

Financial and Administrative Report

Women Supporting Women 2012 - 2013

Center/ Association Name: Rameen Charitable Women Association

Project Name: Gymnastics Center

Project Implementation Stages:

Stage One	Stage Two	Stage Three	Stage Four
Preparing for the project	Buying needed equipments	Starting implementation	Evaluating the finished project
Signing contracts	Preparing the training hall		
Receiving purchase offers			
Awarding tenders			
Preparing budget			

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

- 1- Finishing all needed preparations including restoration of the place and installing new equipments
- 2- Getting over all difficulties and obstacles that faced the projects during the different stages
- 3- Assigning an expert trainer to work for the project
- 4- Finishing all financial and administrative papers needed for the project

The Role of Dalia Association (financially and administratively):

- 1- Conducting training for the administrative body on how to prepare financial and administrative reports
- 2- Helping in the preparation of all formal papers
- 3- Providing the association with the grant that covered all restoration costs

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

- 1- Empowering the effect of the association in the local society
- 2- Providing financial income that contributes to all aspects and activities of the association
- 3- Increasing and Improving the involvement of women in the association activities

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

❖ Relationships inside association:

1. Empowering relations between members through exchanging experiences and information
2. Conducting continuous meetings to follow up with the project
3. Assigning roles to members with team spirit

❖ Relationships with other Institutions:

1. Establishing the concept of joint cooperation with other institutions
2. Empowering the role and the effect of the association on institutions

❖ Relationships with local society:

1. Improving communication process with the society
2. Being more effective and noticeable in the society because it provided them with services that weren't available before

Budget:

No.	Items	Total Cost	Center Contributions	Local Society Contributions	Dalia Contributions	Contributors Names
1-	Running Machine	3150	-	-	3150	
2-	Vibration Platform Machine	1680	-	-	1680	
3-	Orbitrek Machine	590	-	-	590	
4-	Toaster	150	-	-	150	
5-	Steps Machine	285	-	-	285	
6-	Gym Ball	245	-	-	245	
7-	Air conditioner	4000	100	-	3900	
8-	Maintenance (floor bricks + worker wage)	5500	5500	-	-	
9-	Maintenance (Walls paint + worker wage)	1810	1260	550	-	
10-	Doors maintenance + door paint	600	600	-	-	
Total		18010	7460	550	10000	