

Financial and Administrative Report

Women Supporting Women 2012-2013

Center/ Association Name: Der Al-Ghosoun Cooperation

Project Name: Copying and printing documents services (Bookshop Supplies)

Project Implementation Stages:

Stage One	Stage Two	Stage Three	Stage Four
Conducting meeting for the administrative body	Opening purchase offers	Buying supplies, arranging them, and practicing using them	Continuing the project and evaluating it
Announcing the project		Awarding tender to Al-Alamia Computer Co. and to Al-Jitawi Company	Visiting local institutions in the town to introduce the project
Discussing the project			Visiting schools to cooperate with them for printing and copy services and student research services
Creating a budget			

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

- 1- Announcing the project
- 2- Facilitating the purchase process
- 3- Having a training on work methods and pricing strategy
- 4- Communicating with local society and schools to facilitate the work of the bookshop

The Role of Dalia Association (financially and administratively):

- 1- Conducting a training on how to plan the project
- 2- Following up with the planning process
- 3- Supporting the association financially
- 4- Conducting a training on how to prepare financial and administrative reports

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

- 1- Owning Immovable Property Assets like a PC and a printer
- 2- Having financial returns from using the equipment

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

❖ Relationships inside association:

1. Assigning roles to group members
2. Increasing the number of meetings of the administrative body
3. Increasing the participation of local society

❖ Relationships with other Institutions:

1. Dealing with other institutions in Tulkarm
2. Networking with institutions

❖ Relationships with local society:

1. Providing copy and printing services to the town
2. Helping students do their research using internet
3. Providing stationary for schools in the area

Budget:

No.	Items	Total Cost	Center Contributions	Local Society Contributions	Dalia Contributions	Contributors Names
1-	Digital copy machine	4900	-	-	4900	Dalia
2-	PC	2000	-	-	2000	Dalia
3-	Glass Printing Machine	1400	-	-	1400	Dalia
4-	T-Shirts Printing Machine	1200	-	-	1200	Dalia
5-	A4 papers (a box)	258	-	-	258	Dalia
6-	A3 papers (a box)	145	-	-	145	Dalia
7-	Rent	2000	2000	-	-	Der Al-Ghosoun Cooperation
8-	Payment for the Cleaning Lady	1800	1800	-	-	Der Al-Ghosoun Cooperation
9-	Cabinet	500	500	-	-	Der Al-Ghosoun Cooperation
10-	Display Shelves	500	500	-	-	Der Al-Ghosoun

						Cooperation
11-	Desk	500	500	-	-	Der Al-Ghosoun Cooperation
12-	Chairs	300	203	-	97	Der Al-Ghosoun Cooperation
13-	Aluminum door	1000	1000	-	-	Der Al-Ghosoun Cooperation
14-	Stationary	2000	2000	-	-	Der Al-Ghosoun Cooperation
Total		18503	8503		10000	