



**SHAPE ATTITUDE GHANA**  
STAY CLEAN, STAY HEALTHY



20  
23

# ANNUAL REPORT

DEC • 2023





# SHAPE ATTITUDE GHANA

## 2023 ANNUAL REPORT & FINANCIAL STATEMENTS

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## ACRONYMS

GES	-	Ghana Education Service
NPO	-	Not-for-Profit Organisations
SACOST	-	Centre for School and Community Science and Technology Studies
SHAPE	-	Sanitation, Health, Attitude and Practices for Clean Environment
UCC	-	University of Cape Coast
UEW	-	University of Education, Winneba
WED	-	World Environment Day



## ACKNOWLEDGEMENTS

Shape Attitude Ghana is grateful to Ms Angela Karmand and Mr Kofi Baisie Ghartey for their continued financial support which has ensured survival of the Organisation through nine years of operation. We extend our thanks to Mr. Andrew K. Asamoah for his guidance, moral and financial support.

Collaboration with Ghana Education Service (GES) of the Effutu Municipality has been key in the work of Shape Attitude Ghana's school programmes. To this, we thank all the past and current Directors who have embraced the aims of the Organisation.

We are grateful to the Chief and Chairman of the Effutu Traditional Council, Neenyi Ghartey VII, for his support and keeping his door always opened to receive us.

Dissemination of our sensitisation and awareness messages was enhanced by Radio Peace of Winneba by airing the messages daily on their radio consistently since 2015. We remain ever grateful for their support.

The unwavering support of Utmost Konsult and B. Omane-Antwi Consult cannot go unmentioned. Our accounts have always been prepared by Utmost Konsult and audited by B. Omane-Antwi at no cost to the Organisation. Additionally, Utmost Konsult provides guidance in our financial operations and arranges for submission of our annual returns to the Office of the Registrar General. We remain grateful to them.

Our acknowledgement will not be complete without mentioning those who have shown the true spirit of voluntarism in working with Shape Attitude Ghana in the planning and implementation of activities. Among them are Mr. Amos Amamoo, Mr. Lord Nelson Addo Ofori, Mr. Eric Sekyere Appiah, all of the University of Education, Winneba; Mr J.B.K. Ntsiful of Ghana Education Service, Winneba; Mrs Dorinda Kukua Abban of the National Service Scheme; Ms Anna Obir Bonney; Mrs. Victoria Amissah Ghartey; Ms Esther Ama Nyarkoa of Radio Peace, Winneba; Mr Bright Fugar of Radio Windy Bay of UEW and Mr Alex Ofosu Yeboah of the Department of Social Welfare Office for facilitating the renewal of our NPO licence.

Finally, Shape Attitude Ghana would like to thank all its well-wishers, individuals and organisations, who have contributed in keeping the Organisation going.

## EXECUTIVE SUMMARY

Shape Attitude Ghana, a not-for-profit organization was established in June 2014 with the aim of enabling communities develop a culture of keeping their surroundings clean through behavioural change. The Organisation's primary target group is pupils in basic schools to address negative attitudes in the hope that the school children will grow up with positive attitude towards sanitation and the environment in general.

The Word Environment Day (WED) and the ninth anniversary of SHAPE Attitude Ghana were observed in Winneba in June, 2023. The University Practice Schools, South Campus, were the centers for celebration of the two events. Pupils from the schools were engaged in a clean-up on their campuses and immediate surroundings. At the end of the clean-up, they were given a talk on environmental cleanliness by the Director of Education, Effutu Municipality; Acting Head of the Department of Journalism and Media Studies, UEW and Center for School and Community Science and Technology Studies also of UEW; and the Director of Shape Attitude Ghana.

Shape Attitude Ghana provided material support to final year Students from the Department of Theatre Arts of the University of Education, Winneba, during their project work at Gomoa Potsin. The Director of Shape Attitude Ghana attended the durbar of Chiefs and people of Gomoa Potsin organised by the students to mark the end of their stay and project work. The Director presented trash bins and posters to the community at the durbar.

In the last quarter of 2023, Shape Attitude Ghana introduced sorting or separation of waste in the awareness campaign. The first to receive a talk and bins related to sorting of waste was the MA CD Basic School. In the same period, Winneba Senior High School (WINNESEC) also received awareness talk and bins from Shape Attitude Ghana.

The office of the Organisation was relocated to its new place where it could accommodate at least five staff, hold meetings of the Executive Council and offer training sessions for up to ten pupils.

The Organisation fulfilled all its regulatory requirements with the Registrar General's Department and Secretariat of Not-for-Profit Organisations.

## 1. INTRODUCTION

Lack of personnel did not permit the Organisation to visit schools as was the practice. Instead, the Ghana Education Service (GES) gave a platform to the Organisation at most events of the schools for Shape Attitude Ghana to deliver sensitisation messages to the pupils.

Shape Attitude Ghana and the Ghana Education Service of the Effutu Municipality observed the World Environment Day and 9th Anniversary of Shape Attitude Ghana in June 2023.

Notwithstanding the challenges with lack of personnel, unsuitable office space and insufficient funds, Shape Attitude Ghana maintained its momentum. The Organisation was invited to an Energy Transition Meetings in Takoradi and Cape Coast. It was also the only not-for-profit organisation (NPO) that was visited in Winneba by the Not-for-Profit Secretariat Head Office from Accra. As Shape Attitude Ghana had met all the requirements for NPOs, it was declared as being "in good standing."

## 2. IMPLEMENTATION OF ACTIVITIES

### 2.1 School activities

Sensitisation and awareness campaigns were carried out mainly at events organised by the Effutu Municipal Directorate of the Ghana Education Service as Shape Attitude Ghana did not have personnel to go round the schools. Although this approach was cost effective, not as many children were reached as should have been.

### 2.2 Theatre for Development

Final year students of the Department of Theatre Arts, UEW undertook their project work in sanitation in villages around Winneba. A group of them went to Kweikrom where Shape Attitude Ghana supported them with food items for their stay, trash bins for the community and also attended the durbar of people and chiefs of the village to mark the end of their stay. The students' project named "Theatre for Development," involved work with communities and drama to illustrate the positive and negative consequences of proper and poor sanitary conditions.

## 2.3 World Environment Day (WED) 2023 & 9th Anniversary of Shape Attitude Ghana

The University Practice School, South Campus, was the venue for celebration of the two events. The theme for WED "Beat Plastic Pollution" and Shape Attitude Ghana adopted it with modification to read "Less Plastic More Life." Pupils from the schools were engaged in a clean-up on their campuses and immediate surroundings. At the end of the clean-up, they were given a talk on environmental cleanliness by the Director of Education, Effutu Municipality; the Acting Head of the Department of Journalism and Media Studies, and the Head of the Center for School and Community Science and Technology Studies all of the University of Education, Winneba; and the Director of Shape Attitude Ghana.

## 2.4 Media activities

Radio Peace of Winneba continued their collaboration with SHAPE Attitude Ghana by offering free airtime for sensitisation programmes and coverage of events.

### **3. AUDITED ACCOUNTS AND RENEWAL OF LICENCES**

#### **3.1 Audited accounts**

The audited accounts of 2022 were completed by B Omane-Antwi Consult, Chartered Accountants and the annual returns submitted to the Registrar General's Department before the deadline of April 2023.

#### **3.2 Renewal of licenses/certificates**

##### **3.2.1 Registrar General's Department**

Returns to the Registrar General's Department were submitted in time in the first quarter of 2023.

##### **3.2.2 Not-for-Profit Organisation (NPO) certificate.**

The Organisation renewed its NPO licence with the National Non-Profit Organisation Secretariat in June 2023.

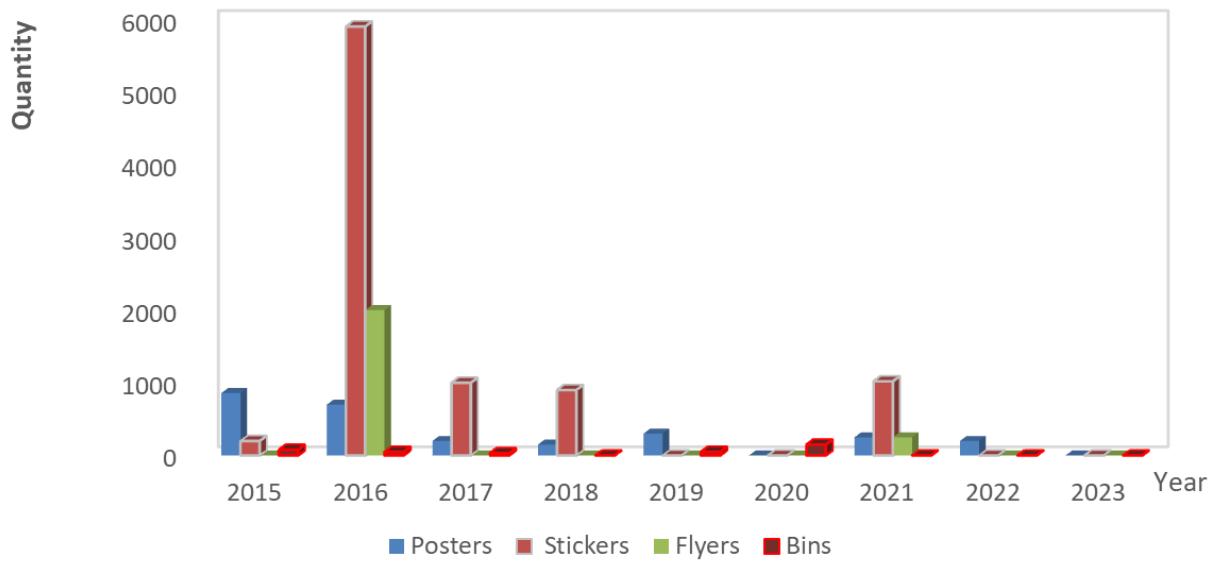
### **4. REPORTING**

Annual implementation report, preparation of financial statements for auditing and annual audit report were all completed within the first quarter of 2023.

### **5. ACQUISITION OF MATERIALS**

Implementation of activities was very low in 2023 largely due to lack of personnel and delay in getting the new office ready. As a result, posters, stickers and bins which were normally acquired could not be done. The office used left-overs from previous years for activities that were implemented. Nonetheless. One banner was acquired for the World Environment Day and 9th Anniversary. Other materials such as furniture, ceiling fans and paint were acquired to set up the new office.

**Chart 1 Materials acquired in 2015 - 2023**

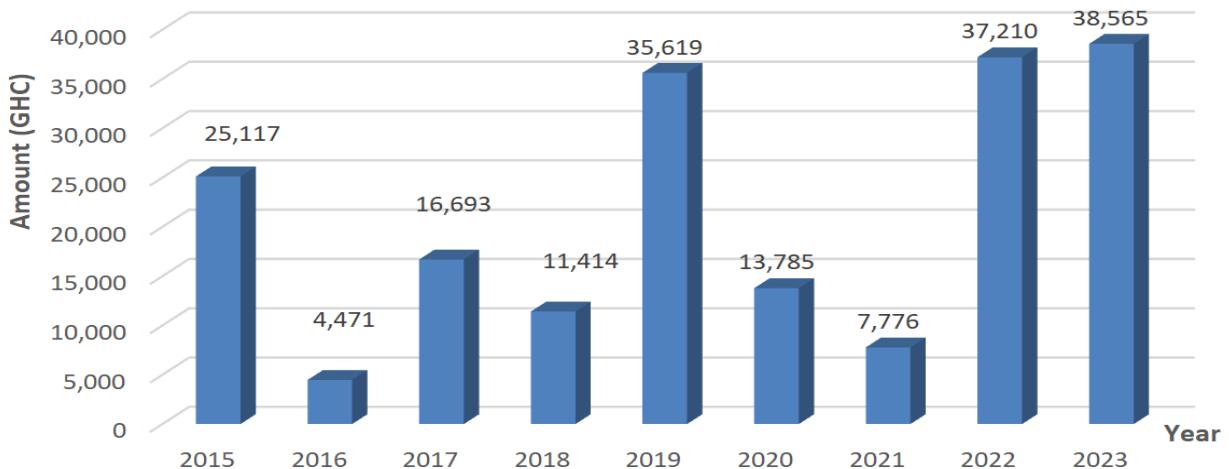
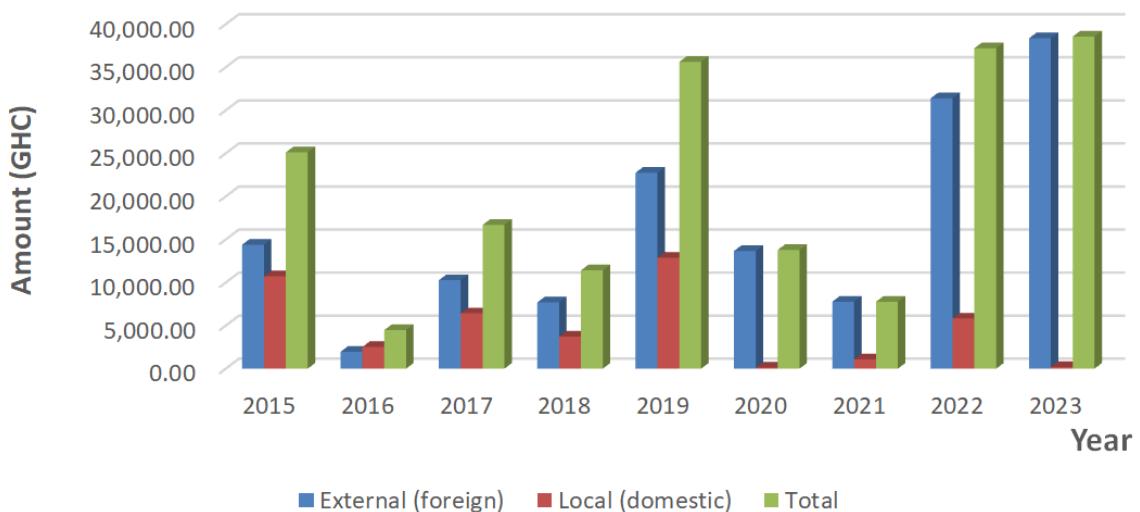


## 6. FUNDING

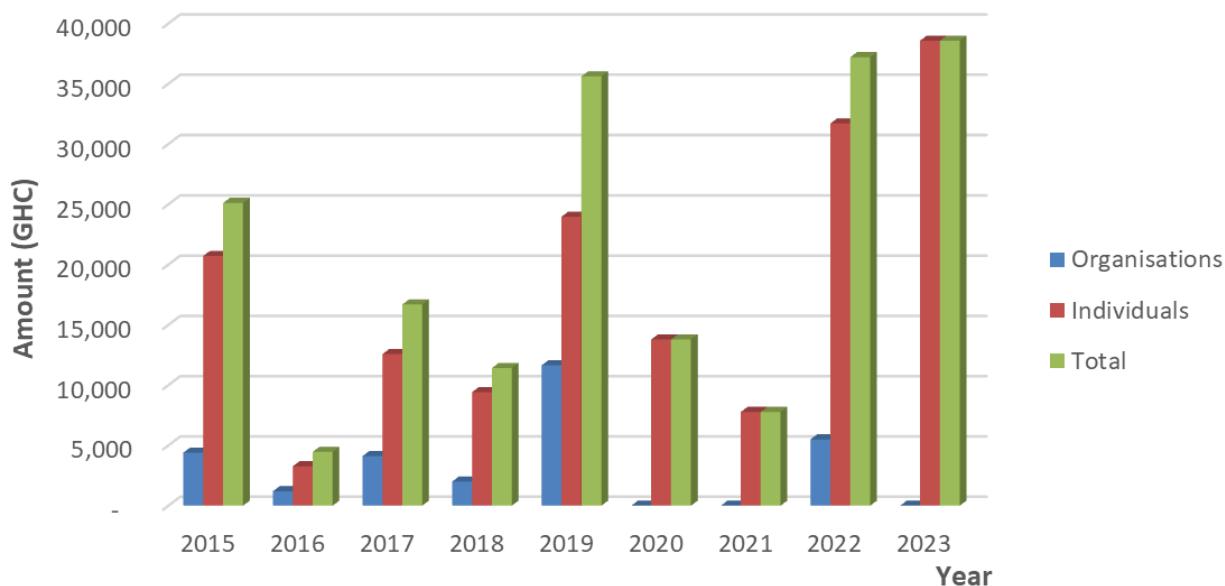
Cash donations received in 2023 came to GHC38,564.74 as against GHC37,210.18 in 2022 (an increase of 0.036%). The amount received in 2021 was GHC7,776. Chart 2 shows the amounts received between 2015 and 2023 and annex 3 shows the list of donors in 2023.

Funding showed over dependency on foreign support as was the case in previous years. Only GHC200.00 (0.59%) came from local sources with GHC38,364.74 (99.41%) coming from external sources. The corresponding figures in 2022 were GHC31,390.81 (84.4%) from external source and GHC5,820 (15.6%) domestic. The cumulative percentage of foreign funding since 2015 came to 85% up from 73% in 2022.

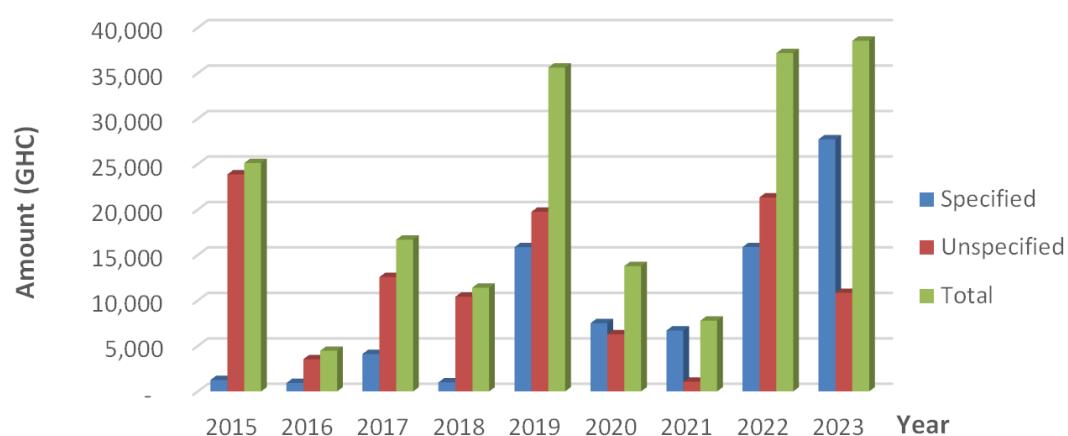
Chart 3 shows the external and domestic sources of funding from 2015 to 2022.

**Chart 2 2015 to 2023 donations (GHC)****Chart 3 External versus domestic funds 2015 - 2023**

All the funding in 2023 came from individuals compared to 85 per cent in 2022 and 99 per cent in 2021. Refer to chart 4 for the trend since 2015. The sources of funding have implications on implementation of activities especially, where it is skewed towards particular source. The moment that source ceases, activities would stall.

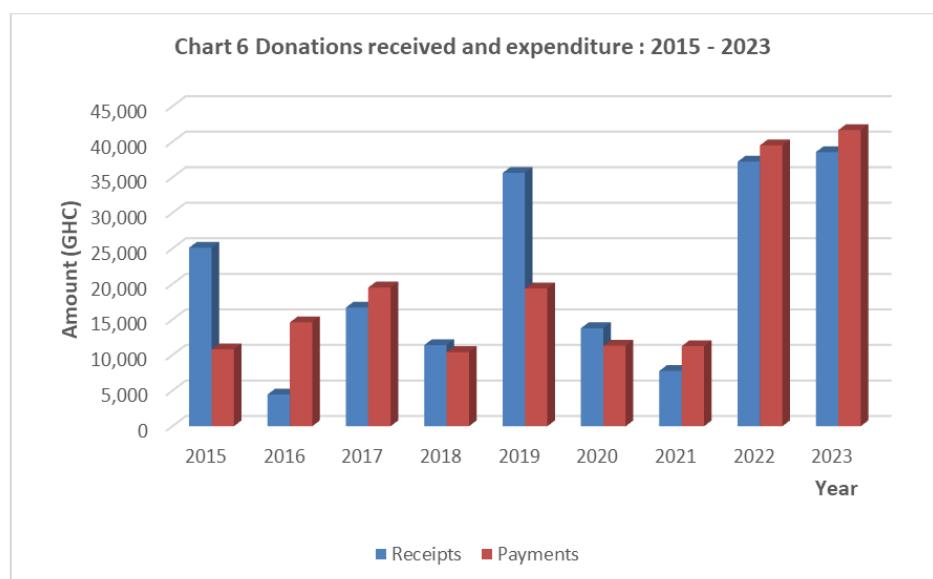
**Chart 4 Donations from organisations and individuals (GHC): 2015 - 2023**

Out of the GHC38,564 received in 2023, 72 per cent i.e. GHC27,723 was earmarked for specific activities. For 2022, the amount tied to specific activities was GHC16,374 (44 per cent) and 86 per cent for 2021. A high proportion of funds tied to specific activities limits implementation of activities with limited or no funds. Chart 5 shows distribution of specified and unspecified funds from 2015 to 2023.

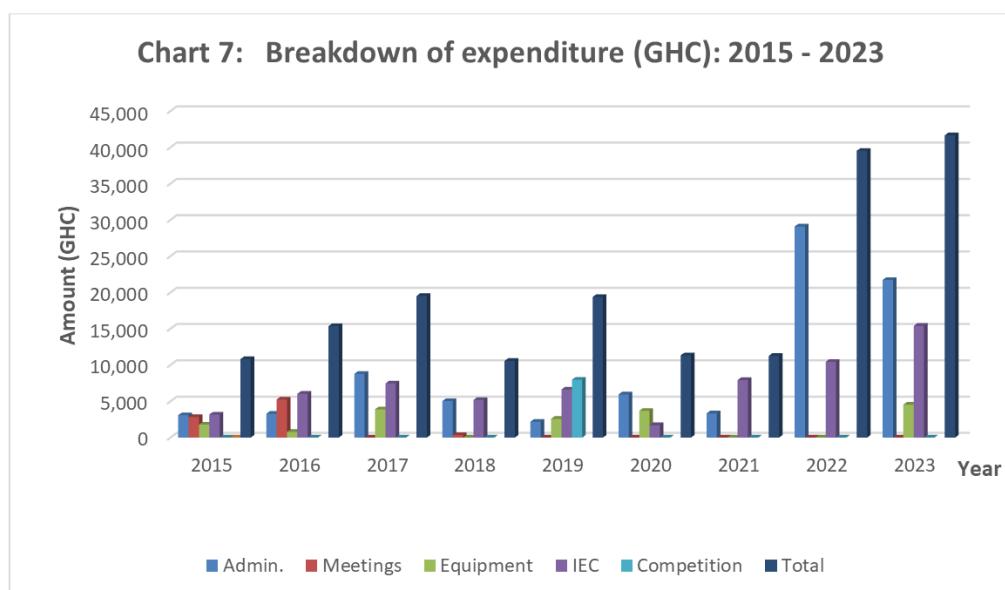
**Chart 5 Distribution of funds for specified and unspecified activities (GHC) : 2015 - 2023**

## 7. DONATIONS RECEIVED AND EXPENDITURE

An expenditure of GHC41,657.69 incurred was in excess of funds received during the year by GHC3,092.95. The excess was funded from previous years surplus. With an overall figures of GHC52,753,86 for receipts and GHC41,657.69 expenditure, there was a surplus of GHC11,096.17.



A new office was acquired and two years advance of GHC21,600 paid for 2023 and 2024 rent. This caused the administrative cost to shoot up disproportionately to the other expenditures (55% of the total expenditure of GHC39,519,43). The administrative costs include personnel, fuel cost, licences, communication, website cost and stationery.



## 8. CHALLENGES

Attracting personnel to work with the Organisation has been a major challenge since its establishment mainly due to lack of funds to provide the necessary motivation. Although National Service Personnel were assigned to the Organisation, they did not take up their post in the last three years. The unsuitability of the office was partly the reason for them not taking up the offer. With the new office, it is expected that the situation would improve.

Inadequate funding continues to limit operations to the extent that activities have to be scaled down drastically. The inadequate funding is compounded by passive collaboration of some of the stakeholders. Although the general population is concerned with the poor sanitary conditions, action to mitigate it is minimal. For example, emptying of bins by the concerned authorities is irregular and untimely. Littering among the general population also continues to pose a big challenge which will require some form of enforcement of the by-laws to contain it.

## 9. CONCLUSIONS

Major events, The Word Environment Day (WED) and the Ninth Anniversary of SHAPE Attitude Ghana, were successfully observed in Winneba in June, 2023. In the same period, the Organisation supported final year Students from the Department of Theatre Arts of the University of Education, Winneba, on their project with materials and physical presence at their events.

Shape Attitude Ghana introduced sorting or separation of waste in the awareness campaign in schools during the year. This will facilitate any recycling programme that will be initiated in Winneba. In the latter part of the year, the Organisation relocated to its new office, a move which is expected to enhance visibility and attract more visits to the office for information.

Regulatory requirements with the Registrar General's Department and Secretariat of Not-for-Profit Organisations were all fulfilled as required.

As regards challenges faced by the organisation, it has not been easy overcoming them but efforts to address them continue and it is expected that they will be resolved over time.

## Annex 1

### Receipts and expenditure statement: January – December 2023

<b>Funds Available</b>	<b>GHC</b>
Balance from 2022 (cash and bank)	14,307.32
Receipts in 2023	38,554.74
<b>Total funds available</b>	<b>52,862.06</b>
<b>Expenditure</b>	
<b>Administrative expenses</b>	<b>19,766.80</b>
- Bank charges	105.00
- Licences and fees (audit & accounts)*	800.00
- Stationery and printing of reports	1,161.80
- Utilities - electricity	0.00
- Office rental additional adnavce	10,800.00
- Fuel	4,000.00
- Allowances & honanarium	2,900.00
<b>Equipment and materials</b>	<b>12,893.42</b>
- Furniture	4,540.00
- Office set-up	7,570.00
- Clean-up materials	783.42
<b>Information, education &amp; communication</b>	<b>8,997.47</b>
- Posters and media	7,797.47
- World Environment day	1,200.00
<b>Total expenditure</b>	<b>41,657.69</b>
<b>Excess/deficit: receipts over expenditure</b>	<b>11,204.37</b>

\* There was auditors' fees of GHC3,500 which is not reflected in the above statement.

## Annex 2

### List of resource persons – 2023

Name	Role
Mr Wonderful Baisie Ghartey, Founder	Director
Mr Andrew K. Asamoah, Executive Chairman, A&C Development Company	Patron and Advisor
Mr J.B. K. Ntsiful, PRO, Ghana Education Service, Winneba	Co-ordination of school activities
Mr Amos Amamoo, Assistant Registrar, UEW	Advocacy and Logistics
Lord Nelson Ofori Addo, Principal Graphic Designer, UEW	Design of posters, banners, etc
Mr Eric Sekyere Appiah, Principal Graphic Designer, UEW	Website Development and maintenance
Ms Esther Ama Nyarkoa, Presenter, Radio Peace	Media promotion
Mr Bright Fugar, Radio Windy Bay, UEW	Media promotion
Mrs Victoria Amissah Ghartey	Logistics

## Annex 3

### List of 2023 doors

Name	Location	Activity
Ms Angela Karmand	WHO, Geneva	Unspecified
Mr Kofi Baisie Ghartey	Gilbert, Phoenix	Media activities
Wonderful Baisie Ghartey	Winneba	Unspecified
Utmost Konsult	Accra	Accounts preparation
B. Omane-Antwi Consult	Accra	Auditing of accounts
Ms Anna Obir Bonney	Cape Coast	WED & 9th Anniversary

## Annex 4

### 2023 ACTIVITY PICTURES



The Director of Shape Attitude Ghana, Wonderful Baisie Ghartey (in beard) addressing pupils of UNIPRA at the 9th Anniversary of Shape Attitude Ghana and 2023 World Environment Day



On the left is Dr Appiah-Adjei of the Department of Mass communication, university Practice school at the event marking the 9th Anniversary of Shape Attitude Ghana and 2023 World Environment Day.



Mrs Judith Mabel Micah(in glasses)  
District Director, Ghana Education Service,  
EffutuMunicipality, Winneba addressing  
pupils at the event marking the 9th  
Anniversary of Shape Attitude Ghana and  
2023 World Environment Day.



Section of students from Winnesec at the Sensitisation talk



Teachers & pupils of LA C&D Primary School at the sensitization talk on sorting of waste.

A Section of the pupils of LA C&D Primary School at the sensitisation talk.









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