

Financial

Reporting:

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

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

Highlights

- Prepared finance vouchers for 111 transactions, including 15 transactions for the One Livelihood project.
- Worked with the Micro Unit to prepare a voucher for a loan of \$185.50. Received income from the Micro Unit for deposited school uniforms from Who Will for \$267.00, sale school uniforms \$37.00 and sale Micro products \$27.00.
- Checked the inventory of Micro Unit for school uniforms, recycled products and rice.
- Revised the budget for the One Livelihood project so as to implement the finance management workshop.
- There were 30 participants at the finance management workshop facilitated by Danielle, being people from GRG, GRB and women in training programs.

Challenges

- Oxfam will provide \$100 for school uniforms but the purchase order for uniforms is over that amount, so we need the remaining amount from Alex.
- Riverkids has around 400 children who will continue into the new academic year 2012 to 2013. As a result, the finance teams have no time to pack the school materials, and have been behind on some of their responsibilities.

Evaluations

None Due

Yes, attached as _____ (file name)

Next Month

Please briefly describe activities planned for next month

- Revise budget for the One Livelihood project and request funds for the 3rd quarter.

- Meet with Oxfam donor for project discussions.
- Develop budget for a finance management workshop, including through working with the program director for planning.
- Prepare and support cash advances and settlements for the program team leader.
- Cooperate with the education unit to deliver school supplies and stationery in the new academic year on October 6 at Family House.

Donations in Cash

Donor Name	Email	Date	Amount	Restricted	Notes
-Ms.D.		07-Sep-2012	\$40.00	-For Advocacy walk	
-Ms. M.		17-Sep-2012	\$160.00	-For advocacy walk and survey program	
-Khmer Brewery		25-Sep-2012	\$950.00	-For Riverkids children for school uniforms and shoes	\$700 for school uniforms and \$250 for shoes; however, as shoes were already sponsored by Ting Fu from Singapore, we used the \$ 250 for school bags.
-Project Abroad		25-Sep-2012	\$100	-For Riverkids (volunteer)	

Donations in Kind

Donor Name	Email	Date	Items	Value	Restricted	Notes
-Khmer Brewery		27-Sep-2012	-Books 500 -Bags 50 -Red pens 50 -Blue pens 150 -Rulers 50			

Other:

- Worked on the logistics for staff meetings (staff policy, finance management workshop and staff weekly and monthly meetings)
- Worked with the Micro unit to calculate the amount of raw materials needed for school uniforms.
- Worked with the education unit to count and prepare the school supplies package.
- Worked with volunteer Mr. Teng Fu to deliver shoes for children at each site.

Requests

Reporting:

Staff in charge of report: _____ Khin Pheakdey _____

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

Weekly Boarding

Reporting:

Staff in charge of report: _____Sophonie and Om Tithya _____

Highlights

- The housemother prepared lunch and dinner for 12 weekly boarders and 10 (hungry) children, and provided lunch support to 19 children and 1 woman. They are from the grade class, the day care program and GRG.
- Ms.Choa Pov and Ms.Sophornnie packaged baby supplies, second hand clothes and shoes for delivery to children before Pum Ben day.
- Prepared a new package (toothbrush, toothpaste, towel and clothes) for new weekly boarders.
- The housemother provided shoes to 5 children with torn shoes.

Challenges

- Some children made noise early in the morning and the neighbor lodged a complaint with the housemother.

Evaluations

- None Due
- Yes, attached as _____ (file name)

Next Month

Please briefly describe activities planned for next month

- Ms.Sophornnie will work with Srey Mom to measure school uniforms for kids at each site.
- Will deliver food and nutrition after school to vulnerable children that attend state school.
- Will prepare and package in kinds that have in store room deliver to each site and provide to children.
- Seek advice from the child care coordinator on how to work well with children.

Current children in Weekly Boarding

Name	RKID	House	Progress
1. C. S. N.	056	Family house	<i>ID. 056, 052, 077, 024 and 060: they are in English class for a half day, and they help the house mother look after and play with the babies in day care during the rest of the day.</i>
2. C. S. N.	052	Family house	
3. C. S. N.	077	Family house	
4. C. K.	058	Blum house	
5. C. S. P.	0421	Family house	
6. C. J.	547	Family house	
7. K. N.	017	Family house	
8. M. S. L.	024	Family house	
9. C. L.	060	Family house	
10. C. C.	223	Blum House	
			<i>ID. 017: a half day in Beltie (general education) and a half day with the ESL program.</i>
			<i>ID.0421 and 547: In kindergarten. In addition, ID 0421 will register for state school for the new academic year.</i>

New or returned children in Weekly Boarding

Name of child	RKID	House	Reason to admit	Expected Time	Notes
C. R.	0365	Blum	His mother has HIV and his father is unemployed. His home (at the railway area) is not safe, and his father often uses violence against him and his mother.	6 months (pilot).	He can visit his parents every weekend.

Graduated children in Weekly Boarding

Name of child	RKID	House	Reason to graduate	Notes
T. C.	155	Blum House	They moved back with their parents in their home town, as their parents can get a better income now, and their school is also close to their house (so they will continue to study there).	Education unit will follow up with the children till they get in the new school.
T. C.	152	Blum House		

Dropped out or absent children in weekly boarding (More than 30 days/1 month)

Name of child	RKID	House	Reason to drop out	Notes

Meals Enrollment

	Alexandra				
	Week 1	Week 2	Week 3	Week 4	Week 5
Breakfast	88	81	86	84	
Lunch	24	22	18	20	
Dinner	18	18	13	15	
Morning Snack	21	21	20	20	
Afternoon Snack	107	128	101	110	
Fresh Fruit (x3)	21	21	20	20	

	Blum				
	Week 1	Week 2	Week 3	Week 4	Week 5
Breakfast	30	33	32	32	
Lunch	9	9	7	7	
Dinner	4	4	2	2	
Morning Snack					
Afternoon Snack	33	33	32	32	
Fresh Fruit (x3)					

	Compassion				
	Week 1	Week 2	Week 3	Week 4	Week 5
Breakfast	27	27	27	27	
Lunch					
Dinner					
Morning Snack	12	12	12	12	
Afternoon Snack	35	35	35	35	
Fresh Fruit (x3)					

	Kilomet Six				
	Week 1	Week 2	Week 3	Week 4	Week 5
Breakfast	17	17	17	17	
Lunch					
Dinner					
Morning Snack					
Afternoon Snack	10	10	10	10	
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 (for continuing such support)
<i>1. L.</i>	<i>Food (lunch and dinner) S. M. (GRG) will get \$0.50 a day for cleaning and cooking at Alexandra House.</i>	<i>Compassion House</i>	<i>HIV case parent</i>
<i>2- K. Y.</i>	<i>5kg of rice</i>	<i>Psa Touch</i>	<i>High risk (father used drugs and mother is a trash collector) In class for whole week RK provide 20kg for a month.</i>
<i>3-P. S.</i>	<i>40kg of rice</i>	<i>Railway II commute</i>	<i>Rotha family at Compassion house</i>

4-P. S.	<i>10kg of rice, 6 packets of noodles, 1bottle of oil, 2bottles of fish soy, garlic, sugar, and salt</i>		
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Other activities

- *S. Y. and Ms. Choa Pov worked with Ms. Sophornnie to pack school supplies for all the children for the new academic year.*
- *The housemother worked with the volunteers to take the weekly boarders and the children in English class to the Water Park.*
- *All housemothers attended the meeting to learn and share about work rules and delegation.*