



Activities & working report, February 2009

Activities, February:

1) The construction went on for full scale in February.

As explained in the revised budget, many unforeseen expenses exceeded the budget. The unforeseen expenses were:

1. **Leveling the construction site with soil.** This was an unforeseen expense of 40,000 Bhat.
2. **Construction of 2 teachers' apartments with bathrooms attached.** This exceeded the budget with around 100,000 Bhat. Due to the construction of the additional teachers' apartments, the construction team requested another 20,000 Bhat in addition to the 60,000 Bhat first agreed on for allowances.
3. **Price of iron for the school construction.** The school construction required more iron than first expected and with the rapid changes of iron this was also an extra unforeseen expense.
4. **Some wood was also added to the school building without prior price estimate.**

Further details and pictures from the construction are available upon request.

2) Decided a work/activities schedule to prepare for school opening:

Below is the working schedule until school opening. Unexpected changes may occur.

Dates:	Activities:	Purpose:
March	Set up curriculum	To have a concrete teaching plan.
March	Set up school regulations.	Order and safety for the teachers and students.
March	Job announcement for the 2 nd teacher.	To get help teaching and developing the school further.
March	Set up a working contract with rights and privileges and regulations for the school teachers.	Order and safety for both teachers and the school.
March	Purchase school desks (sponsored by Rooftop Charity)	Equip the school and future students.
March	Search for caregivers and a property/housing facility for Shelter of Hope Orphanage.	To provide orphans in the community with a safe and loving home environment.
March 16 th	Start student enrollment*	In cooperation with the school authorities, get an overview of the

		children in the community who need basic education.
March 25 th	Announcement of students.	Announce who among the enrolled students have been accepted.
April 27-28	Clear the school site with the children's parents.	Make sure the school site is neat and ready to start school.
May 2 nd – 3 rd	Divide the students into working teams.	Have set teams who help out with cleaning and other student chores. Build team spirit and making the children aware of their responsibilities at school.
May 4 th – 5 th	Testing the students' academic levels and dividing them into different school levels.	Making sure we meet the students' direct academic needs according to their knowledge levels.
May 11 th – 14 th	Teach dances, songs and other activities to perform for the school opening ceremony.	Build self-esteem among the students and teach them basic cultural Shan dances/songs.
May 14 th – 17 th	Receive guests and prepare for the opening ceremony.	Bonding between the school sponsors and the children they are helping.

** An enrollment form has already been made. The form is available on request.*

3) Made a revised budget

The current expenses due to pay on the school building exceeds the original budget with (shockingly) 200,000 Bhat. Some construction changes were totally unexpected (leveling the construction site); other changes (adding the teachers' apartments) were made after the first budget was written. The revised budget was submitted to Asian Leadership, Tuesday 24/02/09.

4) Set further standards for the Schools of Hope accounting

After some trying and failing, we've decided on a suggestion for an accounting method which we feel will work well for the project: Noom Hkurh will do the daily accounting based on the funding transferred from Asian Leadership. Lisa will do the overall overseeing of the accounting and help do the monthly accounting and reports. Each receipt will be copied as well as the bank book and the hand written accounting Noom is doing. Lisa does the accounting on an Excel sheet, which will all be submitted to Asian Leadership monthly. We hope for further feed-back from Asian Leadership soon.

Difficulties encountered:

1. The over-exceeded budget. We realize that all the changes with the accounting could bring our credibility to question.

2. The rapid construction process. The construction team completed most of the construction before sufficient funding was available. We have now put all construction to a halt until further funding is available. Below is an overview of the remaining expenses due to be paid. Copies of the bills due to pay will be handed over to Asian Leadership on March 2nd.

Total expense for the school building in February 2009

	Materials took from the shop	
	Bill (01.02.2009)	1850
	Bill (02.02.2009)	5830
	Bill 1 (03.02.2009)	10658
	Bill 2 (03.02.2009)	57250
	Bill (04.02.2009)	5750
	Bill (05.02.2009)	11050
	Bill 1 (07.02.2009)	14525
	Bill 2 (07.02.2009)	13997
	Bill (12.02.2009)	6900
	Bill (13.02.2009)	5300
	Bill 1 (14.02.2009)	5200
	Bill 2 (14.02.2009)	5700
	Bill (15.02.2009)	2035
	Bill (17.02.2009)	1885
	Bill (20.02.2009)	640
	Total cost of the materials in February	148570
	- Payment made 24/02/2009.....	21,000
	= Payments due for material:	127,570
	Allowance for construction workers	17,000
	4 windows (mirrors) 4 x 2600	10,400
	Electric wiring (estimated cost)	30,000
	Total	184,970