



# ANNUAL REPORT FOR PERIOD ENDED 31 DECEMBER 2012

# Management Report



## About Us

The Non-Governmental Organization PAAJAF Foundation (Providing Adolescents and Adults with Jobs for Advancement in the Future) was founded in Gbawe, Ghana in 2007 by youth activist Mr. Philip Kye Appiah and teacher Ms. Juliet Yayera Afua Adusei. PAAJAF focuses on providing basic facilities (food, shelter, clothing), information (healthcare, community building, job training) and education to underprivileged children, youth, and women.

## Our History

Philip Appiah was inspired to establish the Foundation with Juliet Adusei; both had the same vision to help neglected children. Philip had to work on many jobs to support himself right from Junior high school and thereafter had to stay home for four years after completing junior high before entering senior high and later a diploma course. These struggles motivated him to help others.

It is against the above background that Philip had the inspiration to form an organization that seeks to improve the general welfare of underprivileged children, youth and women. Thinking through this vision in a discussion with a young teacher—Juliet Adusei, who had had such a similar experience and taught at a deprived community primary school at Benkasa (Brong-Ahafo area in Ghana) readily gave a supporting hand. Hence Philip and Juliet became founders of PAAJAF.

## Gbawe Community

Gbawe is a suburb of Accra. It is a deprived community in terms of socio-economic amenities, had a gross population of about 44 645 with about 19 000 children under 13 years old. Gbawe has one public school and because of the problem of congestion on amenities, it is being run on shift basis; morning and afternoon sessions on two weeks basis. Though there are a few private primary schools around, the fees are high and most people in Gbawe cannot afford the tuition fees.

# Our Vision and Mission Statement

## Our Vision

**PAAJAF aspires to become a leading resource centre for neglected children, youth, and women.**



## Our Mission is to:

- Provide education for neglected children and youth
- Provide women with vocational and handiwork skills
- Develop social support systems for neglected children, youth, and women
- Foster education to prevent infectious diseases, such as HIV/AIDS and hepatitis, as well as care and support for those affected with long-term illnesses
- Research children's and women's rights, and adult education
- Examine and enforce policies concerning orphans, children, and women at the local, district, national, and international levels
- Educate Ghana's citizens on discrimination to reduce judgment against neglected orphans, children, and women

## Our Philosophy

**Equal Opportunity:** PAAJAF operates a strict equal opportunities and open access policy accepting individuals and groups irrespective of ethnicity, gender, religion, disability or personal circumstance. Equal opportunities are offered and implemented with regard to both staff and volunteers, those who help to develop and deliver our services, and the client groups who help to identify need and who benefit from the services provided.

# Message from the Executive Director

Dear Partners,

The year 2012 was a great challenge but our collaboration with you as donors and volunteers have enabled PAAJAF to achieve the period under review. Without your support we would not have been able to reach our beneficiaries. Please, let us celebrate the impact we have made. Our success is your success since we are working together to add values to the lives of those who need us most.



The period under consideration due to the lack of project funding, we were not able to implement all the projects that we believe can make a big difference in the lives of underprivileged and neglected children, youth and women at Gbawe, Ghana. Six (6) children were sponsored under sponsor a child program. Our Afterschool Program with Gbawe Methodist School was well coordinated and run two essay writing competition under the theme: Child Education and Human Rights – Child Abuse, of which PAAJAF awarded the participants for taking part in the article writing. A magazine about child abuse was also published:

<http://www.paajaf.org/magazin/>

PAAJAF's dream is to see smiling faces and add value to the lives of poor women in the Gbawe Community. We initiated a program named Lifelong Initiative Network (LIN). The idea is to provide the poor women with access to micro loans and In-Kind Items to the networkers. With the support of Sinapi Aba Trust, we were able to organize and coordinate the networkers, of which Seven (7) networkers were granted a loan which totaled USD\$ 1950. Another seven women have been registered for loans that will be release in January 2013.

Our goal for 2013, we aim by the end of the year to be able to extend child sponsorship from six to twenty resume other projects that are on hold due to the lacking of funding. A thrift store would be opened that all the sales income from the shop will go to the finance projects. The LIN project would extend its reach by granting the networkers cash loan to the women with the support of program partner – Sinapi Aba Trust and also to give them

access to project loans - In-Kind Item like used clothing, shoes and other small household items for them to trade in. We also aim to buy a parcel of land for the Free Education Centre Project.

We plan to launch a new website by the close of January 2013 which will give volunteers the ability to fundraise through the site to support our work and we are also launching webshop to sell postcards and e-cards to fundraise for our projects. I cannot end without thanking the team that worked to make this impact and will also mention the names of Aruna Rao, Jagdish Nepal and Aneesh Singh for their dedication to the project. On behalf of the entire team and our stakeholders, I say bravo to you all!

Thank you!



**Philip Appiah**

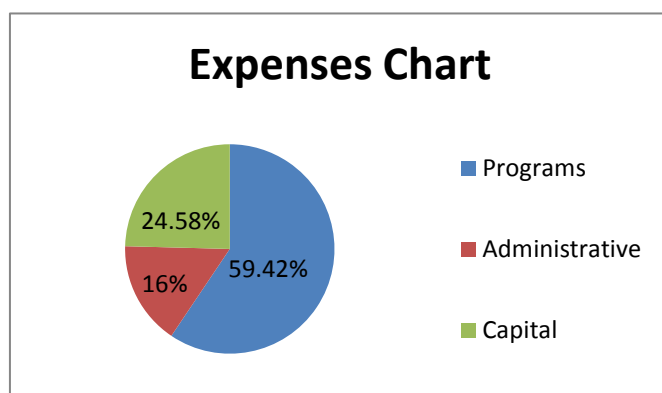
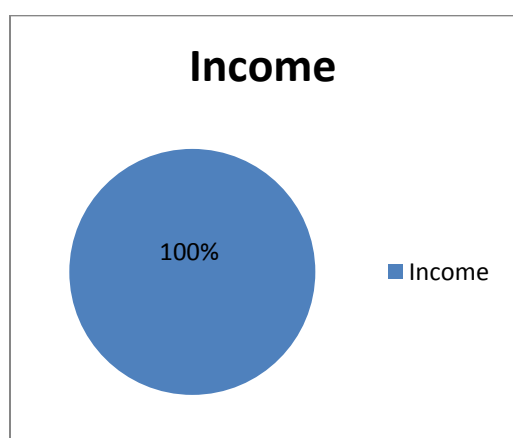
**Co-founder & Executive Director**



# 1. Operational Results

An amount of **USD\$ 1,478.55** was recorded as total income for the year 2012 which represent **GH¢ 2,336.11** in local currency with the exchange of **GH¢1.58** per **USD\$ 1.00**

The Foundation's account was prepared in both Ghana Cedis and US Dollars. **USD\$ 1,478.55** was registered as total expenditure for the year. In local currency conversion, same as the amount quoted above. The fund received for the period as income was the grant from GlobalGiving which hosted our fundraising projects on their website. PAAJAF and its stakeholders are much grateful to GlobalGiving.



## 2. Programme Expenses:

The Sponsor a Child program recorded **68.29%** of the income as expenditure. The After School Program – Children Network also **20.32%** was realized. Lifelong Initiative Network (LIN) also put **11.38%** on records as expenditure and the administrative expense also representing **0.01%**.

### 3. Our Projects:

#### Sponsor a Child

The provide children access to life-saving resources such as clean water, nutritious food, health care, and education. Sponsors have the opportunity to be part of their growth and development, as a real partner in their future.



In 2012, PAAJAF sponsored 6 children in our Sponsor a Child programme of which we paid their school fees. Your 2012 contributions to this project enabled us to settle school fees for the following poor children: **Gilbert, Ebenezer, Lauryn, Erica, Vira, and Christpher**. They are two Senior High School students, two primary school students and one Pre-School pupil.



Benjamin aged 7

We're pleased to have sponsors contributing to the well-being of 7 year old Ben, an orphan who lives with his grandfather and 2 year old Nidaar, whose parents earn very low income. A school in the Czech Republic is helping to sponsor Nidaar each year with a contribution towards her food, clothes, vaccines and school fees. Thank you so much for your support.

Ben's sponsor Mainak from the USA says...

*"I've decided to sponsor a child in Ghana because it really makes a difference. I've chosen to sponsor Ben, 7, because I really want to help him to have a better life. I think PAAJAF does good work in the community and volunteer because I want to help others."*

We have more children in need of help and waiting for sponsors and our aim is to continue sponsoring the current children.

Through regular contributions, donors help improve a needy child's life with basic necessities, such as health care, education assistance, durable clothing and shoes, improved living conditions and more.

Additionally, donors help give a needy child emotional and mental comfort because he or she has known that someone cares for him or her elsewhere.



Nidaar aged 2

## Children's Network - After School Program

The Children's Network (Nkabom) is an After School Program in Gbawe Methodist Basic School with 36 networkers.

The project has brought a major relief to parents who cannot employ part-time teachers to help their children concerning their homework. Due to the networking, many underprivileged children now enjoy extra teachings after school to help them.



Our Children's Network project is adding unique values into the lives of our networkers. The networkers have engaged in article writing which is to help children practice their reading and writing skills. The children are developing new friendships and social skills also seeing each one's views and to think outside of themselves and writing letters to develop patience and empathy.

In October 2012, PAAJAF presented Nkabom with 60 books and pencils worth \$40 USD as prizes for articles the students wrote about Human Rights during the After School program which supports 36 pupils.





Headmistress Mrs. Elizabeth Larbi who presented the books to students, said the donation will encourage students to keep writing and motivate them.

Teacher Mr Alex Nyani of class JHS 3 at the Gbawe Methodist School said he is grateful for the support the organization and donors have given which helps pupils improve on their studies.

Please watch the presentation podcast: [http://paajaf.podomatic.com/entry/2012-10-25T11\\_16\\_41-07\\_00](http://paajaf.podomatic.com/entry/2012-10-25T11_16_41-07_00)

So far, the story has featured in various online media, such as Vibe Ghana, Press News Africa and NGO Africa News.

We would like to use this opportunity to share Mercy Sam's story:



"Mercy Sam is my name. I attend school at Gbawe Methodist '2' basic school. I am a member of PAAJAF foundation club, which is also called Nkabom club. I'm writing on a topic which is based on "Child Education". I would be very grateful, if you could allow me space to air my view on child education which has eaten deep in our society. In fact, Ghana is a country with good resources such as Gold, Diamond, Cocoa, and Tourist sites etc. these make the

country nice and attractive and attract foreigners to visit the country.

But there is one particular problem that disturbs the country...the level of education is very low, which has become a chronic problem to the society and it has eaten deep our society and in government it has eaten deep in the finance of the government. This is because, education service has inadequate teaching materials and less infrastructures.

Some people/students walk a long way from their towns/houses to school and they get there late and have to miss a lesson.

And this also makes learning difficult for some students. So child labour should be reduced so that students can put more effort of learning and it can also improve upon their learning. I am appealing to the government to put more effort to help improve upon child education to make Ghana full of brilliant and intelligent people, to be able to gain respect without being abuse and cheated by other countries.

I would like to appeal to general public to support PAAJAF. This organization is doing good things in our community and making great difference in our lives. Now I am thinking outside my community. Thank you!

MERCY SAM J.H.S 2 B"

## Teen and Young Adult project

Research has been conducted on some of the issues troubling teens. In 2012 we published The Kids Voice and Young Journalist Adventure (Magazine) issue on Child Abuse under a Teen and Young Adult project.

In the issue we talk about the consequences of the lack of human right protection on children, specifically the cases of child abuse. The edition helps to realize the problems related with child abuse globally and specific cases in Ghana.



# Lifelong Initiative Network (LIN)

The Lifelong Initiative Network (LIN) project helps to improve living standards by providing micro funding, business management training and the spirit of entrepreneurship.



In partnership with Sinapi Aba Trust, in November 2012 PAAJAF provided a total of \$1950 in micro-loans to help 7 local unemployed youth and women to start new businesses.



Richmond, a young man aged 25, was senior high-school graduate facing unemployment; he tells how receiving the loan of \$250 has given his family a new life. He says “Me and my wife are going to use the loan to trade in plastic bowls and it our plan to open a shop and sell them in large quantities. This loan is going to help us to take care of our children, feeding, school supplies, and healthcare.”

The micro-loans through the LIN project are supporting the long-term unemployed to start new trades; Priscilla aged 24 says “I was unemployed. I am going to use the loan of \$350 to start a petty trade by selling second-hand clothing this will help me to look after my son and my family. After the repayment of this loan, I want to apply for another loan that can help me to open a shop.”

Patience, aged 23 has been granted a loan of \$400. Her goal is to help to start petty trading while she is still under apprenticeship of hairdressing. She takes care of herself and said “I am going to use this money to trade in clothing and cosmetics so that I will be able to get money to support myself during my apprenticeship also will help me to mobilize funds for my graduation. After that I will be saving towards shop a hair dressing saloon when I complete my training.”

The story has featured in media channels Vibe Ghana, Modern Ghana and Microfinance Nigeria. Another seven women have been registered for loans that will be release in January 2013.

# Volunteer Appreciation

9,900 volunteer hours were registered and were much grateful all our volunteers for the year.



As a registered NGO supported by UN Volunteers, we greatly appreciate the hard work and dedication shown by our volunteer network throughout the year.

Our global volunteers represent a variety of professional fields including website design, social media and marketing, project management, journalism, computer aided design, art, healthcare, nursing, teaching, to name a selection. We are grateful for their input to our projects, their innovative ideas, determination and compassion is a great asset and helps to progress our development projects. A huge thank you to everyone!



An example of one of the projects undertaken by volunteers in 2012 has been the development of the PAAJAF Web Shop and designing Ecards to assist with fundraising activity. This is a great achievement by volunteers who creatively worked together in the spirit of partnership.

"It means a lot to me to work with PAAJAF and it is a pleasure to volunteer with them, they do so much good for their community. Philip is a dedicated philanthropist and I wish PAAJAF the very best." - Aruna, UK

## Volunteer Exchange Program

In 2013, we will start an Exchange Program Fund for visitors and volunteers to visit Ghana and help PAAJAF on our projects, for those who don't have money to pay for their accommodation to stay in Ghana.





# A. Financial Statements

## Income Statement: For the Year Ended 31 December 2012

Particulars	Note	GH¢	\$USD	%
	3			
<b>Total Income</b>		<b>2,336.11</b>	<b>1,478.55</b>	<b>100</b>
<b>Expenditure</b>				
<b>Programme Expenses</b>	4	1,388.11	878.55	59.42
<b>Administrative Expenses</b>	5	373.78	236.57	16
<b>Total Expenditure</b>		<b>1,761.89</b>	<b>1,078.55</b>	<b>75.42</b>
<b>Balance</b>		<b>574.22</b>	<b>363.43</b>	<b>24.58</b>

## Statement of Changes in Equity: For the Year Ended 31 December 2012

Particulars	GH¢	\$USD
<b>Balance from 2010</b>	<b>-76.79</b>	<b>-48.60</b>
<b>Transfer from Income Statement</b>	574.22	363.43
<b>Total</b>	<b>497.43</b>	<b>314.83</b>

## Statement of Financial Position for Year Ended 31 December 2012

Assets	Note	GH¢	\$USD
<b>Non-Current Assets</b>	7	<b>1,402.38</b>	<b>887.61</b>
<b>Current Asset</b>			
<b>Bank</b>		50.00	31.65
		<b>1,452.43</b>	<b>919.26</b>
<b>Equity and Liabilities</b>			
<b>Accumulated Fund</b>	955.00		
<b>Income Surplus</b>	497.43		
		<b>1,452.43</b>	<b>919.26</b>
<b>Liabilities</b>		0.00	0.00
		<b>1,452.43</b>	<b>919.26</b>



# Notes accompanying the Financial Statement

## Note 1: Accounting Basis

The Financial statements have been prepared under the historical cost convention.

Fixed Assets are stated on the statement of financial position at cost less accumulated depreciation.

## Note 2: Depreciation

Depreciation has been provided using the straight-line method so as to write off the cost of the assets over the estimated useful life at the following rates:

S/N	Asset	%
3	Office Equipment	20
4	Camera	15

## Note 3: Income

S/N	Details	GH¢	\$USD
1	GlobalGiving	2,336.11	1,478.55
Total Income		2,336.11	1,478.55

## Note 4: Programme Expenditure

S/N	Details	GH¢	\$USD
1	Sponsor a Child	948.00	600.00
2	Lifelong Initiative Network	158.00	100.00
3	Afterschool Program	208.11	178.55
Total Expenditure		1,388.11	878.55

## Note 5: Administrative Expenditure

S/N	Details	GH¢	\$USD
1	Internet	222.10	140.57
2	Printing, transportation & Fax	79.00	50.00
3	Support Service	72.68	46.00
Total Expenditure		373.78	236.57

## Note 6: Capital Expenditure

S/N	Details	GH¢	\$USD
1	Computer	574.22	363.43
Total Expenditure		574.22	363.43

## Note 7: Fixed Assets Schedule: Property, Plant and Equipment schedule

Cost/Evaluation	Office Equip't GH¢	Camera GH¢	Others	Total GH¢	Total \$USD
<b>Balance</b>	<b>183.00</b>	<b>830.00</b>	<b>362.00</b>	<b>1,375.00</b>	<b>870.25</b>
<b>Additions</b>	574.22	0.00		574.22	363.43
<b>Total Assets</b>	<b>757.22</b>	<b>830.00</b>	<b>362.00</b>	<b>1,949.22</b>	<b>1,233.68</b>
<b>Depreciation</b>					
<b>Balance</b>	36.00	124.50		160.50	101.58
<b>Current Period Charges</b>	261.84	124.50		386.34	244.52
<b>Total Depreciation</b>	<b>297.84</b>	<b>249.00</b>		<b>546.84</b>	<b>346.10</b>
<b>Net Book Value</b>	<b>459.38</b>	<b>581.10</b>	<b>362.00</b>	<b>1,402.38</b>	<b>887.61</b>