

GUYANA LEGAL AID CLINIC INC.

DECEMBER 31, 2018

AUDITED FINANCIAL STATEMENTS

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**REPORT OF THE INDEPENDENT AUDITORS
TO THE MEMBERS OF
GUYANA LEGAL AID CLINIC INC.**

Opinion

We have audited the financial statements of **Guyana Legal Aid Clinic Inc.** (the Company), which comprise the statement of financial position as at December 31, 2018, and the statement of comprehensive income and accumulated fund and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements on pages 1 to 8 present fairly, in all material respects, the financial position of the Company as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and the Companies Act Cap. 89:01.

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 *Code of Ethics for Professional Accountants* issued by the International Ethics Standards Board for Accountants (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with the IESBA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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 the International Financial Reporting Standard for Small and Medium-sized Entities and the Companies Act Cap. 89:01, 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 could 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.
- 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 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.



Ram & McRae
Chartered Accountants
Professional Services Firm
157 'C' Waterloo Street,
Georgetown

17 April 2019

Guyana Legal Aid Clinic Inc.
Statement of Financial Position
As at December 31, 2018

	Notes	2018 G\$	2017 G\$
ASSETS			
Non-current assets			
Office furniture and equipment	3	3,420,877	4,244,812
Current assets			
Accounts receivable		166,035	184,945
Cash and cash equivalents	4	101,497,569	71,803,701
Total current assets		101,663,604	71,988,646
Total assets		105,084,481	76,233,458
EQUITY AND LIABILITIES			
Equity			
Accumulated fund		93,764,679	71,267,988
Non-current liability			
Deferred income	5	10,691,432	4,432,862
Current liability			
Accounts payable	6	628,370	532,608
Total liabilities		11,319,802	4,965,470
Total Equity & Liabilities		105,084,481	76,233,458



Director



Company Secretary

The notes on pages 4 to 8 form an integral part of these financial statements.

Guyana Legal Aid Clinic Inc.**Statement of Comprehensive Income & Accumulated Fund**

For the year ended December 31, 2018

	Notes	2018 G\$	2017 G\$
Income			
Grants	7	68,383,978	65,341,506
Consultancy fees		1,115,000	986,050
Legal fees	8	18,334,000	16,767,700
Donations		100,000	135,000
Other income		2,378,886	1,570,970
Total income		90,311,864	84,801,226
Expenses			
Employment costs	9	57,990,902	51,668,154
Operating expenses	10	6,341,162	6,678,591
Administrative expenses	11	3,483,109	3,835,551
Total expenses		67,815,173	62,182,296
Surplus for the year		22,496,691	22,618,930
Accumulated fund at January 1,		71,267,988	48,649,058
Accumulated fund at December 31,		93,764,679	71,267,988

The notes on pages 4 to 8 form an integral part of these financial statements.

Guyana Legal Aid Clinic Inc.
Statement of Cash Flows
For the year ended December 31, 2018

	2018	2017
	G\$	G\$
Cash flows from operating activities		
Surplus for the year	22,496,691	22,618,929
<i>Adjustments for:</i>		
Grants received	74,642,548	67,572,589
Grants recognised in income	(68,383,978)	(65,341,506)
Depreciation	967,341	758,491
Operating surplus before working capital changes	29,722,602	25,608,503
Decrease/(increase) in accounts receivable	18,910	(27,500)
Increase in accounts payable	95,762	29,788
Cash generated by operating activities	29,837,274	25,610,791
Cash flows from investing activities		
Acquisition of office furniture and equipment	(143,406)	(2,989,574)
Net increase in cash and cash equivalents	29,693,868	22,621,217
Cash and cash equivalents at January 1,	71,803,700	49,182,483
Cash and cash equivalents at December 31,	(Note 4) 101,497,568	71,803,700

The notes on pages 4 to 8 form an integral part of these financial statements.

Guyana Legal Aid Clinic Inc.

Notes to the Financial Statements

For the year ended December 31, 2018

1. Incorporation and principal activity

The Company was incorporated in the Co-operative Republic of Guyana on February 16, 1993 as a Company limited by guarantee and was continued under the Companies Act Cap. 89:01 on January 5, 1996. Operations commenced during March 1994.

The principal objective of the Company is to provide free or subsidised legal advice and representation to persons, who because of lack of means would otherwise have their need for such advice and representation unmet, and to refer persons requiring non-legal help to appropriate agencies.

The Company's registered office is located at First Floor, Eastern Section, Maraj Building, Charlotte & King Streets, Georgetown, Guyana.

These financial statements were approved by the Board of Directors on April 17, 2019.

2. Statement of accounting policies

(a) Basis of accounting

These financial statements have been prepared in accordance with and comply with the International Financial Reporting Standard for Small and Medium-sized Entities. The financial statements have been prepared under the historical cost convention.

(b) Income and expenditure

Income and expenditure are dealt with in these financial statements on the accrual basis.

(c) Revenue recognition

Revenue from services are recognised when the service has been rendered. Donations, other than capital donations, are recognised when received. Income from grants, other than capital grants, are recognised in income to the extent utilised. Any unutilised amounts are included in deferred income.

(d) Capital donations

Capital donations comprise the estimated or actual (if available) acquisition cost of office furniture and equipment donated in-kind as well as cash donations and grants received specifically for the acquisition of office furniture and equipment. Capital donation of non-depreciable assets are credited to capital reserve. Capital donation of depreciable assets are credited to deferred income with an amount equivalent to their annual depreciation charge transferred to the statement of comprehensive income each year.

Guyana Legal Aid Clinic Inc.
Notes to the Financial Statements
For the year ended December 31, 2018

2. Statement of accounting policies continued

(e) Reporting currency

These financial statements are stated in Guyana dollars. Foreign currency transactions during the year are translated at the exchange rates ruling at the dates of these transactions. Any gains or losses arising from these conversions are accounted for in the statement of comprehensive income in the period which they were incurred. Monetary assets and liabilities in foreign currencies at the statement of financial position date are translated at the rates prevailing at the end of the year.

(f) Office furniture and equipment

Office furniture and equipment are stated at historical cost less depreciation and any impairment losses. Depreciation is provided for on the straight line basis at rates sufficient to write off the cost of the assets over their estimated useful lives. The rate used is as follows:

Office furniture and equipment 20%

3. Office furniture and equipment	Office furniture G\$	Office equipment G\$	Total G\$
Cost			
At January 1, 2017	1,253,197	4,350,447	5,603,644
Additions	117,495	2,872,079	2,989,574
At December 31, 2017	1,370,692	7,222,526	8,593,218
Additions	-	143,406	143,406
At December 31, 2018	1,370,692	7,365,932	8,736,624
Depreciation			
At January 1, 2017	523,014	3,066,901	3,589,915
Charges for the year	187,645	570,846	758,491
At December 31, 2017	710,659	3,637,747	4,348,406
Charges for the year	199,162	768,179	967,341
At December 31, 2018	909,821	4,405,926	5,315,747
Net book value			
At December 31, 2018	460,871	2,960,006	3,420,877
At January 1, 2017	660,033	3,584,779	4,244,812

Guyana Legal Aid Clinic Inc.**Notes to the Financial Statements**

For the year ended December 31, 2018

	2018	2017
	G\$	G\$
4. Cash and cash equivalents		
Cash on hand and deposits held with financial institutions:		
Cash on hand	249,086	213,933
Cash at bank	4,321,773	3,144,496
Deposits	96,926,710	68,445,272
Total	101,497,569	71,803,701

5. Deferred income (non-current)

Donated depreciable assets	10,691,432	4,432,862
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This is amortised and charged to the statement of comprehensive income at the rate the asset is depreciated.

6. Accounts payable

Accrued expenses	544,720	448,958
Client funds	83,650	83,650
Total	628,370	532,608

7. Grants

This balance comprises grants recognised in income as follows:

(i) Ministry of Social Protection	67,846,697	64,266,116
(ii) UNICEF funded Children's Legal Aid Project (by agreement with the Ministry of Culture, Youth and Sports)	537,281	1,075,390
Total	68,383,978	65,341,506

- (i) This represents amount recognised from the annual subvention received from the Government of Guyana through the Ministry of Social Protection to fund day-to-day activities of the Company. This funding is provided pursuant to a Memorandum of Understanding between the Company and the Ministry dated March 14, 2009. Total cash received during the year was \$74,105,265 of which \$6,965,008 was deferred to 2019.

The lease rental for the property occupied by the Company is funded by the Government of Guyana.

- (ii) This represents funds provided by United Nations International Children's Fund for the purpose of providing legal aid services to children under the age of 18 in collaboration with the Rights of the Child Commission. Provision of the services began in September 2007 via an agreement with the Ministry of Culture, Youth and Sport who had received funds from UNICEF for the establishment of a children's legal aid service.

Guyana Legal Aid Clinic Inc.
Notes to the Financial Statements
For the year ended December 31, 2018

8. Legal fees

The Company charges a nominal fee for some clients.

	2018	2017
	G\$	G\$
9. Employment costs		
Salaries	50,040,110	44,576,876
Allowances	5,558,856	5,078,800
Employer's NIS Contribution	2,391,936	2,012,478
Total	57,990,902	51,668,154

During the year the Company employed 2 persons (2017 - 2). The Company also had the no-cost services of interns under the Canadian Bar Association's International Youth Internship Programme during the year.

10. Operating expenses

Affidavit fees	1,698,930	1,806,750
Depreciation	967,341	758,491
Legal services	55,000	50,000
Rent	946,500	838,000
Repairs and maintenance - office equipment	258,463	164,780
Transportation	1,818,096	1,601,082
Repairs and maintenance building	24,500	930,270
Rights of the Child Commission Visits	497,332	528,218
Training and accomodation	75,000	1,000
Total	6,341,162	6,678,591

11 Administrative expenses

Audit fees and expenses	599,794	367,200
Communication costs	121,188	121,188
Electricity	797,804	529,871
Financial charges	50,905	57,339
Insurance	145,005	147,833
Office expenses	1,237,669	2,013,495
Photocopying and postage	33,520	34,897
Security	101,574	78,544
Advertising	105,048	181,087
Telephone	290,602	304,096
Total	3,483,109	3,835,551

Guyana Legal Aid Clinic Inc.
Notes to the Financial Statements
For the year ended December 31, 2018

12 Taxation

On July 07, 1994 the Company received approval from the Ministry of Finance to be deemed as a charitable organisation. The Company is therefore exempt from Corporation and Property Taxes.

	2018 G\$	2017 G\$
13 Related party transactions		
Donations from related parties	<u>100,000</u>	<u>135,000</u>
Key management personnel compensation	<u>7,029,558</u>	<u>9,237,594</u>

No remuneration was paid to the Directors during the year under review.