



# CLUB DES AMIS DU VILLAGE

**NARRATIVE AND FINANCIEL REPORT OF THE PROJECT  
“INSTITUTIONAL SUPPORT FOR THE LOCAL INITIATIVE  
SCHOOL FOR HEARING IMPAIRED CHILDREN IN SOKODE IN  
THE DISTRICT OF TCHAOU DJO” IN TOGO**

**YEAR 2**

**PROJECT PROGRESS REPORT 2**



**JULY 2023**

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## **I- RAPPORT NARRATIVE**

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

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

This report summarizes all activities carried out from April 2023 to July 2023.

The following activities were carried out during this period:

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

### **1.1. - PROGRESS OF ACTIVITIES**

#### **1.1.1 Payroll for teaching staff:**

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.

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

Thanks to the funding, the school was able to have the financial means to purchase supplies such as reams of paper, chalk and educational books for teaching students.

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

The funding also made it possible to cover the payment of rent, water and electricity bills.

#### **1.1.4 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.

## 1.2 – NEXT STEPS

This involves acquiring land to build a school building with 3 classrooms plus an office.

## II- FINANCIAL REPORT

As part of the implementation of the "Institutional Support for the Local Initiative School for Deaf Children of Sokodé in the district of Tchaoudjo" project , the NGO CAV mobilized a large grant from the COCH family and Val B. through GlobalGiving.

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 April to July 2023 and includes:

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

### 2.1 - FUNDING RECEIVED

The amount of the 2nd <sup>tranche</sup> of the grant is **1,813,994 CFA francs**, or **US\$ 13,013** . This grant is distributed as follows:

- Execution of project activities at a cost of 1,500,000 F CFA, or US\$ 2,492 and;
- The operating costs of the NGO for a cost of **313,994 CFA francs** , or **US\$522**;

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

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<sup>1</sup>US\$ 1 = 602 FCFA as of April 26, 2023



# CLUB DES AMIS DU VILLAGE

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## FUNDING RECEIVED

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

DATES	No. PARTS	DESIGNATIONS	STARTERS	EXITS	SALES
04/01/2023		Balance at 04/01/2023			0
04/25/2023	REF: M61INFT231150614	TRANSFER OF FUNDS – RECEIVED // 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 813994	0	1 813994
		<b>TOTAL</b>	<b>1 813994</b>	<b>0</b>	<b>1 813994</b>



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## 2.2 - THE BANK JOURNAL

The total amount of disbursements amounts to **1,813,994 CFA francs**, or **US\$ 3,013** .

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



# CLUB DES AMIS DU VILLAGE

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

### EXECUTION OF ACTIVITIES

DATES	No. PARTS	DESIGNATIONS	STARTERS	EXITS	SALES
04/01/2023		Balance at 04/01/2023			0
04/25/2023	REF: M61INFT231150614	TRANSFER OF FUNDS – RECEIVED // 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 813994	0	1 813944
03/05/2023	REF: 8253430	WITHDRAWAL BY CHECK-PMT CHQ N° 8253430 FAV K. MALAR MOLA for the Project: "Institutional Support for the Local Initiative School for Deaf Children of Sokodé in the district of Tchaoudjo" 2023		1.5 million	313,994
04/05/2023	REF: 8253432	Withdrawal by check-PMT CHQ N° 8253432 FAV KPEGI Adja, Accountant of the NGO CAV for the management of the project: "Institutional Support for the Local Initiative School for Deaf Children in Sokodé in the district of Tchaoudjo"		313,994	0
		<b>TOTAL</b>	<b>1,813,994</b>	<b>1,813,994</b>	<b>0</b>

## 2.3 - EXECUTION OF THE BUDGET

The overall achievement rate is **100%** . The total cost is **1,813,994 CFA francs** ; i.e. **US\$ 3013** .

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 **313,994 CFA francs** , or **US \$ 522**

The budget assessment data is summarized in the table below :



# CLUB DES AMIS DU VILLAGE

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

No.	DESIGNATIONS	QUANTITIES	UNIT PRICE (in CFA francs)	TOTAL PRICE (in CFAF)	EXPENSES	REMAINING	COMPLETION RATE (%)
<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>	0	100
<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 means</b>			<b>119,000</b>	<b>119,000</b>	0	100
<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>	0	100
<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>	0	100
<b>5</b>	<b>HOW THE CAV NGO WORKS</b>						
5.1	Operation of the NGO CAV	1	313,994	313994	313994	0	100
	<b>Sub-Total 5 - Operation</b>		<b>313994</b>	<b>313994</b>	<b>313994</b>	0	100
	<b>GRAND TOTAL</b>			<b>1 813994</b>	<b>1 813994</b>	0	100

For the NGO CAV, the Administrative and Financial Manager

KPEG Adja

The Coordinator

GG D. Ousm