



ANNUAL AGENCY REPORT 2017-2018

**Presented at the Humanserve Annual General Meeting
December 16, 2018**

Submitted by Vanessa Ali, President

Humanserve International Society for Relief and Development is a not-for-profit society incorporated in the Province of Alberta. The society works with local and international non-government organizations to provide educational, community health and social services in Lebanon and Palestine.

In 2017–2018, Humanserve continued its mandate to provide relief and development overseas and to educate the Canadian public with regards to conditions of life for disadvantaged populations in the Middle East. With public engagement, this society endeavoured to outline the role Humanserve plays in helping to alleviate suffering and in facilitating development in partnership with NGOs in the field and the role played by Canadian donors and funding agencies. The following is a summary of the most significant events in this society's past fiscal year (October 1, 2017 – September 30, 2018):

Projects

Kindergarten for Syrian Refugees – YR IV – This project, first begun in September 2014, funded an educational program for 9 months (one academic year) to improve the conditions of Syrian refugees living in Lebanon. As well, the project aimed to focus on psycho-social activities and improve the health of children (ages 4 to 6 years) through health and hygiene puppet shows and plays.

Due to the success and overwhelming need for this project, we ran it for a fourth consecutive year starting in September 2017 with the same goals and objectives, but due to financial constraints, with a smaller budget of \$38,857.00. There is a remaining surplus of \$65 unused direct project and administrative funds and a surplus of \$547.19 unused project monitoring funds. Due to the changes in the exchange rate over the year, the direct project funds were \$2,857.93 over budget.

Al-Assaf Family Sponsorship – Our application made to the federal government to sponsor a family of seven currently living in a refugee camp in the Bekaa Valley in Lebanon has finally been processed and we now have a file number that allows us to make contact and follow-up. In order to not lock the complete sponsorship amount in a trust fund and to allow Humanserve to operate normally up and until the application is processed and accepted by Canada Immigration, board members Joan Shaben and Nizar Ali provided proof of income and background checks so as to be co-sponsors with Humanserve. We are still waiting for final word from Canada Immigration as to whether or not the application will be accepted.



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Fundraising

Zakat – There were no zakat donations in this fiscal year and no call for funds was made before or during Ramadan. There were no zakat donations in the previous year.

General Donations - \$659.00 in unsolicited general donations were made this year. This is a \$269.00 increase from the previous year.

Products and Handicrafts - \$2,056.50 worth of products were sold during our events, the major one being the *Just One World Market*. This is a \$1,678.31 increase from the previous year.

Pay Pal – PayPal allows the ability for electronic donations on our website. In 2017-2018, \$100.00 was donated to Humanserve via PayPal and this has been noted as part of the general donations noted above.

Casino – We had a casino in September 2018. The pool payout will occur during the next reporting period.

Marcel Khalife Concert – This event was held in April 2018 in the Shoctor Theatre. Humanserve's portion of ticket sales amount raised was \$2,165.00.

Kindergarten for Syrian Refugees – \$500.00 were donated.

Field Visits

A visit was made to our project and partners in Lebanon during May 2018 by Vanessa and Nizar Ali and Evan Worman. They visited our partner PARD and our projects and researched potential sources for future product sales.

Public Engagement

Web Site (www.Humanserve.org) - Our site continues to be an efficient form of public engagement as well as a time and money-saving administrative tool.

Insult Movie Screening – This event was held in March 2018 at Metro Cinema. There were 4 screenings in total, each introduced by a Humanserve board member. The film was thought-provoking and well-received.

This was a good year for Humanserve and our mandate. In the coming year, Humanserve will continue to support our partners overseas, raise monies for new projects and keep our funders and the Canadian public informed of our activities and about the humanitarian aspects of life for disadvantaged populations in the Middle East. We remain committed to exploring new direction for Humanserve in our effort to grow and sustain this society's vitality and we are ready to forge relationships with deserving new partners as the opportunities arise.



ANNUAL FINANCIAL REPORT 2017-2018

**Presented at the Humanserve Annual General Meeting
December 16, 2018**

To the Members of Humanserve International Society for Relief and Development,

We have reviewed the balance sheet of Humanserve International Society for Relief and Development as of September 30, 2018 and the statements of restricted and unrestricted revenue, expenses and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the society's management.

We have conducted our review in accordance with generally accepted accounting standards. In our opinion, these financial statements present fairly, in all material aspects, the financial position of the society as at September 30, 2018 and the results in operations for the year then ended in accordance with generally accepted accounting principles.

Vanessa Ali, President
Humanserve International

Tracy Shaben, Treasurer
Humanserve International

Edmonton, Alberta
December 16, 2018



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BALANCE SHEET

For the Year Ended September 30, 2018
(Unaudited)

	<u>2018</u>	<u>2017</u>
ASSETS		
CURRENT		
Bank General - unrestricted	\$ 3,749.82	\$ 12,360.40
PayPal - unrestricted	\$ 99.34	\$ 1.24
Bank General - restricted ("Designated")	\$ 181.86	\$ 562.37
Bank Casino - restricted	\$ 314.06	\$ 4,575.36
Short-Term Deposits (GICs) - restricted	\$ 0.00	\$ 35,000.00
Al-Assaf Family - restricted	\$ 5,019.99	\$ 14.99
TOTAL	<u>\$ 9,365.07</u>	<u>\$ 52,514.36</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities - General	\$ -	\$ 3,666.81
Accounts payable and accrued liabilities - PayPal	\$ -	\$ -
Accounts payable and accrued liabilities - Designated	\$ -	\$ -
Accounts payable and accrued liabilities - Casino+GIC	\$ -	\$ 38,857.00
Accounts payable and accrued liabilities - Al-Assaf Family	\$ -	\$ -
TOTAL	<u>\$ -</u>	<u>\$ 42,523.81</u>
FUND BALANCES		
UNRESTRICTED FUND (General + PayPal)	\$ 3,849.16	\$ 8,694.83
RESTRICTED FUND (Designated)	\$ 181.86	\$ 562.37
RESTRICTED FUND (Casino + GIC)	\$ 314.06	\$ 718.36
RESTRICTED FUND (Al-Assaf Family)	\$ 5,019.99	\$ 14.99
TOTAL	<u>\$ 9,365.07</u>	<u>\$ 9,975.56</u>

APPROVED ON BEHALF OF THE BOARD:

_____ Director

_____ Director



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STATEMENT OF UNRESTRICTED GENERAL REVENUE, EXPENSES AND CHANGES IN NET ASSETS

For the year ended September 30, 2018
(Unaudited)

	<u>2018</u>	<u>2017</u>
UNRESTRICTED GENERAL REVENUE		
General non-tax receipted miscellaneous donations	\$ 659.00	\$ 390.00
General non-tax receipted zakat donations	\$ -	\$ -
<i>Kindergarten for Syrian Refugees</i> donations	\$ 500.00	\$ 3,666.81
Sale of goods (handicrafts, soap, etc.)	\$ 2,056.50	\$ 378.19
<i>Music for a Cause</i> ticket sales	\$ -	\$ 1,310.00
<i>Music for a Cause</i> return of float	\$ -	\$ 370.00
M. Fyith - Repayment of airline ticket	\$ -	\$ 1,300.61
<i>Marcel Khalife</i> Concert ticket sales	\$ 2,165.00	\$ -
TOTAL	\$ 5,380.50	\$ 7,415.61
UNRESTRICTED GENERAL EXPENSES		
Bank charges	\$ 80.00	\$ 207.28
PayPal transaction fees	\$ 1.90	\$ 53.92
Square transaction fees	\$ 14.91	\$ 3.68
Eventbrite transaction fees	\$ -	\$ 76.45
CauseVox transaction fees	\$ -	\$ 121.99
AGM dinner	\$ 155.77	\$ 281.34
Field visit expenses	\$ 600.45	\$ 1,898.01
<i>Kindergarten for Syrian Refugees Project</i>	\$ 2,260.44	\$ -
<i>Al-Assaf Family</i>	\$ 9,806.85	\$ -
Fundraising expenses & public engagement expenses	\$ 472.66	\$ 1,233.20
Miscellaneous expenses	\$ 500.00	\$ 1,988.23
TOTAL	\$ 13,892.98	\$ 5,864.10
SURPLUS (DEFICIT) OF RECEIPTS OVER DISBURSEMENTS	-\$ 8,512.48	\$ 1,551.51
UNRESTRICTED FUNDS, beginning of year	\$ 12,361.64	\$ 10,810.13
UNRESTRICTED FUNDS, end of year	<u>\$ 3,849.16</u>	<u>\$ 12,361.64</u>



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**STATEMENT OF RESTRICTED DESIGNATED REVENUE, EXPENSES
AND CHANGES IN NET ASSETS**
For the year ended September 30, 2018
(Unaudited)

	<u>2018</u>	<u>2017</u>
RESTRICTED DESIGNATED REVENUE		
Interfund transfers for approved projects	\$ 40,767.23	\$ 53,004.00
Designated non-tax receipted donations (<i>zakat</i>)	\$ -	\$ -
TOTAL	\$ 40,767.23	\$ 53,004.00
RESTRICTED DESIGNATED EXPENSES		
Project Remittances		
<i>Kindergarten for Syrian Refugees - YR III</i>	\$ -	\$ 50,782.29
<i>Kindergarten for Syrian Refugees - YR IV</i>	\$ 39,579.93	\$ -
<i>Al-Assaf Family Sponsorship</i>	\$ -	\$ 670.00
Project Administration	\$ 70.00	\$ 125.00
Project Monitoring	\$ 1,452.81	\$ 3,901.83
Canadian Admin (Bank fees)	\$ 45.00	\$ 45.00
Designated Donations	\$ -	\$ -
TOTAL	\$ 41,147.74	\$ 55,524.12
SURPLUS (DEFICIT) OF RECEIPTS OVER DISBURSEMENTS	-\$ 380.51	-\$ 2,520.12
RESTRICTED DESIGNATED FUNDS, beginning of year	\$ 562.37	\$ 3,082.49
RESTRICTED DESIGNATED FUNDS, end of year	<u>\$ 181.86</u>	<u>\$ 562.37</u>



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**STATEMENT OF RESTRICTED CASINO REVENUE, EXPENSES
AND CHANGES IN NET ASSETS**
For the year ended September 30, 2018
(Unaudited)

	<u>2018</u>	<u>2017</u>
RESTRICTED CASINO REVENUE		
Interest income	\$ 148.95	\$ -
Funds transfer for casino advisors, volunteer meals	\$ 2,534.22	\$ -
Casino pool payout	\$ -	\$ 72,946.78
TOTAL	\$ 2,683.17	\$ 72,946.78
 RESTRICTED CASINO EXPENSES		
Administration, office supplies	\$ -	\$ -
Bank charges	\$ 17.00	\$ -
Postage & courier	\$ 12.16	\$ 10.67
P.O. Box	\$ 174.30	\$ 170.00
Public Engagement (Printing)	\$ -	\$ 193.19
Website hosting & management	\$ 700.00	\$ 700.00
Interfund transfers for approved projects	\$ 38,506.79	\$ 52,334.00
Casino advisor fees	\$ 2,402.30	\$ 572.25
Casino volunteer snacks	\$ 131.92	\$ -
TOTAL	\$ 41,944.47	\$ 53,980.11
 SURPLUS (DEFICIT) OF RECEIPTS OVER DISBURSEMENTS	 -\$ 39,261.30	 \$ 18,966.67
 RESTRICTED CASINO FUNDS & GICs, beginning of year	 \$ 39,575.36	 \$ 36,875.05
 RESTRICTED CASINO FUNDS & GICs, end of year	 <u>\$ 314.06</u>	 <u>\$ 55,841.72</u>



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STATEMENT OF RESTRICTED DESIGNATED REVENUE, EXPENSES AND CHANGES IN NET ASSETS

For the year ended September 30, 2018

(Unaudited)

	<u>2018</u>	<u>2017</u>
RESTRICTED AL-ASSAF FAMILY REVENUE		
Funds transfer from General account	\$ 5,050.00	\$ 45.00
TOTAL	\$ 5,050.00	\$ 45.00
RESTRICTED AL-ASSAF FAMILY EXPENSES		
Bank fees	\$ 45.00	\$ 30.00
Overdraft interest	\$ -	\$ 0.01
TOTAL	\$ 45.00	\$ 30.01
SURPLUS (DEFICIT) OF RECEIPTS OVER DISBURSEMENTS	\$ 5,005.00	\$ 14.99
RESTRICTED DESIGNATED FUNDS, beginning of year	\$ 14.99	\$ -
RESTRICTED DESIGNATED FUNDS, end of year	<u>\$ 5,019.99</u>	<u>\$ 14.99</u>



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Summary

Humanserve's balance sheets for the 2017-2018 fiscal year were maintained by Vanessa Ali and reviewed by Tracy Shaben and the Financial Statements were prepared by Vanessa Ali and reviewed by Tracy Shaben.

General Fund

Fundraising activities and non-tax receipted donations amounted to \$5,380.50 this year.

With regards to the Al-Assaf Family, \$948.00 was spent on emergency cash donations to the family, \$3,150.00 was spent on the required audit for the sponsorship application and \$5,000.00 was transferred to the restricted *Al-Assaf Family* account to maintain Humanserve's required sponsorship amount.

The net result for the year is a deficit of receipts over disbursements of \$8,512.48 which when added to the brought forward balance of \$12,361.64 results in a **total surplus of \$3,849.16**.

The remaining surplus is not earmarked for any particular project or endeavour and it is available for use at Humanserve's discretion to support fundraising activities, for field visit expenses, to remit overseas for emergency relief and for various non-project related expenses.

Restricted Designated Activities

There was a total deficit of receipts over disbursements of -\$380.51 that when added to the brought forward balance of \$562.37 results in a **total surplus of \$181.86 left over from previous projects**.

Restricted Casino Activities

During the year, there was a total of \$41,944.47 in expenses and interest income of \$148.95.

There were inter-fund transfers to the Designated and General Accounts of \$38,506.79 for approved use of casino funds this year.

The net result for the year is a surplus of receipts over disbursements of \$39,261.30 that that when added to the brought forward balance of \$39,575.36 means **there is a total surplus of \$314.06 available for future administration, office expenses, public engagement costs and approved project funds**.

Restricted Al-Assaf Family Activities

During the year, there was a total of \$45 in bank fee expenses.

There were inter-fund transfers from the General Accounts of \$5,000.00 to support the application to Canada Immigration for the family and \$50 to cover bank fees.

The net result for the year is a surplus of receipts over disbursements of \$5,005.00 that that when added to the brought forward balance of \$14.99 and minus the \$5,000.00 minimum balance that must be maintained in the account means **there is a total surplus of \$19.99 available for bank fees**.



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Funds Available

The funds available for future activities are as follows:

General Fund (incl. PayPal)	\$ 3,849.16
Designated Fund	\$ 181.86
Casino Fund	\$ 314.06
Al-Assaf Family	<u>\$ 5,019.99</u>
TOTAL	\$ 9,365,07

Significant Bookkeeping Policies

Revenue Recognition

Restricted contributions and grants are recognized as revenue when received. Unrestricted contributions and grants are recognized as revenue when received or receivable if the amount to be received can be reasonable estimated and collection is reasonably assured.

Contributed Services

The board members contribute about 100 hours per year to assist the society in carrying out its serve delivery activities. Because of the difficulty of determining the fair value of the contributed services, there is no recognition of these services in these financial statements.

Donations

Donations are recorded based on the amounts deposited into the society's bank and PayPal accounts.

Financial Instruments

The society's financial instruments consist of cash, short-term deposits (GICs), accounts receivable and accounts payable. Unless otherwise noted, the society is not exposed significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximates their carrying values, unless otherwise noted.

Restricted Net Assets

The restricted net assets are comprised of funds the net proceeds from casinos. These funds are to be remitted to international and non-governmental organizations to provide educational, community health ad social services in Lebanon and Palestine. The casino funds can also be used for administrative and public engagement expenses.

Taxes

The society in not-for-profit and therefore qualifies as a non-taxable organization.



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Related Party Transactions

The board members were reimbursed for costs incurred in monitoring the implementation of projects and also receive honourariums based on time spent working on projects.

Interfund Transfers

During the year, \$40,767.23 was transferred from the casino fund and \$7,310.40 was transferred from the general fund to support approved projects undertaken through restricted designated funds.

Going Concern

The society's ability to deliver programs is dependent upon being able to obtain continued funding from existing sponsors or new funding sources.