

## Financial and Administrative Report

### The Village Decides 2012

**Center/ Association Name:** Sanour Charitable Association

**Project Name:** Kindergarten Rehabilitation

#### Project Implementation Stages:

Stage One	Stage Two	Stage Three	Stage Four
Researching, communicating and decision making	<ol style="list-style-type: none"><li>1. Setting a purchase plan</li><li>2. preparing purchase offers</li><li>3. purchasing</li></ol>	Bringing and installing equipments	Paying for purchases
Meeting and deciding on the project	Deciding on needed equipments		Preparing financial and administrative report project and actual expenses
Writing project plan and budget	Opening purchase offers		
	Purchasing the following: Equipments, furniture, mattresses, TV, and sand		

### **The role of the association and the local society in carrying out the project:**

- 1- Purchasing, preparing purchase offers, determining priority and quality of equipments.
- 2- Following up and paying for equipments.
- 3- Helping in any works concerned with the project
- 4- Providing kindergarten with toys, gifts, and stationary.

### **The Role of Dalia Association (financially and administratively):**

- 1- Following up with expenses and assuring integrity in all purchase operations.
- 2- Carrying out trainings on how to prepare plans, budgets, and financial and administrative reports.
- 3- Following up with results after purchase operations.
- 4- Providing money to pay for materials that Sanour Association couldn't pay for before.
- 5- Building new class rooms for kids which lightened the burden on Sanour Association.

### **The effect of the grant on the Association financially:**

- 1- Increasing the number of registrations and income which financially benefits teachers.
- 2- Good income to the association.

3- Financial independence and self reliance.

4- Security and financial stability.

**The effect of the grant on the Association concerning:**

**❖ Relationships inside association:**

1- Good communications and discussions between members.

2- Working cooperatively to get the lowest offers in the purchase operations.

3- Strengthening relationship between members.

**❖ Relationships with other Institutions:**

1- Mutual coordination which lead to positive results.

2- Familiarizing with other associations' work plans and objectives.

3- Building bridges of cooperation between the different associations' members.

**❖ Relationships with local society:**

1- Cooperative relationship.

2- Increasing trust of local society with the association.

3- Gaining respect of local society.

4- Building positive relationships.

**Budget: 2105\$ = 7999 Nis**

No.	Items	Total Cost	Center Contributions	Local Society Contributions	Dalia Contributions	Contributors Names
1-	Toys	2400 Nis			2400 Nis	
2-	Furniture	2410 Nis			2410 Nis	
3-	Printer	1500 Nis			1500 Nis	
4-	maintenance	65 Nis			65 Nis	
5-	Construction materials	400 Nis			400 Nis	
6		1850 Nis		625Nis	1225 Nis	
	<b>Total</b>	<b>8625 Nis</b>		<b>625 Nis</b>	<b>8000 Nis</b>	<b>—</b>