



## SMME / NPO WORKSHOPS 2019

The SMME/NPO workshops are organised by Assoc for NPO's and conducted (Business, Professional Accountants and Tax Practitioners).

### HOSTING ORGANISATION

The hosting organisation is the organisation that organise the workshop in conjunction with the Association for NPO's. The hosting NPO organisation is responsible for arranging the workshop venue, refreshments and invite workshop delegates in their area.

Workshop contest include the following information, which is fully explained on the day of the workshop.

- Business formation forthcoming consequences.
- Business and organization compliance checklist.
- Registration Requirements and Procedures.
- Accounting Professionals.
- Banking facilities.
- Tax Exemption and Income Tax.
- UIF and WCA.
- Reports and Returns (SARS, NPO, UIF,WCA)
- Internet (e filling) regulations.
- Record keeping ( book of accounts)
- Funding Requirements and Guidelines.

The workshop contains information of both SMME's and NPO as we have noted SMME/NPO operators may be involved in dual activities.

The workshop is conducted to delegates between 20 and 30 up to 60 at a time and it lasts for four hours.

At the end of the workshop, the delegates will receive workshop attendance certificate, these are not course certificates but general attendance certificates. Certificates are posted to the host organisers at a later stage.

Workshop hosting organisations are also encouraged to invite extended members of the community to come to the workshop. A basic reasonable workshop fee/honoraria may be charged by the hosting NPO organisation as a token of the donation from members or non-members of the organisation.

### 1. FREE WORKSHOPS – by NPO HOST ORGANISATION:

The first workshop per host NPO organisation is fully sponsored by MFS. MFS consultants will present and deliver information to delegates at the workshop on behalf of the hosting organisation at no cost. The company MFS will fully cover the costs of travelling and accommodation for the workshop presenters.

### 2. SPONSORED WORKSHOPS – BUSINESS HOSTED:

Business/Companies may host a FREE NPO/SMME Workshop to sponsor and empower their community, (SMME business, NPO Practitioners, youth) with information leading to compliance and guidelines required by government departments. Business Hosted workshops can be arranged at a fee to the hosting business. The fee will be subject to quotation based on the area, and travelling costs.

Please refer to the attached **PRE-BOOKING BY COMPANIES - BUSINESS**.

### ADVERTISING / MARKETING MATERIAL:

The hosting NPO or Business may distribute marketing material to the delegates at the workshop, material such as leaflets, banners etc. The hosting NPO is also allowed to distribute marketing material from their sponsor.

### WORKSHOP SHARING.

For the reason that the Association is delivering the workshops FREE of charge, the NPO Free Workshops platform may be share with other services providers, provided that Msamanzi is advised in advance of such arrangement. Our workshops are limited to 4 hours and the time is allocated and mandated to the Association's SDF's.

Kind regards  
Dumie Ndlela

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In association with:  
Msamanzi & Associates  
Accountants

Sponsors:

- IPSA (cips.org)
- MSAMANZI F.S.

## FREE WORKSHOP 2019 – PRE – BOOKING FORM

### NPO HOST ORGANISATION

#### ONLY NON PROFIT ORGANISATIONS TO COMPLETE THIS SECTION:

Limited to one workshop per host organisation.

Please send a request for a workshop in your area to arrange and confirm workshop dates by completing this PRE-BOOKING form and email at least 3 – 4 weeks in advance, advising NPO Assoc. organisers of your preferred dates.

Workshop dates can be on Wednesday, Thursday, Friday or Saturday.

If the dates of your choice are available, you will receive a confirmation of the dates and an official WORKSHOP BOOKING FORM.

In the event that the dates are not available, you will be advised of the dates that are not booked for workshops or other events.

Name of key person:..... Position:.....

Email address:..... Cell/Tel:.....

Name of organisation:.....

NPO Registration No:..... Date of registration:.....

Type of organisation:.....

Activities of the organisation:.....

.....

City/Town..... Villages/Township.....

Province:.....

Does the organisation have members:..... if so (How many):.....

Preferred dates:..... 2019

Alternative dates:..... 2019

Preferred times: from:..... to:.....

Estimated attending delegates:.....

Venue (possible for use) ☐ School class, ☐ Church, ☐ Municipal Hall, ☐ Private House

☐ Other:.....

## NPO/SMME WORKSHOP–PRE-BOOKING BY COMPANIES – BUSINESS - 2019

Businesses/Companies may request and sponsor a FREE NPO/SMME Workshop to empower their community: SMME business, NPO Practitioners, youth with information leading to business start up compliance and guidelines required by government departments.

### WORKSHOP FEE CALCULATION FOR BUSINESS:

TRAVEL COSTS - ONLY	Calculated from Johannesburg City
<b>R5.10</b> per km	Return trip for distance over 100 km
<b>R6.10</b> per km	Return trip for distance under 100 km

### EXAMPLE

DISTANCE FROM	YOUR TOWN Name of your town	ESTIMATED KM (Return Trip)	Kilometre Rate R5.10 or R5.70	TOTAL
JOHANNESBURG	Durban City	567km	R5.10	R2892.00
JOHANNESBURG	Nelspruit City	360km	R5.10	R1836.00
JOHANNESBURG	Pretoria City	58.9km	R6.10	R356.00

### ACTUAL ESTIMATES – Based on estimation – subject to re-calculation.

DISTANCE FROM	YOUR TOWN Name of your town and District	ESTIMATED KM (Return Trip)	Kilometre Rate	TOTAL
<b>JOHANNESBURG</b> Return trip for distance <u>over</u> 100 km		km	<b>R5.10</b>	<b>R</b>
<b>JOHANNESBURG</b> Return trip for distance <u>under</u> 100 km		km	<b>R6.10</b>	<b>R</b>

Please send a request for a workshop in your area to arrange and confirm workshop dates by completing this PRE-BOOKING form and email at least 3 – 4 weeks in advance, advising NPO Assoc. organisers of your preferred dates.

**Workshop dates can be on Wednesday, Thursday, Friday or Saturday.**

If the dates of your choice are available, you will receive a confirmation of the dates and an official WORKSHOP BOOKING FORM.

In the event that the dates are not available, you will be advised of the dates that are not booked for workshops or other events.

Name of contact person:..... Position:.....

Email address:..... Cell/Tel:.....

Name of Company:.....

Company Registration No:..... Company Type ☐CC, ☐PTY.

Activities of the company:.....

City/Town..... Villages/Township.....

Province:.....

Preferred dates:..... 2019

Alternative dates:..... 2019

Preferred times: from:..... to:.....

Estimated attending delegates:.....

Venue (possible for use) ☐School class, ☐Church, ☐Municipal Hall, ☐Private House

☐Other:.....

**BUSINESS HOSTING FORM – PLEASE FAX TO: 086-682-2238  
OR EMAIL TO: DUMIE@ABSAMAIL.CO.ZA**