



The
ALMOND TREE
— CHILDREN OF PROMISE —

POLICY PLAN

May 2023

THE ALMOND TREE SA
3 Fifth Road, van Ryn SH, Cloverdene 1513

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1. NAME AND DETAILS:

- 1.1. The organization hereby constituted will be called The Almond Tree South Africa (Hereafter referred to as the "TAT SA").
- 1.2. TAT SA is a registered Non-Profit Organisation registered with the Department of Social Development. NPO Registration number: 161-004.
- 1.3. TAT SA is a registered Public Benefit Organisation (PBO) with the South African Revenue Services. Its PBO number is 930050917. More information about this can be found at: <https://www.sars.gov.za/businesses-and-employers/tax-exempt-institutions/approved-section18a-pbos/>
- 1.4. Contact number: +27 11 963 0981 or +27 823901705
- 1.5. Website address: www.thealmondtree.co.za
- 1.6. Email: charms@thealmondtree.co.za
- 1.7. Address: 3 Fifth Road van Ryn SH Cloverdene, Benoni 1513, Gauteng, South Africa.
- 1.8. Bank Account Details:
 - The Almond Tree
 - First National Bank
 - Branch: Northmead Square
 - Account number: 62556047051
 - Branch Code: 250112
 - Swift Code: FIRNZAJJ

2. INTRODUCTION

TAT was founded by Charmaine and Kent McQueen in June 2014 when they received their first abandoned baby into their own home. TAT was officially registered as a Non-Profit Organisation with the Department of Social Development (Hereafter referred to as DSD) on 08/12/2016 and was later registered as a Child and Youth Care Centre in 2017 with DSD.

3. HISTORY

Charmaine McQueen was exposed to the HIV/AIDS crisis in South Africa with her work in developing a curriculum for Educare Centres in 2006. Through her interaction with Barnswallows Home for the Abandoned in 2013 it became clear that there was a need for specialized care for babies and children that need care and protection. The DSD in the Benoni area had also expressed a need for temporary places of safety and homes that provide residential care to vulnerable babies and children. Places whereby children can be made safe whilst investigations are done to determine the future for the child are desperately needed by local Child Welfares, CPO's and other social departments. Charmaine and Kent McQueen responded to this need

and so registered TAT. The home began in 2014. This has also led to an additional TAT Baby Home being opened in Delmas Mpumalanga, in 2018, as there is a great need for such a home in that province. Charmaine McQueen together with the Treasurer of TAT, Jeanette Stuart, have recognized a need to provide residential care to older vulnerable children in the Benoni area. This set a research project into motion in 2017, whereby Charmaine and Jeanette began researching a model that they felt they could build a children's home on. They discovered LIV-Village in Kwa-Zulu Natal and Watoto Children's Villages in Uganda. Charmaine and Jeanette visited both these organizations, in 2017, to learn as much as possible from them, to determine how the TAT Village could look.

Charmaine and Jeanette have learnt a great deal from these villages, and they believe in the model that these villages have built their residential care on. It is a model that keeps the family structure at the fore. Providing homes whereby 6 children are housed in a home with a mother/parent. The Almond Tree Children's Village was founded in 2017 and today houses the Benoni baby home and 8 cluster homes. The property also encompasses the Nurture Nest ECD as well as the Children of Promise Independent School which enables the continuum of care from the homes to the school.

4. OBJECTIVE AND MAIN ACTIVITIES

4.1 STATUTORY OBJECTIVE (VISION):

To provide a safe place where orphaned and vulnerable children can experience the love of a family and where their needs are holistically met.

4.2 MISSION

How TAT SA achieves the vision is through its mission of providing holistic care and protection to orphaned and vulnerable children. The mission is executed through its 4 primary programmes/activities:

1. Care and Protection
2. Social Services
3. Education
4. Training and Development

The 4 primary programmes/activities are worked out in the 4 registered Centres:

1. Benoni Children's Village Child and Youth Care Centre (CYCC)
2. Delmas Baby Home CYCC
3. Nurture Nest Early Childhood Development Centre (ECD)

4. Children of Promise Independent School

4.3 TAT's MAIN ACTIVITIES

- 4.2.1. Provide Residential Care, Medical, Developmental, Therapeutic and Recreational programmes to orphaned and vulnerable babies/children in need of care and protection.
- 4.2.2. Render comprehensive social work services that will promote the best interest of all children in TAT's care, and that are consistent with the relevant child protection statutes and policies in South Africa.
- 4.2.3. Offer educational programmes that facilitate learning and equip children with knowledge, skills, values, morals, beliefs, and good habits. To establish firm foundations through early childhood development programmes, primary and vocational programmes.
- 4.2.4. Skills development, training and equipping of staff.
- 4.2.5. Instill Christian values and principles in the lives of the staff members and babies/children.
- 4.2.6. Provide a family environment for every child.
- 4.2.7. Establish standards of excellence in the care and protection of babies and children.

5. **VRIENDEN VAN THE ALMOND TREE**

TAT SA is supported by Vrienden van The Almond Tree in the Netherlands. Vrienden van The Almond Tree is set up primarily to assist with raising funds for TAT SA and for raising awareness in the Netherlands of their work.

Vrienden van The Almond Tree has a RSIN number: 8272.47.709 and is currently applying for ANBI status.

Bank account details for Vrienden van The Almond Tree:

Vrienden van Almond Tree
NL83 ABNA 0117216194 t.n.v

Vrienden van The Almond Tree Board Composition:

1. Jilco Voois: Chairman
2. Elize Burger: Secretary
3. Ad de Korte: Treasurer

6. GOVERNANCE AND MANAGEMENT OF TAT SA

6.1 The TAT SA Board is responsible for the governance of the organisation and they exercise three modes of governance:

- Fiduciary Mode
- Strategic Mode
- Generative Mode

6.2 TAT may not give any of its money or property to its Board Members. The only time it can do this is when it pays for work that a Board Member has done for TAT. The payment must be a reasonable amount for the work that has been done.

6.3 The Board Members of TAT can only get money refunded from TAT for expenses that she or he has paid for or on behalf of TAT, and for which authorization has been granted.

6.4 The Board Members of TAT do not have any rights over assets or items that belong to TAT.

6.5 No activity will directly or indirectly promote the self-interest of any Board Member or employee of TAT other than by the way of reasonable remuneration.

The Board of Vrienden van The Almond Tree in the Netherlands is solely responsible for the governance of Vrienden van The Almond Tree in the Netherlands and the board of TAT SA is solely responsible for the governance of TAT SA.

Both the Vrienden van The Almond Tree Netherlands and TAT SA are applying for an ANBI Status.

TAT SA Board Composition:

1. Mesuli Tshele: Chairman
2. Kelebohile Dominic Mabeba: Vice- Chairman
3. Jeanette Stuart: Treasurer (Founder)
4. Kent Mc Queen: Secretary (Founder)
5. Mazvita Muchengeti: Board Member

Charmaine McQueen is the current CEO and Founder of TAT SA and together with the management team, she manages the organisation.

7. FUNDRAISING

Funds are raised for TAT SA through various methods, ie.

1. Raising funds locally in SA
2. Raising funds internationally:
 - Vrienden van The Almond Tree
3. Donations from small medium enterprises.
4. Government funding.
5. Funding from the JS Foundation.
6. Donations in kind.
7. Grant Proposals.
8. Use of social media platforms and website

8. FINANCES

8.1 The TAT SA Board must ensure that proper records and books of account which reflect the affairs of TAT SA are kept, and within six months of its financial year a report is compiled by an independent registered Accounting Officer stating whether the financial statements of TAT are consistent with the accounting policies and practices of TAT SA.

- The Independent Auditor RÖDL AND PARTNER audit TAT SA's financials annually.

- CBB RÖDL AND PARTNER INC
Johannesburg
Chartered Accountants (SA)
Registered Auditors
Practice no. 902386E
1 Eastgate Lane
Bedfordview 2007
PO BOX 346
Bedfordview 2008
T: +27 11 479 3000
johannesburg@roedl.com
Registration no: 2009/018983/21

- Vrienden van The Almond Tree financials will be audited by:
Beenacker, Administratiekantoor te Benschop Netherlands

- 8.2 The Treasurer of TAT SA is responsible for making sure that the money of TAT SA is safe and is accounted for.
- 8.3 The treasurer of Vrienden van Almond Tree ensures in consultation that all monies received in the Vrienden van Almond Tree account in the Netherlands are transferred to The Almond Tree account in South Africa.
- 8.4 The Treasurer of TAT SA must also make regular reports to the Board on the finances of TAT SA, which should include all incomes, expenditures and balances that remain according to accounting practices of TAT SA.
- 8.5 The activities of TAT SA are carried on in a non-profit manner and with an altruistic or philanthropic intent.

9. DISSOLUTION/CLOSING DOWN:

9.1 TAT may dissolve or close if at least two thirds ($\frac{2}{3}$) (67%) of the Board at a Board meeting convened for the purpose of considering such matter, are in favour of closing down.

9.2 On the dissolution of the public benefit organization, the remaining assets must be transferred to:

- A public benefit organization, which has been approved in terms of section 30 of the Non-Profit Act 91 of 1997.
- Any institution, Board or body which is exempt from the payment of income tax in terms of section 10(1) (cA)(i) of the Act which has as its sole or principal object the carrying on of any public benefit activity; or
- Any department of state or administration in the national or provincial or local sphere of government of the Republic, contemplated in section 10(1)(a) or (b) of the Non-Profit Act 91 of 1997.