

**Pets as Therapy:
Annual Report for period 1 March 2019 – 28 February 2020**

30 November 2020

Director: Non Profit Organisations
Department of Social Development
Private Bag X901
Pretoria
0001

Attention: The Directorate of Non Profit Organisations

Dear Sir/Madam,

Annual Report: 1 March 2019 – 28 February 2020

On behalf of Pets as Therapy (PAT), we hereby submit our Non-Profit Organisation Annual Report for the period 1 March 2019 – 28 February 2020.

We trust that this report meets with your approval and will provide any further information if required.

Yours faithfully



Outgoing Chairperson
Pets as Therapy



Vice-Chairperson
Pets as Therapy

1. Section A : Basic details about the organisation

| | |
|--------------------------------------|--|
| 1.1. Organisation Name | Pets as Therapy |
| 1.2. NPO # PBO # | 024 – 153 930 004 216 |
| 1.3. Period report cover | 1 March 2019 – 28 February 2020 |
| 1.4. Contact Person 1 | Chrisna Richard |
| Position | Chair (since June 2018) |
| Tel (h) | 021 853 3826 |
| Tel (w) | 021 903 4178 |
| Cell | 072 483 8787 |
| Email | richard@maxitec.co.za |
| | |
| Contact Person 2 | Leigh Tucker |
| Position | Vice Chair (since June 2018) |
| Tel (h) | 083 780 5683 |
| Tel (w) | 021 959 2819 |
| Cell | 083 780 5683 |
| Email | info@pat.org.za |
| 1.5. Organisation's physical address | 51 Garfield Road, Claremont, Cape Town Western Cape, 7708 |
| 1.6. Organisation's postal address | P.O.Box 13192, Mowbray, 7700 |

1.7. Organisation's Office Bearers

| 1 March 2019 – 28 February 2020 | | | | |
|--|--------------------------------|---|------------------|------------------|
| <i>Name</i> | <i>Office Holder Title</i> | <i>Address</i> | <i>Contact #</i> | <i>ID Number</i> |
| Chrisna Richard | Chair | 32 Mills Street, Strand, 7140 | 021 903 4178 | 6603100178081 |
| Leigh Adams Tucker | Vice-Chair | 1 Paton Road Claremont, 7708 | 083 780 5683 | 8502050097085 |
| Karen van Wyk | Membership Secretary | 30 Bauhinia Crescent, Vredeklouf, 7560 | 083 669 7136 | 6703240039084 |
| Margie Wood | Treasurer | 51 Garfield Road, Claremont, 7708 | 021 671 8185 | 5210050064088 |
| Karen Steenkamp | Non-Executive Committee Member | Plot 150, Leeuwkuil, Polokwane | 015 290 7012 | 6703040022082 |
| Louise Botha | Non-Executive Committee Member | 10 Grysbok Crescent, Sandbaai, Hermanus, 7200 | 083 264 2919 | 5209230119085 |
| Magdie Van Heerden | Non-Executive Committee Member | 18 A Murray Street, Strand, 7140 | 083 456 8889 | 6006240062084 |
| Avril Cronje | Non-Executive Committee Member | 18 Parry Road Claremont, 7708 | 083 228 8728 | 5406100016082 |
| Bronwynn Douglas | Non-Executive Committee Member | Hollydene, Half Moon Hill, Haslemere, GU27 2JW, Surrey | +690728009 1083 | 6907280091083 |

1.8. Details of Committee Roles

| 1 March 2019 – 28 February 2020 | | | |
|--|---|---------------|-------------|
| <i>Name</i> | <i>Job Description</i> | <i>Gender</i> | <i>Race</i> |
| Chrisna Richard | Chair - Field general enquiries - Central liaison for EXCO, area coordinators, assessors, and volunteers - Coordinate and chair AGM and regular EXCO meetings | Female | White |
| Leigh Adams Tucker | Vice-Chair/Secretary - Field general enquiries - Recording of Meeting Minutes - Social Media Management (Facebook, Twitter) | Female | White |
| Karen van Wyk | Membership Secretary - Receipt and processing of new member applications (as received via applicant or area coordinator) - Coordinate with assessors for volunteer assessments - Distribution of membership packs for successful volunteers - Storage and distribution of PAT merchandise | Female | White |
| Margie Wood | Treasurer - Management of financials - Distribution and management of membership invoices | Female | White |

All other operational, administrative, marketing, community and social responsibility activities and the required numerous associated tasks were dealt with by the EXCO team on a voluntary basis, after their normal working hours.

1.9. Services of the Organisation.

Pets as Therapy (PAT) is a community based voluntary outreach organisation that continues to offer benefits to:

- Children in hospitals receiving intensive medical treatment, awaiting operations, or in recovery;
- Visually and hearing impaired children and adults in formal institutional care;
- Children with special educational and learning needs;
- Alzheimer's and dementia patients in special care facilities;
- Intellectually and physically challenged persons;
- Group homes residents;
- Psychiatric patients in long term residential care;
- Stroke victims and brain injured patients in long term care and rehabilitation;
- Children in court appointed safe house residential care;
- Teenagers with social challenges in care;
- Elderly persons in CPOA and other residences;
- Children experiencing difficulties in reading;
- University students during on-campus visits.

2. SECTION B - The Organisation's major achievements over the past year include:

2.1. Planned objectives 2019 – 2020

- a) To continue to grow the organisation via new volunteer recruits and assessments of new institutions.
- b) To ensure PAT complied with all NPO legal requirements with Annual Reports and Financials.
- c) To recruit more animal behaviourists to assist with assessments.
- d) To consider instituting measures to uphold the retirement ages of therapy dogs and the age limits when recruiting new dog volunteers.
- e) To maintain fundraising efforts for Pets as Therapy.
- f) To support similar organisations involved in animal-assisted intervention via training, collaboration, and financial donation, where possible.
- g) To promote education, training, and public engagement in the area of animal-assisted interventions.

2.2. Objectives achieved/partly achieved 2019 – 2020

- a) Achieved
- b) Achieved
- c) Achieved
- d) Partly Achieved
- e) Achieved
- f) Achieved
- g) Achieved

2.3. Explain how the objectives were achieved in 2.2

- a) 14 new volunteers were recruited and approved from our last AGM, and 5 new institutions were evaluated and added to the approved list for volunteers. The organisation also retains 98 Friends of PAT, who support the organisation at large. 59 Institutions are on the waiting list for volunteers.
- b) Annual Reports and Financials Reports for 2018/2019 were duly submitted to the Department of Social Development within the allocated time given.
- c) Assessments of new dogs/volunteers were done by Magdie van Heerden at Huis Horison. A new association with Lucy Breytenbach, an animal behaviourist, was formed and she will be assisting PAT, in future, with the assessment of potential therapy dogs in the West Coast area.

- d) In July 2019, PAT amended the volunteer application forms, to include a maximum age of ten years for potential therapy dogs/cats, at the time of first assessment. This decision is in support of the animal welfare, in acknowledging the potential health concerns that may emerge among dogs/cats in their senior years. The new rule is supported by international standards for service and working animals. At present, there is no rule stipulating the retirement age for current PAT dogs, although this is an area of ongoing discussion.
- e) Fundraising continued throughout the course of the 2019/2020 year:
- April 2019: Jason Tucker did the Cableway Challenge and raised R2350 for PAT.
 - May 2019: PAT Volunteers and Friends of PAT (Marieanna le Roux, Joana du Toit, Nici Reed, Magie Wood, Jason Tucker and Leigh Tucker) assisted the Helderberg Sunrise Rotary Club with moving vehicles from Houw Hoek Hotel to Onrus as part of the Houw Hoek MTB event. The team raised R2600 for PAT for their efforts.
 - October 2019: PAT Volunteers and Friends of PAT (Marieanna le Roux, Joana du Toit, and Nici Reed) assisted the Helderberg Sunrise Rotary Club with moving vehicles from Lourensford to Hermanus as part of the Wine 2 Whales cycle event. The team raised R6900 for PAT for their efforts.
 - October 2019: Marieanna (with Anna) and Dick (with Trixie) visited Bridge House School's Wellness day and received a donation of R800 for PAT.
- f) PAT made a donation towards the training of a medical alert dog via Honey's Garden Medical Alert Dogs, and are also sponsoring Lucy towards her work.
- g) Various academic and social events were attended
- May 2019: Members of PAT attended the second AAT conference hosted by JellyBeanz. Marieanna le Roux and Magdie van Heerden provided oral presentations.
 - May 2019: Stellenbosch University organised a Kindness Campaign and invited Pets as Therapy to attend with their volunteers and dogs. Marieanna Le Roux (with Anna), Nici Reed (with Freyja), Annica Richard (with Charlie) and Chrisna Richard represented PAT on the day.
 - June 2019: Nici Reed (with Freyja), Marieanna le Roux (with Anna) visited Huis Franci van Zyl on the Medical campus of Stellenbosch University.
 - August 2019: Leigh Tucker attended the RRSA | Annual Animal Rescuer Conference, on behalf of PAT.
 - September 2019: Leigh Tucker attended the Cape Town Animal Conference, and presented a paper on ethical considerations related to the involvement of emotional support animals and therapy animals. PAT pamphlets and information resources were made available at the event.
 - October 2019: Karen van Wyk, Hettie (with Snippie) and Tene (with Abi) attended the UWC Mental Health Day to promote awareness of animal-assisted interventions.
 - November 2019: Megan Durant and Ace represented PAT at the Cape Dog Handlers Event.

2.4. General Description of how beneficiaries have benefitted from our programme's services during the last year:

Our records indicate that we have 104 volunteers nationwide, not all of whom are currently active, as well as a list of 82 approved institutions.

Our active volunteers have visited these institutions on numerous occasions over the past year, with the majority of these visits being on a fortnightly basis. The animal companions of the volunteers interact with the residents and staff at all facilities. This activity offers non-judgemental love and attention to children, teenagers and adults, from all walks of life.

PAT visits continue to offer therapeutic benefits to adults and children alike who are short or long term patients and residents in numerous facilities and institutions.

From the duration of the reporting cycle, PAT continued visits to the Stellenbosch University campus, to assist students with study-related stress. This type of visit for tertiary-level students, is a first for the Western Cape.

3. SECTION C - Important Meetings

3.1. List of number of meetings PAT held during the period 2019-2020.

| <i>Type of meeting</i> | <i>No of meetings 2019/2020</i> | |
|---|-------------------------------------|--|
| Annual General Meeting | 1 | 08 June 2019 |
| Management Meeting | - | - |
| Board Meeting | - | - |
| Executive Meetings | 3 | 26 April 2019 26 July 2019 04 October 2019 |
| Others <i>Chair and Membership Secretary</i> | 1 | 17 January 2020 |

3.2. The Annual General Meeting was held on 8 June 2019 and was held within the time limit as stated in the PAT Constitution.

3.3. Three meetings were held with the Executive Committee on the dates indicated.

3.4. One Special Meeting (January 2020) was held during the period indicated, to discuss the administrative issue of using electronic membership tags. This decision was revoked at the subsequent EXCO meeting.

3.5. No changes were made to the Constitution during the past year.

Financial Report – income and expenditure.

1. Section A. To financial year end to Feb 2020:

1.1. Accounting Officer's Name: Marx Gore, Chartered Accountants, SA

1.2. Accounting Officer's Address: Postnet Suite 160
Private Bag x18
Milnerton
7435

Practice Number: not available.

1.3. Organisation's accounting policies: Monthly, by treasurer.

1.4. The Accounting Officer's Report has been approved by the Organisation's Office bearers and signed off by the Chair.

1.5. All costs have been spent on daily operational costs, administration, stock purchases, IT development & purchases, donations to approved recipients.

1.6. Sources of Income

| Kind of Funds | |
|----------------------------------|---------------------------|
| Donations received | ✓ |
| Membership fees | ✓ |
| Sales of products/fundraising | ✓ |
| Gifts in kind (other than money) | ✓ (donations for raffles) |
| General Income | |
| Interest on Investment | |

1.7. Percentage of annual income from submitting project or grant proposals to corporates, foundations or foreign donors: NIL

1.8. Who did we use to raise income in the past year? N/A

| Our fundraising was done by: | |
|---------------------------------------|---|
| Full time staff members | |
| Part time staff members | |
| Volunteers | ✓ |
| Outside person/company for commission | |
| Other (donations and sponsorships) | ✓ |

Section B

Annual Financial Statements are attached.

**PETS AS THERAPY NPO
REGISTRATION NUMBER: 024/153/NPO
ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 29 FEBRUARY 2020**

PETS AS THERAPY

REGISTRATION NUMBER: 024/153/NPO

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 29 FEBRUARY 2020

GENERAL INFORMATION:

| | |
|--|---|
| COUNTRY OF INCORPORATION AND DOMICILE | South Africa |
| NATURE OF BUSINESS AND PRINCIPLE ACTIVITIES | To assist the medical and nursing professions in the treatment of mental health patients with suitable pets and to promote the proper care and feeding of animals |
| EXECUTIVE COMMITTEE | C. Richards (Chairperson) L Tucker (Vice Chairperson) K. van Wyk (Executive member) M. Wood (Treasurer) |
| BUSINESS ADDRESS | 51 Garfield Road CLAREMONT 7708 |
| COMPILER | Marx Gore Chartered Accountants (S.A.) Registered Auditors |
| REGISTRATION NUMBER | 024/153/NPO |

PETS AS THERAPY
REGISTRATION NUMBER: 024/153/NPO
ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 29 FEBRUARY 2020

INDEX

The reports and statements set out below comprise the annual financial statements presented to the members:

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The annual financial statements set out on pages 4 to 8, which have been prepared on the going concern basis, were approved by the Executive Committee and signed on their behalf by:



Christina Richards

2020-05-20
Date



Marx Gore
Chartered Accountants (S.A.)

INDEPENDENT COMPILERS REPORT

To the members of Pets as Therapy.

On the basis of the information provided by the members we have compiled, in accordance with the statement of International Standard on Related Services applicable to compilation engagements, the statement of financial position of Pets as Therapy NPO at 29 February 2020 and the statement of Comprehensive income for the year then ended. The members are responsible for these annual financial statements. We have not audited or reviewed these annual financial statements, and accordingly express no assurance thereon

Marx Gore

Marx Gore
Chartered Accountants (S.A.)
Registered Auditors

28/5/2020

Date

1 The Pavilion, Central Park, Esplanade, Century City, 7441.

Postnet Suite 160, Private Bag X1-8, Milnerton, 7435 Tel: (+2721) 555 3 666 Fax: (+2721) 552 0 552

Fax to email: 086 692 4574 Email: info@marxgore.co.za Website: www.marxgore.co.za

Eric Michael Marx, CA (SA)* Marc Charles Gore, B Com (Hon.) CA (SA)*
Bernard Asher Lazarus, B Com, CA (SA) *Partners

PETS AS THERAPY
REGISTRATION NUMBER: 024/153/NPO
ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 29 FEBRUARY 2020

STATEMENT OF FINANCIAL POSITION

| Figures in Rand | Note(s) | 2020 | 2019 |
|-------------------------------------|----------------|----------------|----------------|
| | | R | R |
| ASSETS | | | |
| Non-Current Assets | | | |
| Property, plant and equipment | 2 | - | - |
| Current Assets | | | |
| Trade and other receivables | 3 | 3 303 | 3 443 |
| Inventory | | 465 | 465 |
| Cash and cash equivalents | 4 | 301 828 | 272 625 |
| TOTAL ASSETS | | 305 596 | 276 533 |
| EQUITY AND LIABILITIES | | | |
| RESERVES | | | |
| Accumulated surplus | | 305 596 | 276 533 |
| LIABILITIES | | - | - |
| TOTAL EQUITY AND LIABILITIES | | 305 596 | 276 533 |

PETS AS THERAPY
REGISTRATION NUMBER: 024/153/NPO
ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 29 FEBRUARY 2020

STATEMENT OF COMPREHENSIVE INCOME

| Figures in Rand | Note(s) | 2020 | 2019 |
|-----------------------------------|----------------|---------------|-----------------|
| | | R | R |
| REVENUE | | | |
| Sale of goods | | 16 620 | 23 020 |
| | | 16 620 | 23 020 |
| COST OF GOODS SOLD | | | |
| Purchases | | 2 670 | 24 944 |
| | | 13 950 | (1 924) |
| GROSS (LOSS) / PROFIT | | | |
| OTHER INCOME | | | |
| Donations | | 38 280 | 43 302 |
| Membership Fees | | 15 740 | 11 970 |
| Interest | | 16 781 | 14 586 |
| Sundry revenue | | 1 500 | - |
| | | 70 801 | 71 358 |
| OPERATING PROFIT | | | |
| | | 84 751 | 69 434 |
| OPERATING EXPENSES | | | |
| Accounting fees | | 7 500 | 5 000 |
| Bank charges | | 3 197 | 3 114 |
| Computer expenses and web hosting | | 2 831 | 2 904 |
| Courier and postage | | 434 | 310 |
| Donations | | 20 000 | - |
| Gifts | | 1 520 | 2 714 |
| Insurance | | 2 777 | 3 466 |
| Motor vehicle fuel | | 672 | - |
| Printing and stationery | | 1 240 | 4 461 |
| Refreshments | | 1 480 | 1 885 |
| Staff training | | 10 000 | - |
| Subscriptions | | 3 037 | 4 400 |
| Venue hire | | 1 000 | 1 250 |
| | | 55 687 | 29 503 |
| SURPLUS FOR THE YEAR | | | |
| | | 29 063 | 39 931 |

RESERVES

| | Reserves R |
|-----------------------------|----------------|
| Balance at 01 March 2015 | 95 106 |
| Surplus for the year | 46 265 |
| Total Changes | 46 265 |
| Balance at 01 March 2016 | 141 371 |
| Surplus for the year | 24 577 |
| Total Changes | 24 577 |
| Balance at 01 March 2017 | 165 948 |
| Surplus for the year | 70 654 |
| Total Changes | 70 654 |
| Balance at 01 March 2018 | 236 602 |
| Surplus for the year | 39 931 |
| Total Changes | 39 931 |
| Balance at 01 March 2019 | 276 533 |
| Surplus for the year | 29 063 |
| Total Changes | 29 063 |
| Balance at 29 February 2020 | 305 596 |

PETS AS THERAPY
REGISTRATION NUMBER: 024/153/NPO
ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 29 FEBRUARY 2020

ACCOUNTING POLICIES

1. Presentation of Annual Financial Statements

The annual financial statements have been prepared in accordance with the organisation's policies and constitution.

The annual financial statements have been prepared on the historical cost basis, and incorporate the principal accounting policies set out below.

These accounting policies are consistent with the previous period.

1.1. Property, plant and equipment

Property, plant and equipment are tangible items that:

- a) are held for use in the production or supply of goods and services, for rental to others or for administrative purposes; and
- b) are expected to be used during more than one period.

Cost includes all costs incurred to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is provided using the straight-line method to write down the costs, less estimated residual value over the useful life of the property, plant and equipment, which is as follows:

| Item | Average useful lives |
|--------------------|-----------------------------|
| Computer equipment | 3 years |

1.2. Revenue

Revenue from the sale of goods is recognised when all the following conditions have been satisfied:

- the entity has transferred to the buyer the significant risks and rewards of ownership of the goods;
- the entity retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of revenue can be measured reliably
- it is probable that the economic benefits associated with the transaction will flow to the entity; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Donations received are recognised as income once they have been received by the entity

1.3. Financial Instruments

Financial instruments carried on the balance sheet include cash and bank balances and trade receivables. These instruments are generally carried at their fair value.

PETS AS THERAPY
REGISTRATION NUMBER: 024/153/NPO
ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 29 FEBRUARY 2020

NOTES TO ANNUAL FINANCIAL STATEMENTS

| Figures in Rand | Note(s) | 2020 | 2019 |
|------------------------|----------------|-------------|-------------|
|------------------------|----------------|-------------|-------------|

2. PROPERTY, PLANT AND EQUIPMENT

| | 2020 | | | 2019 | | |
|--------------|---------------|--------------------------|----------------|---------------|--------------------------|----------------|
| | Cost | Accumulated depreciation | Carrying Value | Cost | Accumulated depreciation | Carrying value |
| IT equipment | 10 402 | -10 402 | - | 10 402 | -10 402 | - |
| Total | 10 402 | -10 402 | - | 10 402 | -10 402 | - |

3. TRADE AND OTHER RECEIVABLES

| | | |
|-------------------|--------------|--------------|
| Trade receivables | 690 | 830 |
| Prepayments | 2 613 | 2 613 |
| | 3 303 | 3 443 |

4. CASH AND CASH EQUIVALENTS

| | | |
|------|----------------|----------------|
| Bank | 301 828 | 272 625 |
| | 301 828 | 272 625 |

5. TAXATION

No tax is payable as the organisation has been granted exemption from tax.