



TOGETHER FOR CAMBODIA

Annual Development Review 2012



TOGETHER FOR CHILDREN IN CAMBODIA

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OUR VISION

To advocate for children who have less opportunity in order to make a positive change in their lives

OUR MISSION

To educate, train, protect, care and support children so that they will become self-reliant in the future.

OUR VALUES

Our vision is to assist children and provide the necessary training to the house mothers and staff to ensure that the child protection policy and minimum standards are strictly observed for the best interests of the children.

WHO WE ARE?

Together for Cambodia is a local, not for profit, non-governmental organization. We are a neutral, non-discriminatory organization that promotes human rights, child rights and child welfare. We help at-risk children including orphans, vagabond children, rubbish collecting children, children whose parents do not have the ability to care, children who have been involved in situations of domestic violence, and abandoned children.

PROJECT DESCRIPTION

This project was established following the discovery that some children are in situations where it is difficult for them to have proper food, education, safe accommodation, and to receive vocational training. This is due to poverty in their family, the death of their parents or guardian, and the absence of basic education among their parents or guardians. These children cannot protect themselves. They are vulnerable and at-risk. Their lack of opportunity makes it difficult for them to secure a future, including finding a job. This will make them vulnerable to taking drugs, stealing, and other illegal activities which are unacceptable to society. Yet, these children are bamboo shoots who, with assistance, can grow up to be bamboo and become the future leaders of the country.

TOGETHER FOR CAMBODIA wants to be with them, live with them, and encourage them to receive a good education and vocational training so that they can make changes to their lives and to have a good future when they grow up. This will give them dignity and humanity and they will stop being frightened of violence, starvation and discrimination.

TOGETHER FOR CAMBODIA is operating an **Orphan and Vulnerable Children Centre** and **Income Generation of Vulnerable Women in the Community** in Siem Reap. In the Orphan and Vulnerable Children Centre there are 40 children, between the ages of 3 and 20. They are provided - safe accommodation, food, education, sports, medical care and other necessities. Our care –meets the Minimum Standard of the Ministry of Social Affairs, Veterans, and Youth Rehabilitation. The Income Generation of Vulnerable Women in the Community project currently has 04 vulnerable women working in the revenue-producing project.

To Provide Education, Training, and Support to Enable Children to Become Self-reliant in the Future.

*Dear Board of Trustee, Benefactors, Sponsors, Friends,
Colleagues, National and International Development Partners.*

The experience and efforts of the management and staff have substantially improved **TOGETHER FOR CAMBODIA**'s stability, and transparency. All donated materials and money are used to help our at-risk children and families. Our donors are very satisfied, trust us, and have confidence in our efforts.



This report documents the development of **TOGETHER FOR CAMBODIA** and the active support of the donors. In 2012, **TOGETHER FOR CAMBODIA** started to strongly reinforce its strategies on **child protection, minimum standards, education, health, nutrition, accommodation, training -and staff capacity building**. The rights of the children, their families and the community were ensured through decision making and participation.

Although we encountered some challenges, including the impact of the global economic crisis, natural disasters, increasing rates of child abuse, child trafficking and child labor exploitation, our staff and donors are working to bring positive change to children's lives. I am proud of the tremendous efforts of the staff, donors, and fund-raisers and am grateful to the Provincial Department of Social Affairs, Veterans and Youth Rehabilitation in Siem Reap who often send their officers to participate and cooperate with us.

Last but not least, I would like to express my profound thanks to all national and international donors who raise funds to support the development and positive change in the lives of Cambodian children who are at risk.

A handwritten signature in blue ink, which appears to read 'Ouk Piseth'. The signature is fluid and cursive, written over a horizontal blue line.

OUK PISETH
Executive Director

GENERAL ACTIVITIES

In 2012, we have continued implementing our 2011 action plan in order to achieve the goals outlined in the organization's 5-year strategic plan. We focused on implementing three programs: the **Orphan and Vulnerable Children Centre**, a **program for Community Children Whose Parents Cannot Afford to Send them to Hospital**, and a **program for Poor Women in the Community Who are not Able to Earn a Sustainable Income**. The primary areas we have focused on are accommodation, food, health, sports, education, scholarship, and vocational skill training for children. These programs will provide the children with many skill sets before they go back into the community.

STAFFING

There are 21 Local Staff and 01 Expatriate Staff.

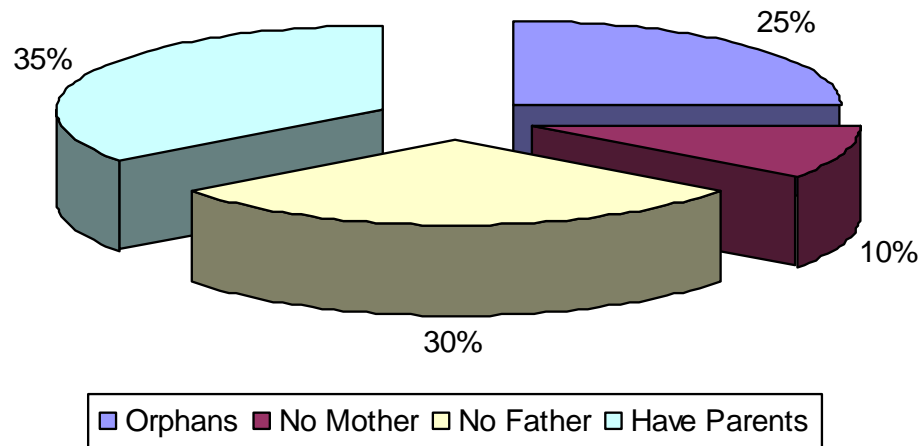


President (01), Executive Director (01), Assistant Manager (01), Administrative/Finance Officer (01), Social Worker/Counselor (01), English Teacher (01), Computer Teacher (01), Children Care Team Leader (01), House Mothers (03), Drivers (02), Cooks (02), Cleaner (01) and Security Guards (02) and Sewing Ladies (04).

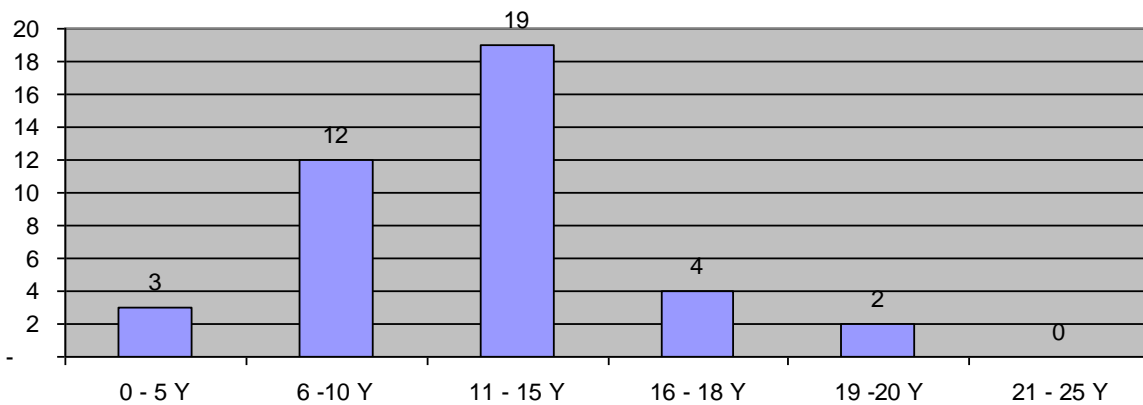
CENTRE CHILDREN

There are 40 children, 14 females and 26 males.

TYPE OF CHILDREN



PERCENTAGE OF THE GAP BETWEEN CHILDREN AGE



SAFE ACCOMMODATION



The organization has rented a big building for children to live safely and comfortably called “**Children House.**” It is a two-floor- building with 12 rooms. Each room is wide and has toilets. We have organized a separate accommodation for boys and girls. The boys live on the ground floor and the girls live on the second floor.



Each room has been equipped with steel bunk beds for children with individual mosquito nets, blankets, pillows, and a mattress. Children are not allowed to share a bed and each room has wardrobes, cupboards or shelves for their belongings. Their rooms are also equipped with individual hygiene baskets which include items like soap, hair shampoo, toothpaste, toothbrush, and towels.



The children must keep their bedroom and bathroom clean at all times; this is a necessary life skill.



The buildings are equipped with six fire extinguishers in accordance with the advice from experts to ensure safety for children and each building. The building campus is big enough that we have built a volleyball court, a basketball court and installed three swings for the smaller children.



FOOD AND NUTRITION

Children are provided with three meals per day. They have breakfast at 06:30 before they go to school. After they come back from school, they change clothes and clean around the house. At 11:45 they eat a nutritious lunch that is centered on energy food, constructive food and protection food.



Children have dinner at 17:00. The organization prepares dessert for them once or twice per week. Childcare team leader and cooks are responsible for preparing a weekly food schedule which is focused on ensuring children receive proper nutrition. Children are also involved in food menu preparation.



EDUCATION

A- General Education

TOGETHER FOR CAMBODIA strongly focuses on providing the basic general education to children. Thus, the organization has sent 39 children to study general education at the private school, New York International School-NYIS. We have children placed in grades 1 through to grade 12.



B- English Learning

In 2012, two levels of English were taught for the younger children with low English proficiency. Four small children have studied the basic level and eight children have learned the “Let’s Go 2” course book. The organization has a qualified English teacher majoring in TEFL.



We have a specific curriculum and exams are conducted weekly, monthly, and at term-end. The children are motivated to participate in group work, pair work, and by watching educational video and song.

Children who have good English proficiency, morality and commitment to their studies are sent to learn English at the **Australian Centre for Education-ACE**. In 2012, 26 children were sent to ACE. They studied hard, achieved good results and received certification of Admiration.





C- Computer Skills Training

Children have undertaken computer training in courses such as Basic Computer Skills, General Administration (MS Word, Excel and PowerPoint) and Internet and Email. The organization has a computer lab and teacher with information technology skills.



Children go to school by vans, Tuk Tuk, and bicycles. The organization has two drivers for the vans and Tuk Tuk. Small children are driven to school but teenagers are allowed to ride bicycles by themselves. We have taught them traffic law and the requirement of using a helmet.



D- Transportation

TOGETHER FOR CAMBODIA has sufficient transport for the children including one Pickup 4Runner Car, two Vans, one motorbike, one Tuk Tuk, and twenty three bicycles.



E- School Materials

School materials have been provided to children to fulfill their study needs. When they have used the materials, they are required to bring them back in order to exchange them for new materials. The office is stocked with study materials like books, pens, pencils, rulers, color pencils and erasers.



HEALTH CARE

A- First Aid

Our first-aid room is built and equipped with a bed, medicine cupboard, and first-aid kits. We use it when children get sick with infectious diseases in order to prevent the infection spreading to other children. We also have a first aid box in the children house.



It is kept and used in emergencies before sending a child to the hospital. The first-aid kits are kept in the first aid box which includes medicine, cotton, scissors, gloves, compress, betadine, and alcohol.

B- Angkor Hospital for Children

Children are sent to Angkor Hospital when they get sick and the illness has not subsided after house mothers provide them with medicine for one or two days.. House mothers always follow medical prescriptions and closely monitor the sick child's symptoms.

TOGETHER FOR CAMBODIA has a good relationship with **Angkor Hospital for Children**. All the health problems of the children are recorded in order to follow up problems related to their health. Each child has an individual health profile which is used whenever the child goes to the hospital to get treatment.



C- Hygiene Products

Hygienic products like soap, shampoo, toothpaste, toothbrushes and detergent are individually provided to all the children. They have been taught how to use the products and keep themselves clean. We purchase more hygienic products every week according to the children's needs.



SPORT AND ENTERTAINMENT

1- Sport

Playing sports contributes to healthy children. **TOGETHER FOR CAMBODIA** has weekly sport programs. The children are taken to play outside on Tuesday and Thursday from 4:00 pm- 5:30 pm.





We have rented a big sport ground outside our center, which consists of a soccer field, a volleyball court and other sport grounds. The male children were formed into soccer groups and received training; the female children were formed into groups for volleyball, badminton, jump rope and hula hoop. In 2012 we sent the children to play in soccer matches and

Volleyball matches with other partner organizations in Siem Reap province. The soccer groups of **TOGETHER FOR CAMBODIA** officially joined Globalteer Junior Soccer League.

In the center, the children participate in sport every day from 15:30-17:00. The house mothers and other staff let the children play mixed sport. The children are very enthusiastic about the sports program. One commented:



“I like playing sport because it keeps me healthy and strong. I have learned from cooperation, making friends and teamwork, and I have played happily with other children.”

2- APSARA Dancing

Apsara Dance and other traditional Khmer dances are part of the Cambodian identity and heritage. The organization hired two dance teachers, who specialize in traditional dances, to teach the children every Sunday morning from 08:00 am – 10:00 am. The children learn about grace and types of traditional Khmer dances.



3- Party and Outing



Parties were held in and outside the center in order to allow the children to experience happy moments such as singing, dancing and eating delicious meals. In 2012, we held many parties such as farewell-to-donors party, universal birthday party for all the children, and a New Year's party.



Outings to various resorts around Siem Reap province were taken every Sunday afternoon. We divided the children into two groups per week. The staff were allowed to go with the children every week. On Sunday morning the big children were allowed to go cycling as well.



The children were taken to visit their families in the community on important occasions such as Khmer New Year, Pchum Ben Festival and Water Festival. The children’s relatives were allowed to visit them at the center at any time with coordination from the staff and the manager to ensure the children’s safety.



4- Children Participation in Social Activities

The children were encouraged to participate in and interact with the community society outside of the center. Early in 2012 the children attended the Giant Puppet Parade, which is a march on a big road in downtown Siem Reap attended by various organizations in the province. The children participated in this event by decorating the Giant Puppet animals.



The children also attended the celebration of International Children Day on June 01, 2012. This event was sponsored by the department of Social Affairs, Veterans and Youth Rehabilitation in Siem Reap province with participation from other organizations.



CHILDREN CLUB

The Children Club plays an important role in educating the children about decency, respect and morality. Khmers study song, tradition and custom. This program is critically important for the children and many activities had been taught and learned.



THE WORLD AND ME

This program provided the children with general knowledge and important information about the world in the present day. This was an optional program and children were divided into groups based on their ability level of English language.



EXPOSURE VISIT



All the children and a number of staff visited **Siem Reap International Airport** where they were given presentations on air travel and other procedures.



CHILD MOVEMENT

1- New Children

In 2012 **TOGETHR FOR CAMBODIA** accepted a new child from Siem Reap province into the center. This child had no father, and his mother had left him with his elderly grandmother who could not afford his food, care and schooling. After assessing his family condition and his community, the management discussed his situation with the Department of Social Affairs, and decided to accept him into the organization.



2- Reintegration



After completing family assessments in 2012, **TOGETHER FOR CAMBODIA** decided to reunite one child with their family. With cooperation from the District's Social Affairs officer and local authority it was felt that his family had the ability to look after him and send him to school.

SOCIAL WORK AND COUNSELING

1- Family Assessment



TOGETHER FOR CAMBODIA began conducting family assessments for all the children living in the organization. The main objective of this assessment was to establish accurate information about the background of each child and their family conditions. Family assessments were successfully completed on 38 families in 2012.



2- Counseling for Children



Providing counseling to the children is extremely important. Consequently, the organization set up the counseling department to offer emotional and psychological support to the children. The **TOGETHER FOR CAMBODIA** counseling department shared the sorrows, hardships and problems the children were facing such as behavioral disorder, anxiety, studies, conflict and family problems.

3- Supporting Poor Families



TOGETHER FOR CAMBODIA donated to six poor families in Pchum Ben Festival 2012, all of which had children living in the organization. The organization donated food packages which included rice, noodle, canned caramelized fish, sugar, milk, fish sauce, soya sauce, salt and other items. The organization also made monthly donations to a family of an elderly grandmother of a child who was sick and unable to work.

ADMINISTRATIVE WORK

1- Documents and Internal Resources

TOGETHER FOR CAMBODIA has been making amendments to its policies and procedures in order to better meet the needs of the children. . The policies that have been reviewed are: Child Protection Policy, Internal Rules, Code of Ethics, Visitor Guidelines, Volunteer Rules and documents that deal with the requests made by families to visit children at the center and the requests by children to visit their families. The organization signed Staff Contracts with all the staff and created Job Descriptions and other staff's documents at all levels.

The organization also enjoyed a remarkable achievement in 2012 by signing Memorandum of Understanding (MOU) with the Ministry of Social Affairs, Veterans and Youth Rehabilitation. This MOU is required for all of the NGOs that work with children.



2- Monthly Staff Meeting

Staff meetings are once a month in order to gather monthly results, celebrate staff accomplishments and discuss the challenges they have encountered. The management also endeavored to solve every problem raised by staff during these meetings. The monthly meetings also focused on work plans for the following month.



We also held weekly meetings with the staff from each section when necessary in order to effectively deal with any new problems the staff were encountering and to remind them about their responsibility to the children and their protection.

3- Attending Workshop, Training and Meeting

On 7 September the President of TOGETHER FOR CAMBODIA was invited to a meeting with AECID, the Spanish Technical Cooperation Office in Phnom Penh. The meeting provided information on the current situation and future cooperation of the Spanish government with and some of the Spanish NGOs that are doing work in Cambodia.



The management of **TOGETHER FOR CAMBODIA** attended monthly meetings and trimester meetings organized by the Ministry of Social Affairs, Veterans and Youth Rehabilitation in Siem Reap province. We participated in workshops run by the Ministry and various departments, institutions and partner organizations.



The Executive Director of **TOGETHER FOR CAMBODIA** was appointed by the Department of Social Affairs as a representative for all of the organizations in Siem Reap province to deliver a speech **about participation in promoting children rights in civil organizations, at the 63th anniversary of International Children Day 2012.**

4- Staff Capacity Building

TOGETHER FOR CAMBODIA focuses on childcare, child protection and child development. The training of childcare staff and general staff is another vital factor; therefore, the organization sent staff to attend training programs set up by partner organizations working with children.

A- Internal Training

The organization also provided parenting skills training to its staff in the center. The organization asked expert doctors from **Angkor Children Hospital** to provide training in first-aid to staff and older children. Other local organizations also sent staff to receive this training with us.



B- Staff Education

To assist in developing strong professionals, the organization provided computer classes and English classes to our staff members. Classes were active five days per week, 3 days for English lesson and 2 days for computer class.



C- External Training

In 2012 **TOGETHER FOR CAMBODIA** sent staff members to receive training provided by **World Vision-Cambodia**. **Six members were trained in Theory and Application of Child Exploitation Psychosocial Assessment Tool (CEPAT)**; two members received training on **Policy and Maximal Standards for Protecting of the Rights of Victims of Human Trafficking**; and, three members received training in legal procedures in child protection for voluntary staff organized by **ConCERT**.



5- Volunteering

TOGETHER FOR CAMBODIA accepts only volunteers who have specific skill sets. All accepted volunteers were required to provide a criminal records check from their home country and to document their educational and employment background on the application form. In 2012, we welcomed two groups of volunteers. The first volunteer came from Canada. He is majoring in finance and was recommended by a financial Company named **Accounting for International Development (AFID)** in England. He helped make corrections to our financial system and gave advice on using a new system which is easier to manage. The second volunteer group were engineers from Belgium and they do airport- related work. They showed the children and staff how an airplane is flown and provided information on other operations at the airport.



6- New Bank Accounts

In 2012, in order to upgrade our work and make our financial system more transparent we opened two new bank accounts. The first bank account is for purchasing land and buildings and the second bank account is for paying staff salaries.



7- Visit and Relationship

TOGETHER FOR CAMBODIA makes monthly and trimester reports to the local authority and the Department of Social Affairs, Veterans, and Youth Rehabilitation. A working group of **the Ministry of Social Affairs, Veterans and Youth Rehabilitation** carried out an assessment of the organization prior to signing the MOU.

The organization management paid visits to other partner organizations and children centers including **Friend International** and **DON BOSCO School**. Our objective was to learn more about organization and management and exchange work experience concerning parenting and child protection. We are establishing cooperative relationships with partner organizations that share our goals.



8- Donations

A. Receipt of Donation Products





The organization also made donation to external department and institutions such as: two laptops to the Siem Reap Department of Social Affairs, to the Office of Anti-Human Trafficking, and Juvenile Protecting of the Headquarter of Military Police in Siem Reap province. Furthermore, the organization donated money to support various activities of the department of Social Affairs.

9- New Land



This is the children land that we purchased years ago, but it has not been developed yet. If we check the situation of this land, we will need a lot of capital for the development; therefore, we decided to just keep this land now.

10- Children Land

In order to accomplish the goals set out in the strategic plan, **TOGETHER FOR CAMBODIA** will ensure sustainability for all of its programs. In 2012 the organization purchased a plot of land of 5000 m² to develop our own new children center located near Siem Reap municipality. Our project plans include development of separate buildings for male and female children, a center for education, a professional training building, a sports ground, office and meeting hall. This project is currently in the planning phase as we will need a substantial amount of capital prior to moving into the development phase.



This is our land! We need this land to live on as you do. We will live on this land until we grow up and got jobs. At that time, we will leave and keep this land for children of the next generation to live on.

11- Protection House



VISITOR ROOM

We set up a room to welcome visitors and donors and so they can see our programs. We display photos of the organizations' activities.



FIRST-AID ROOM

We set up first aid for the children and for them to stay during infections. The organization has first-aid kits and sufficient medicine stored in this room.



COUNSELLING ROOM

We set up a room for providing counseling to the children, support and additional education to them.



INCOME GENERATION

A- COOK BOOK

This book was born from an idea to make a difference in the children's lives and buying this book helps the process. Hundred percent of all sells go directly to the children support.



B- BAG SEWING PROJECT



The **Sewing Project** is a program that provides work for poor women in the community so that they can earn money to support their families. This program also generates funds to support our organization. The organization has selected widows, women with many children and poor women unable to make a daily living. The organization teaches them about tailoring handbags in an easy and effective way. They can then make a sustainable living by being a tailor.



There are four women and 12 sewing machines in this program. These women can produce, on average, 15 – 20 handbags a day per person. We have a purchase order for 1,000 bags per month from **Spotlight**, a company located in Australia. In addition we have received orders from other retailers in Australia and a number of the large hotels in Cambodia.

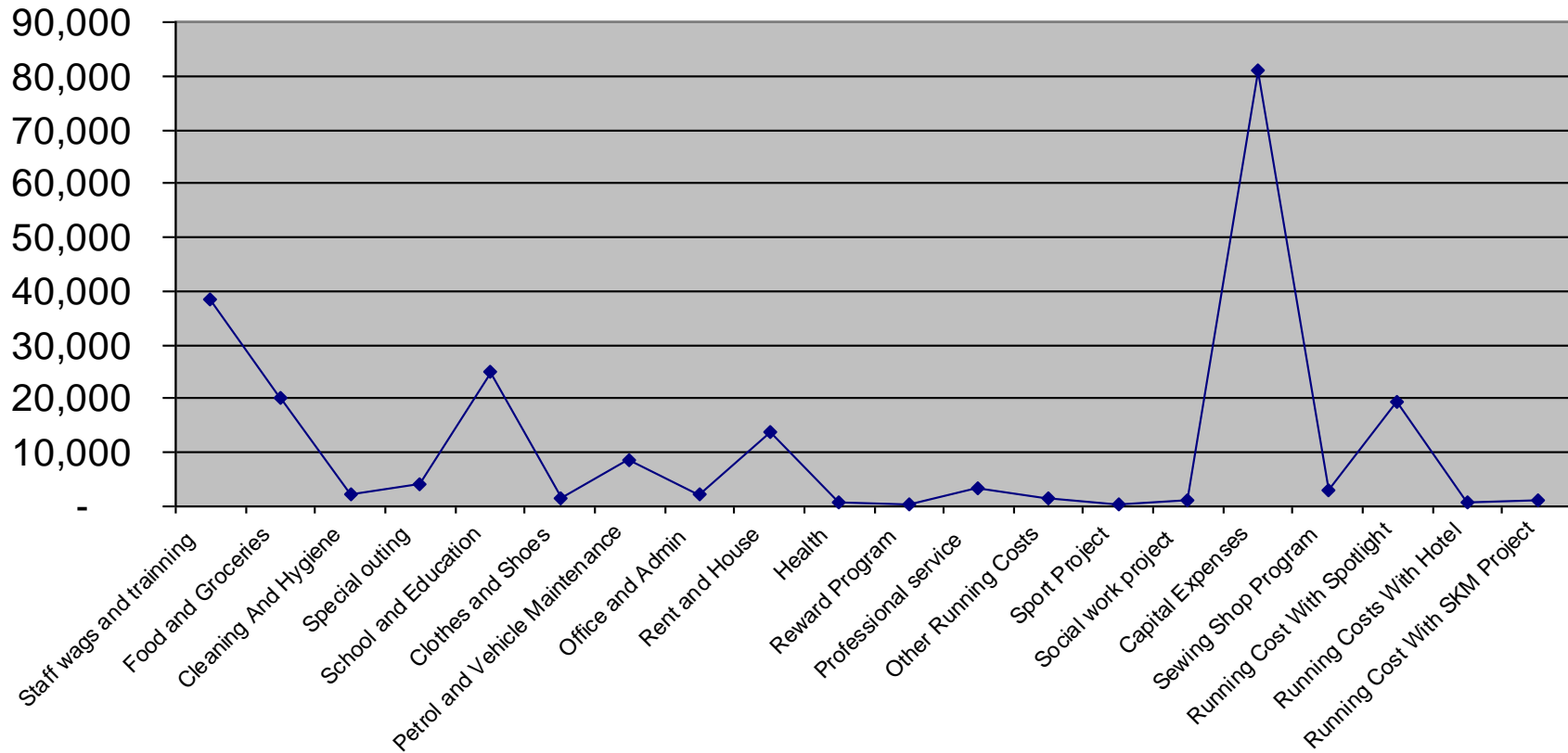
C- POLO SHIRT SEWING PROJECT



The **Polo shirt Tailoring Project** is a pilot project established in 2012. The program is sponsored by a project named **SKM** through a company in Australia. We selected one of our skilled employees from the sewing project and sent her to learn Polo shirt tailoring for five months so that she can now make the Polo shirts by herself. We recently received a purchase order for Polo shirts from Australia.



BRIEF FINANCIAL REPORT EXPENDITURES IN YEAR 2012



No	ACCOUNTS NAME	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1.1.0	Staff wags and training													
	Staff salary	3,158.00	2,940.00	3,364.00	2,671.00	3,486.00	3,046.00	2,773.00	3,434.10	3,118.80	3,568.50	3,108.50	3,215.00	37,882.90
	Teacher Allowance	50.00	25.00	50.00	75.00	50.00	75.00	75.00	50.00	100.00	50.00	50.00	100.00	750.00
	Total	3,208.00	2,965.00	3,414.00	2,746.00	3,536.00	3,121.00	2,848.00	3,484.10	3,218.80	3,618.50	3,158.50	3,315.00	38,632.90
1.3.0	Food and Groceries													
	Food	1,598.69	1,327.62	1,507.96	1,336.68	1,578.52	1,356.24	1,389.40	1,328.97	1,316.92	1,288.09	1,464.36	1,344.78	16,838.23
	Ingredients	148.03	105.03	119.97	126.74	103.86	120.91	135.58	108.78	99.60	89.82	99.12	107.51	1,364.95
	Rice	144.75	125.50	106.25	89.25	132.00	113.25	149.25	154.50	103.00	77.25	25.00	96.25	1,316.25
	Pure Water	18.75	26.70	46.75	17.70	20.75	25.45	21.90	21.15	15.90	15.15	16.80	19.15	266.15
	Kitchen Supplies	15.60	18.00	5.00	5.00	5.62	0.00	5.00	12.50	0.00	0.00	5.00	0.00	71.72
	Coal and Gas	27.25	21.25	20.00	20.00	18.75	37.50	20.00	40.00	36.00	40.00	20.00	40.00	340.75
	Total	1953.07	1,624.10	1,805.93	1,595.37	1,859.50	1,653.35	1,721.13	1,665.90	1,571.42	1,510.31	1,630.28	1,607.69	20,198.05
1.4.0	Cleaning And Hygiene													
	Hygiene	208.18	248.76	192.58	196.56	186.72	149.89	234.85	216.30	182.61	88.85	142.76	152.68	2,200.74
	Cleaning Supplies	12.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.90
	Total	221.08	248.76	192.58	196.56	186.72	149.89	234.85	216.30	182.61	88.85	142.76	152.68	2,213.64
1.5.0	Special outing													
	Children Outing	23.76	94.86	89.54	165.28	53.32	69.64	108.56	36.90	83.38	181.98	32.17	352.89	1,292.28
	Staff Training and Mission	32.00	82.40	205.55	59.00	351.90	97.00	0.00	243.00	18.50	6.47	6.25	0.00	1,102.07
	Anniversary Outing (Excellent children)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	427.53	0.00	0.00	0.00	427.53
	President to goes to hometown	0.00	0.00	0.00	0.00	1,227.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,227.70
	Per-diem for Steering Committee	92.54	0.00	2.63	0.00	0.00	24.87	3.50	0.00	0.00	0.00	0.00	0.00	123.54
	Total	148.30	177.26	297.72	224.28	1,632.92	191.51	112.06	279.90	529.41	188.45	38.42	352.89	4,173.12
1.6.0	School and Education													
	ACE School Fee	0.00	0.00	0.00	3,490.00	0.00	0.00	4,770.00	0.00	4,546.00	0.00	0.00	0.00	12,806.00
	New York School Fee	2,142.90	0.00	0.00	0.00	0.00	0.00	9,720.00	0.00	0.00	0.00	0.00	0.00	11,862.90
	Books Support	2.20	0.00	0.00	8.00	19.52	18.60	177.32	0.00	7.50	0.00	0.00	5.25	238.39
	School Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	15.00
	School Materials	0.00	13.00	21.50	0.00	117.60	0.00	24.12	97.00	0.00	0.00	5.00	0.00	278.22
	Total	2,145.10	13.00	21.50	3,498.00	137.12	18.60	14,706.44	97.00	4,553.50	-	5.00	5.25	25,200.51
1.7.0	Clothes and Shoes													
	Clothes	0.00	35.00	19.00	250.00	432.62	65.00	391.49	10.50	0.00	116.00	0.00	0.00	1,319.61
	Shoes	0.00	0.50	7.50	30.00	0.00	0.00	0.00	19.50	0.00	50.50	0.00	0.00	108.00

	Embroider	0.00	0.00	0.00	0.00	0.00	22.50	0.00	0.00	0.00	0.00	0.00	0.00	22.50
	Total	-	35.50	26.50	280.00	432.62	87.50	391.49	30.00	-	166.50	-	-	1,450.11
1.8.0	Petrol and Vehicle Maintenance													
	Gas for Tuk Tuk	43.21	38.28	59.79	41.55	45.49	51.07	45.40	52.26	40.74	52.24	55.67	35.85	561.55
	Gas for Car	100.00	186.00	110.00	50.00	100.00	146.50	80.00	120.00	150.00	155.00	50.00	50.00	1,297.50
	Gas for Van	226.25	215.10	150.00	293.35	146.00	105.25	135.90	116.25	139.50	175.00	110.00	120.00	1,932.60
	Vehicle Maintenance Repair	74.13	28.00	84.13	0.50	1,974.08	1.50	442.00	121.00	76.59	508.34	63.00	23.50	3,396.77
	Bicycle Maintenance Repair	0.50	6.51	212.50	7.01	5.00	6.37	0.00	9.89	8.00	8.50	0.00	2.38	266.66
	Car Parking	1.26	1.63	0.00	0.00	0.00	0.62	0.00	0.63	0.00	1.00	0.00	1.00	6.14
	Insurance For Car	0.00	0.00	331.75	371.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	703.65
	Road taxes	0.00	0.00	0.00	342.38	0.00	0.00	37.75	0.00	0.00	0.00	0.00	0.00	380.13
	Total	445.35	475.52	948.17	1,106.69	2,270.57	311.31	741.05	420.03	414.83	900.08	278.67	232.73	8,545.00
1.9.0	Office and Admin													
	Telephone	45.00	45.00	50.00	35.00	40.00	40.00	40.00	40.00	45.00	30.00	40.00	40.00	490.00
	Office Supplies and Materials	95.63	148.08	80.91	38.90	79.45	131.22	19.38	56.80	77.70	245.40	5.30	119.50	1,098.27
	Internet	24.00	24.00	24.00	24.00	24.00	29.00	24.00	24.00	24.00	24.00	24.00	24.00	293.00
	Copy	80.72	58.61	15.41	31.13	14.28	9.27	3.37	17.63	2.63	6.38	4.85	0.50	244.78
	Total	245.35	275.69	170.32	129.03	157.73	86.75	138.43	149.33	305.78	305.78	74.15	184.00	2,126.05
1.10.0	Rent and House													
	House Rent	750.00	800.00	800.00	802.88	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	9,552.88
	Electricity	151.50	162.18	168.75	0.00	351.81	186.55	185.75	198.88	0.00	376.22	0.00	383.60	2,165.24
	Water Supply	14.38	2.88	1.00	0.00	15.88	20.37	1.02	3.25	1.00	0.75	1.02	1.02	62.57
	Repair and Maintenance	9.63	29.02	71.63	14.63	14.12	237.37	14.62	0.75	0.00	3.50	0.35	23.03	418.65
	TV Cable, Film, DVD and Game	5.00	5.00	5.00	5.00	5.00	8.00	5.00	10.00	5.00	5.00	5.00	5.00	68.00
	Waste Collection	15.00	15.00	17.00	17.00	17.00	17.00	17.00	17.00	17.00	17.00	17.00	17.00	200.00
	Remove and Rebuild the Protection House	0.00	0.00	0.00	300.00	635.90	0.00	438.91	0.00	0.00	0.00	0.00	0.00	1,374.81
	Total	945.51	1,014.08	1,063.38	1,139.51	1,839.71	1,269.29	1,462.30	1,029.88	823.00	1,202.47	823.37	1,229.65	13,842.15
1.11.0	Health													
	Health for Children	13.00	33.16	15.00	17.25	4.65	27.24	64.87	57.50	12.75	30.12	14.27	19.83	309.64
	Health for Staff and Insurance	0.00	0.00	0.00	268.00	0.00	0.00	0.00	54.36	0.00	0.00	20.10	0.00	342.46
	Medical Insurance for Director	0.00	0.00	0.00	190.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	190.00
	Total	13.00	33.16	15.00	475.25	4.65	27.24	64.87	111.86	12.75	30.12	34.37	19.83	842.10
1.12.0	Reward Program													
	Annual Bonus for Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.25	0.00	0.00	300.00	318.25
	Total	-	-	-	-	-	-	-	-	18.25	-	-	300.00	318.25

1.13.0	Professional service													
	Visa Extension	0.00	0.00	0.00	0.00	0.00	0.00	0.00	286.00	0.00	0.00	0.00	0.00	286.00
	Professional Service - Others	0.00	422.65	2,000.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,922.65
	Total	-	422.65	2,000.00	-	500.00	-	-	286.00	-	-	-	-	3,208.65
1.14.0	Other Running Costs													
	Bank Fee	0.00	0.00	0.00	0.00	165.00	0.00	0.00	1,000.00	0.00	0.00	0.00	100.00	1,265.00
	Others Cost	1.00	1.00	21.00	1.00	1.00	1.00	4.00	1.00	3.00	12.00	2.00	2.00	50.00
	Total	1.00	1.00	21.00	1.00	166.00	1.00	4.00	1,001.00	3.00	12.00	2.00	102.00	1,315.00
1.15.0	Sport Project													
	Volley Ball	0.00	0.00	0.00	0.00	0.00	0.62	16.50	0.00	0.00	0.00	0.00	0.00	17.12
	Basketball	0.00	0.00	0.00	0.00	0.00	373.00	0.00	0.00	0.00	0.00	0.00	0.00	373.00
	Total	-	-	-	-	-	373.62	16.50	-	-	-	-	-	390.12
1.16.0	Social work project													
	Social Work and Field Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	206.93	25.20	123.39	52.00	132.03	539.55
	Community Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	188.97	29.55	0.00	218.52
	Children in the community	0.00	0.00	0.00	0.00	0.00	217.72	0.00	0.00	0.00	0.00	0.00	0.00	217.72
	Total	-	-	-	-	-	217.72	-	206.93	25.20	312.36	81.55	132.03	975.79
2.1.0	Capital Expenses													
	Books for Library	0.00	0.00	20.00	81.40	0.00	10.40	5.00	0.00	399.87	56.85	0.00	0.00	573.52
	Vehicle Capital	0.00	11,245.00	0.00	0.00	0.00	0.00	0.00	86.00	82.00	0.00	0.00	125.00	11,538.00
	Motorbike	0.00	0.00	2,050.00	0.00	0.00	0.00	0.00	36.00	6.00	0.00	0.00	0.00	2,092.00
	LCD	0.00	736.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	736.00
	Laptop	0.00	0.00	689.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	689.00
	Desktop Computer	0.00	996.00	0.00	0.00	0.00	0.00	0.00	0.00	704.00	0.00	0.00	0.00	1,700.00
	Children Land	0.00	0.00	0.00	0.00	0.00	110.24	0.00	0.00	50,925.00	3,000.00	5,000.00	3,000.00	62,035.24
	Office and House	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.50	27.37	910.50	548.00	1,490.37
	Total	-	12,977.00	2,759.00	81.40	-	120.64	5.00	122.00	52,121.37	3,084.22	5,910.50	3,673.00	80,854.13
3.1.0	Sewing Shop Program													
	Rent Shop	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
	Utilities	0.00	3.00	6.75	9.25	12.22	0.00	20.00	9.75	12.25	12.50	11.25	10.75	107.72
	String Sewing	6.65	0.00	32.98	11.70	18.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.88
	Internet	0.00	1.60	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	241.60
	Repair, Maintenance and Other Supplies	600.60	73.75	233.25	65.68	2.00	15.00	11.75	18.17	145.65	22.31	28.00	32.00	1,248.16
	Total	727.25	198.35	416.98	230.63	176.77	159.00	175.75	171.92	301.90	178.81	183.25	186.75	3,107.36
3.2.0	Running Cost With Spotlight													

	Staff Salary (Sewing Women)	0.00	1,176.00	570.00	500.00	525.00	500.00	500.00	550.00	450.00	503.00	500.00	502.50	6,276.50
	Fabric for Sewing Bags	1,623.25	0.00	1,377.20	0.00	0.00	1,507.00	0.00	0.00	1,712.70	0.00	0.00	1,466.30	7,686.45
	Repair, Maintenance and Other Supplies	692.25	434.25	19.38	670.75	671.50	286.50	408.00	660.00	355.25	-	406.50	748.15	5,352.53
	Total	2,315.50	1,610.25	1,966.58	1,170.75	1,196.50	2,293.50	908.00	1,210.00	2,517.95	503.00	906.50	2,716.95	19,315.48
3.3.0	Running Costs With Hotel													
	Sewing Bags for Hotel	280.91					132.00	39.00		422.20		24.00		898.11
	Total	280.91	-	-	-	-	132.00	39.00	-	422.20	-	24.00	-	898.11
3.4.0	Running Cost With SKM Project													
	SKM Project	0.00	0.00	82.12	54.00	0.00	0.00	19.75	245.50	243.00	143.00	0.00	248.50	1,035.87
	Total	0.00	0.00	82.12	54.00	0.00	0.00	19.75	245.50	243.00	143.00	0.00	248.50	1,035.87
Grand Total													228,642.39	

TOGETHER FOR CAMBODIA