THE RIGHT2KNOW CAMPAIGN
(REGISTRATION NUMBER 132 - 307 NPO)
ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015

#### **GENERAL INFORMATION**

COUNTRY OF INCORPORATION AND DOMICILE South Africa

NATURE OF BUSINESS AND PRINCIPAL

**ACTIVITIES** 

The Right2Know Campaign promotes human rights and

democracy by advocating for the right to know - that is to be free

to access and to share information.

**DIRECTORS** Alison Tilley

Asha Moodley Godfrey Phiri Ghalib Galant Hennie Van Vuuren Karabo Raijuli Meshack Mbangula Nonhlanhla Chanza

Thabane Miya

**REGISTERED OFFICE** 107 Community House

41 Salt River Road

Salt River 7925

POSTAL ADDRESS 107 Community House

41 Salt River Road

Salt River 7925

BANKERS Standard bank

**REGISTRATION NUMBER** 132 - 307 NPO

9300 44564 PBO

AUDITORS RSM South Africa

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

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#### **DIRECTORS' RESPONSIBILITIES AND APPROVAL**

The directors are required to maintain adequate accounting records and are responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is their responsibility to ensure that the annual financial statements fairly present the state of affairs of the entity as at the end of the financial year and the results of its operations and cash flows for the period then ended. The external auditors are engaged to express an independent opinion on the annual financial statements.

The annual financial statements are prepared in accordance with entity specific accounting policies and are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgements and estimates.

The directors acknowledge that they are ultimately responsible for the system of internal financial control established by the entity and place considerable importance on maintaining a strong control environment. To enable the directors to meet these responsibilities, the directors set standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the entity and all employees are required to maintain the highest ethical standards in ensuring the entity's business is conducted in a manner that in all reasonable circumstances is above reproach. The focus of risk management in the entity is on identifying, assessing, managing and monitoring all known forms of risk across the entity. While operating risk cannot be fully eliminated, the entity endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The directors are of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss.

The directors are satisfied that the entity has or has access to adequate resources to continue in operational existence for the foreseeable future.

The external auditors are responsible for auditing and reporting on the entity's annual financial statements. The annual financial statements have been examined by the entity's external auditors and their report is presented on pages 4 to 5.

The annual financial statements set out on page 7 to 15, which have been prepared on the going concern basis, were approved by:

Director

Director Human Vances

25/02/2016

Date



**RSM South Africa** 

15 Greenwich Grove
Station Road
Rondebosch
Cape Town 7700
PO Box 578
Rondebosch 7701
Docex 7, Rondebosch
T +27 21 686 7890
F +27 21 686 7888
www.rsmza.co.za

#### INDEPENDENT AUDITOR'S REPORT

#### TO THE MEMBERS OF THE RIGHT 2 KNOW CAMPAIGN

We have audited the financial statements of The Right2Know Campaign, as set out on pages 7 to 15, which comprise the statement of financial position as at 31 December 2015, and the statement of comprehensive income, statement of changes in funds and statement of cash flows for the year then ended, and the notes, comprising a summary of significant accounting policies and other explanatory information.

#### **Directors' Responsibility for the Financial Statements**

The entity's directors are responsible for the preparation and fair presentation of these financial statements in accordance with entity specific accounting policies and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, 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 statements 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 management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

#### Basis for Qualified Opinion on certain Prior Year Income

The audit report for the year ended 31 December 2014 included a qualification with regards to completeness of grant and other income, as it was not feasible for the entity to institute accounting controls over this income prior to initial entry in the accounting records. Subsequently the organisation has managed to institute enhanced controls, thereby allowing removal of the qualification in the current year.

#### THE POWER OF BEING UNDERSTOOD AUDIT | TAX | CONSULTING

Partners C D Betty, B Acc, CA(SA), A Blignaut-de Waal, B Com, B Compt (Hons), M Com (FORP), CA(SA), M G Q de Faria, B Bus Sc, CA(SA), B J Eaton, B Acc, H Dip Tax Law, CA(SA), A C Galloway, B Sc MechEng, CA(SA), E Gerber, B Acc (Hons), CA(SA), H Heymans, B Compt (Hons), M Com, FCCA, CA(SA), N C Hughes, B Compt (Hons), PG Cert Adv Tax, CA(SA), J Jones, B Com, B Acc, H Dip Tax Law, H Dip Int Tax Law, CA(SA), J Kitching, B Compt (Hons), CA(SA), B Kooi, B Compt (Hons), CA(SA), CA(SA), L Quintal, B Com (Hons), CA(SA), R Rawooth, B Compt (Hons), CA(SA), B Compt (Hons), CA(SA), CA(SA



#### **Qualified Opinion**

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion on certain Prior Year Income as referred to in the paragraph above, the financial statements of The Right2Know Campaign for the year then ended 31 December 2015 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1 to the financial statements.

#### Supplementary information

Without qualifying our opinion, we draw attention to the fact that the supplementary information set out on page 16 does not form part of the financial statements and is presented as additional information. We have not audited this information and accordingly do not express an opinion thereon.

#### Other reports

As part of our audit of the financial statements for the year ended 31 December 2015, we have read the Directors' Report for the purpose of identifying whether there are material inconsistencies between this report and the audited financial statements. This report is the responsibility of the respective preparer. Based on reading this report we have not identified material inconsistencies between this report and the audited financial statements. However, we have not audited this report and accordingly do not express an opinion on this report.

RSM South Africa Registered Auditors

Per: Andrew Galloway CA(SA) RA

**Partner** 

25 FEBRUARY 2016

Date

Cape Town

#### **DIRECTORS' REPORT**

The directors submit their report for the year ended 31 December 2015.

#### 1. OUR VISION

"We seek a country and a world where we all have the right to know – that is to be free to access and to share information. This right is fundamental to any democracy that is open, accountable, participatory and responsive; able to deliver the social, economic and environmental justice we need. On this foundation a society and an international community can be built in which we all live free from want, in equality and in dignity."

#### 2. OUR MISSION

- To co-ordinate, unify, organise and activate those who share our principles to defend and advance the right to know.
- To struggle both for the widest possible recognition in law and policy of the right to know and for its implementation and practice in daily life.
- To root the struggle for the right to know in the struggles of communities demanding political, social, economic and environmental justice.
- To propagate our vision throughout society.
- To engage those with political and economic power where necessary.
- To act in concert and solidarity with like-minded people and organisations locally and internationally.

#### 3. REVIEW OF ACTIVITIES

#### MAIN BUSINESS AND OPERATIONS

The operating results and state of affairs of the company are fully set out in the attached annual financial statements and do not in our opinion require any further comment.

#### 4. GOING CONCERN

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

#### 5. EVENTS AFTER THE REPORTING PERIOD

The directors are not aware of any matter or circumstance arising since the end of the financial year that has a material impact on the annual financial statements.

#### STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2015

Figures in Rand	Note(s)	2015	2014
ASSETS			
NON-CURRENT ASSETS			
Property, plant and equipment	2	157 917	99 061
CURRENT ASSETS			
Receivables	3	43 541	84 302
Cash and cash equivalents	4	173 384	178 350
		216 925	262 652
Total Assets		374 842	361 713
FUNDS AND LIABILITIES			
FUNDS			
Accumulated surplus		266 610	163 934
Sustainability fund		2 950	<u>-</u>
	<u> </u>	269 560	163 934
LIABILITIES			
CURRENT LIABILITIES			
Payables	5	95 662	113 337
Deferred income	6	9 620	84 442
		105 282	197 779
Total Funds and Liabilities		374 842	361 713

#### THE RIGHT2KNOW CAMPAIGN

#### (Registration number 132 - 307 NPO)

#### Annual Financial Statements for the year ended 31 December 2015

Statement	of Compre	hensive Income	

Figures in Rand	Note(s)	2015	2014
Revenue			
Grant income		4 850 200	3 204 956
Donations		23 104	37 196
	7	4 873 304	3 242 152
Other income			
Rental income		13 080	12 000
Other income		14 245	18 832
Interest received		8 320	825
		35 645	31 657
Operating expenses			
Programme management		(1 011 252)	(757 938)
Coordination		(441 482)	(362 130)
Overheads		(225 255)	(194 582)
Accounting services		(101 948)	(86 382)
Audit fees		(82 650)	(40 940)
Bank charges		(28 750)	(15 552)
Finance costs		-	(77)
Insurance		(7 774)	(5 397)
Other services		(53 889)	(3 251)
Capital items		(11 941)	(14 317)
Donations made		(2 800)	(2 716)
Depreciation		(54 764)	(32 594)
Programme expenditure		(3 792 071)	_(2 466 587)
Coordination		(1 941 893)	(1 239 611)
Governance		(340 912)	(252 472)
Popular education		(632 942)	(177 390)
Training school	8	(116 944)	(59 555)
Mobilisation		(424 626)	(436 053)
Communication / media		(334 754)	(301 506)
Total expenditure		(4 803 323)	(3 224 525)
Cumlus for the year			
Surplus for the year		105 626	49 284

#### STATEMENT OF CHANGES IN FUNDS

Figures in Rand	Sustainability fund	Accumulated surplus	Total funds
Balance at 01 January 2014 Surplus for the year	-	<b>114 650</b> 49 284	<b>114 650</b> 49 284
Balance at 01 January 2015 Surplus for the year Transfer between reserves	- - 2 950	<b>163 934</b> 105 626 (2 950)	<b>163 934</b> 105 626
Balance at 31 December 2015	2 950	266 610	269 560

#### STATEMENT OF CASH FLOWS

Figures in Rand	Note(s)	2015	2014
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash receipts		4 866 959	3 275 507
Cash paid to suppliers and employees		(4 764 936)	(3 263 199)
Cash generated from operations	9	102 023	12 308
Interest income		8 320	825
Finance cost			(77)
Net cash from operating activities		110 343	13 056
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of property, plant and equipment	2	(115 309)	(74 682)
Net cash from investing activities		(115 309)	(74 682)
CASH FLOWS FROM FINANCING ACTIVITIES			
Movement in loans		-	(89 269)
Net cash from financing activities		-	(89 269)
Total cash movement for the year		(4 966)	(150 895)
Cash at the beginning of the year		178 350	329 245
Total cash at end of the year	4	173 384	178 350

#### **ACCOUNTING POLICIES**

#### 1. PRESENTATION OF ANNUAL FINANCIAL STATEMENTS

The annual financial statements have been prepared in accordance with entity specific accounting policies. The annual financial statements have been prepared on the historical cost basis, and incorporate the principal accounting policies set out below. They are presented in South African Rands.

#### 1.1 PROPERTY, PLANT AND EQUIPMENT

The cost of an item of property, plant and equipment is recognised as an asset when:

- it is probable that future economic benefits associated with the item will flow to the company; and
- the cost of the item can be measured reliably.

Property, plant and equipment is initially measured at cost.

Costs include costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

Property, plant and equipment are depreciated on the straight line basis over their expected useful lives.

Property, plant and equipment is carried at cost less accumulated depreciation and any impairment losses.

The useful lives of items of property, plant and equipment have been assessed as follows:

ITEMAVERAGE USEFUL LIFEComputer equipment3 yearsComputer software2 yearsFurniture and fittings6 yearsOther office equipment3 - 5 years

#### 1.2 FINANCIAL INSTRUMENTS

#### FINANCIAL INSTRUMENTS AT AMORTISED COST

Financial instruments may be designated to be measured at amortised cost less any impairment using the effective interest method. These include receivables, loans and payables. At the end of each reporting period date, the carrying amounts of assets held in this category are reviewed to determine whether there is any objective evidence of impairment. If so, an impairment loss is recognised.

#### 1.3 IMPAIRMENT OF ASSETS

The entity assesses at each end of the reporting period whether there is any indication that an asset may be impaired. If any such indication exists, the entity estimates the recoverable amount of the asset.

If there is any indication that an asset may be impaired, the recoverable amount is estimated for the individual asset.

If the recoverable amount of an asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. That reduction is an impairment loss.

An impairment loss of assets carried at cost less any accumulated depreciation or amortisation is recognised immediately in profit or loss.

#### **ACCOUNTING POLICIES**

#### 1.4 EMPLOYEE BENEFITS

#### SHORT-TERM EMPLOYEE BENEFITS

The cost of short-term employee benefits, (those payable within 12 months after the service is rendered, such as paid vacation leave and sick leave, bonuses, and non-monetary benefits such as medical care), are recognised in the period in which the service is rendered and are not discounted.

#### 1.5 PROVISIONS AND CONTINGENCIES

Provisions are recognised when:

- the company has a present obligation as a result of a past event;
- it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation; and
- a reliable estimate can be made of the obligation.

Contingent assets and contingent liabilities are not recognised.

#### 1.6 REVENUE

When the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction is recognised by reference to the stage of completion of the transaction at the end of the reporting period. The outcome of a transaction can be estimated reliably when all the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the economic benefits associated with the transaction will flow to the company;
- the stage of completion of the transaction at the end of the reporting period can be measured reliably; and
- the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

When the outcome of the transaction involving the rendering of services cannot be estimated reliably, revenue shall be recognised only to the extent of the expenses recognised that are recoverable.

Revenue is measured at the fair value of the consideration received or receivable and represents the amounts receivable for goods and services provided in the normal course of business, net of trade discounts and volume rebates, and value added tax.

#### Grant income

Grant income from specific funders is governed by individual agreements between each funder and the entity. Income contractually designated for particular project activities and events is recognised to the extent that related expenditure has been incurred.

#### Other income

Interest is recognised, in profit or loss, using the effective interest rate method.

#### 1.7 BORROWING COSTS

Borrowing costs are recognised as an expense in the period in which they are incurred.

#### NOTES TO THE ANNUAL FINANCIAL STATEMENTS

-iç	ures in Rand					2015	2014
2.	PROPERTY, PLANT AN	D EQUIPMEN	Т				
			2015			2014	
		Cost / Valuation	Accumulated depreciation	Carrying value	Cost / Valuation	Accumulated depreciation	Carrying value
	Computer equipment	143 714	'	82 333	64 129	(30 315)	33 814
	Computer software	20 499	(7 987)	12 512	4 699	(2 733)	1 966
	Furniture and fittings	45 119	(15 539)	29 580	35 282	(8 939)	26 343
	Other office equipment  Total	51 292 <b>260 624</b>	(17 800) (102 707)	33 492 <b>157 917</b>	42 954 <b>147 064</b>	(6 016) (48 003)	36 938
	Total	200 024	(102 707)	137 917	147 004	(46 003)	99 061
	RECONCILIATION OF P	ROPERTY, PI	LANT AND EQU	JIPMENT - 20	15		
			Opening balance	Additions	Disposals	Depreciation	Total
	Computer equipment		33 814	79 585	_	(31 066)	82 333
	Computer software		1 966	15 800	-	(5 254)	12 512
	Furniture and fixtures		26 343	9 837	-	(6 600)	29 580
	Other office equipment		36 938	10 087	(1 691)	(11 842)	33 492
			99 061	115 309	(1 691)	(54 762)	157 917
	RECEIVABLES						
	Deposits					3 000	3.000
	Heinrich Boll Stiftung Advances to employees					-	34 049
	Other receivables					29 719 9 690	20.044
	SARS					1 132	38 21 <sup>2</sup> 9 042
	<i>57</i> (17.6)					43 541	84 302
	CASH AND CASH EQUIV	/ALENTS					
	Cash and cash equivalent	s consist of:					
	Bank balances					173 384	177 958
	Cash on hand						392
						173 384	178 350
	PAYABLES						
						71 287	44 575
	Accrued leave pay						
	Accrued expenses					5 945	
						5 945 18 430 <b>95 662</b>	67 050 1 712 <b>113 337</b>

#### NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Fig	ures in Rand	2015	2014
6.	DEFERRED INCOME		
	Deferred income consists of:		
	Bread For The World Small grants	- 9 620	84 442
		9 620	84 442
7.	REVENUE		
	Donations Grant income	23 104 4 850 200	37 196 3 204 956
		4 873 304	3 242 152
	THE AMOUNT INCLUDED IN REVENUE ARISING FROM FUNDING CONTRACTS INCLUDED IN REVENUE ARE AS FOLLOWS:	· ·	
	Bertha Foundation Bread for The World Claude Leon Foundation FES Media	457 826 1 567 468 300 000 1 460	422 848 1 165 905 300 000
	Friedrich Ebert Stiftung Heinrich Boll Stiftung SA Norwegian People's Aid Open Society Foundation of SA Raith Foundation	644 207 802 646 866 000	74 551 305 002 525 626 411 024
	Small grants	63 991 146 602	
		4 850 200	3 204 956
	OPERATING EXPENSES		ž **
	Training school	116 943	59 555
).	CASH GENERATED FROM OPERATIONS		
	Surplus before taxation ADJUSTMENTS FOR:	105 626	49 284
	Depreciation	54 764	32 594
	Loss on sale of assets	1 691	13 917
	Interest received	(8 320)	(825)
	Finance costs CHANGES IN WORKING CAPITAL:	-	77
	Receivables	40 760	58 688
	Payables	(17 676)	(85 263)
	Deferred income	(74 822)	(56 164)
	Deferred income	()	(00 101)

#### NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand		2015	2014

#### 10. TAXATION

No provision has been made for 2015 taxation as the company has Public Benefit Organisation status in terms s10(1)(cN) as read together with s30 of the Income Tax Act.

# Analysis of funds and expenditure statement

Own Funds	23 104 13 080 14 245	50 429	2 800	(58 855)			(56 055)	106 484 (858)	105 626	163 934 (2 950) 2 950	269 560
Raith Foundation	63 991	63 991	29 158 6 771		3 596 21 516		61 041	2 950 (2 950)			9
Friedrich Ebert Stiftung (FES Media)	1 460	1 460					ė	1 460	я		1
Brot fur die Welt	1 483 026	1 491 346	501 127 104 624	182 198	40 985 202 809 116 944	277 814 141 448	1 581 056	(89 710) 5 268	(84 442)	84,442	# # # # # # # # # # # # # # # # # # #
Heinrich Boll Stiftung	678 255	678 255	576 545		4 092 62 407	1 163	644 207	34 048	34 048	(34 048)	
Bertha Foundation	457 826	457 826	382 365 33 461		12 295	29 705	457 826	8	8		p
Norwegian People's Aid	802 646	802 646	273 430 40 399	46 712 98 455	277 241 43 609	22 800	802 646	•	De la constitución de la constit		38
Small	156 224	156 224	23 700	101	90 303	20 002 12 498	146 604	9 620	9 620		9 620
Claude Leon Foundation	300 000	300 000	300 000				300 000	•	MANAGEMENT OF THE PROPERTY OF		3
Open Society Foundation	998	366 000	300 000 40 000	46 000 14 000	15 000 200 000	122 850 128 150	866 000	ı	9		69
Total	4 809 428 23 104 13 080 14 245 8 320	4 868 177	2 386 325 225 256 2 800	275 010 125 562 (58 858)	340 912 632 939 116 944	444 629 311 804	4 803 323	64 854	64 854	214 328 (2 950) 2 950	279 182
Notes				,	gano.			8			
	Income Grants Donations Rental income Other income	Sundry income Total income	Expenditure Coordination Overheads	Capital Items - covered by funders Capital Items - covered by funders Capital Items - capatalized at year end,	depreciation and loss of fixed assets Governance Popular education Total control of the control	I raining school Mobilization Communication/Media	Total expenditure	Net surplus (deficit)		Opening balance Transfer from own funds Transfer to Sustainability Fund	Closing Balance

Note:

Note 1: This line includes the re-allocation of capital items to the statement of financial position, depreciation and other adjustments to assets in line with accounting policies and reporting frameworks.

The supplementary schedule is unaudited.