

## Financial and Administrative Report

### Women Supporting Women 2012 - 2013

Center/ Association Name: Kufr El-Labad Women Charitable Association

Project Name: Furnishing and Equipping the Association Headquarter

#### Project Implementation Stages:

Stage One	Stage Two	Stage Three	Stage Four
<b>Conducting a meeting for the administrative body to decide on the association needs</b>	Preparing the offers form, Receiving Tender offers, and taking consultancy from the Municipality engineer to set modern specifications for equipment	Distributing the offers form to the traders	Buying equipment with the best quality and price from the chosen companies
<b>Forming a purchase committee</b>	Adding the money to the association account	Choosing the best purchase offers	Receiving bills and Discount Source Then sending them to Dalia through Chamber of Commerce

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

- 1- Assigning roles to members
- 2- Conducting continuous meetings to set priorities
- 3- Cooperating with the municipality for consultancy help concerning purchase offers

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

- 1- Supporting the associations in all aspects
- 2- Giving the institutions roles in choosing and implementing the project besides building plans and reports
- 3- Preparing what is needed for the trainings and form preparation

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

- 1- Owning Immovable Property Assets like and a permanent headquarter
- 2- Benefiting the educational staff who can easily use the equipments like the PC and the printer
- 3- Benefiting the association economically because before it used to waste time going to other centers to use computer, copy and printing machine

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

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

1. Good relations between members
2. Collective participation in decision making
3. Giving a training to kindergarten teachers by the educational staff
4. Providing modern teaching tools for the kids like the children library. Using copy machine to copy worksheets.

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

1. Cooperating with new institutions
2. Exchanging expertise
3. Communicating with governmental institutions

### **❖ Relationships with local society:**

1. Having more people coming to the association on a continuous basis
2. Communicating with the municipality and the electrician on a continuous basis
3. Supporting the association

**Budget:**

<b>No.</b>	<b>Items</b>	<b>Total Cost</b>	<b>Center Contributions</b>	<b>Local Society Contributions</b>	<b>Dalia Contributions</b>	<b>Contributors Names</b>
1-	Library equipments (metal cabinet)	400	-	-	400	Dalia
2-	Book shelves	900	300	-	600	
3-	Shelves installment	50	50	-	-	Kufr El-Labad Association
4-	PC	2400	-	-	2400	Dalia
5-	Copy machine	4600	-	-	4600	Dalia
6-	Bus insurance	2100	100	-	2000	
7-	License	100	100	-	-	Kufr El-Labad Association
8-	Maintenance	400	400	-	-	Kufr El-Labad Association
9-	Transportation	250	250	-	-	Kufr El-Labad Association
	<b>Total</b>	11200	1200		10000	