

**Shape Attitude Ghana Organisation**  
*(A Company Limited by Guarantee)*

**Reports**

**&**

**Financial Statements**  
December 31, 2017

**B. OMANE-ANTWI CONSULT**  
**CHARTERED ACCOUNTANTS**  
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**Shape Attitude Ghana Organisation**  
*(A Company Limited by Guarantee)*

**Reports and financial statements**  
For the year ended December 31, 2017

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# **Shape Attitude Ghana Organisation**

*(A Company Limited by Guarantee)*

## **Reports and financial statements**

For the year ended December 31, 2017

### **General information**

#### **Executive council members**

Wonderful Baisie Ghartey  
David Essaw

#### **Secretary**

Amos Amamoo  
University of Education  
Winneba

#### **Registered office**

#. E3/2,  
Near Trauma Hospital  
Ntakorfam  
Winneba

#### **Auditors**

B. Omane – Antwi Consult  
Chartered Accountants  
P. O. Box OS 1336  
Osu - Accra

#### **Bankers**

GCB Bank Limited

## Reports and financial statements For the year ended December 31, 2017

### Report of the directors

The Executive Council of Shape Attitude Ghana has the pleasure of presenting its report and financial statements for the period ended 31<sup>st</sup> December 2017, which discloses the organisation's statement of operations and accumulated fund, the statement of financial position, statement of cashflows and accounting policies and explanatory notes to the financial statements.

Shape Attitude Ghana is a not-for-profit organisation established in 2014, committed to enabling communities develop a culture of keeping their surroundings clean all the time. As the sanitation challenge has to do with negative attitude, the Organisation targets children from four years and above in kindergarten through to Junior Secondary Schools and churches to "shape" their attitude in the hope that they will grow up with it.

The Effutu Educational Directorate, the University of Education, Winneba and the College of Community Health Nursing have collaborated with Shape Attitude Ghana in carrying sensitisation messages to pupils and students. We are working at securing the collaboration of the Municipal Assembly and Zoomlion, a waste management company.

In addition to the education or sensitisation, some members of the public felt it was time sanitation laws were enforced to buttress the campaign on attitudinal change. Shape Attitude Ghana has commenced some discussions with the Municipal Assembly to declare "drop free" or "litter free" zones at the Central Lorry Station and the Winneba Junction Station.

Environmental clubs, called Zoomkids, were launched in Winneba at a durbar of the World Environmental Day in June 2017 by Zoomlion Foundation; upon invitation of Shape Attitude Ghana. This was a very good development but unfortunately there was no follow-up nor support from the Foundation for running the clubs so they are not functioning as envisaged.

Radio Peace FM station in Winneba has been a very strong advocate of educational and sensitisation messages on sanitation to the public. Shape Attitude Ghana and Radio Peace's collaboration has contributed to the gains that have been achieved so far on sanitation in the Winneba municipality.

Inadequate resources still remain a challenge to the Organisation. Notwithstanding this challenge, the Organisation managed to implement activities such as observing the World Environmental Day; marking the third anniversary of Shape Attitude Ghana and visiting schools to give sensitisation talks. A significant activity undertaken was mounting of bill boards at vantage locations in Winneba town with educational messages on the ills of indiscriminate littering; open defecation and the need for environmental protection.

The organisation has procured a rented office accommodation and furnished it in the last quarter of 2017.

Shape Attitude Ghana has made a request to the National Service Secretariat to consider posting, at least, two Service Personnel each year to help in scaling up its activities during the coming years. Indeed, apart from the schools and churches, a house to house campaign is being considered.

### Executive councils' responsibilities

The executive council is responsible for the preparation of the financial statements for each financial year, which give a true and fair view of the state of affairs of the organisation and of its excess or deficit of operations and the cash flows for the period and the financial position. In preparing these financial statements, the executive council has selected suitable accounting policies and applied them consistently, made judgments and estimates that are reasonable and prudent and followed Ghana Accounting Standards.

Also, the executive council is responsible for ensuring that proper accounting records that disclose with reasonable accuracy at any time the financial position of the organisation, safeguards its assets and taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Auditors**

B. Omane-Antwi Consult, a firm of Chartered Accountants will continue in office as Auditors in accordance with Section 134 (5) of the Ghana Companies Act, 1963 (Act 179).

**By Order Of The Executive Council**

  
.....  
[Director]

Dated..... 6-3-2018

  
.....  
[Director]

Dated..... 6/3/2018

TIN: P0000479543

#. 10 OTSWE STREET \* OSU \* ACCRA \* GHANA \*  
P.O. Box OS 1336 \* OSU \* ACCRA \* GHANA \* Tel: 0302-764993 \* 020-8110707 \* Fax: 0302-764994

Report of the independent auditors to the subscribers of

## **Shape Attitude Ghana Organisation** *(A Company Limited by Guarantee)*

On the financial statements of the company

For the year ended December 31, 2017

We have audited the financial statements set out on pages 7 – 11 which have been prepared under the historical cost convention and the accounting policies set out on page 10. These financial statements comprise the statement of operations and accumulated fund, statement of financial position at December 31, 2017 and statement of cash flows for the year then ended and a summary of significant accounting policies and other explanatory notes.

### **Executive council's responsibilities for the financial statements**

As described on page 4, the organisation's executive council is responsible for the preparation and fair presentation of these financial statements in accordance with Ghana Accounting Standards and with the requirements of the Ghana Companies Act, 1963 (Act 179). This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### **Auditors' responsibility**

Our responsibility is to express an independent opinion, based on our audit, on those financial statements and to report our opinion to the subscribers.

We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform our audit to obtain reasonable assurance that the financial statements are free from material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risks assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

**Opinion**

In our opinion the accompanying financial statements give a true and fair view of the state of the financial position of the organisation at 31<sup>st</sup> December 2017 and of its excess of expenditure over revenue, accumulated fund and cash flows for the year then ended in accordance with International Auditing Standards, and Ghana Accounting Standards and comply with the Ghana Companies Act 1963 (Act 179).

**Report on other legal requirements**

The Ghana Companies Act, 1963 (Act 179) requires that in carrying out our audit we consider and report on the following matters. We confirm that:

- i. we have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit;
- ii. in our opinion proper books of accounts have been kept by the company, so far as appears from our examination of the books; and
- iii. the organisation's statement of operations and accumulated fund, statement of financial position at December 31, 2017 and statement of cash flows are in agreement with the books of account.



K. B. OMANE-ANTWI (ICAG/P/1069)  
B. OMANE-ANTWI CONSULT (ICAG/F/2018/153)  
CHARTERED ACCOUNTANTS  
#.10, OTSWE STREET  
OSU AKO-ADJEI  
ACCRA

DATED 21/03/2018

# Shape Attitude Ghana Organisation

(A Company Limited by Guarantee)

## Statement of operations

for the year ended December 31, 2017

	Note	2017	2016
		GH¢	GH¢
Revenue			
Donations received		16,378	4,471
<b>Total revenue</b>		<b>16,378</b>	<b>4,471</b>
Expenditure			
Bank charges		635	658
Communication		690	-
Donations paid		654	785
Depreciation		413	-
Office rent		750	-
Office repairs		310	-
Publicity		530	3,747
Refreshment		-	2,395
Registration, permit & licence		730	470
Sensitization public bill boards		4,057	-
Stationery & printing		3,116	6,900
Transportation		3,367	400
Utilities		122	-
Auditors' remuneration		1,000	1,000
<b>Total expenditure</b>		<b>16,374</b>	<b>16,355</b>
<b>Excess/(Deficit) of revenue over expenditure transferred to accumulated fund</b>		<b>4</b>	<b>(11,884)</b>

## Accumulated fund account

For the year ended December 31, 2015

Balance at January 01.	1,605	13,489
Excess/(Deficit) of revenue over expenditure transferred from statement of operations	4	(11,884)
<b>Balance at December 31.</b>	<b>1,609</b>	<b>1,605</b>



# Shape Attitude Ghana Organisation

(A Company Limited by Guarantee)

## Statement of financial position at December 31, 2016

Assets	Note	2017	2016
		GH¢	GH¢
Non-current assets			
Property, plant and equipment		<u>2,338</u>	-
Current assets			
Bank and cash balances	3	<u>272</u>	3,405
<b>Total assets</b>		<b><u>2,609</u></b>	<b><u>3,405</u></b>
Liabilities and accumulated fund			
Current liabilities			
Payables	4	<u>1,000</u>	1,800
<b>Total liabilities</b>		<b><u>1,000</u></b>	<b><u>1,800</u></b>
Accumulated fund			
Balance at December 31.		<u>1,609</u>	<u>1,605</u>
<b>Total liabilities and accumulated fund</b>		<b><u>2,609</u></b>	<b><u>3,405</u></b>

  
.....  
Director

  
.....  
Director

# Shape Attitude Ghana Organisation

(A Company Limited by Guarantee)

## Statement of cashflows for the ended December 31, 2016

	Note	2017	2016
		GH¢	GH¢
<b>Cashflow from operating activities</b>			
Excess of revenue over expenditure		4	(11,884)
Depreciation		413	
Increase in accounts payables		<u>(800)</u>	<u>1,000</u>
<b>Net cash from operating activities</b>		<b>(384)</b>	<b>(10,884)</b>
<b>Cashflow from investing activities</b>			
Purchase of equipment		(2,750)	
<b>Net increase in cash and cash equivalents</b>		<b>(3,134)</b>	<b>(10,884)</b>
<b>Cash and cash equivalents</b> at January 01.		<u>3,405</u>	<u>14,289</u>
at December 31.	5	<u><u>272</u></u>	<u><u>3,405</u></u>

# Shape Attitude Ghana Organisation

(A Company Limited by Guarantee)

## Accounting policies and explanatory notes to the financial statements for the year ended December 31, 2016

### 1 General information

Shape Attitude Ghana Organisation is a private company limited by guarantee incorporated in Ghana to carry out sensitization on sanitation in the communities for clean environment. It has its registered office and principal place of business situated at #.E3/2, Winneba, near Trauma Hospital Ntakorfam in Winneba.

### 2 Basis of preparation and accounting policies

These financial statements have been prepared in accordance with the Ghana Accounting Standards. They have been prepared under the historical cost convention and in Ghana Cedi (GH¢) currency.

#### (a) Revenue recognition

Revenue are generally donations received from individuals. They are not restricted in any way whatsoever. It is recognised only when donation is actually received. Pledges are noted but are not recognised as revenue until the actual receipt thereof.

#### (b) Income tax

The organisation is a Not-for-Profit company. It does not carry out any activity with the intention of making profit or earning an income which will be liable to Income Tax as defined by Law.

#### (c) Property, plant and equipments

Items of plant and equipments are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is charged so as to allocate the cost of assets less their residual values over their estimated useful lives, using the straight-line method. The following annual rates are used for the depreciation of items of equipments:

Furniture and equipments	-	15%
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During the year under review, the organisation bought fuel for the use of the motor vehicle of one of its executive council members for its operations. This expense has been classified as transport charge.

#### (f) Accounts payables

Accounts payables are obligations on the basis of accrued and other operating expenses for which settlements are delayed.

#### (g) Cash and cash equivalents

For the purposes of the statement of cashflows, cash and cash equivalents comprise of cash on hand, deposits held at call with banks, other short-term investments and bank overdrafts.

#### (h) Foreign currency translation

The functional currency of the organisation is Ghana Cedis (GH¢). Other currency transactions are accounted for at the exchange rates prevailing at the dates of the transactions.

# Shape Attitude Ghana Organisation

(A Company Limited by Guarantee)

## (i) Comparative figures

The comparative figures covered the twelve months period ended December 31, 2016. However, where considered necessary, comparative figures have been reclassified to achieve consistency with the presentation of current year figures.

### 3 Property, plant and equipment

	Cost	Depreciation	Carrying amount
	GH¢	GH¢	GH¢
Office furniture and equipment	<u>2,750</u>	<u>413</u>	<u>2,338</u>

		2017		2016
		GH¢	GH¢	GH¢
4 Bank and cash balances		GH¢	GH¢	GH¢
Bank balances		272	3,405	
Cash balances		<u>-</u>	<u>272</u>	<u>-</u>
				<u>3,405</u>

### 5 Accounts payable

Expense creditors		<u>1,000</u>		<u>1,800</u>
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### 6 Cash and cash equivalents

Cash on hand		-	GH¢	GH¢
Cash at bank		<u>272</u>	<u>3,405</u>	<u>3,405</u>