



\*ASSOCIATE REPORT  \*PROJECT PROPOSAL  \*PROJECT REPORT  \*FOLLOW-UP

**MONTHLY MINISTRY REVIEW:**

SCORE\_\_\_\_\_ (Regional Field Coordinator) SCORE\_\_\_\_\_ (Global Field Coordinator)

Today's date: 12<sup>th</sup> September 2011

Project name: Harvest, Togo

Purpose of project: Harvest training programs and activities

Location: Lomé, Togo

Date of beginning and anticipated date to finish: 1<sup>st</sup> to 31 August 2011

Person responsible for the project: Enyonam Happy Aziadekey

**Narrative description of activities in the past month:**

- 1. Teaching/Training/Mentorship 12
- 2. Publications 1
- 3. Networking/Coaching 1
- 4. Administration
- 5. Personal
- 6. Other (Seed project) 1

\*BUDGET  \*FINANCIAL REPORT

Date	Description	US\$***		
		Credit	Expenditure	Balance
	<b>Beginning Balance</b>	<b>830.19</b>		
	Office supplies and educational materials		59	
	Meals and refreshments for events		378	
	Transportation		70	
	Communication (telephone, skype, mail)		46	
	Books and softwares		0	
	Equipment and electronic accessories		0	
	<b>Total</b>		<b>553</b>	
	<b>Ending Balance</b>			<b>277.19</b>

\*\*Please change "Debit" to "Budget" and use this column for the budget.

\*\*\*Use only US dollars with 2 decimal places (cents) on the reports.

If needed, you can insert more rows on the financial chart.

*\*Check the box to define if this is a proposal with a budget, a report with a financial report, or follow-up.  
Thank you!*