

## Financial and Administrative Report

### Women Supporting Women

2012- 2013

**Center/ Association Name:** Flameyah Charitable Association for Women

**Project Name:** Hall Renovation and Maintenance

#### Project Implementation Stages:

Stage One	Stage Two	Stage Three	Stage Four
Conducting a meeting for the administrative committee to choose a project	Making deal with the company, who's going to provide the materials, according to these conditions:  1- Paying by checks 2- Providing the association with tax bills, deduction from resource and receipt voucher 3- Committing to the conditions by workers from the company, and association is committing to pay workers	Starting implementation after having the needed materials	Evaluating project. It is implemented according to the agreed specifications concerning height, space, quality and time frame.
Asking consultancy from expertise in this kind of work			Having more ideas to continue the project to other levels that would bring more financial income to the association



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

- 1- Asking for purchase offers from companies known for quality and expertise
- 2- Conducting several meetings to discuss project and make decisions
- 3- Asking help from local society
- 4- Monitoring work processes with local society

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

- 1- Giving a chance to the association to look for project that produces money
- 2- Following up with the association step by step

- 3- Providing the association with the needed expertise and information on the right legal ways in the administering, buying, and implementing stages
- 4- Giving the chance to the association to request for counseling and guidance all the time

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

- 1- Having a source of income
- 2- Having moral and financial support from the local society
- 3- Learning the right legal procedures in implementing a project

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

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

1. Giving chance to all members to be effective
2. Taking decisions and monitoring the project collectively
3. Sharing expertise and information with members
4. Sharing responsibility

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

1. Building relations Exchanging expertise with other institutions
2. Preparing for a collective work between the association

3. Creating “Aid Fund” that would help in the projects

❖ **Relationships with local society:**

1. Helping the association to start the project
2. Sharing their expertise with the association
3. Providing moral and financial support
4. Participating in decision making

**Budget:**

No.	Items	Total Cost	Center Contributions	Local Society Contributions	Dalia Contributions	Contributors Names
1-	Raw Materials, tools, paints, and equipments.	15673	4400	1273	10000	Radwan Hamza & Brothers
2-	manufacturing and Soldering	5500	5450	50	-	Taleb Saadeh
	<b>Total</b>	<b>21173</b>	<b>9850</b>	<b>1323</b>	<b>10000</b>	