



# CLUB DES AMIS DU VILLAGE

PROJECT FOR “INSTITUTIONAL SUPPORT FOR THE LOCAL INITIATIVE SCHOOL FOR HEARING IMPAIRED CHILDREN IN SOKODE IN THE DISTRICT OF TCHAOUDJO” IN TOGO

PROJECT NARRATIVE AND FINANCIAL REPORT  
YEAR 2  
PROJECT PROGRESS REPORT 1

Réf. : ONG CAV / GG / Projects 2023 / 003



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« **UNE ORGANISATION DE PROMOTION DE LA FEMME ET DE PROTECTION DE L'ENFANCE** »

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## **INTRODUCTION**

As part of its activities to promote the education of children in general and children with disabilities in particular, the NGO Club des Friends of the Village (CAV) has received funding from the COCH. Family and Mr JO. H., through GlobalGiving for the implementation of the activities of the Project "Institutional Support for the Local Initiative School for Deaf Children of Sokodé in the District of Tchaoudjo" for the second consecutive year.

As part of the implementation of this project , the NGO CAV mobilized a large grant from the COCH Family ( \$ 3 000) and Mr JO. H. ( \$ 100) through GlobalGiving.

The implementation of the activities of the said project began in September 2022 with the deferred delivery of the first tranche of funding to school officials in January 2023.

This report summarizes all activities carried out from September 2022 to February 2023.

## **PROGRESS OF ACTIVITIES**

### **I – NARRATIVE REPORT**

The following activities were carried out during this period:

- Payment of salaries of teaching staff;
- Provision of material resources and consumables to the school;
- Provision of fixed costs to the school;
- Monitoring of project activities.

#### **1.1 Payment of teaching staff salaries;**

The project helped strengthen the school's human resources last year. This year the salaries of the 3 teachers, the Director and other support staff were covered by project funds.

The regular payment of teachers' salaries has given them more motivation, which will lead to good student performance at the end of the school year.

#### **1.2 Provision of material resources and consumables to the school:**

Thanks to the funding, the school was able to have the financial means to repair the windows and ceilings of the classrooms.

It is also about the purchase of supplies such as reams of paper, chalk and educational books for teaching students.

#### **1.3 Provision of fixed charges to the school:**

The funding also made it possible to cover the payment of rent, water and electricity bills and other materials such as rulers, squares, protractors and school uniforms.

#### **1.4 Coordination and monitoring of project activities.**

In order to ensure effective management of this project, the technical staff of the NGO CAV supported the school officials in setting up an accounting system within the school with a view to controlling the equipment put in place and the funds received from the project.

A monitoring sheet for the level of implementation of project activities was designed and made available to school officials. These forms, filled in by the School Director at

the end of each term, made it possible to assess the level of progress of the project's activities and to gradually make improvements.

Follow-ups within the school were carried out by the project team. This team is made up of the Coordinator, the Accountant and the Cashier of the NGO. Telephone and Whatsapp contacts were exchanged between the technical team of the NGO, the Director and the founder of the school to advance the activities of the project.

### 1.5 Next steps

The same activities will be carried out soon for the rest of the 2022-2023 school year. It is :

- Payment of salaries for teaching staff
- Provision of material resources and consumables to the school
- Provision of fixed charges to the school;
- Monitoring and supervision of project activities.

Done in Sokodé, March 20, 2023.

For the NGO CAV, the National  
Coordinator



**GBELE-GUEWE Djobo Ousmane**

## II – FINANCIAL REPORT

This report is the quarterly financial statement of the activities carried out within the framework of the implementation of this project. It covers the period from January to March 2023 and includes:

- Funding received;
- The bank journal of the NGO and;
- Budget execution.

### 2.1 Funding received

The amount of the 1st <sup>tranche</sup> of the grant is **1,679,580 CFA francs**, or **US\$ 12,790** . This grant is distributed as follows:

- Execution of project activities at a cost of **1,500,000 CFA francs** , or **US\$ 2,492 and** ;
- The operating expenses of the NGO at a cost of **179,580 CFA francs** , or **US\$298**.

The financial flows of the financing are illustrated in the table below

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<sup>1</sup>US\$ 1 = 602 CFA francs as of January 26, 2023

**FUNDING RECEIVED**

**BANK JOURNAL ECOBANK (MUCRESA) N°140108065002 / 2023**

<b>DATES</b>	<b>No. PARTS</b>	<b>DESIGNATIONS</b>	<b>STARTERS</b>	<b>EXITS</b>	<b>SALES</b>
01/01/2023		Balance at 01/01/2023			0
01/26/2023	REF: M61INFT230300687 // C0030265276101	TRANSFER OF FUNDS – RECUS // C0030265276101 trf b/o GLOBALGIVING FOUNDATION INC for the Project: "Institutional Support for the Local Initiative School for Deaf Children of Sokodé in the district of Tchaoudjo" 2023	1,679,580	0	1,679,580
		<b>TOTAL</b>	<b>1,679,580</b>	<b>0</b>	<b>1,679,580</b>

## **2.2 - The bank journal**

The total amount of disbursements amounts to **1,679,580 F CFA**, or **US \$ 2,790 .**

The financial flows of funding and disbursements are shown in the table below.

**BANK JOURNAL ECOBANK (MUCRESA) N°140108065002 2023**

**EXECUTION OF ACTIVITIES**

<b>DATES</b>	<b>No. PARTS</b>	<b>DESIGNATIONS</b>	<b>STARTERS</b>	<b>EXITS</b>	<b>SALES</b>
01/01/2023		Balance at 01/01/2023			0
01/26/2023	REF: M61INFT230300687 // C0030265276101	TRANSFER OF FUNDS – RECUS // C0030265276101 trf b/o GLOBALGIVING FOUNDATION INC for the Project: "Institutional Support for the Local Initiative School for Deaf Children of Sokodé in the district of Tchaoudjo" 2023	1,679,580	0	1,679,580
01/30/2023	REF: M72CQWL230310006 // WITHDRAWAL BY CHECK //	WITHDRAWAL BY CHECK-PMT CHQ N° 8253410 FAV KAV. M. for the Project: "Institutional Support for the Local Initiative School for Deaf Children of Sokodé in the district of Tchaoudjo" 2023		1,500,000	179,580
02/21/2023	REF: M72CQWL230520006	Withdrawal by check-PMT CHQ N° 8253416 FAV KPEG. Adja., Accountant of the NGO CAV for the running costs of the NGO		179,580	0
		<b>TOTAL</b>	<b>1,679,580</b>	<b>1,679,580</b>	<b>0</b>

### **2.3 Execution of the budget**

The overall achievement rate is **100%** . The total cost is **1,679,580 CFA francs** ; or **US\$ 2,790** .

This grant is distributed as follows:

- The amount of human resources for a cost of **1,170,000 CFA francs** , or **US \$ 1,944**
- The amount of material resources for a cost of **119,000 CFA francs** , or **US\$ 197**
- The amount of consumables for a cost of **54,000 CFA francs** , or **US \$ 89**
- The amount of fixed charges for a cost of **157,000 CFA francs** ; i.e. **US\$ 261**
- The operating expenses of the NGO for a cost of **179,580 F CFA** , or **US\$ 298**

The budget assessment data is summarized in the table below

**FINANCIAL REPORT OF THE INSTITUTIONAL SUPPORT PROJECT / BUDGET EXECUTION**

<b>No.</b>	<b>DESIGNATIONS</b>	<b>QUANTITIES</b>	<b>UNIT PRICE (in CFA francs)</b>	<b>TOTAL PRICE (in CFA F)</b>	<b>EXPENSES</b>	<b>REMAINING</b>	<b>COMPLETION RATE (%)</b>
<b>1</b>	<b>HUMAN RESSOURCES</b>						
1.1	School director	6	50,000	300,000	300,000	0	100
1.2	Teacher 1	6	45,000	270,000	270,000	0	100
1.3	teacher 2	6	30,000	180,000	180,000	0	100
1.4	teacher 3	6	30,000	180,000	180,000	0	100
1.5	Coordinator	6	40,000	240,000	240,000	0	100
	<b>Sub-Total 1 - Annual human resources</b>			<b>1,170,000</b>	<b>1,170,000</b>	<b>0</b>	<b>100</b>
<b>2</b>	<b>MATERIAL RESOURCES</b>					0	#DIV/0!
2.1	Repair doors, windows and ceilings:					0	#DIV/0!
2.2	Doors:	2	25,000	50,000	50,000	0	100
2.3	Windows	3	10,000	30,000	30,000	0	100
2.4	Ceilings	1	39,000	39,000	39,000	0	100
	<b>Sub-Total 2 - Material resources</b>			<b>119,000</b>	<b>119,000</b>	<b>0</b>	<b>100</b>
<b>3</b>	<b>CONSUMABLES</b>					0	#DIV/0!
3.1	Ream of A4 size papers	0.5C	6,800	6,800	6,800	0	100
3.2	Boxes of white chalk	6	1,200	7,200	7,200	0	100
3.3	Boxes of colored chalk	6	2,500	15,000	15,000	0	100
3.4	Purchase of educational books	10	2,500	25,000	25,000	0	100
	<b>Sub-Total 3 - Consumables</b>			<b>54,000</b>	<b>54,000</b>	<b>0</b>	<b>100</b>
<b>4</b>	<b>FIXED EXPENSES - YEAR 2020 - 2021, RENEWABLE</b>					0	#DIV/0!
4.1	Monthly rent	6	8,000	48,000	48,000	0	100
4.2	monthly electricity bill	6	3,000	18,000	18,000	0	100

4.3	Diary notebooks	6	1,000	6,000	6,000	0	100
4.4	Call register	6	1,000	6,000	6,000	0	100
4.5	Eraser	5	1,000	5,000	5,000	0	100
4.6	Ruler+square+protractor	3	15,000	45,000	45,000	0	100
4.7	Map of TOGO	1	9,000	9,000	9,000	0	100
4.8	Knitwear	10	2,000	20,000	20,000	0	100
	<b>Sub-Total 4 - Fixed Charges</b>			<b>157,000</b>	<b>157,000</b>	<b>0</b>	<b>100</b>
<b>5</b>	<b>HOW THE CAV NGO WORKS</b>						
<b>5.1</b>	<b>Operation of the NGO CAV</b>	<b>1</b>	<b>179,580</b>	<b>179,580</b>	<b>179,580</b>	<b>0</b>	<b>100</b>
	<b>Sub-Total 5 - Operation</b>		<b>179,580</b>	<b>179,580</b>	<b>179,580</b>	<b>0</b>	<b>100</b>
	<b>GRAND TOTAL</b>			<b>1,679,580</b>	<b>1,679,580</b>	<b>0</b>	<b>100</b>

For the NGO CAV, the Administrative and Financial Manager

The Coordinator

KPEG. Adja.

G-G D. Ous.

**APPENDICES:**

**SOME PHOTOS OF THE ACTIVITIES CARRIED OUT**



**SOME STUDENTS FROM THE SCHOOL**



THE SCHOOL'S TEACHING STAFF



SOME PEDAGOGICAL BOOKS ACQUIRED BY THE PROJECT



**GEOMETRIC SET ACQUIRED BY THE PROJECT**