

A life free of violence is everybody's right



HELP & SHELTER



Annual Report - 2018

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Services Offered

- . Face-to-face and hotline counselling**
- . In-court support to clients during legal proceedings**
- . Referral of clients**
- . Strengthening existing networking and developing new linkages**
- . Training & upgrading of volunteers**
- . Public education & advocacy**
- . Shelter for abused women & their children and female victims of human trafficking.**

Done by Astely A. Williams



INTRODUCTION

Help & Shelter is a non-governmental organisation established in November 1994, that has become a recognized leader in the fight against violence in Guyana, particularly in the areas of domestic and sexual violence and child abuse.

We are a company limited by guarantee with charitable status. The members in a general meeting elect our board of directors annually and day-to-day operations are carried out by a combination of paid staff and volunteers.

Our philosophy

We believe:

- that the culture of tolerance of violence must and can changed through education
- that everyone is a unique and valuable person
- that everyone has the right to take control of their own life
- in equal human rights

Our Mission

Our mission is to work towards the elimination of violence in all its forms by helping to create a society where attitudes to the use of violence and practices of violence have been transformed.



OUR GOALS

1. To work to build respect for the rights of women, children, youth men to live free from violence and the threat of violence.
2. To assist women, children, youth and men to develop alternative ways of handling power and resolving conflict.
3. To widen options for victims of domestic violence.
4. To establish a resource base to ensure the sustainability of Help & Shelter.



Our Board of Directors



Josephine Whitehead



Gaitrie Shivsankar



Danuta Radzik



Pamela Nauth

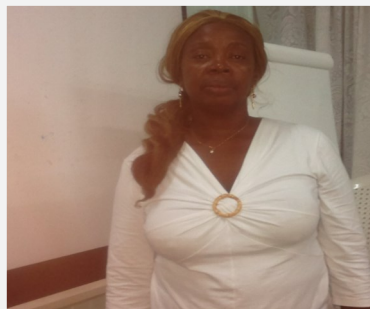


Colin Marks



Selina Lepps

**Tiffany
Castelo**



Linda Hustler—Gray



Ravi Ramlakhan



Shondelle Branche



Niveta Shivjatan

Our Dedicated Personnel

At the Crisis Service

Colin Marks – Coordinator

Carole Innis-Baptiste – Counsellor

Petal Baboolall – Counsellor

Shondelle Branche – Counsellor

Karen Shaw – Counsellor

Margaret Kertzious – Counsellor

Kevin Massiah – Public Education Officer

Niveta Shivjatan - Accountant

Jacqueline Success – Office Assistant

At the Shelter

Jacqueline Wilson – Manager

Venus de Freitas – Assistant Manager/Child Caregiver

Genevieve Bradford-Paul – Relief Manager

Deborah Jones – Night Manager

Roxanne Marshall – Child Caregiver

Marva Thomas – Counsellor

Linda Hustler-Grey – Maintenance Manager

Hugiene George - Cook

Judith Melville - Security

Our Steadfast Volunteers

Volunteers are a critical part of the day-to-day functioning of our organization, performing a variety of tasks such as direct work with women and children, hotline advocacy, administrative work, shelter clean-ups, children's parties, maintenance projects and much more.

Training & Activities

Volunteers continued to receive orientation and training during the year and there were a number of upgrading sessions were held.

Activities included;

The BE SAFE programme 27th-30th August, 2018

The BE SAFE programme which targeted children between the ages of 5 and 12 commenced on 27th August and concluded on 30th August, 2018 in the Goed Bananen Land and Cumberland area.

The sessions aimed to equip the children with various life skills and strategies to prevent violence and abuse in their life and to educated them on knowing who to tell in their communities and about the Childcare & Protection Agency and Help & Shelter members they can call.

12 lesson cards were used:

- 3 cards on body ownership
- 6 cards on touches that are safe and unsafe
- 3 cards on saying "NO" , get away and helping persons/people.

Outreach in New Amsterdam

On October 28th our volunteers did a gender-based violence outreach in New Amsterdam, distributing brochures and other materials.

Our Chairperson's Remarks

2018 saw another year of Help & Shelter continuing to provide essential support services to survivors of domestic and sexual violence, child abuse and human trafficking through our face-to-face, court support and hotline counselling, public education work and shelter.

Project funding opportunities remained scarce but our government subvention ensured that we could continue to operate the shelter and cover non-project-funded expenses, and welcome additional assistance was received by way of donations in cash and kind.

We continued to look at ways in which we could expand upon and improve our services and to this end, with the help of CUSO volunteers Barry and Crystal Diaz, developed a strategic plan covering all areas of our work.

It remains a source of great sadness that although we have been able to reach and help thousands of Guyanese and non-Guyanese, violence in Guyana continues to cause untold loss, pain and suffering, and that this will tragically remain the case as long as violence is seen as an acceptable means of dealing with conflict.

Our heartfelt thanks go to all who assisted us in any way during the year.

Josephine Whitehead

SUMMARY OF SERVICES RENDERED

Face-to-face Counselling

During 2018, 574 clients received face-to-face counselling services, 327 of whom were new clients and 247 existing clients who returned for follow up counselling.

Court Support

Sixty seven clients benefitted from our court support services, which included counselling, attending court hearings and educating clients and family members about court processes, rules and procedures.

Hotline counselling

Due to issues with our phone system, the hotline service was unfortunately unavoidably restricted, as a result of which we publicised the availability of our Facebook page.

Facebook Clients

Seventy five clients received counselling, advice, referrals and other assistance through our Facebook page.

Public Education

We reached 1,062 persons through public education in the form of workshops and awareness sessions.

Extension of Counselling to New Amsterdam and Canje, Berbice

In July, we began providing fortnightly Friday counselling sessions in space kindly made available to us in the New Amsterdam Deeds Registry building and at Cumberland Health Centre in Canje.

Our counsellors saw clients in New Amsterdam and Canje.

REQUESTS FOR ADDITIONAL SERVICES

We received requests to provide counselling in Blairmont and public education with the police in Blairmont and at Cumberland and Goed Banan health centres but were unable undertake these additional services due to financial constraints.

PREVENTING VIOLENCE THROUGH CREATING SAFER SCHOOLS PROJECT

Our United Nations Trust Fund to End Violence against Women (UNTF) three year project, which had begun in January 2016, continued throughout the year.

The cost of project, namely USD\$106,291.00 was covered by a UNTF grant of USD\$99,950.00 and USD\$6,341.00 co-funding by Help & Shelter

The project was centred on a theory of change in which the overall goal was to empower female adolescents within the primary target group to feel safer from sexual and gender-based violence (SGBV) by December 2018 and the aim was to build consensus, engagement and competencies within a community-based framework for addressing and preventing SGBV in three schools in two communities.

The expected outcomes were for adolescents in three schools – Beterverwagting Primary and Secondary Schools and Mon Repos Primary School - to improve attitudes, norms, practices and behaviors towards SGBV and for education professionals in the schools and community service providers to have the capacity to enhance prevention and provide adequate response to SGBV for students.

The project targeted 60 women and girls who were survivors of violence, 45 parents/guardians of child survivors (particularly girls) and 375 women and girls in general as its primary beneficiaries, and 75 education professionals, 60 service providers and members of community-based groups and 300 men and boys as its secondary beneficiaries.

The following project activities were conducted:

- Implementation of creative arts program for in and out of school youths.

- Development and dissemination of creative arts program IEC products.

- Development of modules and pre- and post-test instruments to measure impact of project activities.

- Programme of sensitization, awareness and modeling protected behaviors and strategies for school students.

- Development of training modules

- Training workshops

- Preparation of action plans for SGBV response

- Provision of on-site counseling support

- Implementation of a referral mechanism for follow up services

As a result:

Student sensitization, teacher training and service provider manuals were developed and used.

3 training modules were developed and used

20 students from each school were trained in drama, song, poetry, drumming and dance

3 dramatic displays and 3 posters were developed and disseminated

759 adolescents were reached through the sensitisation programme

6 workshop sessions were conducted for 61 service providers

Kits including response guidelines, incident reporting forms and other pertinent information for SGBV response in relation to children were distributed to teachers and service providers who will be engaged in the response and referral system

100 girls and 37 boys benefitted from psychosocial support



Poem - Help & Shelter

when I wasn't doing my best
help and shelter give me rest
help and shelter not my home
But being here motivate me to have my own

Never returning to my stress
Coming out I've been made bless
I am strong. and I am free
Now I'm out I'll be help for people like me

And all the women in the boat like me
we road to shore and made free
And for All the others that will come after me
let help and shelter make you the best you can be.

Written by
Shewayrach Thomas
July 12014

PUBLIC EDUCATION

The public education department continued to provide facilitation upon request to youth, community and faith-based groups, schools and PTAs, technical institutes and health centers.

Public education personnel participated exhibitions organized by the government, NGOs and other agencies, where the work of Help & Shelter was discussed and information shared on various gender-based violence and other related issues.

Every opportunity was taken to share resource materials with individuals and groups.

Help & Shelter afforded interviews to various print and electronic media personnel and assisted students of the University of Guyana and the Institute for Distance and continuing Education, local and overseas students, individuals and interest groups.

Our Men's Sessions Continued

The men's sessions began on 4th September 2013, with the intention of offering an additional component to the counseling programme. The original aim was to provide education sessions for male perpetrators of domestic violence referred to Help & Shelter by the court but the sessions are now open to all men .

Session are conducted on Thursdays from 5 pm. Participants are asked to attend seven sessions but are also encouraged to remain in the programme thereafter.

Areas covered in the sessions include:

Understanding self

Managing anger

Resolving conflict

Domestic violence

Addressing male norms that contribute to violence

Healthy relationships

Time management



Our Shelter

Shelter operations continued to be supported by the government with a subvention.

The shelter managers continued to receive the advice and guidance of the shelter committee in the running of the shelter, and residents' evaluations continued to be administered with a view to improvements in shelter operations being made when necessary.

During 2018, 155 victims of domestic violence and trafficking in persons - 74 women and 81 children - were given refuge at the shelter. Their length of stay ranged from 1 to 181 days.

Efforts continued to be made to keep expenses to a minimum by soliciting regular donations of foodstuffs and other supplies from private enterprises, planting fruits and vegetables in the garden and through the hydroponic project.



Residents

Residents continued to be encouraged to make use of the gym and the library and to participate in educational and skills training sessions conducted by volunteers and the shelter counsellor.

Regular weekend literacy sessions were conducted by our relief manager.



Our Finances

In accordance with our strict policy and practice, we continued to maintain a high standard of financial transparency during 2018

There were the following significant changes in fixed assets during 2018: three Acre desktop computers & accessories, two Acer laptops, three 32" televisions, one 6 burner Maybe gas stove, one metal 12 drawer locker, three fire extinguishers, two 16" Lasko fans, one Samsung tablet one water dispenser and two folding tables were acquired for a total of \$1,456,013.

The increased government subvention of \$31.224m allowed us to breathe easily for perhaps the first time since our establishment in 1995. The subvention allowed us to continue to provide our core services at the crisis centre and the shelter, and for that we are extremely grateful.

We are also grateful for all the donations in cash and kind received and to all those who put money in our supermarket donation boxes.

Our audited financial statements and auditors' report thereon are on pages 18 to 27

Our Statistics

As usual, we kept our statistics on our website at <http://www.hands.org.gy/> regularly updated.

Conclusion

Despite the disappointment of being unsuccessful in our applications for the few project opportunities that were available, 2018 was a reasonably good year for Help & Shelter.

We were able to make improvements to our shelter and crisis services and to expand counselling to Berbice,

At the end of the year, we learned that our government subvention had been increased as requested in our budget submission and were optimistic that we would be able to see further improvements and expansion in 2019.

We were also optimistic that we would be able to successfully apply for projects to enable us to, inter alia, continue the work started under our UN Women project, which was due to end in January 2019.

With no abatement in the levels of domestic and sexual violence and child abuse, our work remained as vital as ever, and as ever, we extend gratitude to all those who recognised this and helped us in any way during 2018.



**HELP AND SHELTER INC.
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**



Nizam Ali & Company

Chartered Accountants

**215 'C' Camp Street
North Cummingsburg
Georgetown**

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Tele/Fax: (592)-225-7085
E-mail: admin@nizamali.net

INDEPENDENT AUDITOR'S REPORT

To the Members of Help and Shelter Inc.

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Help and Shelter Inc., which comprise the statement of financial position as at December 31, 2018, and the statements of income and expenditure, other funds and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements, present fairly, in all material respects, the financial position of the company as at December 31, 2018, and of its financial performance and its cash flows for the year ended in accordance with International Financial Reporting Standards for Small and Medium-Sized Entities (IFRS for SMEs).

Emphasis of Matter

Without qualifying our opinion, we draw attention to note 1.1, which explains that the company's ability to continue as a going concern is dependent on ongoing contributions from the Government of Guyana, other funding agencies and donations.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the company in accordance with the International Ethics Standards Board of Accountants' Code of Ethics for Professional Accountants (IESBA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Guyana, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Going Concern

The Company's financial statements have been prepared using the going concern basis of accounting. The use of this basis of accounting is appropriate unless management either intends to liquidate the company or to cease operations, or has no realistic alternative but to do so. As part of our audit of the financial statements, we have concluded that management's use of the going concern basis of accounting in the preparation of the company's financial statements is appropriate.

Going concern, continued

Except as described in Note 1.1, management has not identified any further material uncertainty that may cast significant doubt on the entity's ability to continue as a going concern. Based on our audit of the financial statements, we also have not identified further material uncertainty. Neither management nor the auditor can guarantee the company's ability to continue as a going concern.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with IFRS for SMEs, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the company's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they can reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Auditor's Responsibilities for the Audit of the Financial Statements, continued

- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

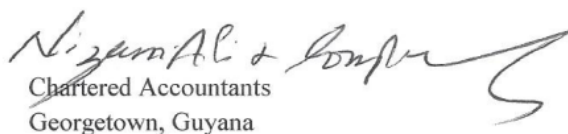
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We are also required to provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the financial statements of the current period.

Report on Other Legal and Regulatory Requirements

The financial statements comply with the requirements of the Companies Act 1991.


Chartered Accountants
Georgetown, Guyana

September 5, 2019

Help and Shelter Inc.
Statement of Financial Position
As at December 31, 2018
With comparative figures for 2017
(Expressed in Guyana dollars)

	Notes	2018 \$	2017 \$
ASSETS			
Current Assets			
Cash resources	3	4,116,881	14,842,091
Other assets	4	<u>275,000</u>	<u>497,000</u>
Working Capital		4,391,881	15,339,091
Property, plant and equipment	2	<u>71,164,222</u>	<u>69,708,209</u>
		<u>75,556,103</u>	<u>85,047,300</u>
REPRESENTED BY:			
General fund			
Balance - January 1		79,850,917	76,416,458
Transfer from other fund		-	(1,917,023)
Surplus		<u>(4,360,997)</u>	<u>5,351,482</u>
Balance - December 31		<u>75,489,920</u>	<u>79,850,917</u>
Other Funds			
UK Project		-	77,737
UNTF		-	1,673,455
UNICEF		-	5,494
MOE		-	237
USAID		<u>-</u>	<u>2,373,277</u>
		<u>-</u>	<u>4,130,200</u>
Current liabilities			
Other payables		66,183	66,183
Loan		<u>-</u>	<u>1,000,000</u>
		<u>66,183</u>	<u>1,066,183</u>
		<u>75,556,103</u>	<u>85,047,300</u>

The accompanying notes form an integral part of these financial statements.

Robert M. Maki
Director

Shirley A. M. Maki
Director

Help and Shelter Inc.
Statement of Income and Expenditure
For the year ended December 31, 2018
With comparative figures for 2017
(Expressed in Guyana dollars)

	<u>2018</u>	<u>2017</u>
	<u>\$</u>	<u>\$</u>
Income:		
Grant income	5,669,522	5,723,615
Government subvention	31,224,000	31,223,636
Transfer from fund	2,674,187	5,081,535
Donations	2,980,158	2,996,930
Fund raising dinner	150,000	2,055,475
Deed of covenant	200,000	500,000
Bank interest income	268,790	67,383
Volunteer's trust fund	466,086	138,020
	<u>43,632,743</u>	<u>47,786,594</u>
Deduct		
Expenditure:		
Employment costs	28,619,232	26,130,010
Stationery and office supplies	3,092,466	2,944,236
Meals and refreshments	3,660,337	3,187,295
Travel and transport	4,666,341	3,808,881
Mobilisation fees	414,563	260,000
Training materials	289,648	390,615
Telephone	960,792	855,110
Security	1,165,550	667,300
Insurance	192,260	198,260
Bank Charges	151,058	180,615
Fundraising expenses	21,780	122,812
Repairs and maintenance	4,759,713	3,689,978
	<u>47,993,740</u>	<u>42,435,112</u>
(Deficit)Surplus	<u>(4,360,997)</u>	<u>5,351,482</u>

The accompanying notes form an integral part of these financial statements.

Help and Shelter Inc.
Statement of Other Funds
For the year ended December 31, 2018
(Expressed in Guyana dollars)

	Balance at 1/1/2018	Funds received during the year	Expenses paid during the year	Transfer	Balance at 31/12/2018
	\$	\$	\$	\$	\$
Government Subvention	-	31,224,000	(33,363,652)	2,139,652	-
UK Project	77,737	-	-	(77,737)	-
MOE	237	-	-	(237)	-
UNTF Fund	1,673,455	5,669,522	(7,660,070)	317,093	-
Unicef	5,494	-	-	(5,494)	-
USAID	2,373,277	-	-	(2,373,277)	-
	4,130,200	36,893,522	(41,023,722)	-	-

The accompanying notes form an integral part of these financial statements.

Help and Shelter Inc.
Statement of Cash Flows
For the year ended December 31, 2018
With comparative figures for 2017
(Expressed in Guyana dollars)

	2018 \$	2017 \$
Cash flows from operating activities		
Net (deficit) surplus before taxation	(4,360,997)	5,351,482
Adjustments for:		
Working capital changes		
Transfer from general fund	-	(1,917,023)
Change in other assets	<u>222,000</u>	<u>(362,000)</u>
Net cashflow from operating activities	<u>(4,138,997)</u>	<u>3,072,459</u>
Cash flows from investing activities		
Purchase of equipment	<u>(1,456,013)</u>	<u>(157,066)</u>
Net cash used in investing activities	<u>(1,456,013)</u>	<u>(157,066)</u>
Cash flow from financing activities		
Loan repayment	(1,000,000)	-
Decrease in other funds	<u>(4,130,200)</u>	<u>(3,164,512)</u>
Net cash from financing activities	<u>(5,130,200)</u>	<u>(3,164,512)</u>
Net decrease in cash and cash equivalent	(10,725,210)	(249,119)
Cash and cash equivalent - January 1	<u>14,842,091</u>	<u>15,091,210</u>
Cash and cash equivalent - December 31	<u>4,116,881</u>	<u>14,842,091</u>
Comprised of:		
Cash at bank	<u>4,116,881</u>	<u>14,842,091</u>
	<u>4,116,881</u>	<u>14,842,091</u>

Help and Shelter Inc.
Notes to Financial Statements
As at December 31, 2018
(Expressed in Guyana dollars)

2. Property, plant and equipment

	Land	Buildings	Office furniture & equipment	Total
	\$	\$	\$	\$
Cost				
January 1, 2018	3,500,000	54,250,000	11,958,209	69,708,209
Additions	-	-	1,456,013	1,456,013
December 31, 2018	3,500,000	54,250,000	13,414,222	71,164,222
Net Book values				
December 31, 2017	3,500,000	54,250,000	11,958,209	69,708,209

3. Cash resources

	<u>2018</u>	<u>2017</u>
	\$	\$
Petty cash- Shelter Subvention	31,701	42,972
H&S Current A/C # 651-741-1	-	77,737
MOE Cash at Bank A/C -651-116-6 and Cash	-	237
Unicef A/C 651-526-6	-	5,494
H&S Current A/C # 653-128-9	(860,238)	862,801
H&S BCM # 484-185-4	5,418	1,471,116
Curr A/C 651-795-7	(159,117)	773,454
NBS Save and Prosper A/C	5,099,117	11,608,281
H & S BCM A/C - 484-185-4	-	-
	<u>4,116,881</u>	<u>14,842,091</u>

Help and Shelter Inc.
Notes to Financial Statements
As at December 31, 2018
(Expressed in Guyana dollars)

	<u>2018</u> <u>\$</u>	<u>2017</u> <u>\$</u>
4. Other receivables		
UK Project	-	345,000
MOE	-	30,000
Unicef	-	22,000
Staff Loan	275,000	100,000
	<u>275,000</u>	<u>497,000</u>

5. Loan

This represents a loan from one of the Directors of the company. There is no fixed repayment term and no interest is charged on this loan.

6. Financial Instruments

The company's financial instruments comprise of cash and bank balances, accounts receivable, accounts payable and accrued charges

(i) Credit Risk

Credit risk on the other receivables is limited as other receivables are shown net of provision of bad debts. Management believes that there is no additional risk beyond amounts provided for collection losses.

(ii) Liquidity Risk

Liquidity risk is the risk that the company is unable to meet its payment obligations associated with its financial liabilities when they fall due. Prudent liquidity risk management implies maintaining sufficient cash and cash equivalents and availability of funds through an adequate amount of committed credit facilities.

(ii) Fair values

The fair values of cash and bank balances, other receivables, accounts payable and accrued charges are not materially different from their carrying amounts.



Help & Shelter

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Durban Park

Georgetown

Guyana

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227-8353

Email: hands@networksgy.com

Web:

<http://www.hands.org.gy/>

Facebook:

<https://www.facebook.com/handsgy/>

If you or someone you know is a victim of:

- ★ Domestic Violence
- ★ Child Abuse
- ★ Sexual Violence
- ★ Human Trafficking

Call our

24

**HOUR
HOTLINE**

227- 3454



HELP & SHELTER

or

225- 4731