

# Bridge for Development Organization

## A. Activities of October – December, 2019

### 1. Administrative Tasks

- Printing of organizational stamp
- Printing of vouchers (check payment, petty cash payment, Goods receiving note and store issue voucher)
- Preparation of draft accounting manual.
- Preparation of draft personnel manual
- Preparation of draft accounting and administrative/HR related formats

### 2. Financial Tasks

- Birr 3553. 98 collected from founding members.

### 3. Organizational Development

- Material donation request letter sent to 8 organizations. (7 INGO, 1 LINGO). Response (positive or negative) yet not confirmed because the letters sent in December but responsible persons went for holiday for New Year.
- As a fundraising initiative, initiation letters were written to 20 friends, and most of friends have encouraged me will contribute.
- Organizations have been identified for asking capacity building support although not sure if they support and in preparation of sending a request after holiday.

### 3. Networking/partnership

- Organizations with similar mission have been identified and experience sharing visit to their office done

### 4. Program/project

- Some project ideas identified such as Life Skills Training, HIV/AIDS prevention, school health, children education, etc.

## B. Major Challenges

- Replacing HR (accountant, audit, volunteers)
- Shortage of money for operating expenses
- Lack of office furniture and equipment

## C. Lessons Learned

- More HR requirement (competent professionals, and volunteers)
- More experience sharing and communication for partnership with experienced NGOs.
- To implement extensive fundraising strategies
- More supports from board members

**BRIDGE FOR DEVELOPMENT ORGANIZATION (BDO)**  
**INCOME AND EXPENDITURE STATEMENT**

As of December 30, 2019

<u>INCOMES</u>	<u>NOTE</u>	<u>CURRENT BALANCE</u>
Members' Contribution -----		3553.98
Grants -----		-----
-----		-----
-----		-----
-----		-----
Total Income -----		3553.98
 <u>EXPENDITURES</u>		
Direct project expenditures -----		0
Overhead Expenditure -----		0
Administrative Expenditure -----		3553.98
Total Expenditures -----		3553.98
Excess of income over expenditure -----		-----
Balance brought forward (previous year's balance) -----		-----
Year end balance (fund balance) -----		-----

Prepared by (finance officer)

Verified by (auditor)

Name: -----

Name: -----

Signature: -----

Signature: -----

Date: -----

Date: -----

NB

1. In the income section other income items could also be disclosed.
2. Mmbers' contribution should show how many members have settled their fees.
3. Grants should show from whom the grant was secured.
4. Details of project costs and administrative costs should also be attached with the report.