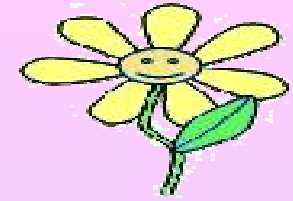


HAPPY HOME



Newsletter October 2006

Content

- **The party for the children, 18/09/06**

On 18/09/06 the children, their next of kin and officials from the area were invited to Happy Home for a first visit and to distribute some cloths to the children.

The day was a success as you will see on the pictures inside

- **Almost ready to start**

The last preparations needed to be done... preparing the house and buying the necessary

- **Government requirements.**

The government is very strict on children and staff issues, as they want to avoid “fake orphanages” abusing the donors and corrupting the funds.

- **System for accountancy and stock keeping**

Transparency as a guideline...

WARNING: *this newsletter includes more text than previous ones. The reader is allowed to skip the text and proceed to the pictures. We only want to inform those interested about the system we are putting in place.*

18 September 2006: visit to Happy Home

On 18/09/06, about 20 children were invited to Happy Home for a first visit to the home and a meal. Then, they were given some cloths and the medical examination was scheduled. The chief of the area and the officials from the District Office were also present.



The table of Officials



The Chief and the Assistant Chief give cloths to the children



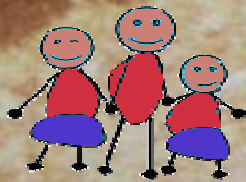
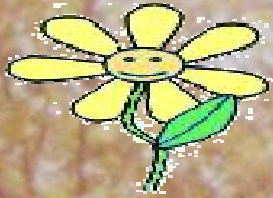
The children and their next of kin listening to the manager's speech



Enjoying their first meal at Happy Home



HAPPY HOME



Almost Ready to Start...

LAST ACTION BEFORE STARTING

During the last few weeks we were very busy with the last preparations before starting the home.

- Setting up Emergency Procedures in case of fire, theft, accident, etc.
- Buying all items needed for the house
- Doing the last repairs (electricity check, etc.)
- Briefing the staff on their tasks
- Preparing the beds, tables, etc. for the children



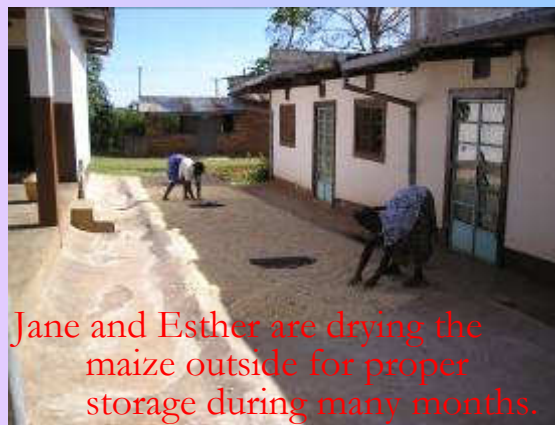
The beds are waiting for the children in the boys and girls dorm. We also have the mosquito nets ready to hang.

As you can see on the pictures, things are going well...

We have to thank the **charity group ELFU BOB** from Nairobi, as their donation of KSh 42.000 (460€) allowed us to buy most items needed for the house, the kitchen, the pharmacy, bed sheets, etc



The store is full of clothes, kitchen items, soap, food, etc.



Jane and Esther are drying the maize outside for proper storage during many months.



The office is visited on a daily basis to organise the accounts and the files of staff and children



HAPPY HOME

October 06

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Government requirements: staff and kids

The government of Kenya is very strict on orphanage issues. They indeed want to avoid cases of corruption and donor abuse through orphanages.

They oblige every home **to have at least 25 children**. We agreed with them to start with 10 and gradually increase the number of children.

The government also controls carefully the staff employment and staff composition. To ensure the good care of the children, they request a **manager, social worker, nurse and certified cook**. We add to this a nightguard and a second caretaker (for night/day shift with the cook).

The staff of Happy Home really cares about these children and wanted to take them as soon as possible, they agreed to work for the first months under a volunteer allowance. This allows us to start soon, without overbalancing too much the cost of staff per child and at the same time meet the government requirements.

We will thus have the following staff:

Tom as Manager, Rose as Nurse & Stock Keeper, Rachel as Social Worker, Jane as Care Taker 1 & Cook, Ester as Care Taker 2 & Cleaner, Geoffrey as Night Watchman.

Of course, we will not leave these people on reduced allowances for too long. Our plan is to increase the number of children very soon to 15 (the maximum that can fit in the small building) and to increase their salaries by that date.

Their proposal to volunteer shows their real concern about the children. But we want them to have a decent salary as soon as possible.



Tom



Rose



Rachel



Ester



Jane



System of accountancy and Stockkeeping

We want the orphanage to start seriously. Therefore, we are trying our best to set up systems for transparency in accounts, in stocks, and in all decision making. We use the following donor requirements:

ACCOUNTANCY SYSTEM

- 1) All decisions on expenditures are proposed by the manager and accepted or rejected by the Board of Trustees.
- 2) For the **RUNNING COSTS**: the manager proposes a budget and that money will be given monthly for food, hygiene, education, staff, etc. This money will be taken from the **permanent sponsors incomes**. We gradually adjust the number of children to the growing number of donors so that monthly income = monthly running expenses.
- 3) For the **SPECIAL PROJECTS and RENNOVATIONS** the manager prepares project proposals with a budget and the Board of Trustees agrees or rejects the projects. These projects will be funded with the **casual donations**. This allows us to save money for, for example, the renovations of the larger building or maybe a Christmas party for the children.
- 4) I (Isabelle) am posted as **ACCOUNT AUDITOR** by the Belgian Office. Therefore, I will check the accounts once a month. See if everything corresponds to the expenditures agreed on during Board Meetings, check if the receipts are available for every expense, etc.

STOCK KEEPING SYSTEM

- 1) Rose uses **STOCK BOOK** for the different type of items (food, clothes, etc).
- 2) **PLANNING AND CONTROL**: On a weekly basis, she will prepare the menu for the coming week and calculate the quantities of food required. Then she can establish a shopping list for the week. Daily, she will provide the necessary quantities to the kitchen and record the change in stock. Every month, she will check the stocks and report to the manager about the available goods and the missing goods.
- 3) **AUDIT**: Every months, I will check the stock book with Rose and count the remaining items.

We hope that such a rigid system will allow to follow up what happens since the start and to keep the trust of our donors and the government.



To be continued...

The action plans for the coming months are:

- Finalising the last legal issues on staff and children.
- Buying maize for 10 months (the rains are bad and therefore the chance of famine high. The harvest from December will be very poor and the next one is only in July 2007. Prices will thus rise from 25KSh per tin to 65Ksh per tin or higher. We'd better stock up in case of trouble)
- Hosting the 10 first kids
- Some weeks later : hosting five more
- Some weeks later: starting to think about the renovations of the larger building

