

Financial and Administrative Report

Women Supporting Women

2012-2013

Center/ Association Name: Women Association for Fighting Poverty

Project Name: Association Headquarter Renovation

Project Implementation Stages:

| Stage One | Stage Two | Stage Three | Stage Four |
|--|--|--|---|
| Getting purchase offers for the materials the association needs | Opening purchase offers and awarding one | Buying furniture at the agreed prices in the purchase offer | Auditing bills by the association financial committee |
| Choosing the person who is going to do the renovation and estimating the materials he's going to need. | Preparing the materials needed for the worker | Starting renovation procedures with supervision | Conducting a meeting for the administrative committee to discuss project details |

The role of the Association and the local society in carrying out the project:

- 1- Doing purchase offers
- 2- Preparing checkbooks
- 3- Conducting a meeting for the administrative committee

The Role of Dalia Association (financially and administratively)

- 1- Showing the association the right planning processes
- 2- Teaching them administrative procedures
- 3- Building the financial report correctly and systematically

The effect of the grant on the Center/ Association financially:

- 1- Founding a headquarter for the association
- 2- Furnishing the headquarter
- 3- Supporting the association financially

The effect of the grant on the Center/ Association concerning:

❖ Relationships inside association:

1. Strengthening relations between the members of the association
2. Strengthening relations between the administrative committee and the general committee
3. Increasing trust in the association

❖ Relationships with other Institutions:

1. Building relations with other institutions
2. Getting to know other institutions
3. Exchanging expertise between institutions

❖ Relationships with local society:

1. Strengthening relations with village council
2. Strengthening relations with some traders
3. Getting support from local society and increasing trust between both sides

| No. | Items | Total Cost | Center Contributions | Local Society Contributions | Dalia Contributions | Contributors Names |
|-----|--|------------|----------------------|-----------------------------|---------------------|--|
| 1- | Al-Sharq Electricity (Telephone, electronic cooling fan, heater with three heater coils) | 830 | - | - | 830 | |
| 2- | Fixing costs | 1500 | - | - | 1500 | |
| 3- | Copy machine | 2000 | - | - | 2000 | |
| 4- | Office Furniture | 1500 | - | - | 1500 | |
| 5- | Plastic Chairs | 720 | - | - | 720 | |
| 6- | Construction materials | 1140 | - | 400 | 740 | Nimer Stores |
| 7- | PC | 2400 | - | - | 2400 | |
| 8- | Petty cash money | 310 | - | - | 80 120 110 | Dalia Association |
| 9- | Cooking Stove + Gasoline an | 250 | 250 | - | - | Women Association for Fighting Poverty |
| 10- | Kitchen Tools | 300 | - | 300 | - | Village Council |
| | Total | 830 | 250 | 700 | 10000 | |