

HARROW KUWAITI COMMUNITY ASSOCIATION PROGRESS REPORT

Constitution and accounts for 2002-2003 previously submitted directly to Civic centre.

Minutes produced for Management Committee meeting held in April 2003.

Additional funding received from:

Peabody Trust (£5K for a newsletter)

Renewal (£1500 for a computer)

Eid Mubarak social gathering (20-25 people) held in Feb 2003.

Casework expenses per visit agreed by Management Committee and minuted.

Casework expenses claim form being used.

Casework analysis provided for 2002-2003.

Accounts system being used following consultation with Joe Ramalho of CASH.

Invoices used.

(£1031.25 carried over from end of March 2003 which includes the £1000 grant)

(Balance of £76.78 as at end July 2003 - ie previous year's grant spent.)

CASE WORK from April 2002 to March 2003

Months	Clinic	Hosp	College	Benefit	A.Bearue	Housing	H.O.	Lawyers	IntoJob	Total
April	7	3		1				1		12
May	4	2	1						1	8
June	6	1		1	1					9
July	1	4		1		1	1		1	9
August	5					1				6
September	7	8		2	1				3	21
October	1	2							1	4
November	1	2		3	1				1	8
December	3	2	1	3					2	11
January	5	7							1	13
February	5	5	1	2		2				15
March	7	5	3	1		1			1	18
Total =	52	41	6	14	3	5	1	1	11	134

HARROW KUWAITI COMMUNITY ASSOCIATION

Community Premises, 27 Northolt Road, South Harrow, Middlesex. HA2 0LH.

VOLUNTEER'S CLAIM FORM

Section 1 – to be completed by volunteer:

Name of Volunteer:

Home address:

Telephone no:

I certify that I have carried out the assignment as stated below and wish to claim expenses of £5.00.

Volunteer's signature:

Section 2 – to be completed by volunteer:

Client's name:

Client's address:

Client's telephone no:

Nature of assignment:

Section 3 - to be completed by agency conducting interview/appointment:

Date:

Signature:

Official stamp (or business address if stamp not available):

Time:

Position:

Section 4 - to be completed by HKCA management committee member:

Claim authorised by (print name):

Position in organisation:

By signing this claim, you are authorising that expenses of £5.00 should be paid to the volunteer for this assignment.

Signature:

Date authorised: