

Gabanja International Volunteer Program

July Report 2023



“Volunteer Daily”

Report: Pilot Project July 3-31, 2023

Narrative

This report covers Gabanja activities as of July 3 – 31, 2023. It focuses the major operational activities during the period; it summarizes the achievements/progress made, highlights the challenges and makes recommendations or set plans for the preceding months. Attached hereto, are several annexes:

1. Staff Listing/ Directory
2. Cash Flow /Transaction
3. Assets and Store
4. Procurement

Gabanja is presently operating in two communities with her literacy program through tutorial classes . This process calls for strengthening various policies for the tutors and students, amongst other things. Therefore, all templates used in the compilation of these reports are subjected to change or be maintained when officially endorse.

Activities	Summery of Progress	Challenges	Recommendation
GENERAL ADMINISTRATION	We was able to train four tutors to start the tutorial classes within two communities, and also able to do intensive recruitment in	- Voluntary staff members are supportive but everyone has his own schedule, Meeting as a team is a challenge. - Tutors - the need for a train tutors is a	- The team to set a day in the week to have a full office of all voluntary staff - Gabanja to continue her outreach to prominent/eminent citizen as we as

	gathering our kids through a vetting process, this process was carry on by Emmanuel Baló and James Zayzay when to where children usually play and began to asked them questions, are you in school, what are you doing playing on the ground at this hour, the feedback from that child we know exactly that if (he/she) is going to school or not, currently we have 50 (fifty) children in two cells, 25 in each cells, with four tutors. Mr. Charles Carpenter is a blessing to this noble organization, he have been helping with little amount in order to	challenge, we need to have a basics Teacher training ethics (Classroom Management, General Teacher Student's relationship and Lesson Planning). in addition, we need our own curriculum. Therefore, for us to archive the above we will need Money to facilitate the process. • Maintaining the Tutors in the absence of funding is a challenge. There is still a need for a lots; Transportation, maintaining students motivation. •	institutions for financial and learning materials supports for our students and tutors. • A Four (4) months' work plan will be developed jointly by all voluntary staff members of Gabanja; (considering all legal documentations from the USA chapter to be done with. A teacher training and instructional Materials for both tutors and students of Gabanja.
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	have the program running, see attached copy of financial breakdown.			In December, data will be collected for both the students and the Tutors. Forms are developed and we have captured all basic information require by Gabanja, we're presently working on it in a unique ways.
PROGRAM/	Kids was recruited and tutorial classes started for the first two months.	The Board of Directors team couldn't do more with the students and Tutors since we have less than a month to the opening of Schools as were announced by the Education Ministry of Liberia (GOV)		There is still a need for Gabanja to acquire new office equipment. The campaign to ensure that items on the OFFICE SETUP listing is achieved continues
LOGISTICS	Assets & Store – The Assets list for all assets acquired by Gabanja through individual staff voluntary donations, loan and/or purchased have been tracked.	Most of the assets acquired (esp. computers) are not very effective; most of which were repaired and will need regular servicing/maintenance. Doing the work using those computers and printers is		

		challenging	
	Procurement – • Procurement tracking for all purchase is in place. This tracking will always be an annex to the monthly reports	• In the procurement tracking, all information required from purchases made were not available to complete the details, this was due to the lack of an official procurement form.	• Until the policies are completed, to include one for procurement, a form will be draft ASAP for a systematic and setting a standard for GI procurement system • A staff to be designated to handle procurement
FINANCE	CASHLOW – • Financial – Gabanja doesn't have a stable financial source at present in the absence of projects. However, during this report period individual contributions to the organization were	• There are no complete source documents for all cash transactions. Voluntary Staff members handling the purchase were not knowledgeable or told what to do or given what (tools) to work with. In the	• With the process of Gabanja two months Pilot literacy program still on going, and regarding the crucial need for a minimum procedure to guide finance, a simple financial procedure will be drafted along with opening financial

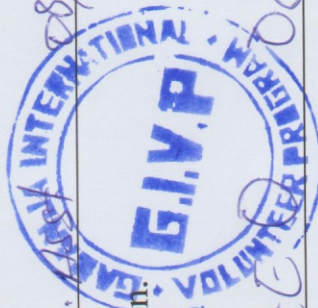
	tracked along with all funds coming in especially from the GoFundMe. An annex to this report captures all funds, coming in (Received) and going out (expended), for the period.	absence of a financial policy and procedure which come along with correspondent forms, reporting on finance considering building files is challenging.	books or the smooth operation of finance • As the CEO, is about to leave for study in the USA, we would like that a letter be send by the board to the Bank account of Gabanja herein Liberia.
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Prepared & Submitted By: James Lay Zay Admin. 08/16/23 Date

Date

Position:

Name



Approved By: [Signature]

Name

Position.

Date

Emmanuel C. Balo C.E. 08/16/23

CASH TRANSACTION - July 2023

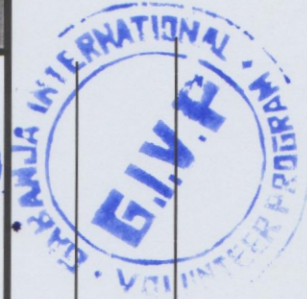
S	DATE	TRANSACTION	REF	CASH IN	CASH OUT	BALANCE	REMARKS
1	3-Jul	July B/F (USD)				0	
2	2-Jul	Income - Personal		200.00		200.00	Mr. Charles Carpenter
3	4-Jul	Chalk Carton			20.00	180.00	
4	6-Jul	2 Chalk board			40.00	140.00	
5	7-Jul	4 tutors stipen			100.00	40.00	
6	7-Jul	Sticker for glass door			12.00	28.00	
7	17-Jul	Supervisor transportation			28.00	0.00	
8	25-Jul	Income - Personal		75.00		75.00	
9	25-Jul	Used Laptop Dell			75.00	0.00	
10	8-Jul	Personal - Income		15.00	15.00	0.00	James Zayzay
11	5-Jul	Personal - Income		25.00	25.00	0.00	James Zayzay
12	16-Jul	Personal - Income		15.00	15.00	0.00	Emmanuel Balo
13	9-Jul	4 light bulb			15.00	0.00	
				330.00	290.00	0.00	
						0.00	

Prepared By

James Zayzay /Asst. Admin.

Approved By:

Emmanuel Balo CEO



Tracking -June-July 2023			
Date	IN (Purchase) Kwh	OUT (Used) Kwh	Balance Kwh
Balance KWh at June -July , 2023			7.9
July. 1	40.9	0	48.8
July. 16		28.46	20.34
July. 20		-8.53	28.87
22-Jul		6.99	21.88
July. 24		0.889	20.991
July. 27-30		20.991	0

TEMPORARY STAFF LISTING

GIVP

Monrovia

NO.	NAME	TITLE	OFFICE	CELL 1	CELL 2	E - MAIL
1	Emmanuel Balo	Head Volunteer	Mon	0778666267		Baloe9219@gmail.com
2	Henry Hne Wilson	Volunteer	Mon	0779487613	0888123618	hhnewilson14@gmail.com
3	James Zayzay	Volunteer	Mon	0770221718	0770221718	jameszayzayumu@gmail.c
4	Isaac Wallace	Volunteer	Mon			
5	Samuel Zayzay	Volunteer	Mon	0770103022	0880667003	s0880667003@gmail.com
6	Tamba Kagar	Volunteer	Mon			

Prepared By:

James Zayzay / Adm. Assistant

Date:

July 3, 2023

Approved By:

Emmanuel Balo

Date:

