

# EOTAS FOUNDATION

## ANNUAL REPORT THE YEAR ENDED

31ST DECEMBER 2013

Activity report and audited financial statements



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# 1 DIRECTORS' REPORT

Compliant to the EOTAS foundation constitution and the Tanzanian financial Accounting Standard nr. 12 on Directors' Report, the directors are pleased to submit the report, auditor's report and audited financial statements of EOTAS for the year ended 31<sup>st</sup> December 2013.

The year 2013 has been used by the EOTAS Foundation to further evaluate and re-organise activities in Tanzania in order to assure sustainability for the deaf school and associated programs in Dodoma. EOTAS remains committed to empowering deaf children to build a life of dignity and self-reliance in the future for themselves. The program operates in accordance to various international human rights treaties and millenium goals, ratified by Tanzania, which specifies the right of good education for all children.

The effect of the global credit crisis and several challenging situations caused by misinformed authorities in Dodoma regarding EOTAS support to the Dodoma Deaf School motivated the Directors to review existing operations. The Directors are pleased to announce that the new plan, which has been worked out in partnership with the Anglican Church in Dodoma is developing further to represent the current practical and legal implication of this arrangement. Under this ongoing partnership development, the sustainability of the Dodoma Deaf School and associated programs remain the main focus point, while it will enable EOTAS Foundation to concentrate further on training, coaching, funding, expansion of the school and improving the Supplementary Services.

This annual report discusses the following six main activities during the year 2013:

- 1) Support to the Dodoma Deaf School,
- 2) Cooperation with other organisations,
- 3) Partnership developments with DCT
- 4) Income Generating Projects and Vocational Training,
- 5) Construction activities.
- 6) Supplementary Services.

## General information of the EOTAS Foundation

|                 |   |   |
|-----------------|---|---|
| Name:           | Environment Oriented Training And Support (EOTAS)   |   |
| Office:         | Camp Holland Compound, Plot 328 Kilimani, P.O. Box 2696, Dodoma, Tanzania.                        |   |
| Phone:          | 0752 - 887534   |   |
| Email/ website: | info@eotasfoundation.org / www.eotasfoundation.org  |   |
| Reg. Nr.:       | 00NGO/1870  |   |
| Bank Details:   | National Bank of Commerce: PO Box 1443 Dodoma.<br>Account nr.: 029201010391; Swift code: NLCBTZTX |   |
| Board Members:  | Chairperson:  | Mr. Ganana Kamwela  |
|                 | Secretary:  | Mr. Isaac Mtemi   |
|                 | Treasurer:  | Ms. Mary Nsinyi   |
|                 | Program Director:   | Mr. Robin van Donkersgoed   |
|                 | Members:  | Head Teacher: Mr. Kennedy Maingu,<br>Teacher: Mrs Pelagia Mushi<br>Target group representative: Hawa Awesso |

## 2 Support to the Dodoma Deaf School

The Dodoma Deaf School started 2013 with 2 groups in preschool and 8 groups in Primary Education. Children in preschool level may stay there for one or two years depending on their personal progress. The primary school classes are divided as follows: 1a, 1b, 2, 3a, 3b, 4, 5a, 5b, 6, 7. This system results in a total of 10 years of primary school education for deaf children as opposed to 7 years for regular primary education. The extra years were put in place to give the deaf children more opportunity to take in the information presented during the lessons. Division of classrooms, children, hearing teachers and deaf teachers was as follows:

| Group        | boys      | girls     | Government |           | EOTAS      |           |
|--------------|-----------|-----------|------------|-----------|------------|-----------|
|              |           |           | Hear. Tchr | Deaf Tchr | Hear. Tchr | Deaf Tchr |
| Preschool A  | 3         | 3         |            |           | 1          |           |
| Preschool B  | 3         | 4         | 1          |           |            | 1         |
| 1a           | 2         | 6         |            |           |            | 1         |
| 1b           | 1         | 6         | 1          |           |            |           |
| 2            | 5         | 3         | 1          |           |            |           |
| 3a           | 2         | 7         | 2          |           |            |           |
| 3b           | 2         | 4         | 1          |           |            |           |
| 4            | 5         | 6         | 1          | 1         |            |           |
| 5a           | 4         | 3         | 1          |           |            |           |
| 5b           | 3         | 2         | 2          |           |            |           |
| 6            |           |           |            |           |            |           |
| 7            |           |           |            |           |            |           |
| <b>TOTAL</b> | <b>30</b> | <b>44</b> | <b>10</b>  | <b>1</b>  | <b>1</b>   | <b>2</b>  |

Due to shortage of buildings is the school forced to combine groups in the same classrooms. In addition the school is using two of the boarding houses as temporary classrooms for primary education. EOTAS provides the following assistance together with The Liliane Foundation from the Netherlands:

- Travel support for pupils and their parents, when required.
- Payment of allowances for assistant teachers.
- Medical care for the children.
- Provision of tea, porridge and small snacks during mid-morning break.
- Funding of boarding facilities for 42 children, who failed to go home daily due to distance or domestic problems.

As a result of the assistance of EOTAS the school continues to expand. Still the school faces many challenges as follows:

- Shortage of 6 classrooms during the year 2013.
- Insufficient funds to take care of more children in boarding. Many deaf children are denied their right to receive good care and an education, because of distance and/or problems at home.
- Shortage of sufficiently trained teachers who are capable of using sign language to support the children in communication, in their whole social- and learning development and understand the psychological needs of deaf children.
- By the end of the year 74 children were registered at the school. In reality an average of 64 children would show up daily. Often different parents find the challenges of daily survival to great to assure that their children attend school every day. Few parents give the education of their deaf child the importance it requires. This is one of the reasons why participation in sign language training and close contact with the school is hard to realise amongst all parents.

### **3 Cooperation with other organisations**

EOTAS acts as a mediator for the Liliane Foundation from the Netherlands to assure that deaf children are given the opportunity to attend school and stay in boarding when required, due to distance or other issues at home. Thanks to this cooperation, 68 children have received direct sponsorships and as a result they are able to attend school daily.

EOTAS works together with the Anglican church in Dodoma (DCT) and the Municipality of Dodoma in the management of the Dodoma Deaf School. The organisation provides funding, management coaching, and financial and administrative support. The DCT takes responsibility for daily management and non-teaching support staff at the school and the boarding facility. The Dodoma municipality is responsible for providing and salaries of trained teachers and basic food for the children in boarding.

On a nationwide approach EOTAS works together with Global Deaf Connection/USAID from America in developing a teacher training program for deaf students. Under this program deaf Secondary graduates will be given the opportunity to enter teacher training college and become teachers for deaf primary education pupils. EOTAS assists with financial management, networking and office facilities.

Further cooperation continues with the Special Education Unit at the Ministry of Education in Dar Es Salaam on selection of suitable teacher for the Dodoma Deaf School and planning expansion of the school and the deaf education program.

### **4 Partnership development with DCT**

In 2008 the Anglican church in Dodoma (DCT) and EOTAS Foundation have been exploring possibilities to bring the Dodoma Deaf School under management of the Diocese. This transfer of the school from EOTAS to the church is aimed at securing the sustainability and quality of education for deaf children in Dodoma. Facts in Tanzania show clearly that schools under government management are performing very poorly and that care for deaf children is near non-existent in the country. The DCT has a proven record of good school management in the Dodoma region and is seen as the best possible manager for the Deaf School.

In January 2011 the initial agreement of transfer was signed by leaders of EOTAS Foundation and the Anglican church. From this point onwards the cooperation between the two organisation in management of the Deaf school has been further developed and improved. In order to assure just and fair management of all materials, equipment and real estate property, it is required to itemise all relevant property affected by the transfer. This property is detailed with respective values in note 11 of the attached financial report. EOTAS Foundation and DCT will further detail and document all legal requirements and obligations during 2014 in order to assure that all donations will indeed be utilised for the benefit of education of deaf Children in Dodoma.

This process requires first obtaining all the appropriate documentation on legal ownership and sponsored construction or acquisition of property. Upon completion of these procedures the transfer of property can be detailed including value, appropriation of property and time frame of the actual transfer. During this process DCT will remain the agreed institution to take over EOTAS property, in case the organisation fails to continue working in Tanzania.

### **5 Income Generating Projects and Vocational Training**

Many deaf youths fail to continue in Secondary education after finishing primary education. The provision of practical skills through recognized Vocational training institutes offers a solution to some of the deaf youths. EOTAS supports deaf youths who show a high level of motivation and hard work to succeed at their studies. Currently EOTAS works together with Wanaziwi Foundation from the Netherlands in setting up a tailoring project for deaf women. The project is carried out in temporary accommodation at the school grounds, while waiting for a tailoring studio to be completed at the institute in Dodoma. After completion of the tailoring studio, the project can expand further and will aim to act both as a training and income generating facility for participating deaf women. The products manufactured in this project are available for sale both in Tanzania and in the Netherlands.

The practical training facility, which is expected to facilitate training in carpentry, mechanics, electrical and plumbing is still under construction. Due to various circumstances outside of the organisation's control, there has been significant delays with the construction. However in 2013 construction continues in small steps and an effort will be made to complete this project at earliest possible opportunity. Financing the project will continue to be the main potential cause of delays.

In general the policy is that once deaf students have finished their studies successfully they may apply for a position within the school or in any other organisation or business. It falls outside the scope of EOTAS to guarantee students work, but the organisation will assist as a mediator between potential employers and a deaf candidate. If the school needs assistance, then a deaf person, who has finished his/her studies successfully, may be required to work at the school under normal employment conditions.

## 6 Supplementary Services

In addition to facilitating education for deaf children, EOTAS is also expanding services for the children in the form of Audiometry, Otoscopy, Hearing Aid Fitting and Counselling for parents.

- **Audiometry:** Tanzania has very limited audiometric facilities, therefore hearing impairment amongst most of the children is not recognised. People assume that the children are mentally retarded, because they do not understand the people around them. EOTAS has started audiometric services for deaf children in Dodoma. This means that all children have an equal right to be tested on their hearing. Due to personnel and financial constraints has EOTAS been able to test and monitor only 12 children during the year.
- **Otoscopy:** As with the audiometric services in Tanzania, also otoscopy is very limited. In addition, care for the children during the diagnosis leaves a lot to be desired. EOTAS co-workers check the physical condition of the middle ear before further action is taken. As a result of these check-ups it has been discovered that many problems amongst children could have been avoided if the child would have received care earlier when needed. Therefore here lays another task for EOTAS: The organisation must advertise this service for more children. Early intervention and detection followed by correct treatment may reduce or avoid hearing problems amongst many children.
- **Hearing aid Fitting:** EOTAS is operating a hearing aid facility at the Dodoma Deaf School. During 2013 the facility continues to be further developed so that it can become a sustainable service for all children within the school. The children with some residual hearing do benefit from the hearing aid while following lessons in the class room. Unfortunately they can not take the hearing aids home yet, due to lack of understanding in the community about the use of hearing aids. For example: If children are wearing hearing aids, they are often mistaken to be listening to a radio via earphone, which is considered impolite when meeting with somebody.
- **Parent counselling:** We do receive parents from all over the country who are desperate to find a place for their deaf child. EOTAS tries to help as much as possible parents and children with finding the best possible solution to provide the child with good education. Where possible EOTAS assists with placement in a suitable school or give the parents advice for alternative solutions, so that their child will still have a possibility to develop to the best of their ability. EOTAS organizes meetings with parents for the purpose of teaching sign language and discussions about how to cope with a deaf child's behaviour.

## 7 Support Activities and main events

During the year 2013 EOTAS carried out the following activities:

- The six rental apartments in Kilimani have become an important part of financial support for the school. Although occupation of the apartment was lower than expected, the apartments still managed to contribute approximately 40% to the EOTAS expenses of the running cost of the school.

- In the period of June to September 2013 two more rooms were added in the compound in Kilimani, which these days is named "Camp Holland". These rooms are build for short term stay and are expected to add on to the overall income of the compound, in order to further improve support for the Dodoma Deaf School.
- The Wanaziwi tailoring studio was near completion towards the end of 2013 and is expected to be operational within the first two months of 2014.
- In combination with support from Liliane Foundation Funding the organisation managed to install fire extinguishers in all strategic areas at the school. Some of the older children and staff members were trained in use of the extinguishers.
- Due to financial constraints there have been no further major activities at the school. However the school continues to grow and administrative and financial management continues to improve and become more efficient. This development is an important keypoint in future expansion of the school and additional programs when more and bigger activities will require a strict management and monitoring discipline.
- EOTAS Foundation has commenced a new program for short term volunteers to help out with the play and learning activities for the deaf children in Dodoma. This program has resulted in volunteers to be present at the school from July until the end of the year, greatly enhancing positive attention for the children.

## **8 Result of the objectives set for 2013**

The priorities of EOTAS are determined by the needs of deaf children, their parents, the school and general cooperation of authorities. This means that from time to time short term targets will be adjusted due to new urgent needs arising or change of general policies. The following objectives have been achieved in 2013:

- EOTAS has further improved support for the Diocese of Central Tanganyika to maintain and further improve conditions and facilities at the Dodoma Deaf School through better utilisation of income from Camp Holland.
- The education department of DCT has placed one of their representatives in the school committee to assist with school management and closer cooperation with the diocese. This is another positive step towards further integration of the school in the DCT system and thus securing sustainability of the Deaf school.
- Training of teachers in sign language and deaf education continues, but proves a difficult job in Tanzania, due to challenging work conditions, work attitudes and general policies from local authorities.
- Construction of steel framed swings, see-saws and a wooden climbing rack to replace the temporary equipment has been postponed until July 2014 due to funding shortage. However a plan has been developed with potential sponsors from the Netherlands to realise the playground.
- Construction of the remaining walls and roofing of the vocational training centre on the school grounds has moved ahead and now reached the roof line.
- The school has now 11 government teachers and continues to negotiate for additional teachers in order to keep up with the growing need of education for deaf children at the school.
- Construction of additional buildings of the proposed Vocational training Centre has not developed further during 2013 due to financial constraints. One of the buildings which is already financed by Wanaziwi from the Netherlands is near completion and can be utilised for training of deaf young women in the skills of art and craft and sewing bags and clothing within the first two months of 2014.

## 9 Objectives for 2014

The priorities of EOTAS are determined by the needs of deaf children, their parents, the school and general cooperation of authorities. This means that from time to time short term targets will be adjusted due to new urgent needs arising or change of general policies. The following objectives are set for 2014:

- EOTAS and the Diocese of Central Tanganyika aim to further specify and formalise the mode of cooperation between the Dodoma Municipality, DCT and EOTAS in order to further improve on education and care for the children.
- EOTAS and DCT intend to refine and formalise the procedures for transfer of existing and new property for the benefit of the Dodoma Deaf School.
- Continued training of all teachers to become measurably better skilled and confident in using sign language at school.
- Construction of steel framed swings, see-saws and a wooden climbing rack to replace the temporary equipment with support of sponsors who intend to visit the Deaf School specifically for this purpose..
- Construction of the remaining walls and roofing of the vocational training centre on the school grounds.
- Appointment of sufficient qualified deaf teachers for all the classrooms. The school needs an additional 2 teachers for 2014.
- Construction of additional buildings of the proposed Vocational training Centre. However sponsors will still need to be found, while there are none committed at the beginning of 2014.
- Further development and improvement of the audiometry facility at the school. Children with residual hearing ability will be fitted with good working hearing aids and coached in use and maintenance of the equipment.



## 10 Statement of responsibilities.

The following financial report explains the general income, expenses and balance of EOTAS in Tanzania. Insurance, airfares and allowances for the program coordinator are paid by EOTAS in the Netherlands and do not burden the Tanzanian organisation. All Board members of EOTAS are volunteers and do not receive a regular allowance for their position. They do receive a travel and food allowance when they attend periodic meetings.

The Board members are responsible for preparing the annual report and the financial statements in accordance with applicable law in Tanzania and Generally Accepted Accounting Practice. The NGO Act No. 24/2002- section 2 of Tanzania requires the NGO to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the NGO.

In preparing those financial statements the Board is required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed;
- Prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the group will continue in business.


The Board is responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. This report and accounts comply with all current statutory requirements and the requirements of EOTAS' Constitution.

In accordance with the NGO act No 24/2002, as the Board members of the NGO, we certify that:

- so far as we are aware, there is no relevant audit information of which the charity's auditors are unaware;
- we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.
- All information presented in this report is true and accurate in relation to activities and financial statements of the NGO.

On behalf of the Board of Directors  
Program Director  
05 March 2014

Dated: 10/3/2014

Signed: 

Chairman

Signed: 

Secretary

## 11 REPORT OF THE AUDITOR

We have audited the financial accounts of Environment Oriented Training and Support for the year ended on 31<sup>st</sup> December 2013 and the related statements of financial position, comprehensive income, Receipts and Payments, Cash flows and changes in equity for the year then ended.

Preparation of these Financial Statements is the responsibility of the Board of Directors. Our responsibility is to express an opinion on these Financial Statements based on our audit.

We conducted our audit in accordance with International Standards on Auditing. These standards require that we plan and perform the audit to obtain reasonable assurance about whether financial statements are free of material misstatement. An audit includes examination on a test basis, evidence supporting the amount and disclosures in the ENVIRONMENT ORIENTED TRAINING AND SUPPORT (EOTAS) financial statements. An audit also includes assessing the accounting principles used and significant estimates made by Management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our audit provides reasonable basis for our opinion.

In our opinion:

The financial statements give a true and fair view of the financial position of the Non-Governmental Organization as of December 31<sup>st</sup> 2013, and of the results of its operations, its financial position and cash flows for the year then ended in accordance with International Financial Reporting Standards for Small and Medium Enterprises (SME's) and comply with The Non-Governmental Organization Act, 2002.

KEEN ACCOUNTANTS AND AUDITORS, TAX AND BUSINESS CONSULTANTS.



M.K. MUSYANGI- ACPA-PP

**KEEN ACCOUNTANTS, AUDITORS,  
TAX & BUSINESS CONSULTANTS**  
P. O. Box 1491  
DODOMA

DODOMA - TANZANIA

DATE: 12/3/2014

## 12 Statement of financial position as at 31<sup>st</sup> December, 2013

| ASSETS EMPLOYED                  | NOTE | 31.12.2013<br>Tsh | 31.12.2012<br>Tsh |
|----------------------------------|------|-------------------|-------------------|
| Fixed assets (Net)               | 2    | 762,847           | 294,992           |
| <b>TOTAL</b>                     |      | <b>762,847</b>    | <b>294,992</b>    |
| <b>CURRENT ASSETS</b>            |      |                   |                   |
| Sundry Debtors and Prepayments   | 3    | 5,631,212         | 6,263,906         |
| Cash at Bank and in hand         | 4    | 31,946,471        | 33,909,344        |
| <b>TOTAL</b>                     |      | <b>37,577,683</b> | <b>40,173,250</b> |
| <b>Current liabilities</b>       |      |                   |                   |
| Auditing fees                    |      | 1,000,000         | 800,000           |
| Cash and debtors held for school | 3, 4 | 37,577,683        | 40,173,250        |
| WORKING CAPITAL                  |      | -1,000,000        | -800,000          |
| <b>TOTAL NET ASSETS</b>          |      | <b>-237,153</b>   | <b>-505,008</b>   |
| <b>REPRESENTED BY</b>            |      |                   |                   |
| Accumulated funds                |      | -802,011          | -1,269,897        |
| Surplus/Deficit                  |      | 564,858           | 764,889           |
| <b>TOTAL</b>                     |      | <b>-237,153</b>   | <b>-505,008</b>   |

Notes 1 to 12 form part of these financial statements.

  
 \_\_\_\_\_  
 Chairman

Date: 10/3/2014

### 13 Statement of comprehensive income for the year ended 31 December 2013

| INCOME                           | NOTE | 31.12.2013<br>Tsh | 31.12.2012<br>Tsh |
|----------------------------------|------|-------------------|-------------------|
| Funds from donors                | 6    | 8,894,113         | 10,263,308        |
| Ammortization                    | 5    | 60,000            |                   |
| Repayment of loans               | 3    | 1,660,042         | 3,983,690         |
| <b>TOTAL</b>                     |      | <b>10,614,155</b> | <b>14,246,998</b> |
| <b>GRAND TOTAL</b>               |      | <b>10,614,155</b> | <b>14,246,998</b> |
| <br>                             |      |                   |                   |
| <b>LESS: EXPENDITURE</b>         | 8    |                   |                   |
| Administration/General           |      | 1,469,113         | 2,362,829         |
| Human Resources                  |      | 4,874,500         | 6,881,200         |
| Tools and equipment              |      | 789,500           | 145,050           |
| Travel expenses                  |      | 475,000           | 339,000           |
| Direct sponsoring                |      | 815,000           | 2,522,869         |
| Communications                   |      | 351,000           | 175,229           |
| Workshops/meetings               |      | 120,000           | 0                 |
| <b>TOTAL</b>                     |      | <b>8,894,113</b>  | <b>12,426,177</b> |
| Depreciation                     | 2    | 155,184           | 255,932           |
| Auditing fees                    |      | 1,000,000         | 800,000           |
| <b>TOTAL</b>                     |      | <b>1,155,184</b>  | <b>1,055,932</b>  |
| <br>                             |      |                   |                   |
| <b>INCOME VERSUS EXPENDITURE</b> |      |                   |                   |
| <b>TOTAL</b>                     |      | <b>564,858</b>    | <b>764,889</b>    |

Notes 1 to 12 form part of these financial statements.

  
 \_\_\_\_\_  
 Chairman

Date: 10/3/2014

## 14 Statement of cash flow for the year ended 31<sup>st</sup> December, 2013

| <b>CASH FLOW FROM OPERATING ACTIVITIES</b> | <b>NOTE</b> | <b>31.12.2013<br/>Tsh</b> | <b>31.12.2012<br/>Tsh</b> |
|--|-------------|---------------------------|---------------------------|
| Receipts from staff loans                  | 3           | 1,660,042                 | 3,983,690                 |
| Kilimani funds on behalf of DCT            | 4a          | 5,316,700                 | 11,637,700                |
| other receipts                             | 7           | 0                         | 3,192,526                 |
| NGO's office expenses                      | 8           | -8,894,113                | -12,426,177               |
| Loans granted                              | 3           | -1,338,820                | -4,849,481                |
| <b>TOTAL</b>                               |             | <b>-3,256,191</b>         | <b>1,538,258</b>          |
| <br>                                       |             |                           |                           |
| <b>CASHFLOW FROM INVESTING ACTIVITIES</b>  |             |                           |                           |
| Disposal of fixed assets                   | 7           | 0                         | 800,000                   |
| <br>                                       |             |                           |                           |
| <b>CASH FLOW FROM FINANCING ACTIVITIES</b> |             |                           |                           |
| Receipts from donors                       | 6           | 113,895,426               | 80,354,413                |
| School expenses                            | 9           | -54,648,128               | -37,251,216               |
| Support projects                           | 10          | -57,953,980               | -33,545,268               |
| <b>TOTAL</b>                               |             | <b>1,293,318</b>          | <b>9,557,929</b>          |
| Net increase/ (Decrease) in cash           |             | -1,962,873                | 11,896,187                |
| Cash at beginning of period                |             | 33,909,344                | 22,013,157                |
| <b>Cash at end of period</b>               |             | <b>31,946,471</b>         | <b>33,909,344</b>         |

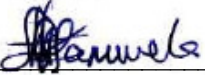
Notes 1 to 12 form part of these financial statements.

  
 \_\_\_\_\_  
 Chairman

Date: 10/3/2014

**15 Statement of changes in equity/accumulated funds for the year  
ended 31 December 2013**

|                          | 31.12.2013<br>Tsh      | 31.12.2012<br>Tsh      |
|--------------------------|------------------------|------------------------|
| <b>ACCUMULATED FUNDS</b> |                        |                        |
| Opening Balance          | -505,008               | 262,411                |
| Ammortisation            | 240,000                | 0                      |
| Disposal                 | 0                      | 182,765                |
| Adjustment               | -537,003               | -1,715,073             |
| SUB-TOTAL                | <u>-802,011</u>        | <u>-1,269,897</u>      |
| Deficit/surplus          | 564,858                | 764,889                |
| TOTAL                    | <u><u>-237,153</u></u> | <u><u>-505,008</u></u> |

  
\_\_\_\_\_  
Chairman

Date: 10/3/2014

**16 Statement of Receipts and Payments for the year ended  
31<sup>st</sup> December 2013**

| <b>RECEIPTS</b>                | <b>NOTE</b> | <b>31.12.2013<br/>Tsh</b> | <b>31.12.2012<br/>Tsh</b> |
|--------------------------------|-------------|---------------------------|---------------------------|
| Liliane Foundation             | 6           | 38,554,964                | 43,454,076                |
| Private donations              | 6           | 200,000                   | 433,942                   |
| VSO Tanzania                   | 6           | 0                         | 1,165,000                 |
| EOTAS-Netherlands              | 6           | 25,511,684                | 13,593,275                |
| Kilimani funds managed for DCT | 4a          | 5,316,700                 | 11,637,700                |
| GDC                            | 6           | 49,628,778                | 21,708,120                |
| Others                         | 7           | 0                         | 3,192,526                 |
| Disposal of motorbike          |             | 0                         | 800,000                   |
| Repayments of loans            | 3           | 1,660,042                 | 3,983,690                 |
| Opening Balance                | --          | 33,909,344                | 22,013,157                |
| <b>TOTAL</b>                   |             | <b>154,781,512</b>        | <b>121,981,486</b>        |
| <b>PAYMENTS</b>                |             |                           |                           |
| NGO office expenses            | 8           | 8,894,113                 | 12,426,177                |
| School                         | 9           | 54,648,128                | 37,251,216                |
| Support projects               | 10          | 57,953,980                | 33,545,268                |
| Loans granted                  | 3           | 1,338,820                 | 4,849,481                 |
| <b>TOTAL</b>                   |             | <b>122,835,041</b>        | <b>88,072,142</b>         |
| <b>CLOSING BALANCE</b>         |             | <b>31,946,471</b>         | <b>33,909,344</b>         |

Notes 1 to 12 form part of these financial statements.

  
\_\_\_\_\_  
Chairman

Date: 10/3/2014

## 17 Notes to the financial statements for the year ended 31 December 2013

### 17.1 Note 1 - ACCOUNTING POLICIES

#### **Funding policies:**

- EOTAS-Tz seeks, receives and manages funds from donors, on behalf of the Dodoma Deaf school and post-primary deaf students.
- EOTAS makes all payments on behalf of Post-Primary Students.
- EOTAS receives income from donors in the form of grants.

#### **Ownership and management of property:**

Property acquired by EOTAS-Tz for the purpose of supporting Deaf Education in Dodoma continues to be managed by the organisation during the running of the project. All property will be entrusted to DCT for the purpose of improving and expanding Deaf Education in Dodoma region.

#### **Fixed assets:**

Rates of depreciation used in the accounts for fixed assets are:

- Computers and printers 20%
- Furniture 10%
- Motor vehicle 50%
- Motor bike 25%

Depreciation is charged in full in the year of purchase.

#### **The School Management:**

- The school is managed by the Head teacher under the School Committee comprising of representatives from DCT, Teachers and parents.
- Financial resources for running and expansion of the school is availed through EOTAS Foundation.



## 17.2 Note 2 Fixed assets

| S/N | Particulars            | Cost           |                |                | Total            | Disposal       | Grand total    | Depreciation  |                |                |          |                | Nett book value 2012 | Ammort. 2012  | Nett book value 2013 | Ammort. 2013   |
|-----|------------------------|----------------|----------------|----------------|------------------|----------------|----------------|---------------|----------------|----------------|----------|----------------|----------------------|---------------|----------------------|----------------|
|     |                        | Opening        | Added purch.   | Added don.     |                  |                |                | Opening       | Additions      | Total          | Disposal | Grand total    |                      |               |                      |                |
| 1   | laptop computers hp x1 | 150,000        |                |                | 150,000          | 150,000        | 0              | 0             | 0              | 0              |          | 0              | 150,000              | 0             | 0                    | 0              |
| 2   | Laptop Acer            |                |                | 300,000        | 300,000          |                | 300,000        | 0             | 60,000         | 60,000         |          | 60,000         | 0                    | 0             | 240,000              | 60,000         |
| 3   | Laser Printer HP       | 98,304         |                |                | 98,304           |                | 98,304         | 19,661        | 0              | 19,661         |          | 19,661         | 58,982               | 19,661        | 39,321               | 19,661         |
| 4   | Desk (main)            | 57,600         | 450,000        |                | 507,600          |                | 507,600        | 11,520        | 45,000         | 56,520         |          | 56,520         | 34,560               | 11,520        | 451,080              | 56,520         |
| 5   | Chair (Executive)      | 44,160         |                |                | 44,160           |                | 44,160         | 8,832         | 0              | 8,832          |          | 8,832          | 26,496               | 8,832         | 17,664               | 8,832          |
| 6   | Chair (Secretary)      | 18,668         |                |                | 18,668           |                | 18,668         | 4,667         | 0              | 4,667          |          | 4,667          | 9,334                | 4,667         | 4,667                | 4,667          |
| 7   | Chair (plastic) x2     | 3,586          |                |                | 3,586            |                | 3,586          | 896           | 0              | 896            |          | 896            | 1,793                | 896           | 896                  | 896            |
| 8   | Desk (Secretary)       | 4,608          |                |                | 4,608            |                | 4,608          | 922           | 0              | 922            |          | 922            | 2,767                | 922           | 1,846                | 922            |
| 9   | Shelves (filing)       | 9,216          |                |                | 9,216            |                | 9,216          | 1,843         | 0              | 1,843          |          | 1,843          | 5,530                | 1,843         | 3,687                | 1,843          |
| 10  | Shelves (small)        | 9,216          |                |                | 9,216            |                | 9,216          | 1,843         | 0              | 1,843          |          | 1,843          | 5,530                | 1,843         | 3,687                | 1,843          |
|     | <b>TOTAL</b>           | <b>395,358</b> | <b>450,000</b> | <b>300,000</b> | <b>1,145,358</b> | <b>150,000</b> | <b>995,358</b> | <b>50,184</b> | <b>105,000</b> | <b>155,184</b> | <b>0</b> | <b>155,184</b> | <b>294,992</b>       | <b>50,184</b> | <b>762,847</b>       | <b>155,184</b> |

### 17.3 Notes 3 - 6

|   | 31.12.2013                | 31.12.2012               |
|---|---------------------------|--------------------------|
| <b>NOTE 3 LOANS TO STAFF</b>  |                           |                          |
| Opening Balance   | 6,263,906                 | 2,525,338                |
| Additions   | 1,338,820                 | 4,849,481                |
| Adjustments   | -311,472                  | 2,872,777                |
| Repayments  | 1,660,042                 | 3,983,690                |
| <b>Closing balance</b>  | <b><u>5,631,212</u></b>   | <b><u>6,263,906</u></b>  |
| <b>NOTE 4 CASH AT BANK AND IN HAND</b>  |                           |                          |
| Cash at Bank  | 26,629,771                | 19,515,644               |
| Cash on behalf of DCT (note 4a)   | 5,316,700                 | 11,637,700               |
| Cash in hand  |                           | 2,756,000                |
| <b>TOTAL</b>  | <b><u>31,946,471</u></b>  | <b><u>33,909,344</u></b> |
| <b>NOTE 4a Kilimani cash managed on behalf of DCT for exclusive use of Dodoma Deaf School</b> |                           |                          |
| Opening balance   | 11,637,700                | 0                        |
| Deposited in bank   | 6,000,000                 | 18,220,000               |
| Received in cash  | 38,109,950                | 13,223,750               |
| Sub-total   | <b><u>55,747,650</u></b>  | <b><u>31,443,750</u></b> |
| Less compound expenses  | 30,125,950                | 16,761,050               |
| Less school support   | 20,305,000                | 3,045,000                |
| Sub-total   | <b><u>50,430,950</u></b>  | <b><u>19,806,050</u></b> |
| <b>TOTAL</b>  | <b><u>5,316,700</u></b>   | <b><u>11,637,700</u></b> |
| <b>NOTE 5 GRANTS AMMORTISATION</b>  |                           |                          |
| Opening Balance   | 0                         | 0                        |
| Laptop donation   | 300,000                   |                          |
| Ammortization   | 60,000                    |                          |
| Adjustments   |                           |                          |
| <b>TOTAL</b>  | <b><u>240,000</u></b>     | <b><u>0</u></b>          |
| <b>NOTE 6 Funds from donors</b>   |                           |                          |
| Liliane Foundation  | 38,554,964                | 43,454,076               |
| Private donations   | 200,000                   | 433,942                  |
| GDC   | 49,628,778                | 21,708,120               |
| VSO- Tanzania   | 0                         | 1,165,000                |
| EOTAS- Netherlands  | 25,511,684                | 13,593,275               |
|   | <b><u>113,895,426</u></b> | <b><u>80,354,413</u></b> |
| Less office expenses @ 7.81%  | 8,894,113                 | 12.77% 10,263,308        |
| <b>TOTAL NET</b>  | <b><u>105,001,313</u></b> | <b><u>70,091,105</u></b> |

## 17.4 Notes 7 – 12

|  | 31.12.2013                | 31.12.2012               |
|--|---------------------------|--------------------------|
| <b>NOTE 7 Other Income</b>                                       |                           |                          |
| Bank interest  |                           | 147,526                  |
| Profit on disposal Motor cycle                                   | 0                         | 0                        |
| Income from Kilimani property                                    | 20,305,000                | 3,045,000                |
| Less School support running cost                                 | <u>20,305,000</u>         |                          |
| <b>TOTAL</b>   | <b><u>0</u></b>           | <b><u>3,192,526</u></b>  |
| <b>NOTE 8 OFFICE EXPENSE</b>                                     |                           |                          |
| Administration/General   | 1,469,113                 | 2,362,829                |
| Human Resources  | 4,874,500                 | 6,881,200                |
| Tools and equipment  | 789,500                   | 145,050                  |
| Travel expenses  | 475,000                   | 339,000                  |
| Direct Sponsoring  | 815,000                   | 2,522,869                |
| Communications   | 351,000                   | 175,229                  |
| Workshops/meetings   | 120,000                   | 0                        |
| <b>TOTAL</b>   | <b><u>8,894,113</u></b>   | <b><u>12,426,177</u></b> |
| <b>NOTE 9 SCHOOL EXPENSES</b>                                    |                           |                          |
| See book keeping 2012 School                                     |                           | 37,251,216               |
| See book keeping 2013 School                                     | 54,648,128                |                          |
| <b>NOTE 10 SUPPORT PROJECTS</b>                                  |                           |                          |
| See bookkeeping 2012 GDC   |                           | 12,000,000               |
| See bookkeeping 2013 GDC   | 43,791,880                |                          |
| See book keeping 2012 Renovations                                |                           | 4,986,000                |
| See book keeping 2013 Renovations                                | 3,109,000                 |                          |
| See book keeping 2012 Workshop                                   |                           | 800,000                  |
| See book keeping 2013 Workshop                                   | 5,096,800                 |                          |
| See book keeping 2012 Art and Craft Centre                       |                           | 15,759,268               |
| See book keeping 2013 Art and Craft Centre                       | 5,956,300                 |                          |
| <b>TOTAL</b>   | <b><u>57,953,980</u></b>  | <b><u>33,545,268</u></b> |
| <b>NOTE 11 ASSETS TO BE ENTRUSTED TO DCT</b>                     |                           |                          |
| Camp Holland, Kilimani buildings + land                          | 230,500,000               |                          |
| Camp Holland, Kilimani inventory                                 | 14,000,000                |                          |
| <b>Kilimani TOTAL</b>  | <b><u>244,500,000</u></b> |                          |
| Deaf School, buildings + land                                    | 495,000,000               |                          |
| Deaf School, inventory   | 11,315,000                |                          |
| <b>Deaf School TOTAL</b>   | <b><u>506,315,000</u></b> |                          |
| <b>Grand Total assets to be entrusted</b>                        | <b><u>750,815,000</u></b> |                          |
| <b>NOTE 12 CONTINGENT LIABILITIES</b>                            |                           |                          |
| The NGO has no pending litigations as at the balance sheet date. |                           |                          |