

# Zwaanswyk Association of Property Owners (ZAPO)



## ZAPO Annual General Meeting (AGM) Minutes

**Date:** 12 November 2024

**Time:** 7 pm

**Venue:** The Range

**Chairperson:** Caroline Brown

---

### 1. Registration

- Attendees signed in.

### 2. Welcome & Apologies

- Chairperson welcomed attendees and noted apologies received.

### 3. Membership

- **Resignations:** Beth Howieson
- **New Members:** Bronson Coverly

### 4. Quorum to Constitute a Meeting

- It was confirmed that the meeting met the quorum requirements.

### 5. Approval of Previous AGM Minutes

- The minutes from the previous AGM held on 7 November 2023 were reviewed.
- **Approval:** Approved
- **Matters Arising:** No matters arising

### 6. Chairperson's Report

- Feedback on operations for 2023/24 was presented. Attached
- **Approval of the Annual Report for 2023/24:** Approved
- **Noting of Audited Financial Statements 2023/24:** Noted

### 7. Budget & Financial Matters

- **Noting of Additional Surplus Funds Utilised in 2023/24:** Noted
- **Approval of Additional Surplus Funds Utilisation for 2024/25:** Approved (by show of hands)
- **Approval of Surplus Funds Utilisation for 2025/26:** Approved
- **Approval of the Budget for 2025/26:** Approved/Not Approved

## 8. Approval of the Implementation Plan for 2025/26

- Implementation plan was reviewed and Approved

## 9. Appointment of a Registered Auditor

- True North was re-appointed as the registered auditor.

## 10. Confirmation of Company Secretary

- True North was confirmed as the Company Secretary.

## 11. Election of Board Members

- The following directors resigned as per Article 16.1.9: Antony Peel and Rob Tiffin
- The following individuals were re-elected as Board Members: Antony Peel and Rob Tiffin

## 12. General

- Report from Premier by Richard Frost – attached
- Fence security upgrade

## 13. Q&A

- Open floor for members' questions and discussions.

## 14. Adjournment

- The meeting was adjourned at 20.47

---

**Minutes Prepared by:** Zoe Ball

**Date:** 20 January 2024

# ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS AGM NOVEMBER 2024

## CHAIRPERSON'S REPORT

### INTRODUCTION

Zwaanswyk has faced numerous challenges across many fronts during the past year; security, fire, baboons and severe weather causing floods, trees and cabling blown down.

We also have ageing and ongoing breaks in CoCT infrastructure with burst water mains and water outages and wear and tear to the roads.

The fence is crucial for our quality of life here, providing safety and a relatively baboon free existence.

## STRATEGIC OBJECTIVES

In terms of our Memorandum of Incorporation with the City of Cape Town, the “main objects of the Company are to provide Community Based Private Urban Management within the public areas of the SRA”.

That is complex language to describe our 4 mandated objectives, as approved by Zwaanswyk residents when ZAPO was established:

- A. To erect and maintain a baboon deterrent fence
- B. To provide common area security
- C. To enhance and ensure the maintenance of common areas by the City of Cape Town
- D. To communicate with members on the above aspects

and a 5<sup>th</sup> mandate was subsequently added

- E. Community development and anti-poverty initiatives

I have listed the Memorandum of Incorporation’s objectives below, with our 4 focus areas highlighted:

4.1.1 enhance and supplement the municipal services provided by the City in the SRA; (C above)

4.1.2 facilitate investment in the SRA;

4.1.3 facilitate a co-operative approach between the City and the private sector in the provision of municipal services; (C above)

4.1.4 halt the degeneration and facilitate the upliftment of distressed areas in the SRA;

4.1.5 promote economic growth and sustainable development and in this way assist the Council in the fulfilment of its objects and developmental duties as set out in its Integrated Development Plan contemplated in the Local Government: Municipal Systems Act 32 of 2000 and the Local Government: Municipal Finance Management Act 56 of 2003.

4.2.1 the protection of the safety of the general public; particularly those trading commercially or residing within, frequenting or passing through the SRA; (B above)

4.2.2 conducting and promoting clean-up or sustainable development projects in the SRA. With regard to conducting and promoting clean-up projects in the SRA, the Company will endeavour to, amongst other things, ensure that the SRA is clean, tidy and well-maintained by conducting, or appointing contractors to conduct, supplementary cleaning and maintenance services in the SRA; and/or (A above, as it pertains to the fence)

4.2.3 facilitating community development in the SRA for poor and needy persons (such as homeless persons living within the area of the SRA) and anti-poverty initiatives; (E above)

## EXECUTIVE SUMMARY OF PERFORMANCE OUTCOMES

SUMMARY ZAPO PERFORMANCE OUTCOMES			Comments
Erect and maintain a baboon deterrent fence	Weekly inspections, weekly cleaning and grass cutting etc	😊😊	
	Respond to alerts	😊	
	Maintain gates	😊	
	Repair fence when issues arise	😞	Landslide site repair outstanding
Provide common area security	Guarding services at the entrance to Zwaanswyk	😊	

	Respond to alerts	😊	
Enhance and supplement the municipal services provided by the City of Cape Town	Lodge and facilitate C3s and issues	😊	
	Manage response times and escalate to the Councillor	😊	
To communicate with members on the above aspects	Newsletters and Updates	😐	
Community development and anti-poverty initiatives	Donation to Westlake United Church Trust	😞	Insufficient funds within the Ops budget

## **KEY EVENTS / CHALLENGES**

### **Security**

The most troubling event was the robbery on 5 June 24 of a property in the upper section of Zwaanswyk (on the Park edge). The Zwaanswyk fence was breached by the burglars who dug underneath it. They had been staked out in the park and might well have been observing our houses for some time.

In May we also had a robbery at Stillness Manor by an ex-employee. And on 17 December 2023 a robbery at a building site in the upper section of Zwaanswyk.

The security situation in all the surrounding neighbourhoods is deteriorating. We are aware of regular incidents of cars being broken into and stolen in daylight while parked at Lower Tokai. A number of robberies have occurred at properties all around the Park edge, one by a gang at a property very close to home in Constantia.

At times it has felt like we are a bubble of relative safety in an ocean of crime and poverty. But just like South Africa, our borders are porous. Residents also need to protect and secure their homes.

We also have an ongoing risk of access and inside information posed by contractors and building crews. For your own safety and that of your neighbours, all residents who are building please insist on audits of the employee information.

### **Fire**

There were more than 20 fires started immediately around us over the 2023/2024 fire season, and several other fires that raged in the slopes above Lakeside could have swept over to us if they had not been brought under control. The first fire of this fire season was in Upper Tokai on Thursday 31<sup>st</sup> October (reported by a Zwaanswyk resident) and it had 3 ignition points, so it had also been started deliberately. Our engagement with SANParks regarding the urgency of alien clearing was successful, and they escalated efforts to clear alien vegetation in the blocks around Zwaanswyk

### **Lightning strike**

On 8 July 2024 the gates and fence were hit by a lightning strike.

Thanks to the swift response by our team of service providers, we had the power restored and the main gate working within 24 hours.

### **Baboons**

In recent years the baboon population over the Tokai / Zwaanswyk troops has almost doubled. This increase in the population is way beyond the carrying capacity of the food source in the Park. This increase not only adds to the number of baboons trying to get in, but also to their determination - hungry baboons are even more resolute and resourceful in their efforts to get in to get to food. It also means a much higher number of males who must disperse but who have nowhere to go.

At the end of last year, the ongoing raids caused us to place our own monitor to deter baboons from coming up the road – so far, he has been pretty successful at this. Thank you to the Zwaanswyk resident who has facilitated his employment and to residents of Steenberg Green who have provided him with a hut and protective clothing. However, his salary and other costs were not budgeted or provided for in the ZAPO operating budget, so this has come at the cost of other commitments.

There is a clear intention of the City of Cape Town to transfer the cost of managing baboons from getting in to urban areas to the affected communities/residents. The contract with NCC baboon rangers comes to an end at the end of November, and the future of the baboon ranger programme is still unclear. The level of chaos for other neighbourhoods makes me profoundly grateful to the people who had the foresight to initiate and build our fence and to the members on the Board who are continually patrolling, maintaining and fixing the fence.

We currently have an issue with the fence which we are all very well aware of - due to the security sensitivity we will not elaborate, but will answer questions and discuss at the meeting. We are working hard to resolve this and other points of access.

We have attended all the baboon consultation meetings as have a number Zwaanswyk residents – thank you to those who have also attended and added to the voice speaking up for Zwaanswyk.

## **SHORT AND MEDIUM-TERM OUTLOOK**

The threats and challenges from the external environment are going to make preserving our security and a relatively baboon free life in Zwaanswyk more difficult.

Our objectives for the year ahead are:

- Rebuild the fence at the top corner
- Protect the fence and deter incursions through the fence with a night vision camera system.
- Lobby for a fence from Steenberg Green to Forest Glade

From the annual income (the ZAPO levies) of +/- R1,4 million, we currently pay for:

- The 3 Premier Guards and facility of the car,
- Premier back up response and support,
- The Zwaanswyk baboon monitor, paintball supplies etc,
- The maintenance of the fence (cleaning and repairs),
- Electrification and insurance of the fence.

Thanks go particularly to Rob Tiffin for his guiding hand on the finances which have enable ZAPO to obtain such incredible value for our money.

The Zwaanswyk baboon monitor was not in the business plan and we simply do not have the funds to sustain this additional service without an increase in the levy. We were also not able to make the community contribution to the Westlake United Church due to insufficient funds. I encourage any of you who can make a donation in your private capacity to do so, every cent they received is used for the benefit of the children and the vulnerable in the Westlake community.

The Operating plan for the next 5-year period will be proposed at the next AGM – your thoughts and input on this plan will be greatly valued.

## **ACKNOWLEDGMENTS**

- ✓ Our longstanding partnership with Premier is highly valued and appreciated
- ✓ Councillor Franklin, who is always extremely responsive and involved in our SID
- ✓ Glowin who are our service providers for repairs and technical support and who support us through all our emergencies (major and minor)
- ✓ NCC have provided us with amazing support – the team of NCC rangers have really prioritized us. Its thanks to them and an ongoing contribution from Uri Mitrani that we have generally managed to keep the troop away from the point of entry
- ✓ All of the members of the Board who contribute so much of their time, energy and expertise
- ✓ And thank you to Zoe who organizes everything, keeps the wheels turning and the lights on

## **ZWAANSWYK INCIDENT LAYOUT BY PREMIER SECURITY**

House Break-Ins:

12/05/2024 - 16 Debaren Close - Stillness Manor

At 22h51 – Control received a call from the client who informed they pressed a PANIC. No alarm was received on our side. Client informed us that there was someone on the premises. AR was dispatched, Par 5 assisted. Par 2 informed it was a positive break-in. A TV was stolen.

05/06/2024 - 112 Zwaanswyk

Reported at 09h56 - Par 2 was on patrol when he was stopped by k/h Susie who notified that there was a positive break-in at the premises. Mike 1 went to the premises. Access was gained from the mountain side, fence cut from the back. SAPS on scene at 12h11

Malicious Damage to Property:

29/12/2023 - Zwaanswyk fence cut.

At 05h28 – Mike 2 was on routine fence check when he noticed the fence was cut and a hole dug under it. All armed response and site officers in Zwaanswyk were put on high alert.

Burglary:

17/12/2024 – 125 Zwaanswyk

At approx. 17h25 – Client at 127 Zwaanswyk called in to report 4 suspect on his premises that jumped the wall on to the next door property. Message was sent on the AR whatsapp group regarding a burglary at 125 Zwaanswyk. Par 3, Par 4 & Par 5 responded. SAPS confirmed. Premier caught the driver of a bakkie and suspect was detained at Kirstenfof CSC. Premier searched for the other 4 suspects, but was unsuccessful.

Home Invasion:

06/12/2024 – 143 Zwaanswyk

At 02h15 – Par 2 called for back-up, said there was a house robbery. Par 2 was on patrol when the son of 143 Zwaanswyk ran down the road and reported that 4 B/M tied them up and invaded their home. When he arrived at the premises the mother also broke loose and was outside the house. The husband also managed to free himself. When the husband came outside he was swearing at Par 2 and shot at him. At 02h18 control phoned Kirstenhof SAPS. Mike 1 was informed. SAPS on scene at 02h30. Cell phones, MacBook, TV's amongst other items were stolen.

Suicide end 2023:

Zwaanswyk Close

Control room received a call from a resident in Zwaanswyk to say they heard a gunshot. Armed response alongside the armed response manager was notified and proceeded to the scene. On arrival they found one member of the public DOA, gunshot wound on the left side of his head. Scene management was set into place and all services were contacted.

## **ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS – TREASURER REPORT AGM 2024**

Dear Zwaanswyk residents

In terms of the financial year past we had a operational loss of operated within our budget, accruing a healthy profit of R116 000 mainly because of and payout of the broken fence(R203 000) which has still not been repaired and therefore the money has been taken as income.

Also we had a decrease in depreciation from R171 000 to R94 000.

Income and expenses were in line with the budget.

The baboon monitor has added about R120 000 to our expenses as well a large increase in repairs and maintainance of R120 000

Looking forward to 2024/2025 we are about if you approve spend R500 000 on a new camera system and we have had to dip into our surplus for this.

We will have an 15% increase in our levies for 25/26 to help recover our depreciation which we used for our cover.

I would like to thank Bonnita Ascott form the city, who firmly guides us through the budget process, Nadya Josephy-Collins our able administrator and Zoe Ball

Rob Tiffin Treasurer ZAPO

We are running on the 5-year plan, we are now in year 3 (i.e. 2023/24) and it will finish in June 2026.

This budget is cast in stone, to date to give you an example, the City of Cape Town has not altered one of these budgets mid-term where it had to go to Council for approval, it can be done but the CID will require consent from the property owners to do so. Refer extract from the CID By-law below:

**Amendments to the business plan requiring further consent**

26. (1) A management body may apply to Council in terms of subsection (2) to materially alter their business plan in the following respects:
- (a) business plan provisions not included in section 25;
  - (b) any liability for, or the amount of, the additional rate;
  - (c) any material increase in the total expenditure to be funded by the additional rate for the relevant financial year, as provided for in the term budget other than an increase as contemplated in section 25(2)(c);
  - (d) the scope or level of services or projects carried out by the management body; or
  - (e) expansion of the CID's geographic area.

That means we cannot change it, we must spend within our means, the budget was set up for inflation and has covered everything in our five-year plan.

But the council allows us to spend discretionary on our surplus allocation, this is money surplus to our budget made up of our savings on operational expenses and includes the 3% retention payment that the council pays us if our ratepayers are not in arrears.

Therefore, we spending our surplus utilization this year on the following;

CCTV (proposed)	R500 000
-----------------	----------

The council has approved the above as we can use 2024/2025 surplus.

We will have additional costs; we must monitor and pay depreciation.

In terms of the operational expenses (day to day), that must comply to the 5-year budget.

Depreciation cannot be cut as it's in the 5-year budget and applies for the useful life of the asset once it becomes operational.

## Zwaanswyk Association of Property Owners NPC

(Registration number: 2008/021552/08)

Annual Financial Statements for the year ended 30 June 2024

### Statement of Financial Position as at 30 June 2024

Figures in Rand	Notes	2024	2023
<b>Assets</b>			
<b>Non-Current Assets</b>			
Property, plant and equipment	2	790 628	860 892
<b>Current Assets</b>			
Trade and other receivables		465	-
Cash and cash equivalents	3	2 250 952	1 929 968
		<b>2 251 417</b>	<b>1 929 968</b>
<b>Total Assets</b>		<b>3 042 045</b>	<b>2 790 860</b>
<b>Equity and Liabilities</b>			
<b>Equity</b>			
Retained income		2 972 907	2 732 901
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and other payables	4	42 420	42 798
Current tax payable		26 718	15 161
		<b>69 138</b>	<b>57 959</b>
<b>Total Equity and Liabilities</b>		<b>3 042 045</b>	<b>2 790 860</b>

## Zwaanswyk Association of Property Owners NPC

(Registration number: 2008/021552/08)

Annual Financial Statements for the year ended 30 June 2024

### Statement of Comprehensive Income

Figures in Rand	Notes	2024	2023
Revenue	5	1 334 524	1 280 424
Other income	6	203 620	-
Operating expenses		(1 421 564)	(1 292 162)
<b>Operating profit (loss)</b>	7	<b>116 580</b>	<b>(11 738)</b>
Investment revenue	8	150 144	109 347
<b>Surplus before taxation</b>		<b>266 724</b>	<b>97 609</b>
Taxation		(26 718)	(17 210)
<b>Surplus for the year</b>		<b>240 006</b>	<b>80 399</b>

## Notes to the Annual Financial Statements

Figures in Rand

	2024			2023		
	Cost	Accumulated depreciation	Carrying value	Cost	Accumulated depreciation	Carrying value
2. <b>Property, plant and equipment</b>						
Facility construction	1 936 156	(1 145 528)	790 628	1 912 143	(1 051 251)	860 892
<b>Reconciliation of property, plant and equipment - 2024</b>						
	Opening balance	Additions	Depreciation	Closing balance		
Facility construction	860 892	24 014	(94 278)	790 628		
3. <b>Cash and cash equivalents</b>	Cash and cash equivalents consist of:					
Bank balances				2 250 952	1 929 968	
4. <b>Trade and other payables</b>	Trade payables					
VAT				42 420	40 799	
				-	1 999	
				<b>42 420</b>	<b>42 798</b>	
5. <b>Revenue</b>	Additional Rates Received					
Additional Rates Retention Received				1 293 253	1 230 193	
				41 271	50 231	
				<b>1 334 524</b>	<b>1 280 424</b>	
6. <b>Other Income</b>	Insurance refund					
				203 620	-	
7. <b>Operating profit (loss)</b>	Operating profit (loss) for the year is stated after accounting for the following:					
Depreciation on property, plant and equipment				94 278	171 354	
8. <b>Investment revenue</b>	Interest revenue					
Bank				150 144	109 347	

### Zwaanswyk Association of Property Owners NPC

(Registration number: 2008/021552/08)

Annual Financial Statements for the year ended 30 June 2024

#### Detailed Income Statement

Figures in Rand	Notes	2024	2023
<b>Revenue</b>			
Additional Rates Received		1 293 253	1 230 193
Additional Rates Retention Received		41 271	50 231
	5	<b>1 334 524</b>	<b>1 280 424</b>
<b>Other income</b>			
Insurance refund	6	203 620	-
<b>Operating expenses</b>			
Accounting fees		(5 235)	(7 003)
Administration and management fees and fines		(116 524)	(101 580)
Advertising		(3 709)	(6 673)
Auditors remuneration		(9 510)	(8 778)
Bank charges		(3 507)	(3 195)
Cleaning		(47 846)	(48 150)
Computer expenses		(7 977)	(7 425)
Depreciation		(94 278)	(171 354)
Donations		-	(50 000)
Environmental upgrade expense		(17 533)	(16 124)
Gifts		(1 666)	(2 082)
Insurance		(15 641)	(11 112)
Meeting expenses, refreshments and teas		(3 476)	(6 116)
Minor tools and equipment		-	(599)
Motor vehicle expenses		-	(445)
Printing and stationery		(1 236)	(1 156)
Repairs and maintenance		(213 004)	(75 261)
Secretarial fees		(2 650)	(370)
Security		(861 031)	(755 855)
Subscriptions		(419)	(2 996)
Utilities (other than City of Cape Town)		(16 322)	(15 888)
		<b>(1 421 564)</b>	<b>(1 292 162)</b>
<b>Operating profit (loss)</b>	7	116 580	(11 738)
Investment income	8	150 144	109 347
<b>Surplus before taxation</b>		<b>266 724</b>	<b>97 609</b>
Taxation		(26 718)	(17 210)
<b>Surplus for the year</b>		<b>240 006</b>	<b>80 399</b>

Approvals required at the annual general meeting

Motion 1(show of hands)

Approval of the 25/26 budget

In 25/26 we are increasing the levy by 15%, this is to cover the costs of the Baboon monitor and additional camera maintaince and monitoring (R180 000) per year.

Motion 2(show of hands)

Approval of the 25/26 surplus utilisation.

The surplus shows us using the R500 000 for the cameras in 24/25 and the then the additional R110 000, we need for the baboon monitor in 25/26. It shows our surplus reduced which is mainly the depreciation for the fence. While this figure is reduced, we will recover the depreciation in the next

5-year plan starting 2027. We believe if the fence is completely rebuilt it would be at a cost of R1 600 000 in 2024 costs. Clearly, we would not have to replace the entire fence in on go.

Motion 3(show of hands)

Approval of the 24/25 6 surplus utilisation.

We are taking R500 000 from the surplus to spend on the cameras that will cover the fence and provide us with an early alert if people try to breach the fence.

For noting

The additional surplus approved by the board in 23/24 is for noting at the AGM.

## ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS

### Additional Surplus Utilisation for 2024/25 approved by the Board

Line Item	Approved Surplus Funding	Adhoc Adjustment Budget approved by the Board	Total
<b>Revenue</b>			
Accumulated Surplus (Projects + Capital)	- 150 000	- 350 000	- 500 000
<b>Total Surplus funding in the budget</b>	<b>- 150 000</b>	<b>- 350 000</b>	<b>- 500 000</b>
<b>Expenditure</b>			
<b>Projects</b>			
Westlake Upliftment Project	50 000	50 000	-
<b>Capital Expenditure (PPE)</b>			
CCTV / LPR Cameras	50 000	450 000	500 000
Plant and Equipment	50 000	50 000	-
<b>Total Expenditure funded from Surplus</b>	<b>150 000</b>	<b>350 000</b>	<b>500 000</b>
Difference	-	-	-

Surplus funding evaluation - 25/26

<b>ZWAANSWYK</b>	
	<b>Balance</b>
<b>From the Statement of Financial Position</b>	
Cash reserves as at 30 June 2024	2 250 952
<b>Plus</b> Trade and other receivables	465
<b>Less</b> Trade and other payables + provisions	-69 138
Cash available from previous financial year	2 182 279
<b>Plus</b> refund from rolling bad debt reserve payable Sept 2024 (incl. VAT)	69 483
Cash available as at 30 June 2024 plus refund from rolling bad debt reserve	2 251 762
<b>Less</b> Committed surplus funded projects in the current financial year (2024/25)	-500 000
<b>Less</b> Planned surplus funded projects for the 2025/26 financial year	-110 000
<b>Less</b> Planned surplus funded projects for the outer years	-
<b>Less</b> Two months of City funding to be kept as provision against cash flow risks (incl. VAT)	-261 632
<b>Uncommitted Cash</b>	<b>1 380 129</b>

# ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS

## 2025/26

### PROPOSED UTILISATION OF ACCUMULATED SURPLUS

#### EXPENDITURE

1. **Projects**  
*Westlake Upliftment Project*
2. **Capital Expenditure (PPE)**  
CCTV / LPR Cameras

**TOTAL EXPENDITURE**

#### Proposed Budget

R	
10 000	9.1%
10 000	
100 000	90.9%
100 000	
110 000	100.0%

	REVIEWED 2021/22	REVIEWED 2022/23	APPROVED 2023/24	2024/25	2025/26
	R	R	R	R	R
<b>INCOME</b>					
Income from Additional Rates	1 200 308	1 288 240	1 333 251	1 407 257	1 499 154
Other Accumulated Surplus	366 512	-29 374	250 000	160 000	50 000
<b>TOTAL INCOME</b>	1 566 820	1 258 866	1 583 251	1 567 257	1 549 154
	100.0%	100.0%	100.0%	100.0%	100.0%
<b>EXPENDITURE</b>					
Core Business	811 059	651 612	674 460	936 902	980 810
Cleaning services	48 180	54 887	40 000	45 720	45 854
Environmental upgrading	16 884	17 256	18 415	19 543	19 520
Law Enforcement Officers / Traffic Wardens	-	-	-	-	-
Public Safety	715 990	776 995	813 015	856 637	899 409
Public Safety - CCTV monitoring	-	-	-	-	-
Public Safety - CCTV - Leading of cameras	-	-	-	-	-
Social upliftment	-	-	-	-	-
Urban Maintenance	-	-	-	-	-
Depreciation	91 732	100 942	107 540	120 040	127 540
Repairs & Maintenance	81 297	89 193	86 300	90 615	95 146
<b>General Expenditure</b>	183 121	195 449	224 953	215 462	226 255
Accounting fees	17 046	24 929	60 000	21 000	32 474
Administration and management fees	91 814	108 000	85 000	105 939	111 236
Advertising costs	4 518	5 089	5 261	5 554	5 833
Auditor's remuneration	8 410	7 500	9 000	17 038	17 800
Bank charges	3 000	3 431	3 500	3 997	4 290
Computer expenses	1 170	1 220	2 000	1 204	1 422
Donations	1 250	-	-	-	-
Insurance	29 481	29 884	31 375	32 947	34 574
Meeting expenses	3 000	-	2 000	-	-
Minor tools & equipment	5 000	-	5 000	-	-
Motor vehicle expenses	300	-	-	-	-
Printing / Stationery / Photographic	2 930	3 077	1 000	3 292	3 262
Refreshments and fees	230	-	-	-	-
Secretarial duties	2 789	2 929	3 075	3 229	3 390
Utilities (not CCT)	13 000	7 309	6 700	8 156	8 544
<b>Projects</b>	50 000	50 000	50 000	50 000	50 000
<i>Westlake Upliftment Project</i>	50 000	50 000	50 000	50 000	50 000
<b>Capital expenditure (PPE)</b>	316 512	379 324	200 000	100 000	-
CCTV / LPR Cameras	50 000	50 000	-	50 000	-
Fence / Wall	266 512	329 324	200 000	50 000	-
Floor and equipment	-	-	-	50 000	-
<b>Bad Debt Provision 3%</b>	36 099	38 047	39 998	42 218	44 375
<b>TOTAL EXPENDITURE</b>	1 569 620	1 497 564	1 583 251	1 557 257	1 529 154
	100.0%	100.0%	100.0%	100.0%	100.0%
<b>(SURPLUS) / SHORTFALL</b>	-	-	-	-	-
<b>GROWTH: EXPENDITURE</b>	9.37%	6.1%	6.7%	1.8%	1.8%
<b>GROWTH: SRA RATES</b>	-2.9%	3.4%	5.1%	5.4%	5.1%

# ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS

2025/26

## PROPOSED BUDGET

	As per Business Plan	Proposed Budget	Variance
<b>INCOME</b>	<b>R</b>	<b>R</b>	<b>R</b>
Income from Additional Rates	-1 479 164	-1 618 346	-139 182
Other: Accumulated Surplus	50 000	-110 000	-60 000
<b>TOTAL INCOME</b>	<b>-1 529 164</b>	<b>-1 728 346</b>	<b>-199 182</b>
	100.0%	100.0%	13.0%
<b>EXPENDITURE</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>Core Business</b>	<b>985 848</b>	<b>1 061 272</b>	<b>75 424</b>
Cleaning services	65 856	65 000	-856
Environmental upgrading	20 523	20 000	-523
Public Safety	899 469	976 272	76 803
Social upliftment	-	-	-
Urban Maintenance	-	-	-
<b>Depreciation</b>	<b>127 540</b>	<b>170 000</b>	<b>42 460</b>
<b>Repairs &amp; Maintenance</b>	<b>95 146</b>	<b>150 000</b>	<b>54 854</b>
<b>Interest &amp; Redemption</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Expenditure</b>	<b>226 255</b>	<b>188 524</b>	<b>-37 731</b>
Accounting fees	33 474	8 000	-25 474
Administration and management fees	111 236	116 574	5 298
Advertising costs	5 833	6 000	167
Auditor's remuneration	17 890	9 000	-8 890
Bank charges	6 290	4 000	-2 290
Computer expenses	1 422	8 000	6 578
Insurance	34 594	17 000	-17 594
Printing / stationery / photographic	3 562	3 000	-562
Secretarial duties	3 390	-	-3 390
Utilities (not CCT)	8 564	17 000	8 436
<b>Projects</b>	<b>50 000</b>	<b>10 000</b>	<b>-40 000</b>
Westlake Upliftment Project	50 000	10 000	-40 000
<b>Capital Expenditure (PPE)</b>	<b>-</b>	<b>100 000</b>	<b>100 000</b>
CCTV / LPR Cameras	-	100 000	100 000
<b>Bad Debt Provision 3%</b>	<b>44 375</b>	<b>48 550</b>	<b>4 175</b>
<b>TOTAL EXPENDITURE</b>	<b>1 529 164</b>	<b>1 728 346</b>	<b>199 182</b>
	100.0%	100.0%	13.0%
<b>(SURPLUS) / SHORTFALL</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GROWTH: EXPENDITURE</b>		11.0%	
<b>GROWTH: ADDITIONAL RATES REQUIRED</b>		15.0%	