

Financial and Administrative Report

Women Supporting Women 2012-2013

Center/ Association Name: Nour Shams Center for Women

Project Name: Development of Women Gymnasium

Project Implementation Stages:

Stage One	Stage Two	Stage Three	Stage Four
Conducting meeting for the administrative body and assigning tasks to prepare offers and prices	Buying equipment after viewing the offers	Preparing gymnasium hall, setting up electricity extensions to connect them to training equipment	Starting a fitness course after announcing it which was noticeably welcomed by women.
Requesting tenders and building a work plan	Conducting a meeting for the administrative body to choose certain places to buy equipment taking into consideration quality and conditions	Making a contract with the fitness trainer	Evaluating project
	Preparing tax bills and Discount Source receipts		

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

- 1- Preparing budgets
- 2- Doing purchase orders
- 3- Preparing reports and communicating with Dalia Association
- 4- Helping in the preparations of the training hall

The Role of Dalia Association (financially and administratively):

- 1- Giving the grant to the Center
- 2- Developing the abilities of the administrative council in writing the project and following up with it
- 3- Communicating with the center continuously
- 4- Explaining the project to the center in a clear way that was different than other institutions

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

- 1- Helping the center to be able to finance the project and provide the needed equipment
- 2- Providing payment for the trainer besides some cash to the center

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

❖ Relationships inside association:

1. Communicating
2. Assigning tasks to participants
3. Assigning roles to members including the follow up role

❖ Relationships with other Institutions:

1. Getting to meet other institutions
2. Exchanging expertise
3. Benefiting from other institutions' services
4. Being updated with other projects

❖ Relationships with local society:

1. Setting up a project that serves a large group of the local society which is women
2. Increasing the number of people who benefit from the center
3. Having women come to the Center for the first time

Budget:

No.	Items	Total Cost	Center Contributions	Local Society Contributions	Dalia Contributions	Contributors Names
1-	Running Machine	2850	500	-	2350	
2-	Abdominal Machine	450	-	-	450	Dalia
3-	Vibration Machine	1450	-	-	1450	Dalia
4-	Air Conditioner (weight: 2 Tons)	4000	-	-	4000	Dalia
5-	TV with LCD screen	1750	-	-	1750	Dalia
6-	Electricity extensions	1000	1000	-	-	The Center
7-	Worker wage	500	300	200	-	Khalid Sayes
8-	Communications and transportation	300	300	-	-	The Center
9-	Curtains, extensions	800	800	-	-	The Center
	Total	13100	2900	200	10000	