

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

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**Financial Statements  
and  
Auditor's Report**

**31 December 2011**

# **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 General Assembly 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 of December 31, 2011, the statement of activities and change in net assets, statement of functional expenses, 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 International Financial Reporting Standards and the United States of America Statements on Financial Accounting Standards No. 116, and 117 applicable to not for profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *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, 2011, its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards and the United States of America Statements on Financial Accounting Standards No. 116 and 117 applicable to not for profit organizations.



Deloitte & Touche (M.E.) \ Saba & Co.

Ramallah

April 20, 2012

Statement - A

Women's Centre for Legal Aid and Counselling

Statement of Financial Position

As of 31 December 2011

	Note	2011 USD	2010 USD
<b>Assets</b>			
Cash on Hand and at Banks	3	332,208	342,941
Deposits with Banks Restricted for Staff Benefits	3	848,812	828,989
Pledges Receivables	4	209,044	25,053
Accounts Receivable	5	75,888	24,106
Prepaid Expenses		22,873	19,125
Property, Plant and Equipment - net of Accumulated Depreciation	6	708,998	746,085
<b>Total Assets</b>		<b>2,197,823</b>	<b>1,986,299</b>
<b>Liabilities and Net Assets</b>			
<b>Liabilities:</b>			
Payables and Accruals	7	231,634	64,699
Grants Refundable to Donors	8	-	215,009
Deferred Grants	9	143,092	12,949
Loan Payable	10	135,717	165,139
Reserves for Staff Benefits	11	885,029	857,682
<b>Total Liabilities</b>		<b>1,395,472</b>	<b>1,315,478</b>
<b>Net Assets:</b>			
Unrestricted (Deficit)		(7,533)	(163,106)
Investment in Property, Plant and Equipment Temporarily Restricted	15	708,998 100,886	746,085 87,842
<b>Total Net Assets (Statement -C)</b>		<b>802,351</b>	<b>670,821</b>
<b>Total Liabilities and Net Assets</b>		<b>2,197,823</b>	<b>1,986,299</b>

See Notes to Financial Statements

# Women's Centre for Legal Aid and Counselling

## Statement of Activities

Year Ended 31 December 2011

		Temporary		Total	
		Unrestricted	Restricted	2011	2010
Note		USD	USD	USD	USD
Operating Revenues:					
Grants, net of refundable grants	15	-	2,112,862	2,112,862	1,790,639
Grants portion to cover general overhead		39,142	-	39,142	21,697
Other Revenues	12	77,358	-	77,358	66,318
Total Operating Revenues		116,500	2,112,862	2,229,362	1,878,654
Net Assets Released from restrictions	15	2,099,818	(2,099,818)	-	-
		2,216,318	13,044	2,229,362	1,878,654
Program Expenses:					
Capacity Building		160,987	-	160,987	183,221
Research and Documentation		340,519	-	340,519	359,556
Services		536,048	-	536,048	503,498
Administration and General		407,271	-	407,271	367,636
Total Core Expenses (Statement-E)		1,444,825	-	1,444,825	1,413,911
Special Projects (Statement-E)		636,403	-	636,403	460,509
Depreciation		55,677	-	55,677	56,524
		2,136,905	-	2,136,905	1,930,944
Loss (Gain) on Currency Fluctuations		(8,569)	-	(8,569)	63,541
Total Expenses		2,128,336	-	2,128,336	1,994,485
Increase in Net Assets During the Year (Statement - C)		87,982	13,044	101,026	(115,831)

See Notes to Financial Statements



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

## **Statement of Change in Net Assets**

**Year Ended 31 December 2011**

	Investment in Property, Plant & Temporary			Total
	Unrestricted	Equipment	Restricted	
	USD	USD	USD	USD
Net Assets at January 1, 2011	(163,106)	746,085	87,842	670,821
Excess (Deficit) for the Year (Statement - B)	87,982	-	13,044	101,026
Procurement of Property	(18,590)	18,590	-	-
Releases from grants refundable to donor	30,504	-	-	30,504
Depreciation Expense	55,677	(55,677)	-	-
<b>Net Assets at December 31, 2011 (Statement - A)</b>	<b>(7,533)</b>	<b>708,998</b>	<b>100,886</b>	<b>802,351</b>
Net Assets at January 1, 2010	(75,703)	778,541	195,691	898,529
Excess (Deficit) for the Year (Statement - B)	(7,982)	-	(107,849)	(115,831)
Procurement of Fixed Assets	(24,068)	24,068	-	-
Revaluation of Special Project Activities	(23,964)	-	-	(23,964)
Grants received in prior years and refundable to donor	(87,913)	-	-	(87,913)
Depreciation Expense	56,524	(56,524)	-	-
<b>Net Assets at December 31, 2010 (Statement - A)</b>	<b>(163,106)</b>	<b>746,085</b>	<b>87,842</b>	<b>670,821</b>

**See Notes to Financial Statements**

# Women's Centre for Legal Aid and Counselling

## Statement of Cash Flows

Year Ended 31 December 2011

	2011	2010
	USD	USD
<b>Cash Flows from Operating activities:</b>		
Cash Received from Donors	1,968,013	1,854,682
Other Revenues	77,358	66,318
Cash Paid to Suppliers and Employees	(1,988,269)	(1,986,417)
	<u>57,102</u>	<u>(65,417)</u>
<b>Cash Flows from Investing Activities:</b>		
Procurement of Property	(18,590)	(24,068)
	<u>(18,590)</u>	<u>(24,068)</u>
<b>Cash Flows from Financing Activities:</b>		
Settlement of Loan Payable	(29,422)	(27,012)
<b>Cash Flows Used in Financing Activities</b>	<u>(29,422)</u>	<u>(27,012)</u>
<b>Increase (Decrease) in Cash and Banks During the Year</b>	<b>9,090</b>	<b>(116,497)</b>
Cash on Hand and at Banks at Beginning of Year	1,171,930	1,288,427
<b>Cash on Hand and at Banks at End of Year</b>	<b><u>1,181,020</u></b>	<b><u>1,171,930</u></b>
<b>Adjustments to Reconcile Change in Net Assets</b>		
<b>to Net Cash Provided by Operating Activities:</b>		
Change in Net Assets	131,530	(227,708)
Depreciation	55,677	56,524
Provision for Severance Pay and Provident Fund, Net of Payment	27,347	133,790
Decrease (increase) in Accounts and Pledges Receivables	(235,773)	111,622
Increase (Decrease) in Deferred Grants	130,143	(192,871)
Increase (Decrease) in Grants Refundable to Donors	(215,009)	79,669
Increase (Decrease) in Payables and Accruals	166,935	(20,672)
Decrease (Increase) in Prepaid Expenses	(3,748)	(5,771)
<b>Cash Provided by Operating Activities</b>	<b><u>57,102</u></b>	<b><u>(65,417)</u></b>

See Notes to Financial Statements



## Women's Centre for Legal Aid and Counseling

## Statement of Functional Expenses

Year Ended 31 December 2011

	Capacity Building		Research and Documentation		Services		Administration and General		Total		Special Projects		Total 2011	
	USD		USD		USD		USD		USD		USD		USD	
<b>Salaries and Related Expenses:</b>														
Salaries	75,908		180,890		304,210		261,878		822,886		249,844		1,072,730	
Salary Related Expenses *	21,019		55,889		76,156		68,721		221,785		5,823		227,608	
<b>Salaries and Related Expenses:</b>	<b>96,927</b>		<b>236,779</b>		<b>380,366</b>		<b>330,599</b>		<b>1,044,671</b>		<b>255,667</b>		<b>1,300,338</b>	
<b>Occupancy Costs:</b>														
Rent and insurance	-		-		27,124		-		27,124		-		27,124	
Utilities	4,365		4,554		8,093		4,482		21,494		4,383		25,877	
Repairs and Maintenance	3,642		3,253		13,343		3,255		23,493		2,443		25,936	
	<b>8,007</b>		<b>7,807</b>		<b>48,560</b>		<b>7,737</b>		<b>72,111</b>		<b>6,826</b>		<b>78,937</b>	
<b>Contractual Professional Services:</b>														
Audit and Accounting Fees	-		-		-		18,503		18,503		5,201		23,704	
Legal and Court Fees	-		-		7,494		13,932		21,426		-		21,426	
Consultancies, Research and Training	900		-		3,155		9,218		13,273		112,319		125,592	
Coordination & volunteers	9,321		20,402		21,211		-		50,934		26,840		77,774	
	<b>10,221</b>		<b>20,402</b>		<b>31,860</b>		<b>41,653</b>		<b>104,136</b>		<b>144,360</b>		<b>248,496</b>	
<b>Others:</b>														
Hospitality and Workshops	5,583		15,738		15,813		5,424		42,558		45,325		87,883	
Printing, Stationery and Supplies	11,022		19,138		7,994		3,667		41,821		17,328		59,149	
Media and Advertising	251		16,710		-		4,149		21,110		21,369		42,479	
Transportation, Perdiem and Travel	21,054		18,015		32,423		7,208		78,700		30,679		109,379	
Communication	5,356		3,501		16,363		4,417		29,637		3,022		32,659	
Emergencies and Safe home	-		-		404		-		404		-		404	
Vehicle Cost	-		-		-		-		-		16,450		16,450	
Expenditure of local partners	-		-		-		-		-		95,257		95,257	
Bank Charges	2,566		2,429		2,265		2,417		9,677		120		9,797	
	<b>45,832</b>		<b>75,531</b>		<b>75,262</b>		<b>27,282</b>		<b>223,907</b>		<b>229,550</b>		<b>453,457</b>	
<b>Total Expenses (Statement - B)</b>	<b>160,987</b>		<b>340,519</b>		<b>536,048</b>		<b>407,271</b>		<b>1,444,825</b>		<b>636,403</b>		<b>2,081,228</b>	

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

## Women's Centre for Legal Aid and Counselling

## Statement of Functional Expenses

Year Ended 31 December 2010

	Capacity and Building		Research and Documentation		Services		Administration and General		Special Projects		Total 2010	
	USD		USD		USD		USD		USD		USD	
<b>Salaries and Related Expenses:</b>												
Salaries	93,415		175,393		242,638		201,426		187,902		900,774	
Salary Related Expenses *	22,750		59,413		66,442		63,050		1,028		212,683	
<b>Salaries and Related Expenses:</b>	<b>116,165</b>		<b>234,806</b>		<b>309,080</b>		<b>264,476</b>		<b>188,930</b>		<b>1,113,457</b>	
<b>Occupancy Costs:</b>												
Rent and insurance	-		-		27,026		-		-		27,026	
Utilities	5,155		6,914		11,740		3,700		1,599		29,108	
Repairs and Maintenance	5,287		5,987		6,986		6,366		779		25,405	
	<b>10,442</b>		<b>12,901</b>		<b>45,752</b>		<b>10,066</b>		<b>2,378</b>		<b>81,539</b>	
<b>Contractual Professional Services:</b>												
Audit and Accounting Fees	-		-		-		18,721		5,185		23,906	
Legal and Court Fees	-		-		7,084		8,554		-		15,638	
Consultancies, Research and Training	1,718		12,000		3,804		14,617		71,562		103,701	
Coordination & volunteers	14,296		40,021		58,754		11,000		13,912		137,983	
	<b>16,014</b>		<b>52,021</b>		<b>69,642</b>		<b>52,892</b>		<b>90,659</b>		<b>281,228</b>	
<b>Others:</b>												
Hospitality and Workshops	7,728		14,667		23,107		10,058		50,645		106,205	
Printing, Stationery and Supplies	1,822		10,194		5,825		6,554		9,603		33,998	
Media and Advertising	-		6,851		25		10,337		7,994		25,207	
Transportation, Perdiem and Travel	18,550		14,158		34,736		5,860		31,021		104,325	
Communication	9,553		11,456		12,007		4,110		2,331		39,457	
Emergencies and Safe home	-		-		783		-		-		783	
Vehicle Cost	-		-		-		-		16,480		16,480	
Expenditure of local partners	-		-		-		-		60,468		60,468	
Bank Charges	2,947		2,502		2,541		3,283		-		11,273	
	<b>40,600</b>		<b>59,828</b>		<b>79,024</b>		<b>40,202</b>		<b>178,542</b>		<b>398,196</b>	
<b>Total Expenses (Statement - B)</b>	<b>183,221</b>		<b>359,556</b>		<b>503,498</b>		<b>367,636</b>		<b>460,509</b>		<b>1,874,420</b>	

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

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

## **Notes to Financial Statements**

**31 December 2011**

### **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 Centre is registered with all concerned authorities of the Palestinian National Authority.

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

#### **2.1 Preparation of Financial Statements:**

In the current year, WCLAC management considered all new and revised Standards and Interpretations issued by the International Accounting Standards Board (IASB) and the International Financial Reporting Interpretations Committee (IFRIC) of IASB, relevant to its activities, that were issued and effective for annual reporting periods ending on 31 December 2011. The application of the new standards and interpretations has no effect on the financial position or the results of operations of the WCLAC.

The financial statements have been prepared on the accrual basis of accounting and in conformity with International Financial Reporting Standards and the United States of America Statements on Financial Accounting Standards No. 116 and 117 applicable to not for profit organizations.

The net assets of WCLAC and changes therein are classified and reported in accordance with United States of America Statements on Financial Accounting Standards No. 116 and 117. "Financial Statements of Not-for-profit Organizations", which establish standards for external financial reporting by not-for-profit organizations.

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.

### 2.2 Contributions:

Contributions are recognized as revenues when received. Pledges receivable represents expenses incurred prior to 31 December and reimbursed by donors subsequently. Deferred grants are those grants received for implementation of activities in the forthcoming years.

### 2.3 Foreign Currency Transactions:

The books of accounts are maintained in U.S. Dollar. Transactions which are denominated in other currencies are converted into U.S. Dollar as follows:

- Transactions which are expressed or denominated in other currencies are converted into U.S. Dollar equivalent using the exchange rate prevailing on the date of the transaction.
- Assets and liabilities which are denominated or expressed in other currencies are presented at their USD equivalent using the exchange rate prevailing on December 31, 2011 of NIS 3.81 and of Euro 1.292.
- All other assets and liabilities are presented in their USD equivalent at their historical values.
- Exchange differences arising from the translation of local currency balances is charged to the statement of activities.

### 2.4 Property, Plant and Equipment:

Property, plant and equipment 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. The yearly depreciation rates are 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 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)

### 2.5 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.

### 2.6 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.

**2.7 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 property, plant and equipment and all other provisions.

**2.8 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:

	2011 USD	2010 USD
Cash on Hand	8,548	452
Deposits with Banks (overdrawn) in Israeli Shekel	(23,759)	(53,456)
Deposits with Banks in US Dollar	339,009	190,913
Deposits with Banks in EURO	8,410	205,032
	<b>332,208</b>	<b>342,941</b>
Deposits with Banks in US Dollar restricted for Staff Benefits	<b>848,812</b>	<b>828,989</b>

## 4. Pledges Receivable:

### Composition:

	2011 USD	2010 USD
Heinrich Boell Foundation	--	--
EU- Union Of Jordanian	--	8,270
Welfare (JER) Social & Legal Empowerment	--	3,490
NGO Development Center (NDC)	--	10,000
UNESCO ( Women Debates)	--	3,293
Ministry of Foreign Affairs of Iceland (ICELAND)	43,000	--
Drosos	46,529	--
EU-DCI-GENRE/2008/159-764, net of overhead	83,733	--
SOROS-IHL	33,022	--
DCAF	2,760	--
<b>Total</b>	<b>209,044</b>	<b>25,053</b>



**5. Accounts Receivables:  
Composition:**

	<b>2011</b>	<b>2010</b>
	<b>USD</b>	<b>USD</b>
Advances to Employees	54,141	21,478
Others	21,747	2,628
	<b>75,888</b>	<b>24,106</b>

**6. Property, Plant and Equipment—net of Accumulated Depreciation:**

**Composition:**

	<b>2011</b>			
	<b>Beginning</b>	<b>Additions</b>	<b>Disposals</b>	<b>Ending</b>
	<b>USD</b>	<b>USD</b>	<b>USD</b>	<b>USD</b>
<b>Fixed Assets:</b>				
Building and Building Improvement	614,730	-	-	614,730
MIS - Computer System	49,250	-	-	49,250
Office Furniture	97,490	2,705	-	100,195
Office Equipment	286,745	15,885	-	302,630
Vehicles	28,627	-	-	28,627
	<b>1,076,842</b>	<b>18,590</b>	<b>-</b>	<b>1,095,432</b>
<b>Accumulated Depreciation</b>	<b>(330,757)</b>	<b>(55,677)</b>	<b>-</b>	<b>(386,434)</b>
<b>Net</b>	<b>746,085</b>			<b>708,998</b>

**Composition:**

	<b>2010</b>			
	<b>Beginning</b>	<b>Additions</b>	<b>Disposals</b>	<b>Ending</b>
	<b>USD</b>	<b>USD</b>	<b>USD</b>	<b>USD</b>
<b>Fixed Assets:</b>				
Building and Building Improvement	614,730	-	-	614,730
MIS - Computer System	49,250	-	-	49,250
Office Furniture	86,379	11,111	-	97,490
Office Equipment	273,788	12,957	-	286,745
Vehicles	28,627	-	-	28,627
	<b>1,052,774</b>	<b>24,068</b>	<b>-</b>	<b>1,076,842</b>
<b>Accumulated Depreciation</b>	<b>(274,233)</b>	<b>(56,524)</b>	<b>-</b>	<b>(330,757)</b>
<b>Net</b>	<b>778,541</b>			<b>746,085</b>

7. **Payables and Accruals:**

**Composition:**

	<b>2011</b>	<b>2010</b>
	<b>USD</b>	<b>USD</b>
Professional Fees	19,315	36,098
Payables and Accrued Expenses	212,319	28,601
	<b>231,634</b>	<b>64,699</b>

8. **Grants Refundable to Donors:**

**Composition:**

	<b>2011</b>	<b>2010</b>
	<b>USD</b>	<b>USD</b>
EU – Oxfam Novib	-	215,009
	<b>-</b>	<b>215,009</b>

9. **Deferred Grants:**

The balance of this account consists of grants received during the year and are designated for the budget of 2012. Composition of this account is as follows:

	<b>2011</b>	<b>2010</b>
	<b>USD</b>	<b>USD</b>
Oxfam Novib PAL-501841-0007074	96,472	12,949
EED	46,620	-
	<b>143,092</b>	<b>12,949</b>

10. **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 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 during the year 2011 is as follows:

	<b>Principle</b>
Balance at beginning of the year	165,139
Settlement during the year, excluding interest	(29,422)
<b>Balance at end of year</b>	<b>135,717</b>

**11. Reserve for Staff Benefits:**

**Composition:**

	<b>Severance Pay</b>	<b>Provident Fund</b>
	<b>USD</b>	<b>USD</b>
<b>Balance at Beginning of Year</b>	<b>564,250</b>	<b>342,980</b>
Indemnities Paid	(90,699)	(58,798)
Provision for the Year	112,024	60,714
<b>Balance at End of Year</b>	<b>585,575</b>	<b>344,896</b>
Advances on Severance Pay / Staff Loans as of 31 December 2011	(45,442)	-
	<b>540,133</b>	<b>344,896</b>

**12. Other Revenues:**

**Composition:**

	<b>2011</b>	<b>2010</b>
	<b>USD</b>	<b>USD</b>
Bank Interest	1,403	2,730
Coordination and Training Fees	33,495	16,749
Donations for expenses	--	1,236
Donation from EU Commission for Communication Consultancy	--	12,479
Donations from EED project # 20050005	13,955	-
Local Partner Contribution	16,115	18,130
Over Head – EU – Jordan Project	--	8,270
Others	12,390	6,724
	<b>77,358</b>	<b>66,318</b>

**13. 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 expenses as well as property, plant and equipment procurements are significantly financed by donors through donations. The management believes that the funding level in the year 2012 will be sufficient to significantly finance 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.

- **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.

**14. Comparative Figures:**

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



15. Releases from temporary restricted assets by funding source for the year ended 31 December 2011 is as follows:

	Grants				Unexpended Grants as of 31-Dec-11	Available Grants	Unexpended Grants as of 31-Dec-11	Disposed Grants in 2011
	Unexpended Grants as of 31-Dec-10		Received & Pledged 2011					
	USD	USD	USD	USD				
Core Grants:								
Broederlijk	-	46,600	46,600	-	-	-	46,600	
The Norwegian Representative Office (NRO)	-	452,314	452,314	-	-	-	452,314	
NGO Development Center (NDC)- Grant No. HRG.2.10.055	-	261,000	261,000	-	-	-	261,000	
FED	-	111,996	111,996	-	-	-	111,996	
Caritass	1,962	80,000	81,962	-	-	-	81,962	
UNDP, Net of Overhead	-	72,432	72,432	38,422	34,010	-	34,010	
Oxfam NOVIB	-	187,877	187,877	15,901	171,976	-	171,976	
Ministry of Foreign Affairs of Iceland (ICELAND)	-	43,000	43,000	-	-	-	43,000	
Dan Church Aid	-	29,008	29,008	-	29,008	-	29,008	
Drosos	222	104,485	104,707	-	104,707	-	104,707	
Acsur	9,852	29,996	39,848	-	39,848	-	39,848	
Welfare Social and Legal Empowerment	-	12,327	12,327	-	12,327	-	12,327	
The French Consulate	-	29,088	29,088	12,715	16,373	-	16,373	
Open Society Institute (OSMIENA)	-	100,000	100,000	-	100,000	-	100,000	
	12,036	1,560,123	1,572,159	67,038	1,505,121			
Other Grants / Special Projects:								
EU-DCI-GENRE/2008/159-764, net of overhead	35,872	317,680	353,552	-	353,552	-	353,552	
COHRE	2,497	-	2,497	2,497	-	-	-	
Drosos Local Partner (women for Life)	-	31,706	31,706	-	31,706	-	31,706	
Drosos Local Partner (Alnajda)	-	37,903	37,903	-	37,903	-	37,903	
Drosos Local Partner (Tubas)	-	15,106	15,106	-	15,106	-	15,106	
Soros- IHL	12,780	33,022	45,802	-	45,802	-	45,802	
GMLT	24,657	-	24,657	-	24,657	-	24,657	
OSI -Broken Families	-	47,086	47,086	26,724	20,362	-	20,362	
UNDP -Broken Families	-	52,032	52,032	4,627	47,405	-	47,405	
Unesco Women Debates	-	10,447	10,447	-	10,447	-	10,447	
DCAF	-	7,757	7,757	-	7,757	-	7,757	
	75,806	552,739	628,545	33,848	594,697			
Total Funded by Temporary Restricted	87,842	2,112,862	2,200,704	100,886	2,099,818			



# Women's Centre for Legal Aid and Counselling

## Core Expenditures

### Actual Expenses versus Budget Year Ended 31 December 2011

	Actual	Budget	(Over) Under Budget
	USD	USD	USD
<b>Salaries and Related Expenses:</b>			
Salaries	822,886	830,181	7,295
Salary Related Expenses	221,785	207,252	(14,533)
	<b>1,044,671</b>	<b>1,037,433</b>	<b>(7,238)</b>
<b>Occupancy Costs:</b>			
Rent and Insurance	27,124	27,077	(47)
Utilities	21,494	24,000	2,506
Repairs and Maintenance	23,493	34,000	10,507
	<b>72,111</b>	<b>85,077</b>	<b>12,966</b>
<b>Contractual Professional Services:</b>			
Audit and Accounting Fees	18,503	18,000	(503)
Legal and Court Fees	21,426	19,980	(1,446)
Consultancies, Research and Training	13,273	30,660	17,387
Coordination	50,934	65,582	14,648
	<b>104,136</b>	<b>134,222</b>	<b>30,086</b>
<b>Others:</b>			
Hospitality and Workshops	42,558	72,589	30,031
Printing, Stationery and Supplies	41,821	65,946	24,125
Media and Advertising	21,110	27,616	6,506
Transportation, Perdiem and Travel	78,700	90,277	11,577
Communication	29,637	38,246	8,609
Emergencies and Safe home	404	1,000	596
Bank Charges	9,677	10,730	1,053
	<b>223,907</b>	<b>306,404</b>	<b>82,497</b>
Total expenditures	1,444,825	1,563,136	118,311
Capital expenditures	10,471	16,000	5,529
<b>Total</b>	<b>1,455,296</b>	<b>1,579,136</b>	<b>123,840</b>

# Women's Centre for Legal Aid and Counselling

## Capacity Building Unit

### Actual Expenses versus Budget Year Ended 31 December 2011

	Actual	Budget	(Over) Under Budget
	USD	USD	USD
<b>Salaries and Related Expenses:</b>			
Salaries	75,908	72,336	(3,572)
Salary Related Expenses	21,019	21,163	144
	<u>96,927</u>	<u>93,499</u>	<u>(3,428)</u>
<b>Occupancy Costs:</b>			
Rent and Insurance	-	-	-
Utilities	4,365	5,000	635
Repairs and Maintenance	3,642	7,000	3,358
	<u>8,007</u>	<u>12,000</u>	<u>3,993</u>
<b>Contractual Professional Services:</b>			
Consultancies, Research and Training	900	5,650	4,750
Coordination	9,321	9,750	429
	<u>10,221</u>	<u>15,400</u>	<u>5,179</u>
<b>Others:</b>			
Hospitality and Workshops	5,583	12,580	6,997
Printing, Stationery and Supplies	11,022	11,262	240
Media and Advertising	251	305	54
Transportation, Perdiem and Travel	21,054	26,985	5,931
Communication	5,356	7,940	2,584
Bank Charges	2,566	2,840	274
	<u>45,832</u>	<u>61,912</u>	<u>16,080</u>
Total expenditures	160,987	182,811	21,824
Capital expenditures	2,628	3,500	872
<b>Total</b>	<u><u>163,615</u></u>	<u><u>186,311</u></u>	<u><u>22,696</u></u>

# Women's Centre for Legal Aid and Counselling

## Research and Documentation Unit

### Actual Expenses versus Budget Year Ended 31 December 2011

	Actual	Budget	(Over) Under Budget
	USD	USD	USD
<b>Salaries and Related Expenses:</b>			
Salaries	180,890	183,834	2,944
Salary Related Expenses	55,889	52,699	(3,190)
	<u>236,779</u>	<u>236,533</u>	<u>(246)</u>
<b>Occupancy Costs:</b>			
Rent and Insurance	-	-	-
Utilities	4,554	5,000	446
Repairs and Maintenance	3,253	7,000	3,747
	<u>7,807</u>	<u>12,000</u>	<u>4,193</u>
<b>Contractual Professional Services:</b>			
Consultancies, Research and Training	-	2,400	2,400
Coordination	20,402	28,412	8,010
	<u>20,402</u>	<u>30,812</u>	<u>10,410</u>
<b>Others:</b>			
Hospitality and Workshops	15,738	22,819	7,081
Printing, Stationery and Supplies	19,138	34,484	15,346
Media and Advertising	16,710	17,891	1,181
Transportation, Perdiem and Travel	18,015	22,935	4,920
Communication	3,501	5,527	2,026
Bank Charges	2,429	2,700	271
	<u>75,531</u>	<u>106,356</u>	<u>30,825</u>
Total expenditures	340,519	385,701	45,182
Capital expenditures	987	4,500	3,513
<b>Total</b>	<u><u>341,506</u></u>	<u><u>390,201</u></u>	<u><u>48,695</u></u>

# Women's Centre for Legal Aid and Counselling

## Service Unit

### Actual Expenses versus Budget Year Ended 31 December 2011

	Actual	Budget	(Over) Under Budget
	USD	USD	USD
<b>Salaries and Related Expenses:</b>			
Salaries	304,210	305,088	878
Salary Related Expenses	76,156	70,335	(5,821)
	<b>380,366</b>	<b>375,423</b>	<b>(4,943)</b>
<b>Occupancy Costs:</b>			
Rent and Insurance	27,124	27,077	(47)
Utilities	8,093	9,000	907
Repairs and Maintenance	13,343	14,000	657
	<b>48,560</b>	<b>50,077</b>	<b>1,517</b>
<b>Contractual Professional Services:</b>			
Audit and Accounting Fees	-	-	-
Legal and Court Fees	7,494	8,000	506
Consultancies, Research and Training	3,155	6,350	3,195
Coordination	21,211	27,420	6,209
	<b>31,860</b>	<b>41,770</b>	<b>9,910</b>
<b>Others:</b>			
Hospitality and Workshops	15,813	20,000	4,187
Printing, Stationery and Supplies	7,994	8,325	331
Media and Advertising	-	-	-
Transportation, Perdiem and Travel	32,423	31,997	(426)
Communication	16,363	18,119	1,756
Emergencies and Safe home	404	1,000	596
Bank Charges	2,265	2,490	225
	<b>75,262</b>	<b>81,931</b>	<b>6,669</b>
Total expenditures	536,048	549,201	13,153
Capital expenditures	4,688	4,000	(688)
<b>Total</b>	<b>540,736</b>	<b>553,201</b>	<b>12,465</b>

# Women's Centre for Legal Aid and Counselling

## Administration and General Unit

### Actual Expenses versus Budget Year Ended 31 December 2011

	Actual	Budget	(Over) Under Budget
	USD	USD	USD
<b>Salaries and Related Expenses:</b>			
Salaries	261,878	268,923	7,045
Salary Related Expenses	68,721	63,055	(5,666)
	<u>330,599</u>	<u>331,978</u>	<u>1,379</u>
<b>Occupancy Costs:</b>			
Rent and Insurance	-	-	-
Utilities	4,482	5,000	518
Repairs and Maintenance	3,255	6,000	2,745
	<u>7,737</u>	<u>11,000</u>	<u>3,263</u>
<b>Contractual Professional Services:</b>			
Audit and Accounting Fees	18,503	18,000	(503)
Legal and Court Fees	13,932	11,980	(1,952)
Consultancies, Research and Training	9,218	16,260	7,042
	<u>41,653</u>	<u>46,240</u>	<u>4,587</u>
<b>Others:</b>			
Hospitality and Workshops	5,424	17,190	11,766
Printing, Stationery and Supplies	3,667	11,875	8,208
Media and Advertising	4,149	9,420	5,271
Transportation, Perdiem and Travel	7,208	8,360	1,152
Communication	4,417	6,660	2,243
Bank Charges	2,417	2,700	283
	<u>27,282</u>	<u>56,205</u>	<u>28,923</u>
Total expenditures	407,271	445,423	38,152
Capital expenditures	2,168	4,000	1,832
<b>Total</b>	<u>409,439</u>	<u>449,423</u>	<u>39,984</u>