

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

| | |
|--|---------------------------------|
| Conducting a training on financial and administrative matters in Qalqilya | Withdrawing money from the bank |
| Getting the grant | Paying for materials |
| Requesting a checkbook | |

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- | Tables for cut and design work 180 cm* 80 cm | 2070 | - | - | 2070 | |
| 2- | Sewing Workshop tools | 9498 | 1568 | - | 7930 | |
| | Singer Machine | | | | | |
| | Alfa Machine | | | | | |
| | Alfa Searit Machine | | | | | |
| | Machine Oil | | | | | |
| | German Type Iron Scissors | | | | | |
| | Sewing Tools + Scissors + sewing materials | | | | | |
| | Total | 11568 | 1568 | - | 10000 | |