



ACHIEVEMENTS 2011

VALLEY OF THE ANGELS

1. ADMINISTRATIVE AND ACCOUNTING DEPARTMENT:

- a. An administrative office with a meeting room was created.
- b. Internal control systems were developed like: checks (vouchers) with support documents, petty cash, banking conciliations, several controls like: week expenses, light meters, volunteers, donations.
- c. A control of key copies from the whole orphanage was created along with its duly identification.
- d. Week expenses were reduced due to the control of receipts of issued checks.
- e. Light payment was reduced, before Valley Of the Angels was paying 1 or 2 light receipts of Monte San Francisco (About \$.900.00 a month of light receipts that did not correspond to the orphanage).
- f. Help of CNEE (Electrical Energy National Commission) for the evaluation of the electrical system and lower the payment.
- g. Payrolls and other payments were transferred from ITSA to Valley of the Angels; ITSA is now in charge of paying only the maintenance.
- h. An archive was organized with administrative documents that are now alphabetically classified and ordered by subjects.
- i. A donation of an accounting-administrative integral program was obtained; it will be developed in the future.
- j. An integral calendar for 2012 was prepared.

2. LEGAL AREA:

- a. Investigation of the legal situation of Valley of the Angel's land, through the work of the lawyer Nery Muñoz.

3. HUMAN RESOURCES DEPARTMENT:

- a. Opening of Personnel files: data update forms, identification document copies and others.
- b. A monthly payroll for all the employees was unified.
- c. Adjustments in the cleaning personnel work schedule (they used to work in 2 schedules, now they work in just one).
- d. IGSS [Social Security Guatemalan Institute] for all the employees.

4. KITCHEN AND DINING ROOM:

- a. Kitchen utensils were purchased.
- b. Two carts were purchased to use them in the dining room area.
- c. Reallocation of the dining room tables.
- d. There was a training course given by Alimentos, S.A. (A Guatemalan Food Company) in the use of Protemás and Incaparina (Food made out of Protein)
- e. A professional nutritionist collaborated for the improvement of menus and others in the kitchen; they will be developed in 2012.
- f. Universidad del Valle de Guatemala (A Guatemalan High Technology University) was contacted, the Nutritionist Department named two nutritionists to do their professional practices (EPS) in Valley of the Angels.
- g. A sanity inspector visited the kitchen, he gave several suggestions, and they are being implemented.
- h. The kitchen's remodeling was started.
- i. An industrial Blender was purchased.
- j. On December 15 an inspector of the Ministry of Health gave a training course about "Food Manipulation" to all the kitchen's personnel.

5. CHURCH:

- a. The roof of the church was repaired (inside and outside).
- b. The damaged benches were touched up.

6. MEDICAL AND DENTAL CLINIC:

- a. The medical files of the orphanage's students were created.
- b. The clinic purchases were centralized in Valley of the Angels.
- c. There was an ophthalmological shift and lens for the children were provided.
- d. First Aid Kits and medicines were purchased for each building (children's rooms, school and m-p room).
- e. Alerta Médica Service for the students was acquired (Alerta Médica is a Guatemalan Company that provides Emergency Medical Assistance).

7. WAREHOUSES:

- a. Inventory control (kardex) for the Food Warehouse (by volunteers).
- b. Inventory arrangement and control (kardex) for the cleaning products Warehouse (by volunteers).

8. SCHOOL AND TEACHERS:

- a. The chalkboards were changed to white boards (a donation).
- b. There was a training course of Literacy on September 26 for teachers, given by the McDermont Association of Monte María School.
- c. A donation of 14 folding and quilted chairs for the meeting room and the school's library was obtained.
- d. A yearly report of the school was implemented; it provides, by each grade, information about the students and their scholar performance.
- e. An agreement for the children's Parents was made; it defines responsibilities and obligations, including new disciplinarians' measures for the year 2012.
- f. A new Registration Form was created.
- g. A new three panel brochure that contains school information and student's admission system was designed.
- h. A new School Principal was hired with the main purpose of raising the academic level.

9. BEDROOMS:

- a. There were delivered to each pavilion: 6 folding and quilted chairs and 1 folding table, to use them in the teachers' room.
- b. The roof of the boys' bedrooms' building was fixed.
- c. The glass of the main entrance door of the girls' bedrooms' building was fixed.

10. MULTI-PURPOSE ROOM (MPR):

- a. Screen was placed in the first floor (including the kitchen).

11. SECURITY:

- a. Implementation of security system: new entrance lists and ID badges for visitors.
- b. Acquisition of new radios for more security.

12. ACTIVITIES, PLAYGROUNDS AND CHILDRENS' FIELD TRIPS:

- a. Field trip to IRTRA Petapa (Guatemalan amusement park) for students and personnel (a donation was obtained to cover this expenditure).
- b. Acquisition of a new playground, it was set up in front of the school.
- c. Acquisition of a small house to keep the games and balls, it was set up in the area in front of the school.
- d. A donation of 36 balls from the Ministry of Culture and Sports was obtained (12 for volley ball, 12 for basket ball and 12 for foot ball).
- e. There was a donation of two ping-pong tables, one for the boys and one for the girls.

- f. There was the visit of the Grapette promotion "Millionaire for one day".
- g. On the day that the students presented the "Live Way of the Cross" there was a lunch for the Benefactors and the working plan and achievements were presented to them.
- h. Celebration of the Children's day organized by Montessori School and Claro's personnel (Claro is the main Telephone Company in Guatemala).
- i. In October the activity of "Coronation of Virgin Mary" was organized.
- j. There were baptisms and confirmations celebrated; the ABVA (Association of Benefactors of Valley of the Angels) had dinner with Oscar Julio Vian, the Metropolitan Archbishop.

13. TECHNOLOGY:

- a. Installation of an internet network through optic fiber.
- b. The Internet web page of Valley of the Angels was launched:
www.valleyoftheangelsorphanage.com
- c. The Company "Technokids" was hired for the computer class.
- d. Acquisition of a new cell phone number for Valley of the Angels: 502-5053-3636
- e. An e-mail account for Valley of the Angels was opened:
valleyoftheangelsorphanage@hotmail.com

14. FATHER ROCCO:

- a. All the belongings of Father Rocco were transferred from his house in the city to Valley of the Angels for their revision, classification and debugging.
- b. Father Rocco's BAC banking account was cancelled.

15. OTHERS:

- a. The Association of Benefactors of Valley of the Angels (ABVA) was created and monthly meetings were implemented.
- b. Wireless microphones for the Children's Rooms, School and Administration were purchased.
- c. The number of containers that are being received was increased and most of the product is internally being used.
- d. The land close to the church is being cleaned and fixed; the purpose is to build foot ball fields for the use of the children.
- e. The Municipality of Santa Catarina Pinula was contacted to provide the refuse collection service which is now being provided and it is free.
- f. A large television for the use of the children was donated; it is placed in the m-p room.
- g. The water pump was fixed, a new motor was purchased.
- h. There were implemented talks about values in the last visits of the children's parents.
- i. Energy saving light bulbs were installed.
- j. The help of the Congregation of Franciscans' Sisters of the Immaculate Conception was obtained and two sisters were assigned to Valley of the Angels.
- k. A new three panel brochure was created that contains general information of the orphanage, its story and contact information.