

## Financial and Administrative Report

### Women Supporting Women

2012 2013

Center/ Association Name: The Cooperative Associations for Saving and Lending

Project Name: Small Sewing Workshop

#### Project Implementation Stages:

Stage One	Stage Two	Stage Three	Stage Four
<b>Announcing the project</b>	Preparing purchase offers	Opening registration for the training	Starting training
<b>Conducting a meeting to discuss project and take a decision</b>	Opening purchase offers	Choosing a trainer	Training given by Dalia Association about administrative and financial matters
<b>Deciding on the project and filling application</b>	Buying Machines and tables		Having a project administered by the association
<b>Attending workshop in Ramallah to choose the winner of the grant</b>	Preparing Financial documents		

<b>Conducting a training on financial and administrative matters in Qalqilya</b>	Withdrawing money from the bank
<b>Getting the grant</b>	Paying for materials
<b>Requesting a checkbook</b>	

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

- 1- Applying for the grant and getting it
- 2- Doing necessary Financial and administrative procedures
- 3- Training women how to sew
- 4- Intermediate between Dalia and the Association

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

- 1- Conducting necessary trainings for financial and administrative aspects of the project
- 2- Helping in solving problems with Vendors
- 3- Supporting the association project financially
- 4- Providing guidance to get the best for the association
- 5- Supporting and intervening when necessary

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

- 1- The association has its own project
- 2- Transparency in financial procedures
- 3- Being able to make bids and financial reports
- 4- Learning new things about financial and administrative matters

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

#### **❖ Relationships inside association:**

1. Increasing trust of members with administrative committee

2. Making decisions collectively which strengthened relations within the association
3. Being excited for having the grant
4. Having income for the association

❖ **Relationships with other Institutions:**

1. Building relations with other institutions
2. Exchanging expertise between institutions
3. Making social connections

❖ **Relationships with local society:**

1. Increasing local society's trust in the association
2. Involving with local society activities

**Budget:**

No.	Items	Total Cost	Center Contributions	Local Society Contributions	Dalia Contributions	Contributors Names
1-	<b>Tables for cut and design work 180 cm* 80 cm</b>	<b>2070</b>	-	-	<b>2070</b>	
2-	Sewing Workshop tools	<b>9498</b>	<b>1568</b>	-	<b>7930</b>	
	<b>Singer Machine</b>					
	<b>Alfa Machine</b>					
	<b>Alfa Searit Machine</b>					
	<b>Machine Oil</b>					
	<b>German Type Iron Scissors</b>					
	<b>Sewing Tools + Scissors + sewing materials</b>					
	<b>Total</b>	<b>11568</b>	<b>1568</b>	-	<b>10000</b>	