FINANCIAL STATEMENT FOR THE YEAR ENDED 31ST DECEMBER, 2019

MGI O.A.K Chartered Accountants 18 Airways Avenue P. O. Box AN. 5712 Accra-North.



A worldwide association of independent auditing, accounting and consulting firms.

# ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER, 2019

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#### CORPORATE INFORMATION

**BOARD MEMBERS** 

Akua Kuenyehia
Dorcas Coker-Appiah
Emelia Adjepong
Akua Amoah-Boateng - (Appointed on 20/9/19)
Yaa Peprah Agyeman Amekudzi - (Appointed on 20/9/19)
Marilyn Aniwa (Appointed on 20/9/19)

**EXECUTIVE DIRECTOR AND SECRETARY** 

Dorcas Coker-Appiah

**AUDITORS** 

MGI O. A. K. Chartered Accountants 18 Airways Avenue P. O. Box AN. 5712 Accra - North.

**BANKERS** 

Fidelity Bank Limited Barclays Bank Ltd

REGISTERED OFFICE / PRINCIPAL PLACE OF BUSINESS

House No. 18 Klotey Crescent North Labone Accra P. O. Box CT 8163 Cantonment, Accra

# GENDER STUDIES & HUMAN RIGHTS DOCUMENTATION CENTRE REPORT OF THE DIRECTOR OF THE CENTRE FOR THE YEAR ENDED 31ST DECEMBER, 2019

The Directors in submitting to the shareholder(s) their report and Financial Statements of the Organisation for the year ended 31st December, 2019 report as follows:

#### PRINCIPAL ACTIVITY

The Organisation is registered to promote, empower and enhance the capacity of women through research and project implementation. There was no change in the nature of the Organisation's business during the year under review.

FINANCIAL HIGHLIGHTS	2019	2018
	GH¢	GH¢
Surplus for period ended is which when added to balance brought forward	(72,037)	(3,523)
on Accumated Fund of	1,041,367	1,116,668
and Prior year adjustment of	(43,618)	(71,778)
	925,712	1,041,367

The Directors consider the State of Affairs of the Company continues to be sound and that the going-concern status of the Company is not adversely affected.

#### DIRECTORS' RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The Companies Act, 1963 (Act 179) as amended requires the Directors to prepare Financial Statements for each financial year, which gives a true and fair view of the state of affairs of the Company and of its Profit or Loss for the year. The Directors have prepared these Financial Statements in accordance with the International Financial Reporting Standards.

The Directors have made an assessment of the ability of the Company to continue as a going concern and have no reason to believe that the Company will not be a going concern in the year

#### In preparing the financial statements, the Directors are required to:

Select suitable accounting policies and to apply them consistently.

Make judgements and estimates that are reasonable and prudent.

State whether applicable accounting standards have been followed, subject to any material departures, disclosed and explained in the Financial Statements.

The Directors are responsible for ensuring that the Centre keeps proper accounting records that disclose with reasonable accuracy at any time the financial position of the Company and which enables them to ensure that the Financial Statements comply with the Companies Act 2019, (Act 992) as amended and the International Financial Reporting Standards. They are also responsible for safeguarding the assets of the Centre and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## REPORT OF THE DIRECTOR OF THE CENTRE FOR THE YEAR ENDED 31ST DECEMBER, 2019

#### **CHANGES IN DIRECTORS**

There were changes in Director's during the year - Refer to page 2 for details.

#### FINANCIAL REPORTING FRAMEWORK

In line with the financial reporting framework recommended by the Institute of Chartered Accountants (Ghana) and in consultation with other regulatory bodies, the Directors used the International Financial Reporting Standards (IFRS) as the reporting framework. As a result, the attached Financial Statements have been prepared in accordance with IFRS.

#### OTHER MATTERS

The Directors confirm that no issues have arisen since 31 December 2019 which materially affect the Financial Statements of the Organisation for the year ended.

#### PARTICULARS OF ENTRIES IN THE INTEREST REGISTER

No Director or officer reported any Conflict of Interest in any contract or dealings with the company required to be registered under Section 196 of the Companies Act 2019, (Act 992) during the year and there has been no such report made since the end of the year ended 31 December 2019. There has therefore been no entry in the Interest Register for the period stated.

#### CORPORATE SOCIAL RESPONSIBILITY

The principal activity of the Centre is in line with Corporate Social Responsibility.

#### CAPACITY BUILDING FOR DIRECTORS

On appointment to the Board, Directors are provided with full, formal induction, to enable them gain indepth knowledge about the Centre.

#### AUDIT FEES

The audit fees inclusive of Value Added Tax for the current year is GHC10,500 as compared to GHC8,903 for the previous year as stated in the Financial Statement.

#### GOING CONCERN

The Directors have made an assessment of the ability of the Centre to continue as a going concern and have no reason to believe that the business will not be a going concern in the year ahead.

#### SUBSEQUENT EVENTS

Events subsequent to the reporting date are reflected in the Financial Statements only to the extent that they relate to the year under consideration and the effect is material. The Organisation had no material subsequent events that require adjustments to or disclosure in the Financial Statements.

#### APPROVAL OF FINANCIAL STATEMENT

The Financial Statements of the Organisation	
2020 and signed	on its behalf by:
DIRECTOR	DIRECTOR
19 Ayard 2020	19 /8/ 2020

# INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER, 2019

INCOME	NOTE	2019 GH¢	2018 GH¢
Donor Funds	(4a)	1,150,740	1,810,188
		1,150,740	1,810,188
Other Funds	(4b)	245,789	211,722
		1,396,529	2,021,910
EXPENDITURE			
Total Programme Cost	(11)	(1,461,851)	(2,022,805)
Loss on Asset Disposal	(10b)	(6,715)	(2,628)
Surplus/ (Deficit) for the year		(72,037)	(3,523)
ACCUMULATED FUND FOR THE YEAR ENDED 31S	T DECEMBER, 201	9	
		2019	2018
		GH¢	GH¢
Balance as at 1st January		1,041,367	1,116,668
Deficit for the year		(72,037)	(3,523)
Adjustment	21	(43,618)	(71,778)
Balance as at 31st December		925,712	1,041,367

# STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER, 2019

ASSETS	NOTE	2019 GH¢	2018 GH¢
Non-Current Assets		-	O11¢
Property, Plant and Equipment	(10a)	69,531	60,961
Current Assets			
Accounts Receivables	(7)	59,543	105,612
Short Term Investment	(6)	459,504	248,059
Cash and Cash Equivalents	(5)	759,028	1,090,124
		1,278,075	1,443,795
TOTAL ASSETS		1,347,606	1,504,756
FUNDS AND LIABILITY			
FUNDS			
Restricted Funds	(22)	74,075	264,280
Unrestricted Funds	(22)	851,637	777,087
		925,711	1,041,367
LONG TERM LIABILITY	(9)	408,975 408,975	372,141 372,141
CURRENT LIABILITIES			
Accounts Payables	(8)	12,920	91,248
TOTAL FUNDS AND LIABII	LITIES	1,347,606	1,504,756
DIRECTOR	Toneside:	DIRECT	L
Date 9 Aufult 2020		Date	2020

#### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31ST DECEMBER, 2019

	2019	2018
	GH¢.	GH¢
OPERATING ACTIVITIES		
Surplus/(Deficit)	(72,037)	(3,523)
Adjustment	(43,618)	
Adjustment for:		
Depreciation	17,741	17,167
Loss on Disposal	6,715	2,628
Increase/(Decrease) in Trade and other receivables	46,069	(89,342)
Increase in Trade and other payables	(78,328)	(611,226)
Long Term Liability	36,834	16,643
Net Cash From Operating Activities	(86,624)	(667,653)
INVESTING ACTIVITIES		
Purchase of Property, Plant and Equipment	(33,026)	(13,566)
Investment	(211,445)	462,360
Net cash used in investing activities	(244,471)	448,794
FINANCING ACTIVITIES		
Donor Refund	the tire ave tradic	(71,778)
Net cash inflow from Financing Activities	-	(71,778)
(Decrease)/Increase in cash and cash equivalents	(331,095)	(290,637)
Cash and cash equivalents at 1st January	1,090,124	1,380,761
Cash and cash equivalents at 31st December	759,028	1,090,124

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER, 2019

#### 1 GENERAL INFORMATION

Gender Studies and Human Rights Documenttion Centre was registered under the companies act of Ghana as a limited by guarantee and incorporated on the 11th August 1995. The Center was subsequently registered with the Department of Social Welfare on the 3rd August 1999. The Centre is domiciled in Ghana with its registered office and principal place at House No. 34 Church Crescent, North Labone.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### a. Statement of compliance

These Financial Statements have been prepared in conformity with the International Financial Reporting Standard for Small and Medium Sized Entities issued by the International Accounting Standard Board and Institute of Chartered Accountants (Ghana).

#### b. Basis of Measurement

The Financial Statements have been prepared on the historical cost basis except for the modification to a fair value basis for certain assets. The Financial Statements are presented in Ghana Cedi which is the Centre's functional currency.

#### c. Use of estimates and judgment

The preparation of Financial Statements in conformity with IFRS requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making judgements about the carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimates are revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

In particular, information about significant areas of estimation, uncertainty and critical judgements in applying accounting policies that have the most significant effects on amounts recognised in the Financial Statements are described in note 3.

#### d Going Concern

The Directors of the Centre has made an assessment of the Centre's ability to continue as a going concern and is satisfied that it has the resources to continue in business for the forseeable future. Furthermore, Directors is not aware of any material uncertainties that may cast significant doubt upon the Centre's ability to continue as a going concern. Therefore, the Financial Statements continue to be prepared on the going concern basis.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER, 2019

#### e Foreign Currency Translation

Functional currency and presentation currency.

The Financial Statements of the entity are presented in the currency of the primary economic environment in which the entity operates (its functional currency), for that purpose the Financial Statements are presented in Ghana cedi.

#### Transactions and balances

In preparing the Financial Statements of the entity, transactions in currencies other than the functional currency of the entity are recognised at the rate of exchange prevailing at the date of the transactions. At the end of each reporting period, monetary items denominated in foreign currencies are retranslated at the rates prevailing at that date. Non-monetary items carried at fair value that are denominated in foreign currencies are retranslated at the rate prevailing at the date when the fair value was determined. Non-monetary items that are measured in terms of historical cost in a foreign currency are not retranslated.

Exchange differences are recognised in the Income and Expenditure Account in the period in which they arise and exchange differences on monetary items receivable from or payable to a foreign operation for which settlement is neither planned nor likely to occur (therefore forming part of the net investment in the foreign operation).

#### g Property, Plant and Equipment

Items of property, plant and equipment are measured at cost less accumulated depreciation and any accumulated impairment losses. Property, plant and equipment include investment property whose fair value cannot be determined without undue cost or effort.

Depreciation is charged so as to allocate the cost of assets less their residual values over their estimated useful lives, using the reducing balance method. The following useful lives are used for the depreciation of property, plant and equipments;

Furniture & Fittings	20%
Motor Vehicle	25%
Office Equipment	20%

If there is an indication that there has been a significant change in depreciation rate, useful life or residual value of an asset, the depreciation of that asset is revised prospectively to reflect the new expectations.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER, 2019

#### h Termination Benefits

Termination benefits are recognised as an expense when the Centre is demonstrably committed, without realistic possibility of withdrawal; to a formal plan terminate before the normal retirement date. Termination benefit for voluntary redundancies are recognised if the company has made an offer encouraging voluntary redundancy, it is probable that the offer will be accepted and the acceptance can be estimated reliably.

#### i Provisions

Provisions are recognised when the entity has a present obligation (legal or constructive) as a result of a past event, it is probable that the entity will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the end of the reporting period, taking into account the risk and uncertainties surrounding the obligation

#### j Event after the end of the Reporting period

Event subsequent to the reporting date are disclosed only to the extent they relate directly to the Financial Statements and their effect is material.

#### k Impairment of assets

At each reporting date, financial and non-financial assets not carried at fair value, are reviewed to determine whether there is any indication that those assets have suffered an impairment loss. If there is an indication of possible impairment, the recoverable amount of any affected asset (or group of related assets) is estimated and compared with its carrying amount. If estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised immediately in profit or loss.

Similarly, at each reporting date, inventories are assessed for impairment by comparing the carrying amount of each item of inventory with its selling prices less costs to complete and sell. If an item of inventory (or group of similar items) is impaired, its carrying amount is reduced to selling price less costs to complete and sell, and an impairment loss is recognised immediately in profit or loss.

If an impairment loss subsequently reverses, the carrying amount of the asset (or group of related assets) is increased to the revised estimate of its recoverable amount (selling price less costs to complete and sell, in the case of inventories), but not in excess of the amount that would have been determined had no impairment loss been recognised for the asset (group of related assets) in prior years. A reversal of an impairment loss is recognised immediately in Income and Expenditure.

#### **Inventories**

Inventories are stated at the lower of cost and selling price less costs to complete and sell. Cost is calculated using the first-in, first-out (FIFO) method.

#### m Income

Income represents Donor funds and other funds. The funds are mostly based on projects that are to be under taken for the period

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER, 2019

#### n Employee benefits

1. Short -term employee benefits.

Short term employee benefits are recognised as an expense in the period in which they are incurred. The organisation has created an End Service Benefit (ESB) Fund which is being updated on regular basis to cater for employees whose service term come to an end.

#### o Long term employee benefit

Social Security and National Insurance Trust (SSNIT)
Under a national deferred benefit pension scheme, the Centre contributes 13% of employee's basic salary to SSNIT for employee pension. The Centre's obligation is limited to the relevant contributions, which are settled on due dates. The pension liabilities and obligations, however, rest with SSNIT.

#### 3.0 KEY SOURCES OF ESTIMATION UNCERTAINTIES AND JUDGEMENTS

3.1 Useful life of Properties, Plant Equipment

The company determines the estimated useful lives and related depreciation charges for its property, plant and equipment. The Directors will increase the depreciation charged where useful lives are less than previously estimated useful lives.

4	INCOME NOTE	- 2019 GH¢	2018 GH¢
4a	Donor Funds		
	Mannion Daniels (Amplify Change)	814,968	1,139,647
	South African Medical Research Council	-	183,674
	Masimanyane Women's Rights International (NOR	AD) 335,771	486,867
	Surfer Totales	1,150,740	1,810,188
4b	Other Funds		61.07
	Treasury Bills	50.961	02.202
	Other Internally Generated funds	59,861	83,393
	Exchange Difference	96,224	91,436
	ge z merence	89,704	36,893
		245,789	211,722
5	CASH & CASH EQUIVALENTS	2019	2018
		GH¢	GH¢
	Cash at Bank	758,838	1,090,101
	Cash on Hand	191	23
		759,028	1,090,124
6	SHORT TERM INVESTMENT	2019	2018
	TOTAL TAX DESIGNATION OF THE PARTY OF THE PA	GH¢	GH¢
	Treasury Bills	459,504	248,059
		459,504	248,059

			2019		2018
7	ACCOUNT RECEIVABLE		GH¢		GH¢
	Deferred Donor Income	0	-		45,656
	Advances		12		50
	Prepayment		53,366		47,741
	Other Receivable		6,165		12,165
			59,543		105,612
			2019		2018
8	ACCOUNTS PAYABLES		GH¢		GH¢
	Sundry Payables		12,920		21,325
	Deferred Donor Income				69,923
			12,920		91,248
			***		
			2019		2018
9	LONG TERM LIABILITY		GH¢		GH¢
,	LONG TERM LIABILITY		408,975		372,141
			408,975		372,141
102	PROPERTY PLANT & EQUI	PMENT			
			0.00	Office	
		Motor	Office	Furniture/	
	COST	Vehicle	Equipment	Fitting	TOTAL
	COST	GH¢	GH¢	GH¢	GH¢
	Cost as at 1st Jan. 2019	172,393	46,873	15,971	235,237
	Release		(11,064)		(11,064)
	Additions during the year	172 202	33,026		33,026
	Cost as at 31st Dec. 2019	172,393	68,835	15,971	257,199
	DEPRECIATION				
	Balance as at 1st Jan. 2019	149,266	17,540	7,470	174,276
	Release	•	(4,349)	-	(4,349)
	Charge for the year	5,782	10,259	1,700	17,741
	Balance as at 31st Dec.2019	155,048	23,450	9,170	187,668
	NET BOOK VALUE				
	31st December, 2019	17,345	45,385	6,801	69,531
	NET BOOK VALUE			2	
	31st December, 2018	23,127	29,333	8,501	60,961
10b	DISPOSAL		2019		2018
			GH¢		GH¢
	Asset Cost		11,064		5,132
	Less Accumulated Dep		(4,349)		_(2,504)
			6,715		2,628
	Net Book Value				
	Loss on Asset Disposal		6,715		2,628

Γ Notes	GH¢	2018 GH¢
12	592 606	
		744,339
		28,871
		45,810
		474,516
17		80,475
18		232,993
19	-	406,632
20	270	4,743
	1,461,851	<u>4,426</u> <u>2,022,805</u>
	2019	
TIVE EXPENSES		2018
clibra	Coloni ma	GH¢
		15,368
		5,246
		3,143
0 D.		3,384
& Fixtures	708	3,807
	3,200	6,889
	27,451	39,491
	1,612	1,227
	77,986	89,212
	9,758	8,339
	17,534	12,917
	11,740	11,446
	374,883	499,577
	4,438	4,242
	130	2,603
	3,100	2,005
	The second secon	3,004
	4	889
		2,488
	-	
	900	13,900
		17.167
-		17,167 744,339
	18 19 20  ATIVE EXPENSES  & Fixtures	28,337 14 185,876 15 245,143 16 12,255 17 179,361 18 227,003 19 20 270 1,461,851  ATIVE EXPENSES  CH¢  17,291 4,361 2,751 4,306 708 3,200 27,451 1,612 77,986 9,758 17,534 11,740 374,883 4,438 130 3,100 1,272

13 ORGANISA	TIONAL DEVELOPMENT	2019 GH¢	2018 GH¢
Audit & Acc	ountancy	11,314	8,903
Proposal Dev		277	631
Board Expen		8,765	1,036
Sponsorships		2,215	2,455
Staff Meeting	gs	2,560	171
Policy Work			15,000
Staff Capacity	y Development	1,595	675
Recruitment		1,612	-
		28,337	28,871
14 COMMUNIT	TY WORK	2019	2018
		GHé	GH¢
Community E	ducation Workshop Campaigns	92,260	Gift
Operation of (	COMBAT's & Animators	1,936	25
Community Se	ensitisation & Reflections	77,815	41,873
Establishment	and Operation of Clubs	11,113	3,912
Selection of Pa	articipants Cost	2,752	-,2
		185,876	45,810
15 TRAININGS		CIV	
Training on VA	AW, Laws, Gender	GH¢	GH¢
Training of Pee	er Educators	15,808	-
Training for No	on Traditional Allies	167,868	242,076
Training for Yo	oung Women	61 467	102,111
		<u>61,467</u> <b>245,143</b>	130,329
			474,516
16 ADVOCACY	& LOBBYING		
	nmunity Forums	GH¢	GH¢
Participation in	Events & Networking	9,891	3,968
Stakeholder Me	etings	2,364	68,224
Standificial IVIE	cuigs		8,283
		12,255	80,475

17	INFORMATION & DISSEMINATION	2019 GH¢	2018 GH¢
	Information Education & Communication Materials	69,129	39,297
	Establishment & Operation of Hotline	110,233	107,047
	Dissemination Related Activities		86,649
		179,361	232,993
18	MONITORING & EVALUATION	GH¢	GH¢
	Baseline & Research Work	10,193	156,532
	Steering Committee Meetings	12,163	51,472
	Reflection & Review Meetings	<u> </u>	100
	Monitoring of Club Activities	204,647	197,188
	Project Evaluation	-	1,340
		227,003	406,632
19	PROJECT MANAGEMENT	GH¢	GH¢
	Partners Salary & Overhead	-	30,600
		-	30,600
20	OTHER EXPENSES .	GH¢	GH¢
	Sundry Expenses	270	4,426
		270	4,426
21	PRIOR YEAR ADJUSTMENT		
		GH¢	GH¢
	Donor Refund	-	71,778
	Long Term Liability (ESB)	43,618	
		43,618	71,778

# GENDER STUDIES & HUMAN RIGHTS DOCUMENTATION CENTRE NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER, 2019

ACCM FUND				GHé	1.041.367	(43,618)	(72,037)			,	925,712
UNRESTRICTED FUNDS				СНе	777.087	(43,618)	(72,037)		,	190,205	851,637
RESTRICTED FUNDS	Work	Total	Restricted	GH¢	264,280				1	(190,205)	74,075
		Place	Giving	GH¢	14,428					1,079	15,507
		Project	Fund	GH¢	249,852					(191,284)	58,568
22					Balance B/f	Adjustment of Balances	Surplus/ Deficit for the year	Additions/ Movements;		S	Balance at 31st Dec 2019 =