

October Financial Report 2012

Reporting:

Staff in charge of report: ___Art Cheyrachana and KHIN Pheakdey._____

Please note any financial or legal activities here, e.g. new rental leases

Highlights

- Oxfam delayed the transfer of funds for Quarter 3. This was due to a reorganisation within Riverkids and One Livelihood activities and a reallocated budget (1.1.5 and 1.1.11). As a result, Oxfam required further clarification of the budget and organisational change. After meeting with Mrs. Sotheary and Ms. Danielle, the program manager worked with finance to write two letters: one around budget reallocation and one around organization change. The October expenditures were insured by a cash advance from Riverkids and will be returned after the fund transfer.
- Finished: 85 finance vouchers for Alexandra and six transactions for One Livelihood project.
- Sotheary from Oxfam followed up and reviewed the project activities and budget, four months after implementation, through a Sykpe meeting. She advised us to ask Danielle to help develop a business plan for the micro business unit of uniforms and baby clothes.
- We have received \$80 in the form of loans and sums of \$226.83 and \$60 from the sale of school uniforms to Who Will and Asian Hope respectively. Because of the high number of orders and the short delay in delivery to the customers, we shared orders with women who are supported outside (who were in our program last time) as we were still training women inside, so they helped make uniforms for children in the Riverkids program.
- We have prepared a document that requires auditing for the period running from January to June 2012.

Challenges

- Some of the Riverkids and Livelihood project activities were delayed due to the delay of the funds transfer.
- The delay also resulted in four cash advances and one salary advance late for settlement.

None Due

Yes, attached as _____ (file name)

Donations in Cash

Donor Name	Email	Date	Amount	Restricted	Notes
<i>-Mr.G. T.</i>		<i>03-Oct-2012</i>	<i>74.08\$</i>		<i>Donation for Riverkids' children shoes</i>
<i>-Infinity Insurance</i>		<i>05-Oct-2012</i>	<i>100.00\$</i>		<i>Donation for Riverkids' children bags</i>
<i>-New World group</i>		<i>10-Oct-2012</i>	<i>200.00\$</i>		<i>Donation for Riverkids' children</i>
<i>-Project Abroad</i>		<i>24-Oct-2012</i>	<i>100.00\$</i>		<i>Donation for Riverkids' volunteering intern project</i>

Donations in Kind

Donor Name	Email	Date	Items	Value	Restricted	Notes
-Smart Mobile company		05-Oct-2012	- Books: 150 - Pens: 325		Children	
-Mr.G. T.		06-Oct-2012	- Shoes: 295 pairs	1050.20	Children	
-Mr.R. B.		23-Oct-2012	- Toothpaste: 24 tubes - Toothbrushes: 24 - Chalks: 3boxes - Color pencils: 5 boxes - White board markers: 12 - Sharpeners: 10 - Pencils: 185 - Books: 107		Children	

Other:

- Met with Azizah Oxfam to check the financial report. She requested to attach it with the contracts and job descriptions of the staff involved in the Livelihood project.
- Discussed with the Micro unit to learn about the cost of raw material for school uniform, with the objective of calculating the benefit to the program.
- Cooperated with the Micro unit and Danielle to prepare a finance management workshop.
- Met with the leadership and Susan volunteered to plan for project development.
- Cooperated with colleagues for office moving and formulated a request for a cash deposit from the house owner.
- Two finance staff attended sessions in financial internal control in ALDo and finance accountabilities in Chab dai collection.
- Joined the morning meeting with Education team.

Requests

Reporting:

Staff in charge of report: ____ Ket Sophonie, Om Tithya _____

Requests for new purchases over \$200

(Purchases under \$200 can be approved in Cambodia)

Item	Cost	Date by	Staff requesting	Reason	Notes

Requests for new staff or volunteers/

Needed	Role	Date by	Staff requesting	Reason	Notes

Requests for new training

Training	Cost	Date By	Staff requesting	Reason	Notes

Meals Enrollment

	Alexandra				
	Week 1	Week 2	Week 3	Week 4	Week 5
Breakfast	98	118	129	120	
Lunch	23	24	26	25	
Dinner	18	18	18	18	
Morning Snack	21	27	18	18	
Afternoon Snack	105	113	101	99	
Fresh Fruit (x3)	21	27	18	18	

	Blum				
	Week 1	Week 2	Week 3	Week 4	Week 5
Breakfast	42	40	30	42	
Lunch	8	8	8	8	
Dinner	3	3		4	
Morning Snack					
Afternoon Snack	28	32	28	26	
Fresh Fruit (x3)					

	Compassion				
	Week 1	Week 2	Week 3	Week 4	Week 5
Breakfast	35	39	34	49	
Lunch					
Dinner					
Morning Snack					
Afternoon Snack	28	23	29	31	
Fresh Fruit (x3)					

	Kilomet Six				
	Week 1	Week 2	Week 3	Week 4	Week 5
Breakfast	18	17	14	21	
Lunch					
Dinner					

Morning Snack					
Afternoon Snack	16	20	15	17	
Fresh Fruit (x3)					

New children added to Nutrition program

Name	RKID	Grade	Program	Reason

Children graduated from Nutrition program

Name	RKID	Grade	Reason

Food box supporting woman/family in community

Name	Item support	Location	Reason (keep continues)
1-S.L.	House rental fee and Utilities expense \$27 for a month.	Railway commune	HIV case parent
2- K.Y	None	Psa Touch.	K. absent and the mother didn't come to pick up. (social work with the family)
3-P.S.	40kg of rice and house rental, electric fee \$ 27.	Rail way II commune.	R. family at Compassion house

Other activities

- Delivered 334 packages (second hand clothes donated from visitors and donors) to children in 5 sites before Pchum Ben. Each package contained adult, children and baby clothing to share with the family.
- Provided 15 new t-shirts to women training, 24 to Get Ready program, and 43 to Smartypants and high school students.

- *Cooperated with Education to buy stationary products and delivered stationary to children for the new academic year.*
- *Cooperated with Education and volunteer –Ting Fu to provide shoes for children in each site.*
- *Supported logistics (space, snack and material) for children on school supplies delivery ceremony.*