THE NORAH ANENA FOUNDATION END OF YEAR GENERAL REPORT

2018

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Acknowledgment

We would like to send our appreciation to our Founder – Ms. Norah Anena for having made it possible through her commitment, hard work and efforts directed towards this organization which enabled this year's operation successful as expected. Secondly, our appreciation is extended to the board of directors for their guidance, support, and commitment shown to us during our operation this year which enabled us to achieve our intended target for this year. We would also like to appreciate the staff at Norah Anena Foundation for their commitment and persistence throughout the entire year to ensure improvement of the organization. Finally, we would also like to acknowledge the contributions of our students. We thank them so much for their hard work, dedication and strong character exhibited throughout the year. We hope our students continue with the same spirit in the coming years.

Abstract

The Norah Anena Foundation is a charitable organization which is currently providing educational support to the vulnerable children and youth in Northern Uganda. It considers education as a necessary element for successful transformation of the Northern Uganda people by promoting self-reliance and independence for the future generations.

This report gives an account of all the activities that have been taking place in the organization for the past twelve (12) months of our operation under the supervision of our Executive Director and the Board of Directors.

CHAPTER ONE

BACKGROUND OF THE NORAH - ANENA FOUNDATION

Introduction

This chapter provides detailed information on the name, location, mission and vision statements and goals of the organization, service offered, organizational structure and culture, employee characterization and governance.

Name, Location and Origin of the organization

NAF is located in Northern Uganda, Gulu district, Gulu Municipality. NAF originated from a Northern Uganda descendant who experienced the effects of the twenty (20) years insurgency in Uganda in the major districts of northern Uganda. The founder was once a victim of the war and thought about instilling in the Ugandan people the strength of uplifting themselves from their status and lives like the rest of the people who were not affected by war.

PROFILE OF THE ORGANISATION

The NAF is a non- profit organization. It offers services such as scholarships, tutoring services, monitoring and evaluation through the executive directors' planning department, mentoring services to the students.

Vision of the organization

To provide and improve access to education for the people of Uganda, so that they have better employment opportunities in the future.

Mission statement

To provide access to educational, employment and skill building opportunities to the people of Northern Uganda

Goal and objectives

The overall Goal of NAF is:

- To provide sponsorship assistance to Ugandan children and young adults for primary, secondary, university, and vocational levels of education, economic empowerment, community re-investment, capital accessibility, job training and development.

The objectives include:

- To provide at least ten (10) annual based sponsorships to Ugandan children and young adults based on the level of their financial need and academic performance.
- To facilitate at least five (5) annual internships for Ugandan young adults in the area of agriculture, veterinary medicine, ICT, business, life skills etc.
- To facilitate employment or business initiation for all graduating students supported by the Foundation through encouraging and guiding the students in pursuing the highly demanded courses.

NAF administrative unit

The Norah Anena foundation currently has only one administrative unit located in Pece Vanguard along Pece school road with the aim of expanding to other parts of the country in future.

Employee characterization

NAF staffs work based on the working ethics, integrity and professionalism. Currently, we have three (3) staffs. This is summarized as showed in the table below

NUMBER	POSITION	MALE	FEMALE	TOTAL
1	Deputy Program Director	✓		1
2	Student advisors		✓	2
TOTAL	2	1	2	3

CHAPTER TWO

Organizations activities

2.1 Academics

Generally this year's results were not within expectations especially from the Non Candidate classes. The students who did not perform well were advised on the basic learning/reading skills together with our other students and others showed improvement in their final term. All of our students (except one) were promoted and most (Six) are joining candidate classes. Our Nursing students performed highly in the National Exam too with an average GPA of 4.0. We are hopeful of a better performance from them for the just concluded exams. The figure below is the summary of the end of year result.

CLASS * GRADE Cross tabulation

		GRADE					
		Div I	Div II	Div III	Pending-UNEB	Not Available	Total
CLASS	S1	1	0	0	0	0	1
	S2	0	2	0	0	0	2
	S3	0	0	1	0	0	1
	S4	0	0	0	4	0	4
	S6	0	0	0	3	0	3
	Primary	1	0	0	1	7	9
	Nursing School	0	0	0	3	0	3
Total		2	2	1	11	7	23

Source: Report cards

2.2 Discipline

In 2018, we had no indiscipline cases concerning of our students or from their parents. High moral and character standards remain a top priority for NAF thus we are hopeful our students will continue to uphold the NAF standards of being kind, honest, hardworking and respectful of their peers, teachers, advisors and family members.

2.3 Registration of NAF

We have completed the registration process and obtained our certificate of registration and operation permit from National NGO Board. We are simply left with obtaining certified copies of those documents to proceed with other activities necessary to further the objectives of the organization.

2.4 School fees and other requirements

Based on our students' circular, most of the schools have added **UNEB REGISTRATION FEES** onto the school fees (applicable to only to candidate classes of which we have 2). These fees must be cleared in term one, with the increment varying from school to school.

Below is the projected Tuition fees requirement for our students who will be reporting for the next academic term. As depicted below, most of our students who sat for their national exams are stilling waiting for the results to be released. Therefore their fees estimation has not been projected yet in this budget since we are yet to confirm their results and next school.

Norah Anena Foundation- Sponsorship Lists & Fees structure 2019 - Term I

S/No	SCHOOLS-Secondary Section	SUDENTS NAME	SEX	Class	FEES	Initial Payment	2nd Clearance	Fees Bal	School Req'mnt	TOTAL
1		I.L.	M	S.6	0	0	0	0	0	**0**
2	Lugazi Homeland College	F.O.	M	S.6	0	0	0	0	0	**0**
3	St. Julian High School	H.O.	M	S.4	0	0	0	0	0	**0**
4	Kitgum Town College	G.G.O.	M	S.3	137,700	0	0	137,700	20,000	**157,700**
5	Ocee Campion Jesuit College	R.A.	F	S.4	0	0	0	0	0	**0**
6	Amach Complex S. S	A.R.	M	S.1	350,300	0	0	350,300	0	**350,300**
7	Gulu Central HS	L.K.A.	F	S.6	0	0	0	0	0	**0**
8	Kigumba Intensive SS	A.J.O.	M	S.4	0	0	0	0	0	**0**
9	Sacred Heart SS	L.W.	F	S.3	495,700	0	0	495,700	164,000	**659,700**
10		K.O.	M	S.4	0	0	0	0	0	**0**
11	Negri College	S.O.	M	S.2	495,750	0	0	495,750	153,000	**648,750**
	Sub-Total				**1,479,450**	**0**	**0**	**1,479,450**	**337,000**	**1,816,450**
				SCHOOLS-Primary Section						
12	Kisa primary	E.D.	F	P.7	0			0		**0**
13	Kisa primary	A.K.	F	P.3	0			0		**0**
14	Kisa primary	S.B.	F	P.4	0			0		**0**
15	Kisa primary	E.A.	M	P.7	0			0		**0**
16	Kisa primary	I.S.	F	P.6	0			0		**0**
17	Kisa primary	F.A.	M	P.6	0			0		**0**
18	Kisa primary	F.P.K.	F	P.4	0			0		**0**
19	Gulu Core PTC P/S	L.A.	F	P.3	187,400	0	0	187,400	**83,000**	**270400**
20	Vanguard Primary School	J.O.	M	P.3	135,800	0	0	135800	**32,700**	**168500**
	Sub-Total				**323200**	**0**	**0**	**323200**	**115700**	**438900**

Nursing Section Tuition Projection										
21	Gulu School of Nursing	W.A.	F	Y2/SI	2,090,000	0	0	2,090,000	102,900	2,192,900
22	Lacor Nursing School	D.M.A.	F	Y2/SI	1,600,000	0	0	1,600,000	102,900	1,702,900
23	Kalongo Nursing School	F.C.O.	F	Y1/S2	1,185,000	0	0	1,185,000	102,900	1,287,900
	Sub Total				**4,875,000**	**0**	**0**	**4,875,000**	**308,700**	**5,183,700**

2018 Tuition Fees

Norah Anena Foundation- Sponsorship Lists & Fees structure 2018

S/No	SCHOOLS-Secondary Section	SUDENTS NAME	SEX	Class	Term I	Term II	Term III	TOTAL
1	Lugazi Homeland College	I.L.	M	S.6	503,000	503,000	503,000	**1,509,000**
2		F.O.	M	S.6	503,000	503,000	503,000	**1,509,000**
3	St. Julian High School	H.O.	M	S.4	605,000	605,000	605,000	**1,815,000**
4	Kitgum Town College	G.G.O.	M	S.3	0	0	0	**0**
5	Ocee Campion Jesuit College	R.A.	F	S.4	0	0	0	**0**
6	Amach Complex S. S	A.R.	M	S.1	0	0	0	**0**
7	Gulu Central HS	L.K.A.	F	S.6	603,900	638,900	579,500	**1,822,300**
8	Kigumba Intensive SS	A.J.O.	M	S.4	629,000	646,000	661,000	**1,936,000**
9	Sacred Heart SS	L.W.	F	S.3	495,700	495,700	495,700	**1,487,100**
10	Negri College	K.O.	M	S.4	499750	499750	0	**999,500**
11		S.O.	M	S.2	499750	499750	0	**999,500**
	Sub-Total				**4,339,100**	**4,391,100**	**3,347,200**	**12,077,400**
SCHOOLS-Primary Section								
12	Kisa primary	E.D.	F	P.7	0			**0**
13	Kisa primary	A.K.	F	P.3	0			**0**
14	Kisa primary	S.B.	F	P.4	0			**0**

15	Kisa primary	E.A.	M	P.7	0			**0**
16	Kisa primary	I.S.	F	P.6	0			**0**
17	Kisa primary	F.A.	M	P.6	0			**0**
18	Kisa primary	F.P.K.	F	P.4	0			**0**
19	Gulu Core PTC P/S	L.A.	F	P.3	0	0	0	**0**
20	Vanguard Primary School	J.O.	M	P.3	0	0	0	**0**
	Sub-Total				**0**	**0**	**0**	**0**
Nursing Section Tuition Projection								
21	Gulu School of Nursing	W.A.	F		1,030,000		0	1,030,000
22	Lacor Nursing School	D.M.A.	F		1,580,000		0	1,580,000
23	Kalongo Nursing School	F.C.O.	F		1,590,000		0	1,590,000
	Sub Total						**0**	4,200,000

Term I 2018 Administration & Operating Expenses

Term	Months	Rent	Electricity	Salary		Internet	Holiday Tutoring	Transport (School Visits)	Petty Expenses	Misc. Expenses	Totals
				Program Coordinator	Student Advisor						
Term I	January	150,000	10,000	325,000	125,000	90,000	220,000		49,500		969,500
	February	150,000	10,000	325,000	125,000	90,000			29,000		729,000
	March	150,000	10,000	325,000	125,000	90,000		100,000	39,500		839,500
	April	150,000	10,000	325,000	125,000	90,000			41000		741,000
	Sub-total	***600,000***	***40,000***	***1,300,000***	***500,000***	***360,000***	***220,000***	***100,000***	***159,000***	***0***	***3,279,000***

Term II 2018 Administration & Operating Expenses

Term	Months	Rent	Electricity	Salary		Internet	Holiday Tutoring	School Visits	Petty Expenses	Misc. Expenses	Totals
				Coordinator	Advisor						
Term II	May	150,000	10,000	325,000	125,000	90,000			47,000	15,000	762,000
	June	150,000	10,000	325,000	125,000	100,000		0	32,000		742,000
	July	150,000	10,000	325,000	125,000	100,000		95,000	48,000		853,000
	August	150,000	10,000	325,000	125,000	100,000			41,000		751,000
	Sub-total	***600,000***	***40,000***	***1,300,000***	***500,000***	***390,000***	***0***	***95,000***	***168,000***	***15,000***	***3,108,000***

Term III 2018 Administration & Operating Expenses

Term	Months	Rent	Electricity	Salary		Internet	Holiday Tutoring	Transport (School Visits)	Petty Expenses	Misc. Expenses	Totals
				Program Coordinator	Student Advisor						
Term III	September	150,000	10,000	325,000	67,000	100,000		120,000	44,500		816,500
	October	150,000	10,000	325,000	0	100,000			54,000		639,000
	November	150,000	10,000	325,000	44,000	100,000			47,200		676,200
	December	150,000	10,000	0	0	90,000			47,500		297,500
	Sub-total	***600,000***	***40,000***	***975,000***	***111,000***	***390,000***	***0***	***120,000***	***193,200***	***0***	***2,429,200***
Annual Total		**1,800,000**	**120,000**	**3,575,000**	**1,111,000**	**1,140,000**	**220,000**	**315,000**	**520,200**	**15,000**	**8,816,200**

CHAPTER THREE

Emerging issues and Discussion of experiences

We are happy that the year ended well though we had some few challenges during the course of the year as indicated below:

3.1 Academics.

- In ordinary level, there was a general poor performance. Based on our termly students' progress report, most of the students are requesting for holiday tutoring and text books in such areas which we are yet to secure.
- Some parents continued avoid providing the necessary school requirements for their children which had a substantial impact on these students during the course of their term at school.
- Some students are still overly relying on teachers' notes and fail to involve themselves in personal reading/research.
- We have continued to have difficulties obtaining tutors for science subjects.

3.2 Administrations

- Electricity distributor Umeme posed a large challenge throughout the year. The inconsistency of power supply often delayed tasks from being completed in time or sending reports, and also caused damage several times to our machines, especially the computers.
- There was communication gap between some of the board members and the secretariats during the process of accounts opening. This has delayed us from completing the whole process.
- Some parents hold their children home while looking for requirements after their school fees are paid in time.

CHAPTER FOUR

CONCLUSION AND RECOMMENDATIONS

4.1 Recommendations

Based on our experiences this year,

- We need to come up with a clear guiding policy especially regarding our students who have sat for their A'level. There is nothing in place that shows "what next" after a student graduates in A'level.
- We needed to have finalized with the accounts opening but a few hurdles prevented it. We would request Finance be availed early enough at the start of 2019 so that the few remaining steps of certifying the documents is completed and account opened.
- There is a very high possibility of relocating the office space to a better environment. An office broker is currently assisting in finding a space.

Conclusion

As the year ends, we are looking forward to have a parents and guardian meeting scheduled for Friday 18th January 2019 starting at 9:00am with our students and their parents to hear from them and discuss more on how we can combine our efforts to help our students and the foundation as a whole in 2019.

We are so grateful for the tireless effort, financial, and material support accorded to our students and NAF-Uganda office during the course of this year. May God continue protecting and blessing the fruit of your hand. We wish the Board of Directors and the entire US-NAF team and friends a Merry Christmas and a happy new year.

CHAPTER FIVE

REFERENCES AND APPENDICES

This chapter presents the references and appendices, which is the working documents we have been using to guide us in our administration.

5.1 References

The Norah Anena constitutions

Students report cards

Meeting minutes

5.2 Appendices

5.2.1 Meeting minutes

The Tenth NAF Meeting which took place in Task Centre on the 1ST DECEMBER 2018.

The Member present

- Aloyo Beatrice
- Ojara Kenneth
- Okello Robin
- Odong Kenneth
- Aparo Jenifer
- Adokorach Monica
- Lamony Vicky

Member absent with apology

- Opira Robert

Member absent without apology

- Ovola George

Agenda

Prayers

Self Introductions

Review and Adoptions of the previous meetings

Communication from the chair/ General Announcements

The Restructuring and Recommending the New Board Members

Way forward/ Recommendations

Minute one /Ten /18: The house called in order at 2:20 Pm and the short prayers was by MR Odonga .

Minute Two/ Ten / 18: self introductions were made and the details of the two new members were to be brought in the house later.

Minute Three/ Ten/ 18: the minutes of the previous meeting was read by the secretary and was anonymously agreed as the true recoding of what had been said in the last meeting.

Minute four/ Ten / 18: The chairman ask for the report from the previous action points

Mr. Odong and Mrs. Vicky made several calls to the Chairman to meet in on the issue of the organization documents but all in vain no responses.

Mr. Kenneth reported to the police about the Organization missing Documents file No. ASD23/25/9/2018. The police recoded the case and the letter of Acknowledgement was given. So the acting Chairman went with it to the NGO Board in Kampala where the new registration certificate was given. The letter from the NGO Board and the letter from the DCDO office will be after the Account Opening.

Minute Five/Ten/ 18: Restructuring and recommending new members. The chairman also took the opportunity to introduce the new Board members as was proposed in the previous meeting for the new members to be added to help fill in the missing gaps. Ms: APARO JENIFER, a Teacher by profession and has a lot of experiences in the Teaching and will be of great help for the growth the new founded organizations.

Then Ms: ADOKORACH MONICA also a new member, who is currently a student volunteer the organization her skills and knowledge will help the organization.

The issue of Account Opening is of great importance now that the Board has the certified copy of the registration from the NGO Board in Kampala. The Ag. chairman also enlighten the member that the new Documents has the correct CODING not like the old one which had errors in the coding NO which was not healthy at all.

The members were asked to say something on the Signatories of the Accounts and the Bank to be chosen. So it was agreed by all members that the HOUSING FINANCE BANK to be the Bank since all the copy of the documents and the money for the Opening Account is still with them only they needed the certified copies of the documents which are now available.

- Certificate of registration
- The certified copies of the constitution
- The resolutions of the Board of Directors to open Account
- The letter of introduction from the LC1 and national ID
- 2 referrers with Account that have run for 3 months
- The confirmation of the residential addresses of the all Directors and their signatories Tenancy agreements or land Titles.
- 2 Passport size photos all the signatories
- The initial deposit of (200,000/=) two hundred thousand Shs.

Minute six/ Ten/ 18: Way Forward and Recommendation.

Ms: Jenifer caution the on the criteria which was use to get the beneficiaries need to be stream lined so that records tracking for school fees payment and tuitions would be easy to follow since the payment was still in the hand of the individual person.

The coordinator responded that the NAF as an organization was initially informal not yet formal but since we are in the process, we shall be guided by the policies in place and everything will be in one pull account not personal effect.

The Chairman also inform the members that as soon as the Account is open and the policies in place all the activities of the organization will be guided by the principles which will be followed strictly and allocation of the members in the differences standing committees of the policies programs.

Ms: Vicky said the Director should inform us if the beneficiaries are to be added or retain the old numbers in the next program since the year have ended and we should know it on time and Mr. Odong requested the chairman to list down all the policies because there are many policies in place like, the Auditing, Frauds, Finance and Procurement, Human Resource and many more.

The chairman said the policies will be work on by all members and there some policies which has already been written need some few amendments by all the members

He also noticed the wordings in the NAF logo which he said does not give the good image to the organization outside there to the lee man in the community.(arwot ki oda).

But the coordinator said the words meaning is not bad if you Google in the Acoli words, it was initially the Elephant picture which was not clear but it has been corrected now.

He emphasizes that there are organization in place which can help NAF with funding so there is need for having strategic planning and lobbing capacity to be look at seriously.

ACTION POINT/ RECOM MENDATIONS

- The new Board members to sign the letters of Acceptance and their Biography together with a clear passport photo.
- The chairman and the coordinator to go to the Housing Finance Bank to find out if they can reactivate the old Account since all the Requirement are now available, so that the money which was there for Account Opening is just top up for the new Account by Monday 3rd Dec 2018.
- The drafts copies of the H/R and Finance policies are to be sent to every member through internet by Monday
- The files for the Board members with all relevant documents should be available every time the meeting is on.
- The Board members should pay their subscription fees since the year has ended so that the petty cash can be got from such collections for stationeries and other expenses.
- The acting Chairman should write a letter to invite the former chairman for the meetings for the records purposes.

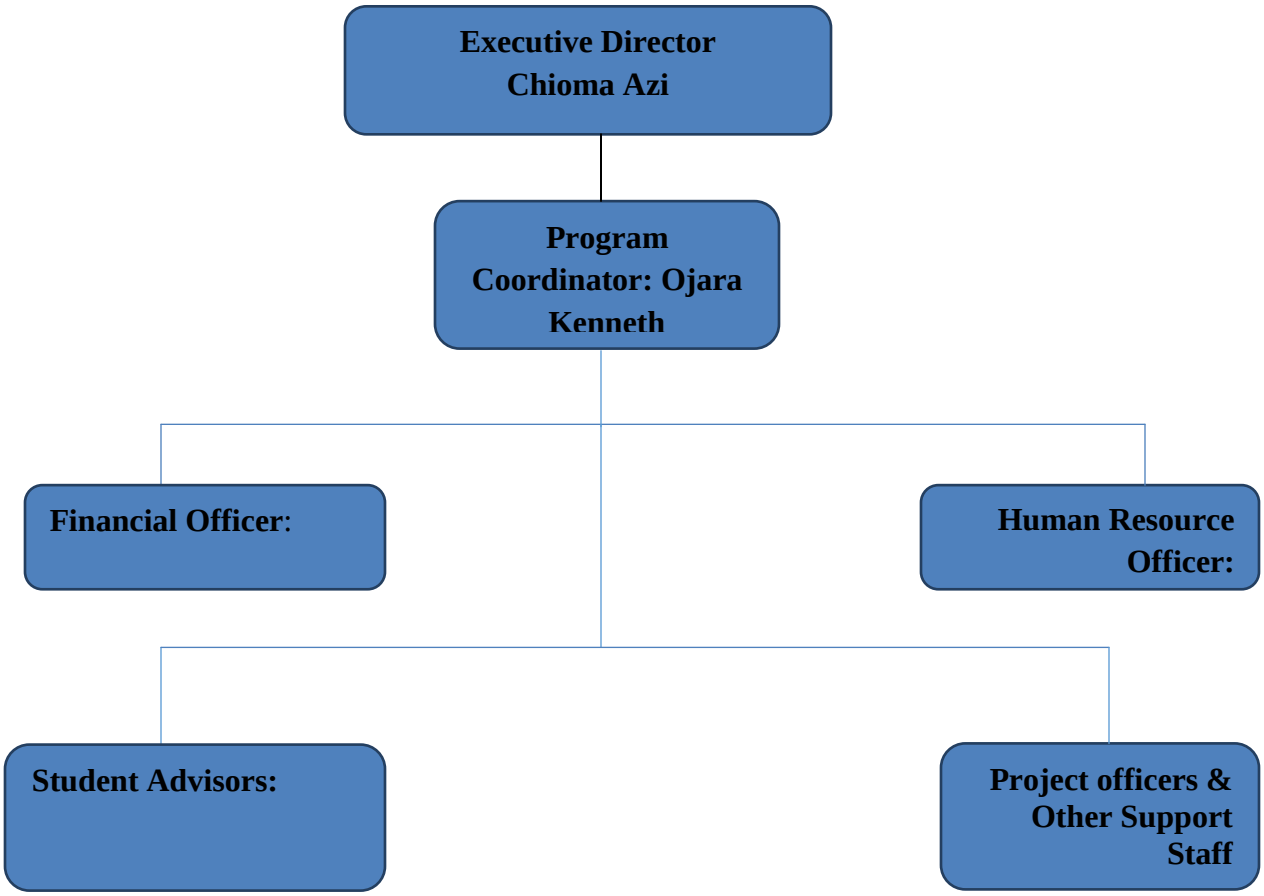
Closure;

Minute seven / Ten/ 18: The meeting was closed at 5:00pm, with short prayer led by Jenifer.

Chairperson……. Secretary……

Signature……. Signature……

5.2.2 Organization chart



5.2.3 Activity plan

s/n	Activities to be under taken	Requirements.	Time frame/when?	Persons/Resources
01	Collection of report cards from each students		First week of Holidays	Student advisor, program coordinator
02	Preparation and payment of school fees for each	• Bank slip • Letter to parents	First week of Holidays	Program coordinator and student advisor
03	Mentoring/Counseling and guidance	• Pen, Papers and other reading materials.	Holidays and school visits	Student advisor, students, parents/guardians
05	Follow ups both at home and schools	• Questionnaires/ Discussions	School time and holidays	Student advisor
06	Administrative work	• Office supplies & facilitations	On-going	Program coordinator and student advisor
07	Art and culture ideas and elder listening program	• camera and voice recorders, etc	Pending	Student advisor
08	Certifying Certificate of registration, permit & Bylaws	• money to complete the process	Process is on going	Program coordinator and student advisor Board Members
09	Internal guidelines for the application review process	• Computer, internet & Power	Jan – April	Program coordinator and student advisor
10	Creating a proposal	• Computer, internet & Power	Ongoing	Program coordinator and student advisor