

**Women's Centre for Legal Aid and Counselling**

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**Financial Statements  
and  
Auditor's Report**

**31 December 2008**

# Women's Centre for Legal Aid and Counselling

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## **Supplementary Information – Actual Expenses Versus Budget**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees  
Women's Centre for Legal Aid and Counselling

We have audited the accompanying financial statements of the **Women's Centre for Legal Aid and Counselling (Not for Profit Institute)**, which comprise of the statement of financial position as at December 31, 2008, the statement of activities and change in net assets and cash flows statement for the year then ended, and a summary of significant accounting policies and other explanatory notes.

### *Management's responsibility for the financial statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with relevant International Financial Reporting Standards and the statement on Financial Accounting Standards # 117 applicable to not for profit organization. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### *Auditor's responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the centre's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the centre's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, the financial statements give a true and fair view of the financial position of **Women's Centre for Legal Aid and Councelling (Not for Profit Institute)** as of December 31, 2008, its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards and the statement on Financial Accounting Standards # 117 applicable to not for profit organization.

  
Deloitte & Touche (M.E.)

Ramallah  
April 29, 2009

## Women's Centre for Legal Aid and Counselling

### Statement of Financial Position

As of 31 December 2008

	Note	2008 USD	2007 USD
<b>Assets</b>			
Cash on Hand and at Banks	3	396,345	563,490
Deposits with Banks Restricted for Staff Benefits	3	539,355	477,269
Pledges Receivables	4	203,602	63,061
Accounts Receivables		6,490	15,611
Prepaid Expenses		1,360	11,013
Property, Plant and Equipment - net of Accumulated Depreciation	5	693,788	607,029
<b>Total Assets</b>		<b>1,840,940</b>	<b>1,737,473</b>
<b>Liabilities and Net Assets</b>			
<b>Liabilities:</b>			
Payables and Accruals	6	92,163	56,301
Deferred Grants		44,852	-
Loan Payable	7	216,951	239,671
Reserves for Staff Benefits	8	729,618	622,317
<b>Total Liabilities</b>		<b>1,083,584</b>	<b>918,289</b>
<b>Net Assets:</b>			
Unrestricted (Deficit)		(168,663)	(196,025)
Investment in Property, Plant and Equipment		693,788	607,029
Temporarily Restricted	12	232,231	408,180
<b>Total Net Assets (Statement -C)</b>		<b>757,356</b>	<b>819,184</b>
<b>Total Liabilities and Net Assets</b>		<b>1,840,940</b>	<b>1,737,473</b>

See Notes to Financial Statements

## Women's Centre for Legal Aid and Counselling

### Statement of Activities

Year Ended 31 December 2008

	Note	Temporary		Total	
		Unrestricted USD	Restricted USD	2008 USD	2007 USD
<b>Operating Revenues:</b>					
Grants	12	-	1,639,472	1,639,472	1,913,265
Other Revenues	9	31,460	-	31,460	64,644
<b>Total Operating Revenues</b>		<b>31,460</b>	<b>1,639,472</b>	<b>1,670,932</b>	<b>1,977,909</b>
Net Assets Released from Restrictions	12,13	1,815,421	(1,815,421)	-	-
		<b>1,846,881</b>	<b>(175,949)</b>	<b>1,670,932</b>	<b>1,977,909</b>
<b>Program Expenses:</b>					
Capacity Building		238,240	-	238,240	213,720
Research and Documentation		228,651	-	228,651	197,928
Lobbying and Advocacy		240,680	-	240,680	260,521
Services		428,494	-	428,494	370,502
Administration and General		383,944	-	383,944	360,545
<b>Total Core Expenses (Statement-E)</b>		<b>1,520,009</b>	<b>-</b>	<b>1,520,009</b>	<b>1,403,216</b>
Special Projects (Statement-E)		163,997	-	163,997	145,283
Depreciation		44,655	-	44,655	27,086
		<b>1,728,661</b>	<b>-</b>	<b>1,728,661</b>	<b>1,575,585</b>
Loss (Gain) on Currency Fluctuations		4,099	-	4,099	(23,193)
<b>Total Expenses</b>		<b>1,732,760</b>	<b>-</b>	<b>1,732,760</b>	<b>1,552,392</b>
<b>Increase in Net Assets During the Year (Statement - C)</b>		<b>114,121</b>	<b>(175,949)</b>	<b>(61,828)</b>	<b>425,517</b>

See Notes to Financial Statements

## Women's Centre for Legal Aid and Counselling

### Statement of Change in Net Assets

Year Ended 31 December 2008

	<b>Unrestricted</b>	<b>Investment in Property, Plant &amp; Equipment</b>	<b>Temporary Restricted</b>	<b>Total</b>
	<b>USD</b>	<b>USD</b>	<b>USD</b>	<b>USD</b>
Net Assets at Beginning of Year	(196,025)	607,029	408,180	819,184
Excess (Deficit) for the Year (Statement - B)	114,121	-	(175,949)	(61,828)
Procurement of Fixed Assets	(131,414)	131,414	-	-
Depreciation Expense	44,655	(44,655)	-	-
<b>Net Assets at End of Year (Statement - A)</b>	<b>(168,663)</b>	<b>693,788</b>	<b>232,231</b>	<b>757,356</b>

See Notes to Financial Statements

## Women's Centre for Legal Aid and Counselling

### Statement of Cash Flows

Year Ended 31 December 2008

	2008	2007
	USD	USD
<b>Cash Flows from Operating activities:</b>		
Cash Received from Contributors	1,639,472	2,104,517
Other Revenues	31,460	64,644
Cash Paid to Suppliers and Employees	(1,621,857)	(1,444,210)
	<b>49,075</b>	<b>724,951</b>
<b>Cash Flows from Investing Activities:</b>		
Procurement of Office Furniture and Equipment	(131,414)	(185,360)
	<b>(131,414)</b>	<b>(185,360)</b>
<b>Cash Flows from Financing Activities:</b>		
Settlement of Loan Payable	(22,720)	(20,900)
<b>Cash Flows Used in Financing Activities</b>	<b>(22,720)</b>	<b>(20,900)</b>
<b>Increase (Decrease) in Cash and Banks During the Year</b>	<b>(105,059)</b>	<b>518,691</b>
Cash on Hand and at Banks at Beginning of Year	1,040,759	522,068
<b>Cash on Hand and at Banks at End of Year</b>	<b>935,700</b>	<b>1,040,759</b>
<b>Adjustments to Reconcile Change in Net Assets</b>		
<b>to Net Cash Provided by Operating Activities:</b>		
Change in Net Assets	(61,828)	425,517
Depreciation	44,655	27,086
Provision for Severance Pay and Provident Fund, Net of Payment	107,301	107,215
Decrease (Increase) in Accounts and Pledges Receivables	(131,420)	165,199
Increase (Decrease) in Deferred Grants	44,852	-
Increase (Decrease) in Payables and Accruals	35,862	(4,389)
Decrease (Increase) in Prepaid Expenses	9,653	4,323
<b>Cash Provided by Operating Activities</b>	<b>49,075</b>	<b>724,951</b>



## Women's Centre for Legal Aid and Counselling

## Statement of Functional Expenses

Year Ended 31 December 2008

	Capacity Building	Research and Documentation	Lobbying and Advocacy	Administration and Service	General	Total	Special Projects	Total 2008
	USD	USD	USD	USD	USD	USD	USD	USD
<b>Salaries and Related Expenses:</b>								
Salaries	93,319	96,661	125,841	183,972	239,681	739,474	12,159	<b>751,633</b>
Coordination	-	26,329	8,964	86,943	4,626	126,862	53,874	<b>180,736</b>
* Salary Related Expenses	15,480	16,331	23,737	40,693	39,368	135,609	840	<b>136,449</b>
	<b>108,799</b>	<b>139,321</b>	<b>158,542</b>	<b>311,608</b>	<b>283,675</b>	<b>1,001,945</b>	<b>66,873</b>	<b>1,068,818</b>
<b>Occupancy Costs:</b>								
Rent and insurance	10,281	10,155	8,351	19,942	7,030	55,759	-	<b>55,759</b>
Utilities	4,668	4,115	4,685	6,952	2,960	23,380	-	<b>23,380</b>
Repairs and Maintenance	7,003	6,861	7,007	6,465	6,912	34,248	-	<b>34,248</b>
	<b>21,952</b>	<b>21,131</b>	<b>20,043</b>	<b>33,359</b>	<b>16,902</b>	<b>113,387</b>	-	<b>113,387</b>
<b>Contractual Professional Services:</b>								
Audit and Accounting Fees	-	-	-	8,217	13,740	21,957	-	<b>21,957</b>
Legal and Court Fees	-	-	-	8,558	7,365	15,923	-	<b>15,923</b>
Consultancies, Research and Training	4,200	27,870	5,050	11,734	8,768	57,622	24,985	<b>82,607</b>
Coordination & volunteers	40,311	8,007	5,136	-	-	53,454	40,259	<b>93,713</b>
	<b>44,511</b>	<b>35,877</b>	<b>10,186</b>	<b>28,509</b>	<b>29,873</b>	<b>148,956</b>	<b>65,244</b>	<b>214,200</b>
<b>Others:</b>								
Hospitality and Workshops	14,921	5,623	17,910	5,668	5,070	49,192	15,739	<b>64,931</b>
Printing, Stationery and Supplies	9,309	3,746	10,108	5,543	3,878	32,584	3,207	<b>35,791</b>
Media and Advertising	2,272	6,183	5,923	6,412	4,590	25,380	-	<b>25,380</b>
Transportation, Perdiem and Travel	29,036	8,360	11,199	22,498	6,315	77,408	9,236	<b>86,644</b>
Communication	7,440	8,087	6,720	14,703	9,261	46,211	3,338	<b>49,549</b>
Emergencies and Safe home	-	-	-	-	-	-	-	-
Bank Charges	-	323	49	194	24,380	24,946	360	<b>25,306</b>
	<b>62,978</b>	<b>32,322</b>	<b>51,909</b>	<b>55,018</b>	<b>53,494</b>	<b>255,721</b>	<b>31,880</b>	<b>287,601</b>
<b>Total Expenses (Statement - B)</b>	<b>238,240</b>	<b>228,651</b>	<b>240,680</b>	<b>428,494</b>	<b>383,944</b>	<b>1,520,009</b>	<b>163,997</b>	<b>1,684,006</b>

\* Salaries Related Expenses includes staff provident fund, severance pay, health insurance and staff development

See Notes to Financial Statements

## Women's Centre for Legal Aid and Counselling

## Statement of Functional Expenses

Year Ended 31 December 2007

	Capacity Building	Research and Documentation	Lobbying and Advocacy	Service	Administration and General	Total	Special Projects	Total 2007
	USD	USD	USD	USD	USD	USD	USD	USD
<b>Salaries and Related Expenses:</b>								
Salaries	56,776	61,318	93,028	155,470	181,995	548,587	21,669	<b>570,256</b>
Coordination	10,692	20,863	22,370	73,905	15,390	143,220	-	<b>143,220</b>
* Salary Related Expenses	16,771	16,260	22,874	40,164	44,522	140,591	-	<b>140,591</b>
	<b>84,239</b>	<b>98,441</b>	<b>138,272</b>	<b>269,539</b>	<b>241,907</b>	<b>832,398</b>	<b>21,669</b>	<b>854,067</b>
<b>Occupancy Costs:</b>								
Rent and insurance	9,982	12,684	8,011	17,074	6,174	53,925	-	<b>53,925</b>
Utilities	5,301	3,827	3,913	3,620	5,500	22,161	-	<b>22,161</b>
Repairs and Maintenance	6,720	5,009	4,027	4,141	5,604	25,501	-	<b>25,501</b>
	<b>22,003</b>	<b>21,520</b>	<b>15,951</b>	<b>24,835</b>	<b>17,278</b>	<b>101,587</b>	-	<b>101,587</b>
<b>Contractual Professional Services:</b>								
Audit and Accounting Fees	-	-	-	5,793	13,542	19,335	-	<b>19,335</b>
Legal & Court Fees	-	-	-	7,900	4,280	12,180	-	<b>12,180</b>
Consultancies, Research and Training	3,631	41,884	14,639	5,021	3,000	68,175	51,948	<b>120,123</b>
Coordination & volunteers	43,582	6,025	4,080	-	-	53,687	37,300	<b>90,987</b>
	<b>47,213</b>	<b>47,909</b>	<b>18,719</b>	<b>18,714</b>	<b>20,822</b>	<b>153,377</b>	<b>89,248</b>	<b>242,625</b>
<b>Others:</b>								
Hospitality and Workshops	19,256	4,841	24,977	9,417	8,371	66,862	12,118	<b>78,980</b>
Printing, Stationery and Supplies	2,715	5,613	9,972	5,955	6,760	31,015	9,345	<b>40,360</b>
Media and Advertising	1,636	6,258	33,205	9,065	4,274	54,438	4,260	<b>58,698</b>
Transportation, Perdiem and Travel	28,355	6,493	15,139	19,875	17,100	86,962	7,927	<b>94,889</b>
Communication	7,679	6,853	4,286	11,296	10,299	40,413	637	<b>41,050</b>
Emergencies and Safe home	624	-	-	1,697	-	2,321	-	<b>2,321</b>
Bank Charges	-	-	-	109	33,734	33,843	79	<b>33,922</b>
	<b>60,265</b>	<b>30,058</b>	<b>87,579</b>	<b>57,414</b>	<b>80,538</b>	<b>315,854</b>	<b>34,366</b>	<b>350,220</b>
<b>Total Expenses (Statement - B)</b>	<b>213,720</b>	<b>197,928</b>	<b>260,521</b>	<b>370,502</b>	<b>360,545</b>	<b>1,403,216</b>	<b>145,283</b>	<b>1,548,499</b>

\* Salaries Related Expenses includes staff provident fund, severance pay, health insurance and staff development

See Notes to Financial Statements

# **Women's Centre for Legal Aid and Counselling**

## **Notes to Financial Statements**

**31 December 2008**

### **1. Organization:**

Women's Centre for Legal Aid and Counselling (WCLAC) which was established in 1991, is a not for profit local Palestinian organization dedicated to the service of women in areas of law, legal education and advice and personal counselling. It carries out its educational programmes, apprising women of their rights and status under law and provides potential remedies for various forms of abuse and discrimination in cooperation with other local institutions. The Centre may assist women in obtaining appropriate legal and medical services in extreme hardship cases. In addition to its educational and service activities, the Centre carries out legal research, procedures and brochures on the subject of women's rights and law. The Center is registered with all concerned authorities of the Palestinian National Authority.

### **2. Summary of Significant Accounting Policies:**

The significant accounting policies followed are described below:

#### **2.1 Adoption of New and Revised International Financial Reporting Standards:**

The International Accounting Standards Board issued amendments to International Accounting Standards and issued new Financial Reporting Standards which have become effective January 1, 2007. This includes International Financial Reporting Standard No. 7 (Financial Instruments: Disclosures) which replaces IAS No. 30 and certain disclosure provisions in IAS No. 32 (Financial Instruments–Presentation and Disclosure) (effective for annual periods beginning on or after January 1, 2007). The application of the revision and new standards had no impact on the financial statements of 2007 and 2008

#### **2.2 Basis of Accounting and Presentation:**

The financial statements have been prepared on the accrual basis of accounting and in conformity with relevant International Financial Reporting Standards.

The net assets of WCLAC and changes therein are classified and reported in accordance with Statements of Financial Accounting Standards No. 117, "Financial Statements of Not-for-profit Organizations", which establishes standards for external financial reporting by not-for-profit organizations. SFAS No. 117 is issued by the Financial Accounting Standards Board of the U.S. Financial Accounting Foundation.

Under the provision of these standards, net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. In order to ensure observance of limitations and restrictions placed on the use of the available resources, the accounts are maintained in accordance with the principles of fund accounting. Accordingly net assets of WCLAC and changes therein are classified and reported as follows:

## 2. Summary of Significant Accounting Policies: (continued)

- **Unrestricted net assets** - Net assets whose use by WCLAC is not subject to donor-imposed restrictions.
- **Temporary restricted net assets** - Net assets whose use by the Centre is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and released by actions of WCLAC pursuant to those donor-imposed stipulations.
- **Revenues** are reported as increases in unrestricted net assets unless their use is limited by donor-imposed restrictions. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are classified as unrestricted net assets and reported as net assets released from restrictions.

### 2.3 Contributions:

Contributions are recognized as revenues when received. Pledges receivable represents expenses incurred prior to 31 December and reimbursed by donors subsequently.

### 2.4 Foreign Currency Transactions:

The books of accounts are maintained in U.S. Dollar. Transactions which are denominated in local currency (Israeli Shekel) are converted into U.S. Dollar as follows:

- Transactions which are expressed or denominated in local currency are converted into U.S. Dollar equivalent at the exchange rate prevailing on the date of the transaction.
- Assets and liabilities which are denominated or expressed in local currency are presented at their U.S. \$ equivalent using the exchange rate prevailing on December 31, 2008 of NIS 3.848.
- All other Assets and liabilities are presented in their U.S. \$ equivalent at their historical values.
- Exchange differences arising from the translation of local currency balances is charged to the statement of activities and change in net assets.

### 2.5 Fixed Assets and Depreciation:

Fixed assets are stated at cost net of accumulated depreciation, depreciation is computed on a straight-line basis over the estimated useful lives of the respective assets ranging from 7% to 20%.

When the expected recoverable amount is less than the net book value, the property, plant and equipment amount is reduced to the lower of the cost or net realizable value and the difference (if any) is included in the statement of activities.

The useful lives of property, plant and equipment are reviewed at the end of each year. In case the expected useful life is different from what was determined before, the change in estimate is recorded in the following years, being as a change in estimate.

Property, plant and equipment are disposed off when there is no expected future benefit from the use of that asset.

## 2. Summary of Significant Accounting Policies: (continued)

## 2.6 Severance Pay:

The Centre provides for severance pay by accruing for one month compensation for each year of service based on the last salary paid during the year.

## 2.7 Provident Fund:

The Centre has a defined provident fund plan, which covers all salaries employees. The contribution of the Centre and the employees is equal to 5% of their basic salaries.

**2.8 Estimates and assumptions:** The financial statements include certain estimates and assumptions made by management relating to reporting of assets, liabilities, at the statement of financial position date, and the reporting of revenue, expenses, gains, and losses during the year. Actual results may differ from those estimates adopted by the Centre's management. Estimates used in the preparation of the financial statements are the useful lives of fixed assets and the all other provisions

**2.9 Functional Expenses** -The Centre allocates its expenses on a functional basis among its various programmes and general administration. Expenses that can be identified with a specific program or administration are charged directly. Other expenses that are common to several functions are allocated between functions based on the best estimates and judgment of management.

## 3. Cash on Hand and at Banks:

### Composition:

	<u>2008</u>	<u>2007</u>
	<u>USD</u>	<u>USD</u>
Cash on Hand	55	2,435
Deposits with Banks (overdrawn) in Israeli Shekel	71,791	64,235
Deposits with Banks in US Dollar	165,707	89,248
Deposits with Banks in EURO	158,792	407,572
	<u><b>396,345</b></u>	<u><b>563,490</b></u>
Deposits with Banks in US Dollar for Staff Benefits	<u><b>539,355</b></u>	<u><b>477,269</b></u>

## 4. Pledges Receivables:

### Composition:

	<u>2008</u>	<u>2007</u>
	<u>USD</u>	<u>USD</u>
Kingdom of the Netherlands	--	15,000
World Health Organization	--	10,800
ACSUR	12,826	17,195
NGO Development Center (NDC) - Grant No. EG.9.08.014	24,023	--
NGO Development Center (NDC) - Grant No. HRG.1.08.003	100,000	--
Ministry of Foreign Affairs of Iceland (ICELAND)	50,000	--
UNDP/ICTDAR	16,753	--
Kvinna Till Kvinna	--	20,066
	<u><b>203,602</b></u>	<u><b>63,061</b></u>

## 5. Property, Plant and Equipment—net of Accumulated Depreciation:

**Composition:**

	<u>2008</u>	<u>2007</u>
	<u>USD</u>	<u>USD</u>
Building and Building Improvement	581,827	492,386
MIS- Computer System	49,250	19,205
Office Furniture	74,406	69,371
Office Equipment	217,291	210,398
	<u>922,774</u>	<u>791,360</u>
Accumulated Depreciation	(228,986)	(184,331)
<b>Book Value</b>	<b><u>693,788</u></b>	<b><u>607,029</u></b>

**6. Payables and Accruals:****Composition:**

	<u>2008</u>	<u>2007</u>
	<u>USD</u>	<u>USD</u>
Audit Fees	13,740	12,000
Payables and Accrued Expenses	78,423	44,301
<b>Book Value</b>	<b><u>92,163</u></b>	<b><u>56,301</u></b>

**7. Loan Payable:**

In 2006, the Centre obtained a long term bank loan in the amount of U.S Dollar 265,000 to finance the cost of the building of the centre. The loan is being collateralized by the building and by a deposit in the amount of USD 100,000 (Part of the Centre's deposit earmarked for staff benefits). The loan bears interest at 8.46 % per annum and the loan repayments extends for 9 years starting 1 October 2006. Total amount of loan and associated interest for the nine years is to be USD 382,070 (principle USD 265,000 and interest USD 117,070)

The yearly repayments of the loan principle and interest were set to be USD 42,446.

Activities in the loan payable and interest during the year 2008 is as follows:

	<u>Principle</u>
Balance at beginning of the year	239,671
Settlement during the year, excluding interest	(22,720)
<b>Balance</b>	<b><u>216,951</u></b>

**8. Reserve for Staff Benefits:****Composition:**

Severance	Provident
-----------	-----------

	<u>Pay</u>	<u>Fund</u>
	<u>USD</u>	<u>USD</u>
<b>Balance at Beginning of Year</b>	<b>396,764</b>	<b>255,906</b>
Advances on Severance Pay / Staff Loans during 2007	(30,353)	--
	<b>366,411</b>	<b>255,906</b>
Indemnities Paid	(15,831)	(30,805)
Provision for the Year	76,108	61,101
<b>Balance at End of Year</b>	<b>457,041</b>	<b>286,202</b>
Advances on Severance Pay / Staff Loans during 2008	(13,625)	--
	<b>443,416</b>	<b>286,202</b>

## 9. Other Revenues:

### Composition:

	<u>2008</u>	<u>2007</u>
	<u>USD</u>	<u>USD</u>
Bank Interest	8,498	9,474
Coordination and Training Fees	8,207	16,080
Donations for expenses	6,,494	37,739
Donation from UNIFEM for Silwan Project	1,200	---
Others	7,061	1,351
	<b>31,460</b>	<b>64,644</b>

## 10. Financial instruments, fair values and risks management:

- **Fair Values of Financial Assets and Liabilities:**

The carrying book values of financial assets and liabilities are not materially different from their fair values at the date of the statement of financial position.

- **Operational Risk**

The costs of the programs, administrative as well as fixed assets procurements are significantly financed by donors through donations. The management believes that the funding level in the year 2008 will be sufficient to finance all of its disbursements and will be consistent with the funding level in the prior years. Furthermore, the management believes that the political and economical conditions prevailing in the area will not materially affect its operations.

- **Credit Risk:**

WCLAC credit risk is primarily attributable to its liquid funds and receivables. The credit risk on liquid funds is limited because they are placed with reputable financial institutions. The Receivables are stated in the statement of financial position net of allowances for doubtful debts, if any, which is estimated by WCLAC management based on prior experience and the current economic environment.

- **Interest Rate Risk**

WCLAC interest rate risk arises from the possibility that changes in market interest rates may affect the value of its interest bearing assets. The management of WCLAC usually monitors the

fluctuation in interest rates in every individual currency in order to maximize the benefits from placements.

- **Currency Risk:**

Currency risk arises from the possibility that changes in the exchange rates may affect negatively the value of the financial assets and liabilities in case WCLAC does not hedge its currency exposure by means of hedging instruments. The management usually distributes its liquid assets over its functional currencies to minimize any possible loss from currency rates fluctuation.

## **11. Comparative Figures:**

Certain comparative figures were reclassified to conform to the current year presentation.



12. Releases from temporary restricted assets by funding source for the year ended 31 December 2008 is as follows:

	Unexpended Grants as of 31-Dec-07 USD	Grants Received & Pledged 2008 USD	Available Grants USD	Unexpended Grants as of 31-Dec-08 USD	Disposed Grants in 2008 USD
<b>Core Grants:</b>					
ICCO	-	61,917	61,917	-	61,917
NOVIB	363,621	297,882	661,503	191,695	469,808
Netherlands Representative Office-2008	-	132,386 *	132,386	-	132,386
Irish Aid	-	44,852	44,852	-	44,852
The Representative Office of Norway (NRO)	-	113,314	113,314	-	113,314
NGO Development Center (NDC)- Grant No. HRG.1.08.003	-	100,000	100,000	-	100,000
Church Development Service(EED)	-	165,686	165,686	-	165,686
United Nations Population Fund (UNFPA)- Project No 27	-	34,049	34,049	-	34,049
Jordanian Women's Union	-	57,007	57,007	-	57,007
NOVIB -Core Programme	-	135,363	135,363	-	135,363
Ministry of Foreign Affairs of Iceland (ICELAND)	-	50,000	50,000	-	50,000
Dan Church Aid	-	70,783	70,783	-	70,783
Heinrich Boll Foundation 2007	8,390	41,357	49,747	6,489	43,258
Acsur	-	73,480	73,480	-	73,480
Al-Quds Open University	-	5,473	5,473	-	5,473
	<b>372,011</b>	<b>1,383,549</b>	<b>1,755,560</b>	<b>198,184</b>	<b>1,557,376</b>
<b>Other Grants / Special Projects:</b>					
NGO Development Center (NDC)-Grant No. EG.9.08.014	-	101,600	101,600	-	101,600
UNDP/ICTDAR	-	38,103	38,103	-	38,103
UNIFEM	30,000	15,000	45,000	15,125	29,875
United Nations Population Fund (UNFPA)- Project No 12	6,169	37,940 **	44,109	-	44,109
United Nations Population Fund (UNFPA)- Project No 27	-	63,280	63,280	18,922	44,358
	<b>36,169</b>	<b>255,923</b>	<b>292,092</b>	<b>34,047</b>	<b>258,045</b>
<b>Total Funded by Temporary Restricted</b>	<b>408,180</b>	<b>1,639,472</b>	<b>2,047,652</b>	<b>232,231</b>	<b>1,815,421</b>

\*Remittance received for Netherlands Representative Office is net of an amount of \$ 2,749 pledges receivables recorded in 2007 and was not recovered during 2008

\*\* This amounts includes an amount of USD 5668 refunded to UNFPA during 2008

# Women's Centre for Legal Aid and Counselling

## Core Expenditures

### Actual Expenses versus Budget Year Ended 31 December 2008

	<b>Actual</b>	<b>Budget</b>	<b>(Over)</b>
	<b>USD</b>	<b>USD</b>	<b>Under</b>
			<b>Budget</b>
			<b>USD</b>
<b>Salaries and Related Expenses:</b>			
Salaries	739,474	736,662	(2,812)
Coordination	126,862	123,121	(3,741)
Salary Related Expenses	135,609	131,023	(4,586)
	<b>1,001,945</b>	<b>990,806</b>	<b>(11,139)</b>
<b>Occupancy Costs:</b>			
Rent and Insurance	55,759	52,875	(2,884)
Utilities	23,380	22,428	(952)
Repairs and Maintenance	34,248	30,628	(3,620)
	<b>113,387</b>	<b>105,931</b>	<b>(7,456)</b>
<b>Contractual Professional Services:</b>			
Audit and Accounting Fees	21,957	20,525	(1,432)
Legal and Court Fees	15,923	27,684	11,761
Consultancies, Research and Training	57,622	85,043	27,421
Coordination	53,454	71,299	17,845
	<b>148,956</b>	<b>204,551</b>	<b>55,595</b>
<b>Others:</b>			
Hospitality and Workshops	49,192	86,867	37,675
Printing, Stationery and Supplies	32,584	46,213	13,629
Media and Advertising	25,380	34,578	9,198
Transportation, Perdiem and Travel	77,408	76,436	(972)
Communication	46,211	32,939	(13,272)
Emergencies and Safe home	-	500	500
Bank Charges	24,946	33,152	8,206
	<b>255,721</b>	<b>310,685</b>	<b>54,964</b>
Total expenditures	1,520,009	1,611,973	91,964
Capital expenditures	37,367	35,520	(1,847)
Capital expenditures funded by special project	94,048	-	(94,048)
<b>Total</b>	<b>1,651,424</b>	<b>1,647,493</b>	<b>(3,931)</b>

This amounts represents capital expenditure allocated to special projects for the following donors:

NGO Development Center (NDC)- Building	89,440
UNDP/ICTDAR	1,374
UNIFEM	3,234
	<b>94,048</b>

## Women's Centre for Legal Aid and Counselling

### Capacity Building Unit

#### Actual Expenses versus Budget Year Ended 31 December 2008

	<u>Actual</u> <u>USD</u>	<u>Budget</u> <u>USD</u>	<u>(Over)</u> <u>Under</u> <u>Budget</u> <u>USD</u>
<b>Salaries and Related Expenses:</b>			
Salaries	93,319	92,140	(1,179)
Coordination	-	-	-
Salary Related Expenses	15,480	14,545	(935)
	<b>108,799</b>	<b>106,685</b>	<b>(2,114)</b>
<b>Occupancy Costs:</b>			
Rent and Insurance	10,281	8,980	(1,301)
Utilities	4,668	4,900	232
Repairs and Maintenance	7,003	6,500	(503)
	<b>21,952</b>	<b>20,380</b>	<b>(1,572)</b>
<b>Contractual Professional Services:</b>			
Audit and Accounting Fees	-	-	-
Legal and Court Fees	-	-	-
Consultancies, Research and Training	4,200	4,200	-
Coordination	40,311	47,250	6,939
	<b>44,511</b>	<b>51,450</b>	<b>6,939</b>
<b>Others:</b>			
Hospitality and Workshops	14,921	19,760	4,839
Printing, Stationery and Supplies	9,309	8,130	(1,179)
Media and Advertising	2,272	-	(2,272)
Transportation, Perdiem and Travel	29,036	28,551	(485)
Communication	7,440	4,700	(2,740)
Emergencies and Safe home	-	500	500
Bank Charges	-	-	-
	<b>62,978</b>	<b>61,641</b>	<b>(1,337)</b>
Total expenditures	238,240	240,156	1,916
Capital expenditures	7,485	7,000	(485)
<b>Total</b>	<b>245,725</b>	<b>247,156</b>	<b>1,431</b>

## Women's Centre for Legal Aid and Counselling

### Research and Documentation Unit

#### Actual Expenses versus Budget Year Ended 31 December 2008

	<b>Actual</b>	<b>Budget</b>	<b>(Over) Under Budget</b>
	<b>USD</b>	<b>USD</b>	<b>USD</b>
<b>Salaries and Related Expenses:</b>			
Salaries	96,661	95,404	(1,257)
Coordination	26,329	26,329	-
Salary Related Expenses	16,331	16,314	(17)
	<b>139,321</b>	<b>138,047</b>	<b>(1,274)</b>
<b>Occupancy Costs:</b>			
Rent and Insurance	10,155	8,669	(1,486)
Utilities	4,115	4,900	785
Repairs and Maintenance	6,861	6,500	(361)
	<b>21,131</b>	<b>20,069</b>	<b>(1,062)</b>
<b>Contractual Professional Services:</b>			
Audit and Accounting Fees	-	-	-
Legal and Court Fees	-	-	-
Consultancies, Research and Training	27,870	28,213	343
Coordination	8,007	13,999	5,992
	<b>35,877</b>	<b>42,212</b>	<b>6,335</b>
<b>Others:</b>			
Hospitality and Workshops	5,623	5,610	(13)
Printing, Stationery and Supplies	3,746	8,280	4,534
Media and Advertising	6,183	12,765	6,582
Transportation, Perdiem and Travel	8,360	5,785	(2,575)
Communication	8,087	4,600	(3,487)
Emergencies and Safe home	-	-	-
Bank Charges	323	-	(323)
	<b>32,322</b>	<b>37,040</b>	<b>4,718</b>
Total expenditures	228,651	237,368	8,717
Capital expenditures	6,660	7,000	340
<b>Total</b>	<b>235,311</b>	<b>244,368</b>	<b>9,057</b>

## Women's Centre for Legal Aid and Counselling

### Lobbying and Advocacy Unit

#### Actual Expenses versus Budget Year Ended 31 December 2008

	<u>Actual</u> <u>USD</u>	<u>Budget</u> <u>USD</u>	<u>(Over)</u> <u>Under</u> <u>Budget</u> <u>USD</u>
<b>Salaries and Related Expenses:</b>			
Salaries	125,841	122,778	(3,063)
Coordination	8,964	8,964	-
Salary Related Expenses	23,737	23,112	(625)
	<u>158,542</u>	<u>154,854</u>	<u>(3,688)</u>
<b>Occupancy Costs:</b>			
Rent and Insurance	8,351	7,356	(995)
Utilities	4,685	4,500	(185)
Repairs and Maintenance	7,007	6,500	(507)
	<u>20,043</u>	<u>18,356</u>	<u>(1,687)</u>
<b>Contractual Professional Services:</b>			
Audit and Accounting Fees	-	-	-
Legal and Court Fees	-	-	-
Consultancies, Research and Training	5,050	6,720	1,670
Coordination	5,136	4,950	(186)
	<u>10,186</u>	<u>11,670</u>	<u>1,484</u>
<b>Others:</b>			
Hospitality and Workshops	17,910	34,251	16,341
Printing, Stationery and Supplies	10,108	16,120	6,012
Media and Advertising	5,923	7,325	1,402
Transportation, Perdiem and Travel	11,199	18,490	7,291
Communication	6,720	4,500	(2,220)
Emergencies and Safe home	-	-	-
Bank Charges	49	-	(49)
	<u>51,909</u>	<u>80,686</u>	<u>28,777</u>
Total expenditures	240,680	265,566	24,886
Capital expenditures	7,403	7,000	(403)
<b>Total</b>	<u><u>248,083</u></u>	<u><u>272,566</u></u>	<u><u>24,483</u></u>

## Women's Centre for Legal Aid and Counselling

### Service Unit

#### Actual Expenses versus Budget Year Ended 31 December 2008

	<u>Actual</u> <u>USD</u>	<u>Budget</u> <u>USD</u>	<u>(Over)</u> <u>Under</u> <u>Budget</u> <u>USD</u>
<b>Salaries and Related Expenses:</b>			
Salaries	183,972	183,574	(398)
Coordination	86,943	87,828	885
Salary Related Expenses	40,693	38,421	(2,272)
	<u>311,608</u>	<u>309,823</u>	<u>(1,785)</u>
<b>Occupancy Costs:</b>			
Rent and Insurance	19,942	21,351	1,409
Utilities	6,952	4,628	(2,324)
Repairs and Maintenance	6,465	4,628	(1,837)
	<u>33,359</u>	<u>30,607</u>	<u>(2,752)</u>
<b>Contractual Professional Services:</b>			
Audit and Accounting Fees	8,217	8,250	33
Legal and Court Fees	8,558	21,684	13,126
Consultancies, Research and Training	11,734	37,910	26,176
Coordination	-	-	-
	<u>28,509</u>	<u>67,844</u>	<u>39,335</u>
<b>Others:</b>			
Hospitality and Workshops	5,668	21,846	16,178
Printing, Stationery and Supplies	5,543	7,233	1,690
Media and Advertising	6,412	10,588	4,176
Transportation, Perdiem and Travel	22,498	17,610	(4,888)
Communication	14,703	12,639	(2,064)
Emergencies and Safe home	-	-	-
Bank Charges	194	1,152	958
	<u>55,018</u>	<u>71,068</u>	<u>16,050</u>
Total expenditures	428,494	479,342	50,848
Capital expenditures	7,255	7,000	(255)
<b>Total</b>	<u><u>435,749</u></u>	<u><u>486,342</u></u>	<u><u>50,593</u></u>

## Women's Centre for Legal Aid and Counselling

### Administration and General Unit

#### Actual Expenses versus Budget Year Ended 31 December 2008

	<b>Actual</b>	<b>Budget</b>	<b>(Over) Under Budget</b>
	<b>USD</b>	<b>USD</b>	<b>USD</b>
<b>Salaries and Related Expenses:</b>			
Salaries	239,681	242,766	3,085
Coordination	4,626	-	(4,626)
Salary Related Expenses	39,368	38,631	(737)
	<b>283,675</b>	<b>281,397</b>	<b>(2,278)</b>
<b>Occupancy Costs:</b>			
Rent and Insurance	7,030	6,519	(511)
Utilities	2,960	3,500	540
Repairs and Maintenance	6,912	6,500	(412)
	<b>16,902</b>	<b>16,519</b>	<b>(383)</b>
<b>Contractual Professional Services:</b>			
Audit and Accounting Fees	13,740	12,275	(1,465)
Legal and Court Fees	7,365	6,000	(1,365)
Consultancies, Research and Training	8,768	8,000	(768)
Coordination	-	5,100	5,100
	<b>29,873</b>	<b>31,375</b>	<b>1,502</b>
<b>Others:</b>			
Hospitality and Workshops	5,070	5,400	330
Printing, Stationery and Supplies	3,878	6,450	2,572
Media and Advertising	4,590	3,900	(690)
Transportation, Perdiem and Travel	6,315	6,000	(315)
Communication	9,261	6,500	(2,761)
Emergencies and Safe home	-	-	-
Bank Charges	24,380	32,000	7,620
	<b>53,494</b>	<b>60,250</b>	<b>6,756</b>
Total expenditures	383,944	389,541	5,597
Capital expenditures	8,564	7,520	(1,044)
<b>Total</b>	<b>392,508</b>	<b>397,061</b>	<b>4,553</b>