

Здружение за унапредување на родовата еднаквост

АКЦИЈА ЗДРУЖЕНСКА-Скопје

Примено:	01.09.2019		
Орг.Един:	Број:	Прилог:	Вредност:
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AUDIT REPORT

Project:

“Active Women, Accountable Governments”

Association for Advancement of Gender Equality
AKCIJA ZDRUZHENSKA - SKOPJE

February 2019

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INDEPENDENT AUDITOR'S REPORT - FINANCIAL AUDIT

KVINNA TILL KVINNA FOUNDATION KTK
Non-governmental organization,
Sweden

We have been engaged to audit the expenditure and revenue as stated in the Financial Report of the project entitled "Active Women, Accountable Governments" with reference number MK01RAM02-17001, the 'Project', with implementation period from 1 May 2018 to 31 December 2018. This report has been prepared for the needs of the Kvinna till Kvinna Foundation, regarding to the Cooperation Agreement signed on 1 May 2018 between the Kvinna till Kvinna Foundation "Contracting Authority" and Association for Advancement of Gender Equality AKCIJA ZDRUZHENSKA - SKOPJE, "the Entity".

Our findings are set out in the relevant sections of our report, which is made solely to the Contracting Authority in order to gain assurance that the Project funding provided has, in all material respects, been used in conformity with the applicable Contractual Conditions which are set out in section 2.2. of our report, and to facilitate determination with Entity of any balance of funding which is payable or recoverable.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

In accordance with the agreed conditions the Entity's management is responsible for the preparation of the Financial Report and for being satisfied that it presents fairly the actual expenditure incurred and revenue received for the Project in conformity with the applicable agreed conditions.

Auditor's Responsibilities for the Audit of the Financial Statements

Our responsibility is to audit the Financial Report and to report our findings to the Contracting Authority in accordance with the Terms of Reference for the audit engagement. These specify that we should carry out our work in accordance with International Standards on Auditing (issued by the International Auditing and Assurances Standards Board) insofar as these standards can be applied in the specific context of a contractual compliance audit. These standards require us to observe applicable ethical standards in the conduct of our work.

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Scope of the Audit

The Scope of our audit is set out in the Terms of Reference as noted in Section 2 of our report. It includes obtaining evidence for the amounts and disclosures in the Financial Report sufficient to give assurance that the Financial Report is free from material misstatement, whether caused by error or fraud.

We have taken into account all the available evidence presented to us during our fieldwork which we finalized on 6th February 2019, including the subsequent comments and information of the Entity.

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

Auditor's opinion

In our opinion the Financial Statements of the Project, in all material respects, give a true and correct representation of the expenditures incurred and the revenue obtained, and conform to generally accepted accounting principles.

Distribution and use

The Kvinna till Kvinna Foundation has requested this report and it is intended solely for the information and use of the Kvinna till Kvinna Foundation and the Entity.

Certified Auditor, Partner
Zvonko Kocovski

25 February 2019

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1. Summary of Findings

1.1. Summary of all Findings

Without qualifying our opinion, we draw attention to the following matter:

1. For the reporting purposes the Entity uses an exchange rate of 1 EUR = MKD 61,40, which presents an average exchange rate from the exchange rate of the first instalment (61,45) and the exchange rate of the second instalment (61,35), that represent the rate of exchange at which the Contracting Authority contribution was received and recorded in the Entity's account.
2. We note that there are exceeding of some subheading and heading budgeted expenses (see financial report, Annex 1 of this report). More precisely:
 - the costs incurred under the heading budget item 1. Staff costs overcome their budgeted amount for 17 EUR, due to the overcoming of the subheading budget items: 1.1, 1.3, 1.4, 1.5, and 1.6.
 - the costs incurred under the heading budget item 2. Office costs overcome their budgeted amount for 5 EUR, due to the overcoming of the subheading budget items: 2.2, 2.4, and 2.7.
 - the costs incurred under the subheadings budget items: 4.2.-Local assistance overcome their budgeted amount for 23 EUR and 4.6.-Introductory workshop overcome their budgeted amount for 73 EUR. However, the estimated costs under the heading budget item 4. Activities are underspent.

We verify that the expenditures were necessary for the Implementation of the Project and were incurred for the contracted activities of the Project.

2. The Engagement Context

2.1. Reason for the Audit

The Audit has been requested by the Kvinna till Kvinna Foundation according to the Grant Agreement and Annexes.

2.2. Contractual Conditions

The Project was financed through Agreement signed on 1 May 2018 between the Kvinna till Kvinna Foundation and Association for Advancement of Gender Equality AKCIJA ZDRUZHENSKA - SKOPJE, for providing financial support for the action entitled "Active Women, Accountable Governments". The total cost of the Action estimated for financing by the Contracting Authority is SEK 263.310 (EUR 25.000), whereby the Contracting Authority undertakes to finance a maximum of SEK 263.310 which is equivalent to 100% of the estimated total eligible costs.

The following Annexes (attachments) form an integral part of the present Agreement:



- Project proposal documents;
- Budget;
- Anticorruption policy;
- Procurement guidelines;
- Terms of reference for annual audit;
- Guidelines for financial reports;
- Logotype;
- Audit Remedy Memo, and
- Disbursement Request.

There were amendments (reallocations) regarding the budget and project activities which were made with previous approval from the Contracting Authority and according to the terms and conditions set out in the Grant Agreement and its Annexes (see note 2.5).

The implementation period of the project that is subject of this audit was set to be 8 months (starting 1 May 2018 to 31 December 2018).

2.3. Project subject to Audit

The Project subject to audit is “Active Women, Accountable Governments”.

Project description:

The project will complement the previous work of AKCIJA ZDRUZHENSKA - SKOPJE and address the lack of accountability of local and national governments to fully implements gender equality commitments. The focus is to promote the concept of social accountability and empowering local women for meaningful participation in the processes for budget planning and advocating in other important issues in front of the local self-governments. Advocacy activities on national level will be initiated in order to improve the monitoring on gender equality.

2.4. Entity subject to Audit

Akcija Zdruzenska is a non-profit organization established in July 2004 within the framework of the strategic transformation of Women's Programme of the Foundation Open Society Institute - Macedonia.

The mission of Akcija Zdruzenska is to contribute to the advancement of gender equality, by advocating for development and implementation of public policies for achieving equal opportunities for women and men, social inclusion and respect of women's human rights.

The work of the organization is focused on: Promoting gender equality as a social value; Promoting responsible, transparent, and accountable governance in the area of gender equality and women's rights; Strengthening and support of women's activism; Building capacities and intensifying public debate, dialogue and collaboration concerning the issues of gender equality and women's rights.



Main target groups of the organization are Local and central governments; Women NGOs, Local community women, National and international human rights nongovernmental organizations; Academic community; the international community representatives in Macedonia.

Key Activities of the organization have been designed to ensure that appropriate legal frameworks on gender equality and protection of women's rights are put in place and fully enforced; and to empower women's activists to hold governments accountable.

- Collecting data, implementing and publishing gender analyses and research;
- Developing and delivering training programmes, consultancy and providing information;
- Publishing bulletins, brochures and other kinds of literature pertaining to gender issues and women's rights;
- Organizing public events and campaigns;
- Cooperation with other relevant national and international organizations and institutions.

The organizational structure consists of: Assembly of Members, the highest body of the organization whose main responsibilities include adoption of strategies, annual programs and budgets, adoption of the annual financial and narrative report, election of the organization bodies, deciding on new members, membership of the organization in other associations and dissolution of the organization; the Executive Board (one member of the organization and 2 external members) who serves as an advisory body and reviews strategies and programs, prior of their adoption by the Assembly of Members and monitors and reports on the overall work of the organization to the Assembly. The Executive Director is a full time employee, acts as a legal representative appointed by the Assembly and is responsible for the overall management of the organization activities and office core staff.

2.5 Financial Information Subject to Audit

The financial information subject to audit is the expenditure stated in the Financial Report of the Project "Active Women, Accountable Governments" for the period 1 May 2018 to 31 December 2018.

There was a budget modification which was amended with previous approval from the Contracting Authority according to:

- Request for reallocation from 16 November 2018. The Contracting Authority has approved reallocations by e-mail.

DESCRIPTION	Originally approved budget EUR	Reallocation	Adjusted budget (after approved reallocations) EUR
From wich budget lines:			
2.8 Audit (per Audit)	450,00	(450,00)	0,00
4.7 Postal costs (2 euro x 100 Requests for Access to Public Information- data collection for monitoring activities)	200,00	(100,00)	100,00
Income from exchange rate differences, first payment received on 28.06.2018	12.500,00	(147,58)	12.647,58
Income from exchange rate differences, second payment received on 05.11.2018	12.500,00	(186,00)	12.686,00
Total		(883,58)	
To wich existing lines:			
4.8. Community based activities (venue rental, refreshments, field outreach, materials costs)	1.000,00	883,58	1.883,58
Total		883,58	
Balance (Increase / Decrease of budget)		0,00	

The transfers of funds were received on Entity's Bank account and expenditure relating to the Action is easily identifiable and verifiable:

	Amounts expressed in EUR	Amounts expressed in SEK
Funds defined by the Contract and Annexes	25.000,00	263.310,00
1 Funds received		
First installment on 28.06.2018	12.647,58	131.655,00
Second installment on 05.11.2018	12.686,09	131.655,00
Total funds received	25.333,67	263.310,00
2 Total expenditure for the period	25.209,20	262.017,22
Difference (1-2)	124,47	1.292,78



3. The Audit

We have been engaged by the The Kvinna till Kvinna Foundation to perform this audit in accordance with the Terms of Reference.

3.1. Audit Objectives

The purpose of the audit is to provide reasonable assurance to whether the expenditure declared in the Financial Report relating to the Grant Agreement financed by the Kvinna till Kvinna Foundation is free from material errors and irregularities.

3.2. Audit Scope

The subject of the Audit is the Financial Report of the Grant Agreement “Active Women, Accountable Governments” for the period 1 May 2018 to 31 December 2018.

3.2.1. Contractual Conditions

The Scope of this audit included obtaining a sufficient understanding of the applicable laws and regulations which apply to the Project, the Contractual Conditions and in particular of the requirements for the financial reporting, presentation and submission of financial information and the eligibility of expenditure.

3.2.2. Scope of work

The scope of work of this financial audit covered the expenditure and revenue of the project during the period 1 May 2018 to 31 December 2018. The audit covered an examination and certification of the Financial Report. Furthermore, the compliance with the contractual and appropriate legal conditions was also of particular importance and was assessed in the specific context of the project. The audit is carried out in accordance with International Standard of Auditing (ISA) 800/805, and ISA 315 as basis for the risk assessment.

The objective of the audit is to express an opinion on the Financial Report and the compliance with relevant contract provisions. An audit opinion includes a statement that the financial reports give a true and fair view (or present fairly, in all material respects) the expenditure and should include a quantification of the findings.

3.2.3. Scope limitations

There is no scope limitation.

3.3. Audit Procedures

The audit was performed in accordance with internationally recognized auditing standards and in accordance with the Terms and Reference specified by the Contracting Authority for this assignment. The audit programme included the performance of substantive tests designed in accordance with the conditions foreseen in the Grant Agreement.



Financial Controls

- Financial information:
 - Reconciling financial information in the Financial Report to the Entity's accounts and records (including bank statements) in respect of the services rendered;
 - Analytical review of the expenditure headings in the Financial Report and verification that the budget in the Financial Report corresponds with the budget of the Grant Contract (and its Annexes) and that the expenditures incurred were indicated in the budget of the contract; and
 - Verifying the correctness and completeness of the accounting records of the Entity.
- Financial records and invoices
- Accounting and budgetary treatment
- Adequate supporting documentation:
 - Verifying the legality and regularity of the agreement expenditure (compliance with agreements, eligibility, respect of the procurement requirements etc);
 - Detecting unusual ineligible or irregular expenditures or any expenditure not supported by the agreement provisions;
 - Verifying the services rendered against relevant contract conditions (e.g. unit rates) and documents (e.g. invoices); and
 - Verifying the existence of approvals for contingencies.
- Cash and bank management
- Nature of the expenses
- Correct exchange rate
 - Verifying that the foreign-exchange rates were used appropriately
- Compliance of the project with the agreement terms and conditions

Internal control assessment

It was focused on the following areas:

- Organizational structure
- Segregation of duties
- Risk management process
- Control activities
- Internal control procedures
 - Examining the Entity's Internal Control System and assess to which extent this can be used as basis to carry out or limit substantive testing. Procedures and test include amongst others a critical review of relevant procedures laid down in manuals, testing a sample of transactions to ensure that procedures have been compiled with and reviewing internal control procedures to prevent fraud and irregularities



- Accounting and financial system
- Procurement procedures
- External audits and evaluations

Procedures performed and findings

Auditor ensures weather:

- All funds from *Kvinna till Kvinna* have been used in accordance with the financing agreements, with due attention to economy, efficiency, procurement procedures and only for the purposes for which financing was provided.
- Verify the payment of the salary to the staff in accordance with the agreement and the payroll submitted to the tax authorities.
- Steps have been taken to ensure that all expenditures made from grant funds are clearly evident from the project bookkeeping and the audit report and that all appropriate supporting documentation, records and accounts have been maintained in respect of all project activities.
- There is supporting documentation related to reported expenditure.
- The special account has been used and maintained in conformity with the financing agreement and *Kvinna till Kvinna's* rules and procedures.
- The financial statements have been prepared by the project management in accordance with applicable accounting standards and give a true and fair view of the financial position of the project.
- A comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transaction and ensure safe custody of project-financed and they are being used for the intended purposes.
- Assets procured from project funds exist, are properly safeguarded and there is a verifiable ownership by the implementing agency or beneficiaries in line with the financing agreement.
- Ineligible expenditures identified during the audit will be reflected in a separate paragraph of the audit report and if important, the point should be reflected in the auditor's opinion.
- National laws have been complied with and that the financial and accounting procedure approved for the projects were followed and applied.

Summary of all Finding, without qualifying our opinion, are stated in section 1.1. of this report.

Organisation:
Project name:
Project ref. no.:
Project period:
Report period:

Association for
Advancement of Gender
Active Women,
MK01RAM02-17001
01 May - 31 December 2018
01 May - 31 December 2018 Annual Report

Add numbers in these cells
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World currency
Local Currency

EUR
MKD

INCOME

	Original Budget	Original Budget	Actual Amount Received	Actual Amount Received	Exchange rate	Exchange rate	Difference in received amount
	Here the SEK amount that is stated in the plan of payment in the agreement should be inserted. (Fixed amount)	Here the amount that was in the original budget to be received, in world currency, should be inserted. (According to exchange rate)	Here the amount transferred from Kvinna till Kvinna to the partner should be inserted, in world currency (e.g. EUR, USD) SHOULD BE SAME AS ON BANK STATEMENT	Here the amount transferred from Kvinna till Kvinna to the partner should be inserted, in local currency.	Calculated, not to be changed SEK/ EUR	Calculated, not to be changed MKD EUR	Here the difference between the budgeted amount and actual amount that is received, in USD or EUR, is calculated.
Remaining amount from last year	0		0				
First payment (date received 28.06.2018)	131,655	12,500	12,648	777,194	10.41	61.45	147.58
Second payment (date received 05.11.2018)	131,655	12,500	12,686	778,292	10.38	61.35	186.00
Third payment (date received XXX)	0	0	0	0	0.00	0.00	0.00
Supplement payment (date received XXX)	0	0	0	0	0.00	0.00	0.00
TOTAL	263,310	25,000	25,334	1,555,486	10.39	61.40	333.58

	Amount
Earned interest from the project funding (to be reported, but not repaid)	0

BUDGET POSTS

REPORT SUMMARY	Budget 2018		Adjusted budget (after approved reallocations) EUR	Supplement agreement budget, 2018 EUR	IR1		Final		Total expenses, 2018 EUR	Total expenses, 2018 MKD	Deviation (Tot. budget- Total expenses) EUR	Total expenses, 2018 SEK	Deviation (Tot. budget- Total expenses) SEK
	Originally approved budget, 2018 SEK	Originally approved budget, 2018 EUR			Expenses May-Aug EUR	Expenses May-Aug MKD	Expences Sep-Dec EUR	Expences Sep-Dec MKD					
	1. Staff costs	120,069			11,400	11,400	0	5,709					
2. Office costs	38,022	3,610	3,160	0	689	42,319	2,475	151,989	3,165	194,308	-5	32,892	5,130
3. Technical equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Activities	105,219	9,990	10,774	0	2,845	174,856	7,783	477,852	10,627	652,508	146	110,455	-5,237
TOTAL	263,310	25,000	25,334	0	9,243	567,492	15,967	980,357	25,209	1,547,849	124	262,017	1,293

DETAILED REPORT

1. Staff costs	Originally approved budget, 2018 SEK	Originally approved budget, 2018 EUR	Adjusted budget (after approved reallocations) EUR	Supplement agreement budget, 2018 EUR	Expenses May-Aug EUR	Expenses May-Aug MKD	Expences Sep-Dec EUR	Expences Sep-Dec MKD	Total expenses, 2018 EUR	Total expenses, 2018 MKD	Deviation (Tot. budget- Total expenses) EUR	Total expenses, 2018 SEK	Deviation (Tot. budget- Total expenses) SEK
1.1 Project Manager (600 x 4 month) 50%	25,278	2,400	2,400	0	1,207	74,116	1,207	74,116	2,414	148,232	-14	25,092	185
1.2 Benefits and PIT for Project Manager (300 x 4 month) 50%	12,639	1,200	1,200	0	593	36,404	593	36,404	1,186	72,808	14	12,325	314
1.3 Project Coordinator (440 x 8 month) 100%	37,074	3,520	3,520	0	1,761	108,132	1,761	108,132	3,522	216,264	-2	36,609	465
1.4 Benefits and PIT for Project Coordinator (210 x 8 month) 100%	17,694	1,680	1,680	0	845	51,868	845	51,868	1,690	103,736	-10	17,560	134
Admin and finance (440 x 4 month) 50%	18,537	1,760	1,760	0	881	54,065	881	54,064	1,761	108,129	-1	18,304	233
1.6 Benefits and PIT for Admin and finance (210 x 4 month) 50%	8,847	840	840	0	422	25,932	422	25,932	845	51,864	-5	8,779	68
Subtotal	120,069	11,400	11,400	0	5,709	350,517	5,709	350,516	11,417	701,033	-17	118,670	1,400

2. Office costs

2.1 Office rent (242.5 x 5,5 month)	14,040	1,333	1,333	0	358	22,007	956	58,684	1,314	80,691	19	13,659	380
2.2 Office utilities (electricity and water supply) (12,5 x 8 month)	1,053	100	100	0	20	1,201	108	6,616	127	7,817	-27	1,323	-270
2.3 Communication costs (telephone, internet) (20,75 x 8 month)	1,738	165	165	0	80	4,883	68	4,204	148	9,087	17	1,538	200
2.4 Office maintenance (refreshments and cleaning, web maintenance, vehicle maintenance) (105,7 x 8 month)	8,910	846	846	0	54	3,329	802	49,260	856	52,589	-10	8,902	8
2.5 Office related travel (fuel, parking and taxi) (8 x 8 month)	674	64	64	0	0	0	64	3,943	64	3,943	0	667	7
2.6 Accounting services (total organizational costs 81,8 x 7 month)	6,025	572	572	0	147	9,014	426	26,135	572	35,149	0	5,950	75
2.7 Financial services (bank charges and etc.) (10 x 8 month)	843	80	80	0	31	1,885	51	3,147	82	5,032	-2	852	-9
2.8 Audit (per Audit)	4,740	450	0	0	0	0	0	0	0	0	0	0	4,740
2.9	0	0	0	0	0	0	0	0	0	0	0	0	0
2.10	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	38,022	3,610	3,160	0	689	42,319	2,475	151,989	3,165	194,308	-5	32,892	5,130

3. Technical equipment

3.1	0	0	0	0	0	0	0	0	0	0	0	0	0
3.2	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0

4. Activities

4.1 Project related transportation costs (round trip travel costs including DSA, field activities related travel costs)	13,166	1,250	1,250	0	167	10,264	832	51,092	999	61,356	251	10,386	2,779
4.2 Local Assistance (fee for field assistants and community animators per organizations) (3 x 297 euro x 6 month)	56,306	5,346	5,346	0	1,801	110,610	3,568	219,073	5,369	329,683	-23	55,808	498
4.3 PIT for Fee for Local Assistance (field assistants and community animators) (3 x 33 euro x 6 month)	6,256	594	594	0	200	12,290	400	24,580	600	36,870	-6	6,241	15
4.4 National Monitoring Consultant (fee for 6 months engagement)	9,479	900	900	0	0	0	904	55,476	904	55,476	-4	9,391	88
4.5 PIT for fee for National Monitoring Consultant (for 6 months engagement)	1,053	100	100	0	0	0	97	5,976	97	5,976	3	1,012	42
4.6 Introductory workshop (venue rental, accommodation and catering for 12 participants x 50 euro)	6,319	600	600	0	673	41,300	0	0	673	41,300	-73	6,991	-672
4.7 Postal costs (2 euro x 100 Requests for Access to Public Information- data collection for monitoring activities)	2,106	200	100	0	3	192	97	5,959	100	6,151	0	1,041	1,065
4.8 Community based activities (venue rental, refreshments, field outreach, materials costs)	10,532	1,000	1,884	0	0	0	1,884	115,696	1,884	115,696	-1	19,585	-9,052
4.1 Subtotal	105,219	9,990	10,774	0	2,845	174,656	7,783	477,852	10,627	652,508	146	110,455	-5,237
4.2	0	0	0	0	0	0	0	0	0	0	0	0	0
4.2.1	0	0	0	0	0	0	0	0	0	0	0	0	0
4.2.2	0	0	0	0	0	0	0	0	0	0	0	0	0
4.2.3	0	0	0	0	0	0	0	0	0	0	0	0	0
4.2 Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	105,219	9,990	10,774	0	2,845	174,656	7,783	477,852	10,627	652,508	146	110,455	-5,237
Grand Total	263,310	25,000	25,334	0	9,243	567,492	15,967	980,357	25,209	1,547,849	124	262,017	1,293

REFUNDS TO KVINNA TILL KVINNA (only relevant in SEK)	EUR	
(Received funds-total expenditures)		
Received funds 2018	263,310	25,334
Total expenditures 2018	262,017	25,209
Amount transfered to 2019	0	0
Money to pay back to Kvinna till Kvinna:	1,293	124

List of equipment >500 EUR/750 USD funded by KTK	Date of purchas	Price EUR

List of other sources of income	Period	Amount/Currency
European Union represented by the European Union Delegation to the former Yugoslav Republic of MAcedonia transferred by Association for Emancipation, Solidarity and Equality of Woman-ESE, project number IPA/2016/381-743	01.01.2018-31.12.2018	16,482.03 eur
Civica Mobilitas, Swiss Agency for Development and Cooperation project that is implemented by NIRAS from Denmark, the Macedonian Center for International Cooperation (MCIC) and the Swedish Institute for Public Administration (SIPU)-last instalment from the project "Advocating gender inclusive local budgets"	01.07.2016-31.03.2018	3,058.14 eur

Place, date: _____

Organisation:
Project name:
Project ref. no.:
Project period:

**Association for
Active Women,
MK01RAM02-17002
1 May - 31 December 2018**

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