

## Financial and Administrative Report

### Women Supporting Women

**Center/ Association Name:** Sanabel Reef Association

**Project Name:** Project of Beehives Farm

**Project Implementation Stages:**

Stage One	Stage Two	Stage Three	Stage Four
<b>Deciding on the project and making feasibility plan</b>	Opening a bank account and getting a checkbook	Preparing project place and putting a fence around it	Starting Training and following up
<b>Setting properties and requirements of beehives</b>	Making sure that grant money is transferred to the bank account	Receiving project material and paying the company by a bank check	Continuous check up for the beehives
<b>Choosing a committee to follow up with the project</b>	Communicating with the company to get the material from	Checking and making sure that the beehives are exactly as the set requirements	Preparing to produce and separate honey
<b>Preparing purchase offers and sending them to companies specialized with bee and honey industry</b>	Preparing a supply agreement		Starting honey separation
<b>Opening purchase offers and choosing a company</b>	Showing the supply agreement to the company in preparation for signing it		Finding a market place for honey production

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

- 1- Preparing purchase offers to get material fro the project
- 2- Following up with Dalia association
- 3- Preparing supply agreements and financial claims besides receiving the needed material
- 4- Following up with financial and administrative processes

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

- 1- Contributing in 10,000 Nis
- 2- Following up with the project
- 3- Giving a training on how to run a project and how to prepare financial and administrative reports
- 4- Providing financial samples like financial claims and receipts

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

- 1- Owning a project
- 2- Being able to use new Human Recourse systems
- 3- Learning new abilities and skills in making financial and administrative reports and budgets

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

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

1. Increasing knowledge and ability to plan and run a project
2. Being able to conduct, organize, and document meetings
3. Cooperative and collective work
4. Exchanging expertise between members

### **❖ Relationships with other Institutions:**

1. Building relations with other institutions and Exchanging expertise
2. Exchanging ideas in project planning filed
3. Borrowing materials from other institutions without a return

### **❖ Relationships with local society:**

1. Being responsible in front of local society
2. Having more trust in the association
3. Having trust in the association honey production

No.	Items	Total Cost	Center Contributions	Local Society Contributions	Dalia Contributions	Contributors Names
1-	Beehives + materials	10000	-	-	10000	Dalia Association
2-	Fence	280	280	-	-	-
3-	A base for the beehives	360	-	360	-	Hassan Association
4-	Honey Separator	1300	-	1300	-	Ministry of Agriculture in Jericho
5-	Labels for honey containers	150	150	-	-	-
6-	Stamp for the association	70	70	-	-	-
7-	Sugar for bees	300	300	-	-	-
8-	Bee medicine	20	20	-	-	-
9-	Honey containers	190	190	-	-	-
10-	Two glasses (middle size)	8	8	-	-	-
11-	Receipt and payment vouchers	10	10	-	-	-
12-	Burlap bags	8	8	-	-	-
13-	Lock for the fence	20	20	-	-	-
14-	White bucket	18	18	-	-	-
15-	Metal pieces for beehives	120		120		-
	<b>Total</b>	<b>12854</b>	<b>1074</b>	<b>1780</b>	<b>10000</b>	