



The Chat

The Chat | 2021 Volume/Uitgawe 7

The Familiar Chat/Gewone Spekvreter (Cercomela familiaris)

Length about 15cm and weight up to 28g. Bare parts are iris brown, bill, legs and feet are black. Chats can be darker grey-brown below, with a richer chestnut rump and outer tail feathers. Chats like to flick their wings when at rest and some will tremble its tail. **Habitat:** All over South Africa and Namibia, but not in the higher parts of Botswana and KZN because of the wetlands. You will see them regularly around human habitation and common residents. **Food:** insects, fruit, bread, animal fat (formerly ate grease from wagon axles, hence "Spekvreter"). **Breeding season** - July to April.



Autumn / Herfs

EDITION

UITGAWE

RECORD KEEPING OF YOUR BUSINESS FINANCIAL INFORMATION

By: Jan van Zyl

If you don't have a decent record keeping system and easy access to financial data then you won't be able to determine how much tax you need to pay. Should SARS query your records, you'll likely struggle to provide accurate answers and that could result in some nasty fines. In this article you will determine what accounting records you're required to keep so you can avoid frustration!

WHAT YOU WILL TAKE AWAY:

1. What is an electronic record?
2. Top 10 tips that will boost your electronic masterfile.
3. Why it's important for you to keep control of your records?
4. 14 tools that will help you build your masterfile. (The Masterfile Toolkit)

If you are a director of a company, or acting as finance manager you'll sometimes be under a lot of pressure. It's your responsibility according to the supporting regulations of the Companies Act (Companies Act no 71 of 2008 and the Companies Act Regulations 2011) to make sure the accounting records are:

- Complete;
- Accurate; and
- Without material errors.

YOU CAN DO ALL OF THIS ELECTRONICALLY!

Due to the COVID-19 pandemic the entire globe has seen an

increased usage of electronic communication and electronic record keeping during 2020. If your business does not have electronic records, it is recommended to go for it!

WHAT IS AN ELECTRONIC RECORD?

It is any record that you keep or record (store) in an electronic format on a computer or any other electronic device.

TOP 10 TIPS THAT WILL BOOST YOUR ELECTRONIC MASTER FILE AND KEEP SARS HAPPY:

1. Make sure there is a chronological data dictionary that explains how you index your records.
2. Create a guide which explains how to create, process and store your transactions.
3. Put steps in place to make sure no one deletes or destroys your records without the correct authorisation to do so.
4. Make it clear what type of media, software and hardware you use.
5. Electronic files should be saved on a local server that is located in a secure room with passwords only management have been entrusted with.
6. Compile a detailed record of the data files you used to maintain on the old system (if you had recently changed to an electronic master file).
7. To minimise the chances of losing financial information

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Reis saam met Susan Myburgh deur ons pragtige omgewing



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RECORD KEEPING OF YOUR BUSINESS FINANCIAL INFORMATION

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(due to computer hardware or software failure, or even manipulation by hackers) back it up on a regular basis – if possible every 24 hours.

8. Put the backups on a device other than the server on which you keep the master file.
9. Do not store your backups in the same location as the one where your server is based.
10. Make sure your electronic records are easily accessible to SARS. It includes making sure that the log-in codes, keys, passwords or certificates you need to access the electronic records are easy to access.

WHY IT'S IMPORTANT FOR YOU TO KEEP CONTROL OF YOUR RECORDS?

You need to keep records to:

- Communicate the company's financial position to external users (i.e. investors, banks etc.);
- Prepare financial reports;
- Enable you to make clear business decisions;
- Comply with the Companies Act; and
- Comply with the Tax Administration Act.

MASTERFILE TOOLKIT

Here are some tools to assist you in compiling a masterfile for your business!

TOOL #1: COMPANY INFORMATION (SECRETARIAL RECORDS)

Look after and maintain your secretarial records. You'll need them when SARS asks you to verify the company's details or you need to make any changes at CIPC (Companies and Intellectual Property Commission) to your business i.e. changes in directors, change of business address and contact details, share or member changes etc.

SECRETARIAL RECORDS CONSIST OF:

- a. Minute books and resolutions passed at meetings;
- b. Security register (Register of shares);
- c. Share certificates;
- d. Certificate of incorporation, registration certificate;
- e. Memorandum of Incorporation / Founding statement;
- f. Register and records of auditors and company secretary;
- g. Notices issued by the company for meetings;
- h. Agendas for shareholder meetings;
- i. Minutes for directors' or shareholders' meetings to record significant decisions taken

TOOL #2: BANK RECONCILIATION

A bank reconciliation is a document that matches the cash balance in the company's books to the corresponding amount on its bank statement.

Bank reconciliations are completed at regular intervals to ensure that the company's cash records are correct.

Bank reconciliations also help detect fraud and any cash manipulations.

TOOL #3: PETTY CASH

Every business needs cash on a regular basis, whether to pay for office supplies, meals or having small change ready for a customer. Therefore, businesses keep some cash on hand, called petty cash, for any unexpected expenses.

Petty cash amounts vary between companies but may be anywhere from R100 to R10 000.

Petty cash can often be used to reimburse employees for small

expenses like buying airtime for a cellphone.

TOOL #4: ACCOUNTS RECEIVABLE

Accounts Receivable represents the credit sales of a business, which have not yet fully been paid by its customers. Companies allow their clients to pay at a fair, extended period of time, provided that there is an agreed upon terms document in place.

HERE ARE SOME PARTS THAT COULD BE USEFUL FOR ACCOUNTS RECEIVABLE:

• Debtors ledger with transactions recorded with debtors

This ledger records all credit transactions with customers, e.g. all the sales to debtors and payments made by the debtors.

• List of staff loans, including signed loan confirmations from the relevant member of staff, on your company letterhead.

• Customer Age listing (a detailed list of all debtors with outstanding balance and aging)

It discloses the outstanding balance and aging of the balance for all customers at a specific date but doesn't include detailed transactions like the debtors ledger. Management will use this to assess which customer accounts are overdue and need urgent attention.

• Schedule of debtors at year-end whose balances are in credit, and include reasons why they are in credit on the schedule. It means you owe them money!

TOOL #5: INVENTORY

- Inventory represents a complete list of all stock which contains information such as stock code, description, cost price, quantities and balances per stock item.
- It is important to also make sure you keep track of those goods which are still work-in-progress (refer to the "Keeping track of your Expenses" series to see how to keep track of your "work-in-progress" account). This report will be used by management when conducting stock takes.

MAKE SURE YOU RECORD THE FOLLOWING DURING STOCKTAKING:

- Reconciliation of difference between quantities physically counted and on list during stocktaking
- Name of employee(s) responsible for supervising the count
- Location(s) of where inventory is held and dates when inventory to be counted at each location
- Instructions on how to perform counts including recounts and test counts
- If the count is not conducted on the last day of the year, make sure you record an acceptable system of recording movements between the count and year-end date.
- The general condition of inventory
- Items that could be damaged, redundant or obsolete stock

TOOL #6: FIXED ASSET REGISTER

- The fixed asset register is a list of all fixed assets owned by the entity (property, plant, equipment, furniture, motor vehicles, machinery etc.) and contains the following information:
 - A description of the asset. Include serial numbers, registration numbers, bar codes etc.
 - Date of additions and disposals during the financial period (be alert to file the documentation for all additions and authorisation for disposal).

ALSO KEEP THE FOLLOWING INFORMATION AS PART OF YOUR FIXED ASSET REGISTER FILE:

- A copy of the company's current insurance contracts (short-term cover and life assurance).

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ONTSNAP NA 'N ANDER WÊRELD

Deur: Eernalize du Toit

Die lewe is die meeste van die tyd 'n dolle gejaag. Baie mense kry skaars tyd vir dit wat hulle veronderstel is om te doen, wat nog te sê van 'n stokperdjie.

Daar is 'n aanhaling wat sê die meeste mense is nie moeg omdat hulle te min slaap nie, maar omdat hulle te min dinge doen wat hulle oë laat blink. Dit is belangrik – nee, noodsaaklik – om soms uit die rotresies te tree en iets te doen wat jou oë laat blink.

Vir baie mense is familietyd bo-aan die lys omdat dit die mense is wat jy afskeep wanneer werksdruk en spanning sy tol eis.

Jy kan jou stokperdjie selfs probeer kombineer met familietyd. 'n Wandelroete in die veld terwyl julle na vreemde voëlspepies soek, kan

'n aktiwiteit vir die hele gesin wees. Ander verkies dit om gholf, tennis of muurbal te speel. Party verkies die gesing van fietsbande op die teer of die lekker trap in dik sand.

'n Televisiereeks wat jy vraatkyk ("binge") of 'n aksiebelaaide fliek bied vir baie ontvlugting van hulle daaglikse spanning. Party wil weer bak en brou en hul naastes is die gelukkige proe(f)konyne. Dié wat groen vingers het, grawe graag in die tuin of bestee tyd aan 'n Bonsai-boom.

Boekwurms trek hul gunstelinggenre nader wanneer hulle die kans het om te ontvlug. Ander gryp die verfkwaaste om uiting te gee aan hul kreatiewe kant. Die musikale tokkel 'n nuwe deuntjie op 'n kitaar of laat die klawers van die klavier sing. Bordspeletjies is 'n lekker manier om oud en jonk te

betrek. Maak jou maar reg vir lekker misverstande as daar 'n generasiegaping tussen die spelers is.

Let fyn op na jou geliefdes se gemoedstemming. As jy sien hulle oë het lanklaas geblink, is dit tyd om 'n kampvuur te gaan soek of 'n lekker "roadtrip" aan te pak. Dit is dikwels nie eens nodig om ver uit jou daaglikse hamsterwiel te ontsnap nie. Die Kalahari bied soveel mooi en eenvoudige dinge in 'n radius van 200 km.

Waarvoor wag jy? Vergeet 'n oomblik van al jou verantwoordelikhede, onbeantwoorde e-posse en Jan Taks en ontdek jou omgewing deur te ontsnap na 'n ander wêreld. Jy sal verstom wees hoe 'n eenvoudige wegbreek 'n huppel in jou stap sit.



*Hulle sê vir elke blokkie sjokolade wat jy eet, verkort jy jou lewe met twee minute.
Ek het my somme gemaak en blykbaar is ek al in 1542 dood.*



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RECORD KEEPING OF YOUR BUSINESS FINANCIAL INFORMATION

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- List of all assets held under finance lease and instalment sale, including the liability's account number.

TOOL #7: TRADE PAYABLES

Trade payables are obligations to pay for goods or services received. It forms part of the current liabilities of a company that are due in the next year.

Due to unforeseen delays by suppliers, not all invoices for accounts payable will have been received by the company's financial year-end. In these situations, the company must record an accrued liability for those invoices not yet received but owed by the organization.

Other trade payable accounts can include VAT payable, income tax payable and dividends payable.

USEFUL PARTS YOU WOULD NEED TO MAKE SURE YOU HAVE SUFFICIENT RECORDS FOR TRADE PAYABLES (EXCLUDING ACCRUALS) THROUGHOUT THE YEAR WOULD BE AS FOLLOWS:

- Records of transactions with specific creditors (Creditors ledger) - include purchases from creditors and payments made to the creditors.
- Summary of outstanding balances and aging of creditors (creditors list). It doesn't include detailed transactions like the creditors ledger.
- Suppliers' statements reconciled to creditors listing balance at month-end or year-end.
- Summary of creditors with debit balances and reasons why (creditors with debit balances means they owe you).

TOOL #8: LONG-TERM LIABILITIES

You could need the following as part of your long-term liability file:

- SCHEDULE OF FUTURE LEASE COMMITMENTS, INCLUDING THOSE:
 - Payable in one year
 - Payable in two to five years
 - Payable after five years
- ALL LEASE AGREEMENTS (premises and equipment)

TOOL #9: INCOME AND EXPENSES

- Although every business has its unique type of income and expenses it is advisable to keep record of the following:
 - Schedule of sales and cost of sales per month
 - Schedule of repairs and maintenance
 - Schedule of entertainment expenses
 - Schedule of legal fees, detailing the legal costs pertained to (e.g. recovery of debts, lease agreements etc.)

- Schedule of donations with supporting documentation
- Schedule detailing repetitive expenses like insurance or lease expenditures incurred
- Schedule of interest received
- Schedule detailing travel expenses

- Make sure that you still keep record of all other sales and expenses to compare with previous months and budgets.

TOOL #10: TAX SCHEDULES (records of tax information)

- Tax schedules are the summary of all tax calculations and submissions for the entity submitted to SARS.

- As part of your master file you should also maintain the actual returns submitted and proof of payments made to SARS.

TOOL #11: FINANCIAL STATEMENTS AND ANNUAL REPORT

Financial statements need to be prepared within six months of the year-end of your business. If you don't, you're violating the Companies Act.

You'll prepare annual financial statements (once a year) based on the accounting records your business keeps.

TOOL #12: EMPLOYMENT RECORDS

It is very important to have an agreement/contract as part of your employee records. If you employ staff or have contract workers, make sure these agreements/contracts specify their remuneration, their job responsibilities, working hours and leave entitlement.

TOOL #13: CONTRACTS

Include all contracts made to suppliers or third parties that relate to your business i.e. insurance contracts, rental contracts, supplier and customer contracts etc.

TOOL #14: DOCUMENT DESTRUCTION RECORD

If you destroy documents on a continuous basis, keep a record of what you've destroyed. If you ever want to refer back to these documents, you'll know they were destroyed.

The risk is always there that a third party may obtain financial information of your company that could be used against you.

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Foto: Susan Myburgh

ONS VERWELKOM ERNST LAUBSCHER



In ons strewe na beter dienslewering en groter effektiwiteit op die Landgoed verwelkom ons die aanstelling van 'n tegniese assistent.

Ons wil graag vir Ernst Laubscher baie hartlik welkom heet in die KGJL kantoor. Ons vertrou hy het 'n aangename tyd as kollega hier saam met ons.

As 'n oudinwoner van Kathu is hy moontlik aan u bekend, en aangesien Ernst as voormalige elektriesien by die plaaslike myn werksaam was, maak dit hom die geskikte kandidaat vir die pos. Hy het reeds baie vinnig by ons kantoorprosedures ingeskakel en geniet sy werk terdeë.

Ons sien uit dat Ernst 'n lang en aangename verbintenis met KGJL sal hê, en dat sy teenwoordigheid 'n groot verskil teweeg sal bring met die werking en onderhoud van ons elektriese heinings, toegangshekke, ens.

Werkure: Maandag tot Vrydag, vanaf 07:30 tot 12:30.

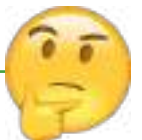
Moet asseblief nie skroom om hom te kontak aangaande probleme van 'n tegniese aard nie.

Baie Welkom!

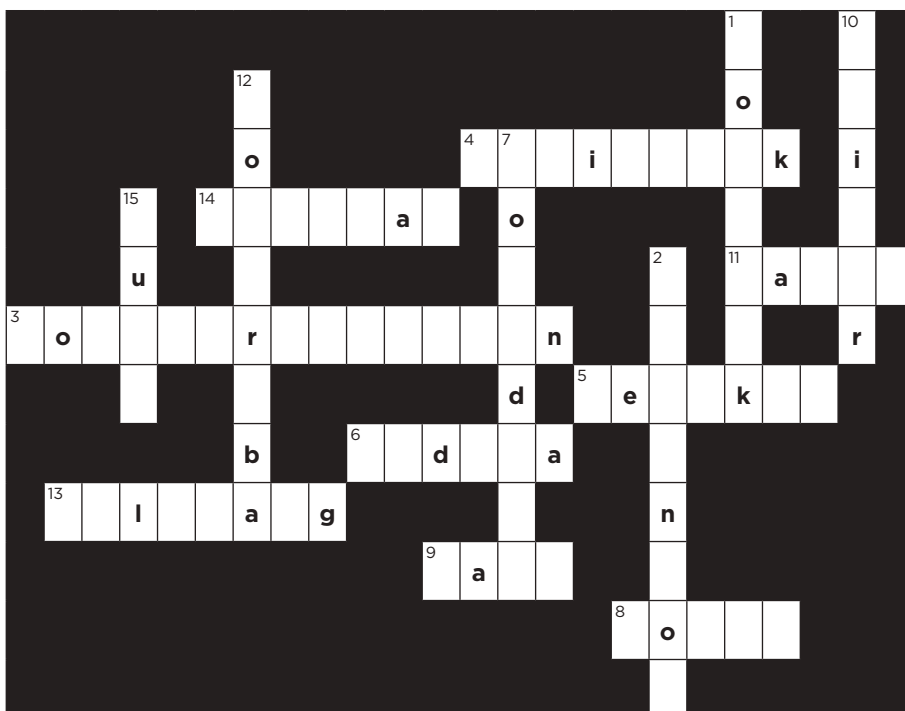


Foto: Susan Myburgh

BLOKKIESRAAISEL



LEIDRAAD: DIERE OP DIE LANDGOED



DWARS:

- 3 Hierdie dier het 'n karmosynrooi borsie
- 4 Die nasionale soogdier van Suid-Afrika
- 5 Die oulike diertjie drink nie water nie en is immuun teen die meeste gif
- 6 Jy sal hierdie voël herken aan sy kenmerkende geluid
- 8 Die dier se gif is senuvergiftend (neurotoksies) en onmiddellike behandeling is nodig
- 9 *Cyprinus carpio* oorspronklik afkomstig vanaf Asië
- 11 'n Vis met 'n baard
- 13 Vernoem na 'n dier wat tunnels maak
- 14 Dra sy huis op sy rug

AF:

- 1 Die boksoort se Engelse naam is *Impala*
- 2 'n Volwasse bokkie weeg gemiddeld 12 kg
- 7 Hierdie dier het dieselfde naam as 'n dorp in die Noord-Kaap
- 10 Die dier vryf sy preorbitale kliere op bome en stompe om grondgebied te merk
- 12 Word ook genoem 'n piesangbekvoël
- 15 Simbool van die Gees



SPEEL IS BELANGRIK VIR KINDERS

Deur: Riandi Meyer

Speel is belangrik vir 'n kind se normale ontwikkeling. Kinders leer die wêreld ontdek deur te speel. Hulle leer hoe om kreatief te wees en hulle verbeelding te gebruik tydens speel.

HOEKOM IS SPEEL BELANGRIK?

- Deur speel leer kinders geluide maak wat belangrik is vir taalontwikkeling en kommunikasie. Dit help ook 'n kind met emosionele en sosiale ontwikkeling.
- Speel leer 'n kind om spontaan en kreatief te kan wees.
- Speel skep die geleentheid vir kinders om te leer hoe om keuses te maak.
- Speel skep die geleentheid vir fisiese ontwikkeling en uitdagings.

0-3 MAANDE

Oogkontak - "Mobiles" of vingerpoppe (veral wit en swart) help hulle om hul visuele sisteme te ontwikkel. Beweeg die poppe heen en weer, dit help hulle om die poppe te volg met hul ogies.

Strekke en massering - help met liggaamsbewustheid. Jy kan ook met die baba se bene fietsrybewegings maak. Maak ballonne aan hul voete vas en maak bewegings met hulle bene. Hulle sal gou agterkom dat as hulle hul bene beweeg, die helium gevulde ballonne ook beweeg. Help hulle ook om te leer om oogkontak te maak met hulle voete (belangrik vir "chin tuck", wat nodig is om te kan rol).

Musiek - babas kan die musiek herken as jy dit baie gespeel het terwyl jy nog swanger was.

Naboots - boots jou baba se geluide na, dit moedig kommunikasie aan. Praat ook gereeld met jou baba. Lees ook saam met jou baba, dit is goed vir hul taalontwikkeling.

Dra jou baba naby aan jou

Spieël - babas hou baie daarvan om na hulself te staar in 'n spieël. Dit is ook goed vir hulle visuele ontwikkeling. Babas se visuele sisteme is nog nie goed ontwikkel nie en hulle kan daarom nog slegs onderskei tussen swart en wit. Plak dus swart en wit prente op teen die muur en laat die baba na dit kyk.

Vliegtuigie - maak asof jou baba 'n vliegtuig is of swaai hulle heen en weer. Goed vir hul vestibulêre ontwikkeling.

Verskillende teksture - laat jou baba aan verskillende teksture vat, dit is goed vir hul sensoriese ontwikkeling.

"tummy time" - baie belangrik om hulle nekspiere sterk te kry. Probeer om minstens 60 minute 'n dag aan "tummy time" te spandeer teen die ouderdom van 2 maande en 90 minute 'n dag teen die ouderdom van 3 maande. Probeer hulle ook aanmoedig om gewig te dra op hulle arms tydens "tummy time".

Baba sit-ups - om die baba se nekspiere te ontwikkel. Laat die baba op 'n kombers lê, lig die kombers stadig op aan die bokant. Herhaal 'n paar keer.

3-6 MAANDE

- Lees vir jou baba
- Speel met speelgoed wat geluide maak (so leer hulle oorsaak en gevolg)
- Speel speletjies in die bad
- Speel omrol-speletjies
- Boots steeds mekaar na
- "Tummy time" is steeds belangrik
- Speel met eetbare vingerverf

6-12 MAANDE

- Trek gesigte vir mekaar
- Boots mekaar se geluide na
- Lees vir jou baba
- Speel kruipspeletjies (kruip saam met jou baba rond, onder deur en bo-oor goed)
- Speel "peek-a-boo"
- Stoot karretjies saam rond
- Pak goed saam uit 'n houer uit
- Rol 'n bal vir mekaar
- Speel tromme
- Bou torings met blokke en stamp dit om
- Speel met eetbare vingerverf en klei

12-24 MAANDE

- Gooi objekte binne-in 'n houer



- Sorteër objekte
- Speel met hout legkaarte
- Sit koppies binne mekaar
- Sit verskillende grootte ringe in houters
- Inkleur aktiwiteite
- Dans saam met mekaar op musiek
- Klim trappe (soos wat hy/sy beter leer loop, kan julle begin met trappe klim)
- Laat hulle ook toe om onafhanklik te begin speel
- Maak saam dieregeluide
- Leer liggaamsdele
- Blaas "bubbles" saam
- Gooi bal vir mekaar
- Begin met Legos speel

24-36 MAANDE

- Klim op objekte
- Spring van objekte af
- Ry 'n driewiel fietsie
- Loop soos diere
- Begin aan balans werk deur op verskillende oppervlaktes te loop
- Rol 'n bal na 'n teiken toe
- Speel met "hoola-hoops" (hoepels)
- Druk stempels op 'n lyn
- Pas kleure by mekaar
- Sorteër diere bymekaar wat op die land bly, vlieg en swem.

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IF WE CHANGE THE WAY WE LOOK ...

Deur: Ds André de Villiers

IF WE CHANGE THE WAY WE LOOK AT THINGS, THE THINGS WE LOOK AT CHANGE

Ons hoor vandag so dikwels dat mense baie sterk menings oor sake het, sake waaroor hulle dikwels geen kundigheid het nie. Anders gestel, leke spreek hulle sterk uit teenoor spesialiste asof hulle meer weet.

Ons hoor dit veral in gesprekke oor die COVID-19-pandemie. Ons hoor dit in gesprekke oor die politiek, oor godsdienste, oor die opvoeding van kinders en nog baie meer.

WAAROM HOU ONS ONS SO SLIM?

Daar kan vele redes wees, maar ek waag om een te noem: Ons breine sukkel om inligting te verwerk wat onbekend is aan die manier waarop ons normaalweg daarmee werk. Dit beteken iets wat nuut is vir ons brein word nie maklik ontvang nie, en ons bied weerstand daarteen. Dit beteken dus nie die inligting is verkeerd nie, dit sê gewoon ons wil dit nie graag hoor nie.

In die praktyk beteken dit dus ons kyk "eenogig" na inligting. Mense wat dié onderwerp bestudeer sê ons het net "een

storie" oor daardie onderwerp. Die teenkant van 'n enkelstorie is om die veelkantigheid van stories raak te sien.

Is dit goed of sleg om net op een manier na onderwerpe te kyk? Dit kan beslis wees. Dit hang af van hoe ons omgaan met die data wat voor hande is.

Alle onderwerpe verreken sekere data. Data is brokkies inligting wat uiteindelik opgeweeg moet word en aan mekaar gekoppel word om sin te maak van die groot onderwerp. Hoe ons die stukkie data aan mekaar koppel ("connecting the dots"), is deurslaggewend om by die korrekte besluite te kom oor hoe die spesifieke onderwerp beoordeel moet word.

Wanneer ons net sekere brokkies data hanteer en ander ignoreer, verhoog die gevaar om die brokkies data reg aan mekaar te kan koppel. Dit lei tot ondeurdagte besluite en uitsprake oor die onderwerp en kan tot verkeerde praktyke lei.

'n Interessante verhaal uit die Bybel (Handelinge 9) vertel

hoe die apostel Petrus tot 'n nuwe insig gekom het oor iets wat nooit deur die Jode van destyds aanvaar sou word nie. Kornelius is 'n nie-Jood wat die behoefte het om ook die Here te dien. In 'n bnatuurlike ontmoeting met God kry Kornelius die opdrag om vir Petrus na hom te laat kom om die evangelie aan hom te verduidelik.

Terselfdertyd droom Petrus dat 'n doek uit die hemel neersak met beide rein en onrein diere in. Dit op sigself is vir hom vreemd, want die Jode het nie die twee gemeng nie. Nog meer is hy verbaas as die Here vir hom die opdrag gee om van beide te eet! Dit kán nie van die Here wees nie, want nog nooit het die Here hulle beveel om onrein diere te eet nie!

Wanneer hy later by Kornelius kom en hulle praat, besef hy wat alles beteken en kom tot die nuwe insig dat God nie onderskeid maak tussen mense nie en almal wil insluit in sy koninkryk.

Die wonderlike is dat Petrus nie vasgehaak het daarby dat God nooit so 'n opdrag sou gee nie. Nee, hy stel homself oop vir nuwe ontdekkings en

so ontmoet hy God op 'n nuwe manier. So ontdek die gelowiges in die vroeë kerk dat God méér is as wat hulle ooit kon dink, dat sy planne en werke groter is as hulle gedagtes oor Hom. Dit maak hulle oop vir vernuwing en verrassing, dit laat hulle sien dat hulle 'n lewende God dien.

Daar is baie negatiewe onder mense vandag. Dit loop saam met hulle enkelstories oor lewensonderwerpe. Wat nodig is, is om jouself oop te stel vir die ander kante van dieselfde saak.

Want, "when we change the way we look at things, the things we look at, change." Dit is ook hoe bekering werk.

Ons dink ons doen die regte dinge, ons dink selfs ons dien die Here, maar wanneer ons ons optrede en denke krities bekyk, ontdek ons dalk dat ons die Here dien soos ons dink Hy gedien moet word.

Ons moet oop wees soos Petrus sodat ons God se stem elke dag weer nuut kan hoor.



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*Happy Birthday to all
our residents celebrating
their birthdays in April,
May & June!*

*Beste Verjaardagwense
aan al ons inwoners wat
hul verjaarsdag vier in
April, Mei & Junie!*

*Weet iemand van 'n plek
wat besems regmaak? My
skoonma sit sonder vervoer.*

FROM THE DESK OF THE DEVELOPER

Dear Homeowners

This year started off at such a pace that one tends to only now realise that 4 months is already gone. After all these years it is for us as developers still a privilege to be part of this development.

In the midst of the country's slow economic activities, it is very pleasing to notice all the activities in Kathu and to be more specific at the Kalahari Gholf en Jag Landgoed.

Kathu, as many other towns in South Africa, struggles through this challenging economic climate of last year, however Kathu always seems to amaze how quickly it can react on positive changes. This makes Kathu a good market in which to develop and invest.

We have noticed many activities on the Estate late last year and in the

first quarter of this year. Plots and houses are sold and most of all, new dwellings are built on the Estate. This indicates people want to be part of this environment. That is very good news for us because we want the Estate to thrive.

Furthermore, we are also part of some other positive actions driven by the HOA board of Directors:

- Gravel roads were identified to be paved in this year.
- New traffic sign boards were installed.
- Street lines were painted to keep up good maintenance.
- The HOA office block is planned for the near future.
- The installation of fence security cameras nears completion to improve the security on the Estate.

We also would like to take this opportunity to thank everyone involved in making Kalahari Gholf

en Jag Landgoed a wonderful, safe haven for the homeowners. You as homeowners play a pivotal role in this.

Besides this, it is also very encouraging to know that we all work together as a community to make living on the Estate a pleasant experience for all. Our working relationship with the HOA board of Directors is evidence of the good relations between the parties involved.

We can only strive to continue what we are doing to reach our end goal and that is a completed development.

Kindest regards

Donovan Comerma
CEO of ATM group

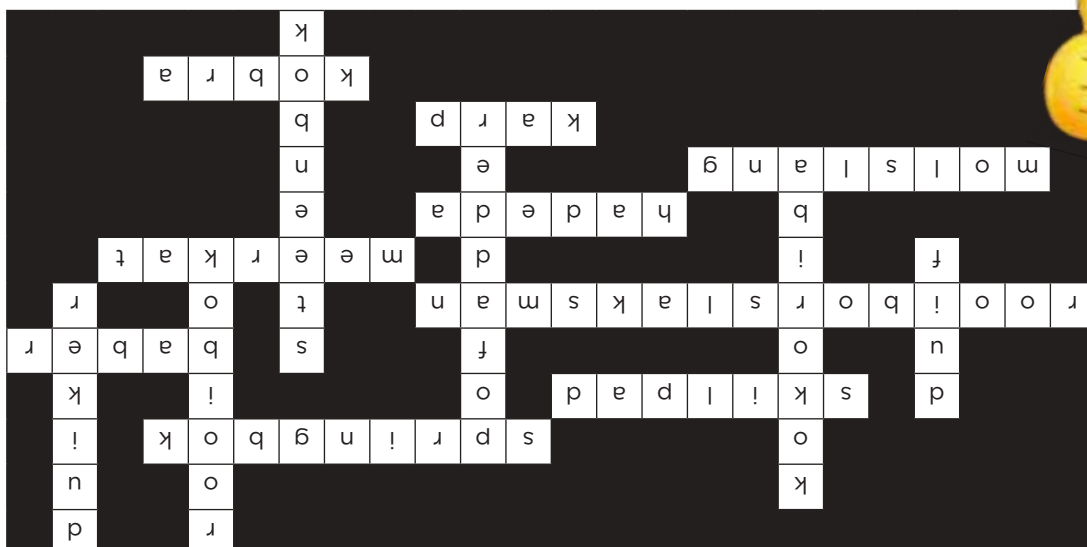
BE ON THE SAFE SIDE:

Check the references of your domestic worker and gardener. Very often crimes within estates are committed with the assistance of a domestic staff member. Make sure you have properly checked your domestic worker's and gardener's references and educate them on keeping your home secure when you are not there.

Do not rely on perimeter security alone. While perimeter security measures have been successful in reducing crime in estates, residents still need to take precautions in their homes.

If you notice anything suspicious at the gate, consider not to pull in right away but observe from a safe distance, or drive on and alert the police or your security company.

BLOKKIESRAAISEL-antwoorde!



STARGAZING ON THE ESTATE

By: Freda Hattingh



We are busy tracking down the celestial “Big Five” constellations, known to be very bright and easy recognizable when we stargaze. Previously, we have discussed the Southern Cross, Orion and Leo constellation.

Scorpius too is a well-known constellation of the Zodiac. Scorpius is the fourth of the big five constellations to hunt and visible in the evening sky from May to October.

Scorpius is the most recognizable constellation in the winter skies. The pattern, shown in the diagrams below, appears somewhat larger than your

hand would, with fingers stretched apart and held at arm’s length. If you can make out the line of the Milky Way, follow it from the Southern Cross, past the Pointers and it will lead to the tail end of the Scorpius.

The stars of the Scorpius form a long curving line, for once resembling the creature they supposedly represent, from the “pincers” right to the curving tail and the sting at the end. The sting is represented by two stars located close together. The bright star, Antares lies at the centre of the scorpion’s body. Antares is a giant star 604 light years away!



To be continued ...

(Credit: Stargazing – A. Fairall)

ESTATE ACCESS CONTROL

IMPORTANT TO NOTE:

ANY/ALL INCIDENTS OR ACCIDENTS MUST BE REPORTED WITHIN 24 HOURS IN WRITING WITH THE DESCRIPTION OF THE INCIDENT/ACCIDENT TO:

- manager@kalaharigholf.co.za and admin@kalaharigholf.co.za
- telephonic report must be done at the time of the incident/accident to 073 766 8306 or 083 381 1294 as well as to the Main Gate Security 053 004 0203 / 072 486 3471

FAILURE TO COMPLY WITH THE ABOVE MAY LEAD TO A FINE BEING ISSUED FROM THE BOARD OF DIRECTORS

HOMEOWNERS OR TENANTS

1. REGISTERING AT THE KALAHARI GHOLF EN JAG LANDGOED - ENTRY

- Register at the Kalahari Gholf en Jag Landgoed administration office for fingerprint entry
- New Home/Plot owners to provide proof of purchase of property or confirmation of purchase as registered at JPS Trust – Thea Jordaan: thea@jpstrust.co.za
- Tenants must have a **VALID RENTAL CONTRACT** (NO CONTRACT NO REGISTRATION)
- **Tenants must receive a copy of the Kalahari Gholf en Jag Landgoed rules from their Estate Agent or the registered Homeowner.**

- Tenants must ensure to provide all amended Rental Contracts/Renewal Rental Contracts before the current expiry date to the Estate administration office – you will not be able to exit / enter the Estate if your lease is expired.

2. METHODS FOR ENTERING – MAIN GATE & WESTERN GATE

- Stop at gate – Press finger on the device, enter through the first gate, STOP, after the first gate has closed the boom gate will open.
- NO TAILGATING, ONE VEHICLE AT A TIME.
- The Estate Manager/Security Company will do checks for reckless driving on the Estate from time to time and reckless drivers, Residents and contractors will be liable to pay a fine as determined by the Board of Directors.
- HOMEOWNERS will be held responsible for reckless driver fines of tenants!
- Only Residents are allowed to run/walk or ride bicycles on the Estate!
- NO QUADBIKES OR UNLICENSED VEHICLES are allowed to drive on the Estate unless they are transported on the appropriate trailer.
- ONLY PERSONS 16 YEARS AND OLDER are allowed to drive a golf cart on the Estate and/or golf course
- TRAILERS/CARAVANS must enter/exit through the Western contractors Gate
- A height restriction of 2.4 m is at the Main Gate to restrict access to light vehicles only

3. VISITORS TO RESIDENTS (MAIN GATE & WESTERN GATE)

- A pin number must be supplied by the Resident
- THE SECURITY COMPANY AND THE ESTATE OFFICE WILL NOT ISSUE ANY PINS TO GUESTS/VISITORS (NO PIN NO ENTRY)
- Residents must be registered on the PT Guest system to supply pins and have to be registered on the system at the Kalahari Gholf en Jag Landgoed administration office
- It is advised that all Residents please generate a long-stay pin number and send it to themselves for safekeeping for at least two weeks should the system go offline
- Pin numbers will be valid at both gates and will only be valid for one entry and one exit
- There is an option to supply a pin for a period up to 14 days for visits by family etc.
- Residents are responsible for their visitors entering with their private vehicles
- Residents to ensure that all visitors are aware of the Estate rules and speed limits
- Visitors must use the left lane, marked visitors, when entering at the Main Gate and the resident gate when entering at the Western Gate
- Residents will be held responsible for the speeding fines for their visitors
- Visitors are not allowed to wander around on the Estate or Golf course without being

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ESTATE ACCESS CONTROL

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accompanied by the Resident that they are visiting

- NOTIFY YOUR VISITORS THAT THEY MUST ENTER THROUGH THE WESTERN CONTRACTORS GATE WHEN ENTERING WITH A TRAILER/CARAVAN

4. GUEST HOUSES: GUESTS - MAIN & WESTERN GATE

- Guests arrive and enter with the pin number supplied by the Guest House
- Pins are valid for one entry and one exit – there is an option on the system to grant access for a period up to 14 days whereafter a new pin must be requested from the Guest House
- THE SECURITY COMPANY AND THE ESTATE OFFICE WILL NOT ISSUE ANY PINS TO GUESTS - NO PIN NO ENTRY
- Guests must use the left lane when entering at the Main Gate, marked visitors, and the resident lane when entering at the Western Gate
- Ensure that your guests have your physical address and know how to get at the Guest House
- Guest House owners will be held responsible for speeding fines of their guests
- PLEASE NOTIFY YOUR GUESTS BEFORE ARRIVAL THAT ALL TRAILERS OR CARAVANS MUST ENTER THROUGH THE CONTRACTORS ENTRANCE AT THE WESTERN GATE
- PLEASE NOTIFY YOUR GUESTS OF THE SPEED LIMIT ON THE ESTATE

5. PERMANENT WORKERS AT HOUSES & GUEST HOUSES (DOMESTIC & GARDENERS)

- Employers must register their employees at the Office, this includes loading their fingerprints for access, issuing an ID Card and employer signing an indemnity agreement – **Valid ID needed**
- Employers who do not register their employees must transport the employee in and out of the Estate
- **NO** unregistered employee is allowed to walk on the Estate
- Employees who are not registered on the Estate system and caught walking on the Estate will be removed and not allowed back into the Estate, and the Resident will be issued with a fine
- Employers who employ a temporary worker have two options:
Transport the worker in and out without documentation OR apply for a two-week permit @ a fee of R20.00 per day per person (maximum period per month) – **Valid ID needed**
- Employers must apply for Chipped ID Cards at the Estate Office – with the employee who must be present with his valid South African Identity book
- New ID Card application @ R50.00 per person (up to a maximum period of 3 years - Homeowners/Guest Houses only, tenant employees for a maximum period of the lease agreement)
- Renewal ID Card application @ R50.00 per person (up to a maximum period of 3 years - Homeowners/Guest Houses only, tenant employees for a maximum period of the lease agreement)
- **NO REFUNDS ON CARDS**
- You may NOT use another Resident's employee card that he/she paid for unless

the employee has a contract with both parties – this will be treated as a new application

- Employees MUST enter through turnstiles for Access Control and show their cards to security if requested
- Employers must inform the Estate office in writing or by e-mail when the employee terminates his/her services
- Employees who use their own vehicles must apply through the employer for their vehicle permit. COMPLETING THE APPROPRIATE DOCUMENTS IN THE COMPANY OF THE EMPLOYER.
- It is important for each employer to make sure that the employees understand that they must return their ID Cards when they terminate their services.
- Must report to Security for Access Control if they cannot enter with their fingerprints. Security will grant access once the "Chipped ID Card" is confirmed and current
- ALL APPLICANTS WITH A PASSPORT/ASYLUM OR WORKERS PERMIT FROM ANOTHER COUNTRY MUST HAVE A CONFIRMATION LETTER FROM DEPARTMENT OF HOME AFFAIRS, CONFIRMING THEIR LEGALITY AND PERMISSION TO WORK IN SOUTH AFRICA BEFORE WE GRANT ACCESS - SAME PROCESS AS ABOVE
- This confirmation letters must contain a Contact Person, Telephone number, Email address and official stamp of Department.
- Employers are responsible for all of their employees that are working on the Estate

6. ESTATE AGENTS

- Estate Agents must apply for entry at the Estate office.
- A valid Identity Document must be attached to the application.
- Accompanied by a letterhead of the Estate Agents office giving the Estate Agent permission to enter the Estate by the Estate Agency or Homeowner/Resident with confirmation of name, Surname, Identity Number and Cellular number.
- A copy of Identity Document and driver's license must be attached.
- Estate Agents will gain access with fingerprints.
- Clients of Estate Agents may only gain access in the company of the Estate Agent in the Estate Agent's vehicle – **NO PIN CODES WILL BE ISSUED TO POTENTIAL BUYERS OR RENTALS.**
- No new rentals will be accepted without a valid rental contract and confirmation of the new Resident's names and surnames, identity numbers and applicable application forms that may be requested from the Estate office.
- No entry will be given to contractors sent from the Estate Agents office without a request send via email to: admin@kalaharigholf.co.za, from the Homeowner/Estate Agent confirming the Contractor's Name and Surname, Cellular number, Company and total of persons entering with the Contractor.
- The Homeowner/Estate Agent must also state the total days the Contractor needs to enter the Estate. However it is suggested that all Contractors must apply for a 1 year permit).

IT IS THE RESPONSIBILITY OF THE RESIDENT TO INFORM CONTRACTORS CONTRACTED TO

DO BUILDING WORK/REPAIRS IN ADVANCE ABOUT ACCESS PROCEDURES AND COSTS THEREOF.

7. MAIN CONTRACTORS AND MAIN SUPPLIERS MUST STOP AT GATE FOR ACCESS CONTROL – with fingerprint

TAKE NOTE:

- **GATE TIMES FOR CONTRACTORS**
- **NO ENTRY OR EXIT BEFORE OR AFTER THESE TIMES (RESIDENTS TO PROVIDE PIN NUMBER IN CASE OF AN EMERGENCY AFTER HOURS. CONTRACTORS MUST STILL ENTER AND EXIT AFTER HOURS AT THE WESTERN GATE.)**

MONDAY TO FRIDAY: 07:00 – 18:00

SATURDAYS: 07:00 – 14:00

NO SUNDAYS AND NO PUBLIC HOLIDAYS

Private time hours are 18:00 to 07:00 weekdays, Saturdays, Sundays and all public holidays, as well as BIFSA builders holidays prescribed annually to their members.

• PERMISSION TO WORK DURING PRIVATE TIMES:

Contractors are not allowed on Kalahari Golf en Jag Landgoed during private hours, however, written permission can be obtained from the Board, in its sole and absolute discretion, in special cases to work during private time. Special applications for contractors to be present on site during private time should be lodged at least one week prior to the private time activity proposed.

- Main contractors must register their employees at the Office. This includes loading their fingerprints for access, issuing an ID Card and employer signing an indemnity agreement – **Valid ID needed**

- New ID card application @ R50.00 per person (up to a maximum period of 1 year)
- Annual renewal of ID Cards will be R50.00 per person.

- Access only permitted at the Western Gate with ID card and/or fingerprints OR day permits

- All employees except for vehicle drivers must enter / exit through the turnstiles with their fingerprints and ID Cards. No card, no access.

- Applications for ID Cards must be done at the Estate office with original Identity Document – the person must accompany the contractor to have his/her photo taken for the ID Card

- All contractors and their employees must have their ID Cards & valid Identity Card/ book with them all the time on the Estate

- **YOU WILL BE REMOVED IF YOU ARE NOT IN THE POSSESSION OF AN ID CARD ISSUED BY THE ESTATE OFFICE**

- **YOU ARE NOT ALLOWED TO WALK ON THE ESTATE**

- Main contractor must accompany all subcontractors and employees when they are applying for ID Cards and fingerprints.

- Must report to Security for Access Control if they cannot enter with their fingerprints. Security will grant access once the "Chipped ID Cards" are confirmed and are valid

- ALL APPLICANTS WITH A PASSPORT/ASYLUM OR WORKERS PERMIT FROM ANOTHER COUNTRY MUST HAVE

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ESTATE ACCESS CONTROL

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A CONFIRMATION LETTER FROM DEPARTMENT OF HOME AFFAIRS, CONFIRMING THEIR LEGALITY AND PERMISSION TO WORK IN SOUTH AFRICA BEFORE WE GRANT ACCESS

- This confirmation letters must contain a Contact Person, Telephone number, Email address and official stamp of Department.
- Employers are responsible for all their employees that are working on the Estate.
- **SPEED LIMIT FOR ALL CONTRACTORS:** For security and safety reasons the speed limit in Kalahari Gholf en Jag Landgoed for all contractors' vehicles is 40 km/h. The contractor is responsible for ensuring that all his employees, subcontractors and delivery vehicles adhere to this rule.
- MOI rules for contractors - Building Contractor's Code of Conduct - available in the administration office

DELIVERIES FOR CONTRACTORS:

- BUILDING MATERIALS DELIVERED TO SITES - THE BUILDING CONTRACTOR MUST APPLY FOR A PIN NUMBER AT THE ESTATE OFFICE **AT LEAST ONE DAY PRIOR TO DELIVERY**

8. DAY PERMITS NON-PERMANENT CONTRACTORS: MUST STOP AT GATE FOR ACCESS CONTROL:

- Must apply for access at the Estate office - they must have their South African Identity documents with valid worker's permit and will be issued with a special day permit
- Cost will be R20.00 per person per permit per day for up to a maximum period of two weeks per individual per month - see above for Zimbabwe, Mozambique and Lesotho
- Only permitted to enter and exit through the Western Gate.

9. SPECIAL DELIVERIES: COURIER COMPANIES

- A PIN NUMBER MUST BE SUPPLIED BY THE RESIDENT RECEIVER OF THE PARCEL
- THE SECURITY COMPANY AND THE ESTATE OFFICE WILL NOT ISSUE PIN NUMBERS FOR DELIVERIES
- THE SECURITY COMPANY, THE ESTATE OFFICE AND KALAHARI COUNTRY CLUB WILL NOT SIGN OR ACCEPT ANY PARCELS ON BEHALF OF A RESIDENT

10. RULES FOR ACCESS

- **Gate Hours:** Main Gate 24 hrs & Western Gate 24 hrs (RESIDENTS/VISITORS)
- **Contractors Gate (WESTERN GATE):** Open from 07:00 - 18:00 Monday to Friday; 07:00 - 14:00 Saturdays and Closed Sundays and Public Holidays
- **AFTER HOUR EMERGENCIES:** THE RESIDENT WITH THE EMERGENCY HAS TO SUPPLY THE CONTRACTOR WITH A PIN NUMBER FOR NO LONGER THAN 24 HOURS.

CONTACT AT THE ESTATE ADMINISTRATION OFFICE:

Estate Manager: 073 766 8306
Email: manager@kalaharigholf.co.za

Administration: 083 381 1294
Email: admin@kalaharigholf.co.za

NUMBERS TO REMEMBER

for Residents of Kalahari Gholf en Jag Landgoed

IN CASE OF A SECURITY EMERGENCY:

JWC Security	- Riaan Lourens	076 777 3698
	- Ryno Pretorius	066 205 0374
	- Beheerkamer	053 004 0203
	- OPS Medics	064 553 7988
Kathu Police		053 723 9100/20/21
Police Emergency		10111
Fire Department	- Office	053 739 7222
	- Emergency	074 123 0124
Lenmed Hospital		053 723 3231

IN CASE OF AN ENQUIRY REGARDING ELECTRICITY, WATER, SEWAGE & REFUGE REMOVAL:

Gamagara Municipality Office	053 723 6000
Gamagara Municipality Call Centre (Get reference number)	053 004 0242

PT-GUEST & 42006 FOR PIN NUMBERS (You must be registered at office):

Estate office - Monday to Friday 08:00 - 12:00

ESTATE OFFICE:

Administration: 083 381 1294 / admin@kalaharigholf.co.za
Estate Manager: 073 766 8306 / manager@kalaharigholf.co.za

OTHER IMPORTANT NUMBERS:

Animal Welfare of Kathu	- Marietjie	083 942 9658
	- Izandri	083 336 9422
Fauna & Flora	- Samantha	054 338 4800
Snake Removal	- Freddie Ackerman	073 090 5246
Spiders & Bugs	- Susan Myburgh	083 448 9272



Please feel free to contact me, **Floris Kruger**, on **072 869 4969** or send an e-mail to floris@kalaharigholf.co.za.

PLEASE NOTE that any views or opinions presented in this newsletter are solely of the authors and do not necessarily represent those of Kalahari Gholf en Jag Landgoed.

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