		2,713	16,064
Training Income - ICTP		6,850	5,950
Vehicle Hire		3,410	6,039
TOTAL INCOME		654,442	687,897
EXPENDITURE	Notes	2014 \$	2013 \$
Administration			
Accounting & Audit fees		8,821	8,424
Bank fees and charges		1,051	1,028
Communications		13,086	13,116
Depreciation and Asset Write Off	10	32,464	30,236
Electricity		12,252	8,891
Equipment - Repairs and Maintenance		4,383	4,086
Ground maintenance		3,500	6,787
Insurance		2,152	4,674
Minor Office Equipment		1,728	2,009
Office Building Repairs and Maintenance		3,110	5,726
Office Consumables		2,498	3,998
Office Supplies		3,483	1,780
Sundries - minor office expenses		6,637	3,538
Travel		2,844	2,236
Vehicle exp non fuel		10,678	2,905
Vehicle Fuel		6,418	2,084
Water		68	528
		115,173	102,045

**Samoa Umbrella for Non-Governmental Organisations
Statement of Financial Performance
For the Year Ended 30 June 2014**

Condt from previous page.....

	2014	2013
	\$	\$
Staffing Costs		
Salaries	220,599	195,574
Staff costs, NPF, ACB, etc	12,476	11,780
Staff training	703	2,000
Staff recruitment costs	6,624	7,688
Volunteer Housing	-	-
	<u>240,402</u>	<u>217,042</u>
Governance		
Council meetings and related exps	3,252	2,618
Council Orientation and Training	6,578	8,459
Council Travel	1,962	2,635
Council Volunteer Contribution exps	6 36,300	22,950
	<u>48,092</u>	<u>36,661</u>
Member Services		
AGM and SGM Costs	6,966	6,439
CSO Forums and Consultation Meetings	11,000	10,936
Members meetings and Thematic Groups	-	122
Newsletter and Information Kits	1,691	10,570
Volunteer Programme	1,355	1,233
Website Development	1,410	840
	<u>22,422</u>	<u>30,139</u>
Training Programme Delivery		
ICTP Training exps	5,182	4,582
Training Needs Analysis	1,792	1,202
	<u>6,974</u>	<u>5,784</u>
Workplan and Projects		
CSSP Training Programme Contract 1	41,184	133,719
CSSP Training Programme Contract 2	2,344	-
CSSP NGO Assessment Project	19,567	61,036
SUNGO Rep CSSP Work	4,150	-
AusAID Social Accountability Project	2,162	-
UNDP Social Accountability Project	19,243	27,079
SIDS Conference	15,329	-
Data Collection and M&E	3,004	1,230
Other Activities	2,699	5,058
	<u>109,681</u>	<u>228,121</u>
TOTAL EXPENDITURE	<u>542,744</u>	<u>619,793</u>
EXCESS OF EXPENDITURE OVER INCOME	<u>11,698</u>	<u>68,104</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 2014

	Note	Audited 2014 \$	Audited 2013 \$
CURRENT ASSETS			
Cash at Bank and Cash Equivalents	7	23,584	4,876
Term Deposits	7	256,288	202,967
Accounts Receivables and other debtors	8	22,286	5,963
CSSP Receivable		-	59,600
		<u>302,158</u>	<u>273,406</u>
NON CURRENT ASSETS			
Vaitele Property - Land	10	361,014	361,014
Vaitele Property - Building	10	223,545	230,459
Fixed Assets	10	56,367	74,832
		<u>640,926</u>	<u>666,305</u>
TOTAL ASSETS		<u>943,084</u>	<u>939,711</u>
ACCUMULATED FUNDS AND LIABILITIES			
Accumulated Funds		<u>878,622</u>	<u>866,924</u>
LIABILITIES			
Current Liabilities			
AusAid Social Accountability Project	5	8,259	-
CSSP Umbrella Contract 2014	3a	11,004	-
UNDP Social Accountability Research Project	4	12,224	10,387
Accounts Payables and others Creditors	9	32,976	62,400
TOTAL LIABILITIES		<u>64,463</u>	<u>72,787</u>
TOTAL ACCUMULATED FUNDS AND LIABILITIES		<u>943,084</u>	<u>939,711</u>

Signed on behalf of the Board:


 National President

16/10/2014
 Dated


 National Treasurer

16/10/14
 Dated

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

**Samoa Umbrella for Non-Governmental Organisations
Statement of Changes in Accumulated Funds
For the Year Ended 30 June 2014**

	Accumulated Funds
Accumulated Funds	
Balance as at 1 July 2012	798,820
Plus net profit for the year ended 30 June 2013	68,104
Balance as at 30 June 2013	<u>866,924</u>
Plus net profit for the year ended 30 June 2014	11,698
Balance as at 30 June 2014	<u>878,622</u>

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 2014

	Notes	30-Jun-14 \$	30-Jun-13 \$
Cash flows from operating activities			
Cash received from donors and projects		547,924	628,187
Cash received from revenue and other income		26,478	22,576
Cash paid to suppliers and employees		(506,134)	(612,983)
Net cash provided by operations		<u>68,268</u>	<u>37,780</u>
Cash flows from investing activities			
Interest received from term deposits		6,226	9,528
Acquisition of fixed assets		(5,786)	(175,273)
Liquidation of fixed term deposits		100,000	217,662
Acquisition of fixed term deposit		(150,000)	(100,000)
Net cash used in investing		<u>(49,560)</u>	<u>(48,083)</u>
Net increase/(decrease) in cash		18,708	(10,303)
Cash balance at the beginning of the year		<u>4,876</u>	<u>15,179</u>
Cash balance at the end of the year		<u>23,584</u>	<u>4,876</u>
Represented by:			
Cash at bank and cash equivalents	7	<u>23,584</u>	<u>4,876</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 2014

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 (NGOs) 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

16th October 2014

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 2014**

(Revenue recognition continued)

b. Donated services

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

Depreciation is calculated using the diminishing value method to write off the cost of each asset, or its revalued amount, to their residual values over their estimated useful lives as follows:

• Office furniture	15% - 25%
• Office equipment	25% - 40%
• Vehicle	25%
• Buildings & renovations	5%

Where the carrying amount of an asset is greater than the estimated recoverable amount, it is written down immediately to its recoverable amount. Gains and losses in disposals of office furniture and equipment are taken into account in determining the results for the period.

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 17 (1) of the Income Tax Act 2012.

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 2014**

vi. Functional and presentation currency

The functional currency is the Samoan Tala (SAT) and all amounts are expressed or presented in Samoan Tala. Transactions in foreign currencies are translated to functional currency at exchange rates ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are translated to the functional currency at the exchange rate ruling at that date. Non-monetary assets and liabilities that are measured in terms of historical costs in a foreign currency are translated using the exchange rate at the date of the transaction. Non-monetary assets and liabilities denominated in foreign currencies that are stated at fair value are translated to the functional currency at the exchange rates rules at the dates the fair value was determined.

vii. Employee entitlements

SUNGO contributed towards the Samoa National Provident Fund and Accident Compensation Corporation. Samoa National Provident Fund is a defined contribution plan in accordance with local legislation and to which it has no commitment beyond the payment of contribution. Obligations for contributions to the defined contribution plan are recognized immediately in profit or loss.

viii. Comparatives

Where necessary the prior year comparatives have been changed to conform with presentations in the current year.

3: CSSP Funding

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

3a CSSP Umbrella Contract	2014	2013
	\$	\$
Total funds received from CSSP this year for the Umbrella Contract	440,120	403,397
Less: Final payment from last year	-41,600	-28,997
Plus: Final 10% payment yet to be received	-	41,600
Less: Internal transfers for contractors overheads	-1,800	-
Less: Funds received but yet expended	-11,004	-
Total cash funds expended during the year	385,716	416,000
These cash funds were utilised		
Funds used for asset purchases	5,707	22,993
Funds used for all other project expenditure	380,009	393,007
Total cash funds expended during the year	385,716	416,000
3b CSSP PDM Training Contract	2014	2013
	\$	\$
Total funds received from CSSP this year for training	73,003	162,000
Less: Final payment from last year	-18,000	-
Plus: Final 10% payment yet to be received	-	18,000
Less: Funds used for asset purchases	-	-
Less: Internal transfers for vehicle, equipment, staffing	-13,817	-46,281
Less: Funds received but yet expended	-	-
Total cash funds expended during the year	41,185	133,719

The CSSP acquittal report was submitted on 15 July 2014

Samoa Umbrella for Non-Governmental Organisations
Notes to the Financial Statements for the Year Ended 30 June 2014

4: UNDP

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

	2014	2013
	\$	\$
Funds held in the UNDP Liability Accounts as at 30 June 2013	10,387	-
Cash funds received from UNDP this year	21,480	37,466
Less: Internal transfers for vehicle, equipment, staffing	-400	-
Less: Funds received but not yet expended	-12,224	-10,387
Total cash funds expended during the year	19,243	27,079

5: AusAID

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

	2014	2013
	\$	\$
Cash funds received from AusAID this year	12,000	-
Less: Internal transfers for vehicle, equipment, staffing	-200	-
Less: Funds received but not yet expended	-8,259	-
Total cash funds expended during the year	3,541	-

These cash funds were utilised

Funds used for asset purchases	1,379	-
Funds used for all other project expenditure	2,162	-
Total cash funds expended during the year	3,541	-

6: Executive Council In-Kind Contribution

	2014	2013
	\$	\$
SUNGO Executive Council In-Kind Contribution	36,300	22,950
	36,300	22,950

SUNGO Board members attended 14 Executive Council meetings during the year (averaging 8 members per meeting). One or more EC members represented SUNGO at a further 145 meetings. The contribution was estimated at \$150 per meeting

7: Cash at bank, cash equivalents and investments

The cash at bank, cash equivalents and investments are specified below

	2014	2013
	\$	\$
Cash at bank and cash equivalents		
General Bank account	23,584	4,876
Total cash at bank and cash equivalents	23,584	4,876
Investments		
NBS Term Deposit Ref 123350005. Invested at 3% pa, maturity 8 Oct 14	100,000	100,000
NBS Term Deposit Ref 140480002 Invested at 1.8% , maturity 15 Aug 14	50,258	-
Samoa Commercial Bank Ref 0501085-401 Invested at 3.5% pa, maturity 20 Nov 14	106,030	102,967
Total investments	256,288	202,967

Samoa Umbrella for Non-Governmental Organisations
Notes to the Financial Statements for the Year Ended 30 June 2014

8: Account receivables and other debtors

The accounts receivables and other debtors are specified as follows

	2014	2013
	\$	\$
Accrued interest	4,459	3,645
Samoa Commercial Bank - tax deducted in error	1,064	524
Council Representatives: Conference advances	431	-
CSPP Training Contract 2	2,344	-
CSSP Grant to cover SIDS Conference exps	13,988	-
Staff advance	-	690
UN Women Project Receivable	-	1,104
Total Accounts Receivable	22,286	5,963

9: Accounts payable and other creditors

The accounts payable and other creditors are specified as follows

	2014	2013
	\$	\$
Audit fees	8700	8625
Bank Audit Report fees	100	-
CIP - new laptop and battery	1550	-
CSL Internet	782	-
CSO Forum expense	1345	-
CSSP Training Project - Mentoring expenses	-	13583
CSSP NGO Assessment Project expenses	11300	27856
CSSP NGO Assessment Project Assessors Fees	600	-
EPC Electricity	1152	-
Insurance SUNGO Office Building	-	2541
NPF and ACB	433	33
Printing of brochure	-	7400
Printing of newsletter	-	1104
Samoa Tel	500	700
Staff Payroll to 30 June 12	3679	-
Staff Payroll Accrued holiday pay and long term service leave	1735	558
Tina Pesa lelei - final staff training contract	1100	-
Total accounts payable and other creditors	32,976	62,400

Samoa Umbrella for Non-Governmental Organisations
Notes to the Financial Statements for the Year Ended 30 June 2014

10: Property, plant and equipment

Property, plant and equipment are specified as follows:

	Balance 1 July 2013	Accumulated Depreciation 1 July 2013	Balance 1 July 2013	Additions 2014	Subtotal	Depreciation 2014	Written Off 2014	Balance 30 Jun 14	
Land	361,014	0	361,014	0	361,014	0		361,014	
Buildings and Renovations	244,936	14,477	230,459	0	230,459	6,914		223,545	
Office Assets									
Office Equipment	80,910	46,222	34,688	7,066	41,774	13,654	2,685	25,435	
Office Furniture	13,351	4,159	9,192	0	9,192	1,379		7,813	
Software	2,936	1,035	1,901	0	1,901	570		1,331	
Vehicle	68,663	39,812	29,051	0	29,051	7,263		21,788	
Subtotal Office Assets	166,060	91,228	74,832	7,066	81,918	22,866	2,685	56,367	
Total Depreciation and Asset Write off							32,455		

11: Subsequent Events

There are no known subsequent events as at the date of issue of these financial statements

12: Related Parties

There are no other related parties besides, as otherwise stated in this report

13: Capital Commitments and Contingent Liabilities

There are no capital commitments or contingent liabilities

Samoa Umbrella for Non-Governmental Organisations
Notes to the Financial Statements for the Year Ended 30 June 2014

	CSSP Umbrella	CSSP Training	UNDP & AusAID SA Project	Other Activities	SUNGO	Total
INCOME						\$
CEDAW Project						
CSSP Umbrella Grant	385,716					385,716
CSSP Training Contract 1		41,185				41,185
CSSP Training Contract 2		2,344				2,344
UNDP Social Accountability Project			19,243			19,243
AusAID Social Accountability Project			3,541			3,541
SIDS Conference Funding				15,329		15,329
Administration and Contract Services Fees					11,563	11,563
Donations					7,285	7,285
Executive Council Volunteer Contribution					36,300	36,300
Fundraising Income (nett)					7,293	7,293
Hire and services					1,280	1,280
Interest					7,039	7,039
Membership and Subscriptions					3,350	3,350
Sundry Income					2,713	2,713
Training Income - ICTP					6,850	6,850
Vehicle Hire					3,410	3,410
TOTAL INCOME	385,716	43,529	22,784	15,329	87,084	554,442
EXPENDITURE	2014					2014
Administration	\$					\$
Accounting & Audit fees	8,821					8,821
Bank fees and charges	1,051					1,051
Communications	13,086					13,086
Depreciation					32,464	32,464
Electricity	12,252					12,252
Equipment - Repairs and Maintenance	4,383					4,383
Ground maintenance	3,500					3,500
Insurance	2,152					2,152
Minor Office Equipment	1,728					1,728
Office Building Repairs and Maintenance	3,110					3,110
Office Consumables	2,498					2,498
Office Supplies	3,483					3,483
Sundries - minor office expenses	6,637					6,637
Travel	2,844					2,844
Vehicle exp non fuel	8,678				2,000	10,678
Vehicle Fuel	6,418					6,418
Water					68	68
	80,641	-	-	-	34,532	115,173

Samoa Umbrella for Non-Governmental Organisations
Notes to the Financial Statements for the Year Ended 30 June 2014

Condt from previous page.....	2014					2014
Staffing Costs	\$					\$
Salaries	220,599					220,599
Staff costs, NPF, ACB, etc	12,476					12,476
Staff training	703					703
Staff recruitment costs	6,624					6,624
Volunteer Housing	-					-
	240,402	-	-	-	-	240,402
Governance						
Council meetings and related exps	3,252					3,252
Council Orientation and Training	6,578					6,578
Council Travel						1,962
Council Volunteer Contribution exps						36,300
	9,830	-	-	-	38,262	48,092
Member Services						
AGM and SGM Costs	6,966					6,966
CSO Forums and Consultation Meetings	11,000					11,000
Newsletter and Information Kits	1,691					1,691
Volunteer Programme	1,355					1,355
Website Development	1,410					1,410
	22,422	-	-	-	-	22,422
Training Programme Delivery						
ICTP Training exps						5,182
Training Needs Analysis	1,792					1,792
	1,792	-	-	-	5,182	6,974
Workplan and Projects						
CSSP Training Programme Contract 1		41,184				41,184
CSSP Training Programme Contract 2		2,344				2,344
CSSP NGO Assessment Project	19,567					19,567
SUNGO Rep CSSP Work	4,150					4,150
UNDP Social Accountability Project						19,243
AusAID Social Accountability Project						2,162
SIDS Conference						15,329
Data Collection and M&E	3,004					3,004
Other Activities						2,699
	26,721	43,527	21,405	15,329	2,699	109,681
TOTAL EXPENDITURE	381,808	43,527	21,405	15,329	80,675	542,744
EXCESS EXPENDITURE OVER INCOME	3,908	2	1,379	0	6,409	11,698

SUNGO Members List – October 2014

Organisation	Contact Person	Contact number	Email
Adventist Development & Relief Agency	Su'a Julia Watwork	27439	sjw@adventist.org.ws
Aele Fou Primary Sch	Piu Faleula	23005	piufou@westpac.com.au
AGLOW Samoa	Brenda Sio	22992	brenda@esamoa.net
Aiga Potopoto	Tupuola Titi & Valu	7742959/ 8440537	
Alamagoto Youth Club	Faumui Carter	22116	
ALII MA FAIPULE- Saina	Fotu Simona	7778345	
ALII MA FAIPULE- Vaitele	Toi Ioane	7737828	
Alofiima o le Alofa – Fogatuli	Ruta Poutoa	7654513	
Animal Protection Society	Fale Neemia Smith	24259	aps.samoa@gmail.com
APTC - Technical College	Donna Stanley		
Asosi Taulasea Samoa	Mofy To'ala	7726848 / 8406685	
Atinae Tautiaie Samatau	Kalevini Afa	7227034/7286675	
Au Fai Faatoaga, Lafu Manu Tautiaie	Paleai A Sione	7206646	
Aufailafumanu Puleono Salafai	Lapa Mariner / Talauni	7262642	nizemanner2@gmail.com
Aufaifaiva Salelavalu	Tumanuvao Pita	7730459	
Autalavou EFKS	Rev Tavita Pulu	7636368 / 8410787	
Autalavou EFKS Manunu	Sa'u Faleseu Pita	7279421	
Autalavou EFKS Moataa	Palepua Manu Aoete Apelu	26126	
Autalavou EFKS Poutasi	Toilolo Niuluga Avaimalo	7747005	niuluga.avaimalo@mra.gov.ws
Autalavou EFKS Tanoale'a	Fanasa Natu Taulealo	7206512	natu_t@samoa.travel
Autalavou EFKS Tulaele	Rev. Elder Faauuga Matautia	21153	
Autalavou EFKS Vaopala	Rev. Ioane Petaia	21656	ioanepetaia@hotmail.com
Autalavou Katoliko Safotu	Fr. Jerry Sialau	7796882	sialau.jerry@bro.f
Autalavou Metotisi Tanugamanono	Leusoali Ah Fua		
Autalavou Nasareta	Mamea Tapelu Naotala	7710705	
Autalavou Tamaitai o le Mauga	Emanuelle	24322	eam@sungo.ws
Avanoa Tutusa	Kaelin O'Connell		avanoatutusa@gmail.com
Baha'i Charitable Trust	Karen Te'o		k.teo@samoa.ws
Beekeepers Association of Samoa	Raymond Voigt	7771985	rvvoigt@gmail.com
Clarence Sebastian Trust Foundation	Rev. Siaosi Salesulu	7737779	clarencesebastianfoundation@gmail.com
Congregational Christian Church Vaipuna	Rev. KF Tu'ua	25876	M.Tu'ua@esamoa.net
Courier of Samoa	Fua Lelevaga	7246725	
Diabetes Association Inc	Kim Kiel	31360	monyx@sanifka.net
Education and Science Foundation	Bill Gordon	22801	billgordon@hotmail.com
EFKS - Vaitele Uta	Rev. Muao & Tauveta		
EFKS Leauvaa	Rev. Hemi Faaeafaleupolu	42229	
EFKS Lelepa	Rev. Maiseli & Faanati Matamu	7232653 / 8454052	
EFKS Nuu	Rev. Letaulau Pesaleli	7519990	ppesaleli@gmail.com
EFKS Vaipu'a	Rev. Ionatana Tupolo FS	7713975/7752859	

EFKS VAVAU COMMUNITY	Rev. Susuga Alesana	7238223	
Ekalesia Faapotopotoga Kerisiano i Samoa	Dr. Iutisone Salevao	24414	iutisone@cccs.org.ws
Export Taro Growers Group	Tauloa Tuuga, Nu'uasolelei	7201350 / 7723338	
Faalapotopotoga Atinae o Komiti Tumama o Samoa (Samoa Women Committee Development Organisation (SWCDO))	Leiaua Katifa Faletoesi	7611752 / 7611750	katifatoce@yahoo.com
Faalapotopotoga Aufaifaatoaga Laiti i Aleisa	Mary Petaia	7611752 / 7611750	marypetaia@yahoo.com
Faalapotopotoga o Atinae mo le Soifua - Fusi, Saolufata	Savea Misa L. Solofa	26383	
Faasao Savaii Society	Vaasiliiti Moelagi Jackson	51271	vaasiliiti@gmail.com
Faataua le Ola - FLO	Lisha Slade	30639	foasamoafeline@samoaonline.ws
Faleasiu Women Fellowship	Kuinimeri Tamati	7542268	
Fasitoo-uta Aoga Amata	Feula Muafu	42205	
Fathers Association Faleasui/Satomai	Paulo Afa	7272820/ 8422133	faia.samoas.ws@samoa.ws
Fortress of Faith Ministries Trust	Ruta Paulos	7768196	fof Samoa@gmail.com
Gagafolevao Junior Youth EFKS Lefaga	Mary Petaia	7244417	marypetaia@yahoo.com
Gataula Primary Health Care	Dr. Namulauulu Potoi	7771095	
Gautavai EFKS Youth	Rev Tapuai Leaso / Sao	50022	
Goshen Trust	Tutogi Soi Too-Arundel	27487	soi@samoaonline.ws
Independent Water & Waste Schemes Association	Leiaua Tofae Alailma	7516655 / 8429960	tofaealima@hotmail.com
Inter Island Group	Iva Tagoai & Akisa	7773813	
Kionasina Fishing Club	Mefposeta Fola	25344	
Komiti Atinae Faleu, Manono	Lesa Tominiko	7510066	
Komiti o le Vai Nuusuatia	Saimasi Suataga Aso	7773182	
Komiti Tina - Falefa	Atauloma Taveuveu	7593533	
Komiti Tina Faleapuna	Anarosa Ale Moloo	7770884	anarosa@fesoapacific.ws
Komiti Tina Poutasi	Matamanu Tuatagaloa/ Marcela Auseuga	7272226/ 7717381	
Komiti o Tina Siupapa, Lepa	Krisimasi Sagapolutele Talosaga	7737869	
L.T.L Society / Vaioli Tuanai	Mautofu Kiata	7739180 / 7710507	
Le Piu Farmers	Richard Aiolupotea	7221670	
Le Taafo Fou Organisation	Papalii Tuagaga	29681	
Le Tallie Women Organisation		26422	
Leadership Samoa	Seumnanu Douglas Ngau Chun	32400	douglas.ngauchun@leadershipsamoa.ws
Leo o Faamanuaga (Voice of Blessing)	Galuega Luuga	7284021	
Loto Taumafai Education	Tagaloasa Sala Vili Matafeo	24288	lotoaumafai@qaifika.net
Lotofaga Development	Lau Pepese Tuua	7799885	
MAFUTA Organisation	Annie Laumea	7290714	annelaumea@gmail.com
Mafulaga Tina EFKS Faatoia	Galusina Tuatagaloa	21975	
Mafulaga Tina EFKS Faleapuna	Isobel Galunalemana	40209	
Mafulaga Tina EFKS Tafitoala	Rosa Lagaala	7221239	

Magiagi EFKS After School Reading Programme	Rev. Tuana'i	7770835	revtuana@gmail.com
Malaemalu Methodist Youth	Rev Masunu Utumapu	7631549	
Manumalo Baptist School - Salefologa	Seumanu Greta Alesana	7717994 / 7713748	
Manumalo Baptist School and Community Center Trust Inc	Rev. Pili Fata	7717236	manumalobaptist@yahoo.com
Matagaluega Metotisi Leulumoega-tuai	Mafea Aslata	7591090	-
Matuaileoo Env't Inc - METI	Dr. Walter Vemulen	21896	info@meti.samoaa.ws
Mauloa Agriculture Development	Katja Bryce	7777678	
Methodist Saloga Salefologa	Rev Samu'elu Areta	7201910	-
Motivational Arts Dance & Drama (MADD) Gallery	Mamoe Von Reiche	26051	madd@afen1@yahoo.com
Namusigano Development Organisation	Lopa'u Mapu'uomanala Faafu Lopa'u	7737711	
National Council of Early Childhood Education	Uila Lecta	30544	admin.ncees@samoaonline.ws
National World Women's Christian Temperance Union	Marie Fong	21253	
Nuanua o le Alofa - NOLA	Nofovaleave Mapusua	21147	disabilitycouncil@samoaa.ws
O le Pupu Pue National Park (Local Committee)	Si'ulua Tu'ua'u Letaufau	22729, 24294	tu'ua'u.letaufau@mnr.gov.ws
O le Siosiomaga Society - OLSSI	Fiu Mataese	25897	ngo_siosiomaga@samoaa.ws
Pacific Water & Waste Association	Patrick Anini	30326	info@pacificwater
Paia Catholic Youth	Sitivi Manu Komili	7738246	-
Pan Pacific South East Asia Women's Association - PPSEAWA	Papalii Viopapa Annandale	25786	ppseaw@samoaoonline.ws
Paueta Kalapu	Mareta Lavatal	7206665/7263401	
Papaseea Sliding Rock Development	Marie Vaitagutu Masoe	24037	
Pasefika Mana Samoa Social Work Services Inc	Catherine Faaolotoi	29679	pasefika.mana@samoaoonline.ws
Pi'u Community Development	Rev. Reupena Leau	41457	puefika@yahoo.com
Punalei Pool Club	Valu Tovea	7251160 / 8440507	
Robert Louis Stevenson Foundation (R.L.S. Foundation Inc.)	Rex Maughan	20798	vlr.vafma@samoaoonline.ws
Rotaract Club of Samoa	Savave Sapolu	7778844	metalfish@com@yahoo.com
Saina Methodist Youth Group	Lilo Maauga Malo	7648090	
Saleimoa Community Based Organisation	Taupau Maturo Paniani	7284105	
Samalaeulu Worship Centre	Vaema Ailini / Sefu'utolu	7207259 / 7248978	
Samoa Adventist PTA	Lafalele Foaluga Tauri	25317	
Samoa Aids Foundation - SAF	Resitara Apa	27133	saf@samoaa.ws
Samoa Association of Human Rights and Law Incorporated	Tata Blakelock & Tuala Ponifasio	7700222	lawcentre@pasefika.net
Samoa Association of Manufacturers & Exporters - SAME	Papalii Grant Percival	20158, 24177,	percival@pasefika.com
Samoa Association of Women Graduates - SAWG	Nusila Faamanatu Eteuafi	7778300, 7773458	n.faamanatu-eteuafi@nus.edu.ws
Samoa Cancer Society	Darryl Clarke	26519	samoacancersociety@gmail.com
Samoa Council of Churches	Maauga Motu	24343	maauga@tesamoa.net
Samoa Family Health Association - SFHA	Maulalavao Pepe Seiuli	20885, 26929	sfha@tesamoa.net
Samoa Hotel Association - SHA	Tuala Oli Ah Him	31848 / 30160	alexandra@samoahotel.ws

Samoa Registered Nurses Association - SRNA	Fesola'i Faamanatu Nielson	24439	sna@samoaonline.net
Samoa Returnees Charitable Trust	Vaimalu Bejamin Tololo	20295	btololo123@gmail.com
Samoa United Nations Association	Tagaloa Pita	7787386	tagaloa@uninvesteevavau.ws
Samoa Victim Support Group	Lina Chang	25392	svsgsamoa@gmail.com
Samoa Youth for Christ	Manuleleua Lauese Manuleleua	22665	yfcsamoa@gmail.com
Sataoa Fashion Design	Saluvale Maalo	8405146	
Saumalu Community Pre Sch	Sooletau Fauolo	60478	
Sei Oriana	Fuimaono Oti Schuster	7515189	seioriana@hotmail.com seioriana@seioriana.com
SENESE Preparatory School	Donna Lene	27532	nzse@se.net
Shrine of the Three Hearts	Moloo Pio	7254584	sthe3h@gmail.com
SIARCH (Samoan Institute of Architects)	Frank Posala	7730683	frank@samoaonline.ws
Simple Law	Tasi Malifa	32316	
SISDAC Autalavou Vaitele fou	Talosaga Vui Talivaa	7765341	
SISDAC Salelavalu	Lapalii Mariner	7262642	
Small Business Enterprise - SBEC	Magaret Malua	22770	mbes@sbec.gov.ws
Sosaiete Aufaipopo i Samoa	Salavaimili Leialaua Alalima	7234472	
Sosaiete o le Atinae o Aiga - Siufaga, Savaii	Unasa Peau	7769980	
Sosaiete Tau Atiae Fogatuli	Ruta Poutoa	7654513	
Sosaiete Tulimatagau	Lupematasila Nanai Apolo	7764256, 7777930	
South Pacific Business Development	AJ Verma	20189	a.verma@specta.ws
St Teresa PTA	Polailevao Vito / Fatima Iakopo	53519 / 53621	
Survival Foundation Society	Tullaepa Mary Gray	23352	
Tagilima Handicrafts Association	Lisa Falega	21113	tagilima@samoa.net
Tanugamanono Methodist Youth	Leusoali Ah Fua	21559	
Tausala o Faiefatu	Olivia Latala	7776055	satara@samoa.net
Tautai Samoa Association Inc	Leialaua Eteuati	30287	eteuati@tds@yahoo.co.nz
Tavana Nurses on Wheels	Simealal Talauaga	24394	tnow@samoa.net
The Vailele Learning Centre	Soupuava Salesulu	28834	spvc@yahoo.co.nz
Tiapapata Arts Centre	Galumalemana Steven Percival	23524	percival@samoa.net
Tu ma Aga Faamatai Association	Hon. Le Tagaloa Pita & Rev. Iteli Tiatia	31104	
Utuloa Methodist Youth	Rev. Isaia Uaine Puepuemai	7798872	
Vaisilka Organisation	Fesola'i Toloa		l_tloa12@hotmail.com
Vaitoomuli EFKS Youth Group	Rev. Fereti Sefo	7777650	
VOC Women & Youth Fellowship Vaitele Uta	Rev. Semini Lafi	8413923	
Voice of Christ Full Gospel Church - Siufaga, Savaii	Rev. Joseph Lemi	7663571/ 7233588	
Wesley College PTA	Rev. Vito Lesoa	7650171	
Women in Business Development	Sheree Sterlin	21959	sd@womeninbizness.ws
Women's Federation for World Peace	John Anae	29029	jnae@samoa.ws
Young Women's Christian Association	Makava Visekota	21920	makava@youngwomensca.com