

**Kingdom of Cambodia
Nation – Religion – King**



**Guideline
for the Establishment and Management of
Older People's Associations (OPAs)**

Produced by:

**Ministry of Social Affairs, Veterans and
Youth Rehabilitation**

Technically and Financially Supported by:

National Committee for Population and Development – HelpAge International - UNFPA

Foreword

FOREWORD

The Guideline for the Establishment and Management of Older People's Associations (OPA) has been produced by the Ministry of Social Affairs, Veterans and Youth Rehabilitation, in collaboration with National Committee for Population and Development and with technical and financial assistance from HelpAge International and United Nation Fund of Population (UNFPA).

The guideline is a necessary and vital step to encourage the establishment and strengthening of Older People's Associations throughout Cambodia to promote the social and economic well being of Older People, which highlights the Royal Government of Cambodia's consideration.

In longer term I hope that the number of OPAs and their members will grow, and potentially all OPAs will join together under one umbrella organization, whose mission will be to represent their members effectively and efficiently and successfully respond to the needs of older people in Cambodia.

My appreciation and thanks must go to the technical team of the Ministry of Social Affairs, Veterans, and Youth Rehabilitation, National Committee for Population and Development, HelpAge International and UNFPA whose great joint effort - technically and financially - to successfully produced this guideline.

I would like to take this opportunity to call for all Provincial and city Departments of Social Affairs, Veterans and Youth Rehabilitation and local on authorities at all levels to cooperate and raise awareness comprehensively on this guideline to community and provide opportunity and encourage establishment of as many Older People's Associations as possible in their areas, in order to meet the policies of the Royal Government of Cambodia.

I strongly hope that the document will be a good guideline for establishment and management of Older People's Association in the Kingdom of Cambodia.

Phnom Penh, Month 2009

Minister of Social Affairs, Veterans, and Youth Rehabilitation
H.E Ith Sam Heng

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Chapter 1

Purpose of the guidelines

In Cambodia the proportion of older people in the population is growing, increasing from 4.4% in 2000 to 6% by 2004, with approximately 852,000 people aged 60 and older. By 2025, it is predicted that this number will almost double to 1.5 million older people.

Older people are predominantly found in the rural regions where poverty is most severe with lack of knowledge on hygiene and health care. For poor families, traditional support systems are limited, leaving increasing numbers of older people to cope alone with difficulties to earn income. In rural area, moreover, the main burden of caring for grandchildren, whose parents have migrated for job or died from AIDS, falls on older people, especially on older women. Additionally, due to poor health - limited visibility, hearing, and mobility and being marginalized in their community, the older people are socially isolated and are normally not invited to attend meeting in village and commune, and thus they don't get chance to present and integrate their concerns to be addressed.

To address the need for supporting the well being of the elderly population in Cambodia, the Royal Government of Cambodia set up a national coordinating body, called the National Committee for organizing the International Day for the Elderly and Ageing People and supporting them, established by sub-decree No 40 ANKR.BK, date 7 May 1999. The mandate of the committee is to develop the national policy and a plan of action on the welfare of elderly people and to organize the annual celebration of the International Day for the Elderly and Aging People, on the 1st of October. In 2003 the National Committee issued its National Policy on the Elderly, which stated that the government will support and encourage all the formation of Older People's Associations (OPAs), or community based organizations, working for the benefit of the older people and their communities.

In 2007 the Ministry of Social Affairs, Veterans and Youth Rehabilitation, with technical and financial support from HelpAge International, the National Committee for Population and Development and UNFPA conducted a survey on the situation of Older People's Associations in Cambodia. The survey results showed there are currently about Three Hundred and Thirty One Older People's Associations nationwide representing every province and municipality throughout Cambodia, with the highest concentration located in the North West provinces. However, the survey also identified a need to strengthen the Older People's Associations institutionally and operationally. These guidelines have been produced to meet this need of existing Older People's Associations as well as encourage the implementation and establishment of new Older People's Associations.

Chapter 2

Definition and purpose of Older People's Associations

2.1 Definition

An Older People's Association (OPA) is a community-based organization which has the goal to improve the well being of older people through collective activities benefiting themselves and their community.

2.2 Purpose

An OPA's purpose is to:

- improve the dignity and quality of life of older people
- encourage and motivate older people to help each other by providing a forum to discuss their problems, develop solutions and celebrate important holidays and events
- encourage and promote community support for vulnerable older people

Chapter 3

Establishing an Older People's Association

There are three main steps to establishing an Older People's Association. The first step is to mobilize the community to increase interest to support the establishment of an Older People's Association. The second step is to develop the OPA statute. Thirdly the local authorities need to be notified of the establishment of the OPA.

3.1 Mobilizing the community

The first step to establishing an Older People's Association is to explain to the older people in the community, and their families, what an OPA is, its purpose and the potential benefits for the community of having an OPA. To do this it is useful to

- Meet with the village and commune leaders to inform them of the intention to form an OPA. They might be able to support the process by
 - Calling a village meeting
 - Inviting representatives of nearby OPAs to come and share their experiences
 - Including the plan to establish an OPA in the Commune Development Plan
 - Disseminate and help explain the national OPA guidelines
- Enlist the supported and respected community members to help raise interest and advocate for the establishment of the OPA to the rest of the community.
- Meet with all interested members of the village either individually or in small groups to describe the purpose and benefits of the OPA, which allows time for questions and sharing of ideas from village members.

Once people in the village seem to understand what an OPA is, a meeting should be scheduled for people interested in joining the OPA to develop the OPA statute and elect the OPA leaders. It is a good idea to include the village chief and representatives of the Commune Council in this meeting.

3.2 Developing the OPA statute

When older people in a community establish an OPA, all of its members should agree on the *statute* of their new association. This statute defines the objectives, organizational structure, and internal rules of that specific OPA. The statute may vary

from one OPA to another, depending on the needs and proposed activities of the group. OPA statutes should have five main components, all of which should be submitted to the local authorities when completed.

The five components of the OPA statute are:

1. Objectives
2. Membership criteria and fee
3. Structure and leadership
4. Roles and responsibilities
5. Finance policy

3.2.1 Objectives

All members of the OPA should be involved in discussing and identifying a few clear objectives for the OPA based on their own needs and wishes. The objectives of this statute are to explain to all members the reasons why the OPA is being established and what the OPA members can expect to accomplish through their activities. Not every OPA will have the same objectives. Some OPAs will have more objectives than others. For example, most OPAs will conduct social events, but not every OPA will try to improve the livelihoods of its members.

The following are a few suggested objectives. Members of each OPA should choose as many of these objectives as apply to their OPA, but they may also add to or delete from this list. These are only suggestions:

- Providing assistance for social, funeral and religious events
- Providing social welfare for the poor and vulnerable including home visits
- Strengthening ties within the community and improving social cohesion
- Improving the skills and knowledge of older people
- Representing the interests of older people to other groups or local authorities
- Improving the economic livelihoods of older people
- Improving the social status of older people
- Contributing to the sustainable development of the whole community

3.2.2 Membership criteria and fee

Membership criteria

When older people in a community want to establish an OPA, they need to decide membership criteria so everyone knows who can join. OPAs should be welcoming and inclusive. Each OPA will choose its own clear criteria for OPA membership. Below are some recommendations:

- The age of OPA members must be 55 years and older. However, the age limit is

flexible and should be decided by each OPA.

- The OPA should be open to all older people in the community.
- The members should pay fees described in the statutes of the OPA,

Membership fee

The OPA members should decide whether to charge membership fees and how much to charge. The OPA may establish a fee system that is appropriate to the local situation (e.g. monthly, annually, one-time joining fee, rice or other in-kind payment instead of money, etc.). The OPA may decide to exempt certain members from the fee because of their personal circumstances.

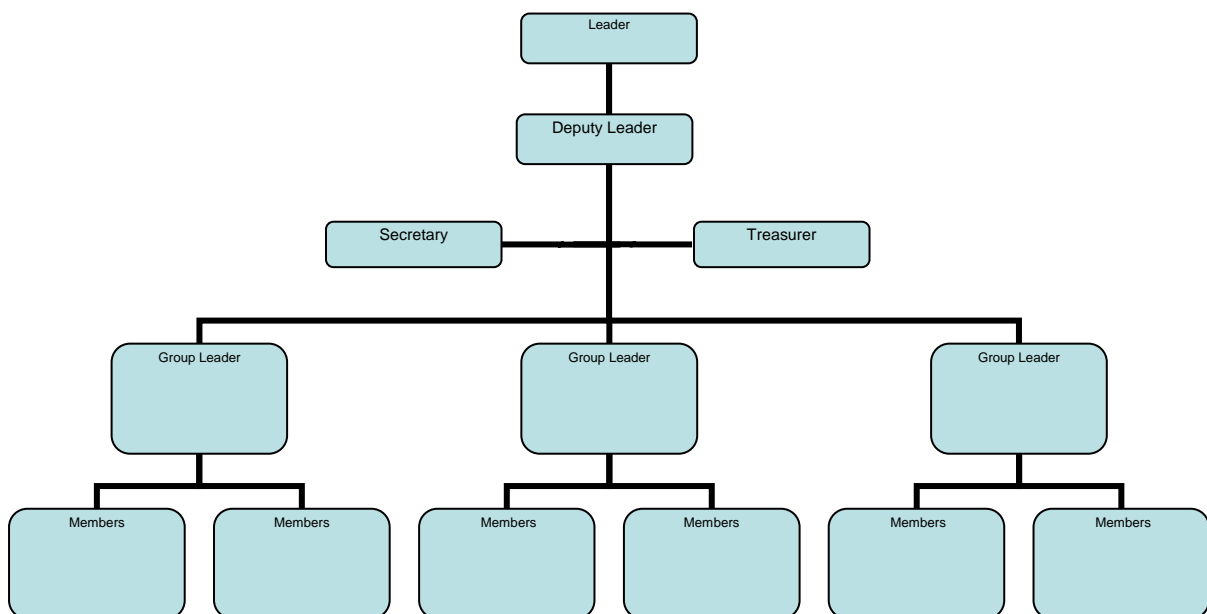
3.2.3 OPA organizational structure and leadership

To be effective, each OPA must decide how to structure and govern itself. The minimum structure is to have an OPA Committee of at least 4 members elected by members to lead the OPA, as described below:

- o Leader
- o Deputy Leader
- o Secretary
- o Treasurer

However, as an OPA becomes larger or begins more activities to serve its members, it may want to add other functions to its structure to avoid putting a heavy burden on these 4 members. These are optional but may include (a) Honorary Advisors, (b) Sub-Committees, and (c) Groups.

The diagram below shows how an OPA is usually structured but it is not necessary for all OPAs to be structures in this way.



It is important that the OPA members elect the OPA Committee in a fair and transparent manner. The OPA should develop rules about the OPA Committee's selection. See Annex 1 for an example. These rules include:

- Committee members of OPA are elected
- Mandate of OPA committee
- How they can be removed

3.2.4 OPA roles and responsibilities

All OPA Committee members should have written roles and responsibilities (*Job description*) so that they and all other members will know their responsibilities. Annex 1 includes role and responsibilities of each committee member. OPA members should agree on the roles and responsibilities of committee members and may add to or delete from the suggested list of responsibilities in the annex 1. Briefly, these are the main roles and responsibilities of OPA Committee:

- **OPA Leader:** Provides leadership to members and is responsible for managing the OPA
- **Deputy Leader:** Acts as OPA Leader during absences of OPA Leader and assists the OPA Leader with overall management.
- **Treasurer:** Supervises, controls and records the cash transactions and materials of the OPA
- **Secretary:** Writes meeting minutes and keeps records of the OPA

Below are other roles and responsibilities that OPA can add if useful:

- **Honorary Advisor:** A respected local person who provides advice to the OPA Committee but is not a decision maker. The Honorary Advisor's role and responsibilities should be agreed between the OPA Committee and the Honorary Advisor
- **Group Leaders:** A large OPA may divide itself into groups. For example, OPA members can be divided into small groups of 10 OPA members each, to facilitate the management of the OPA. Group leaders can be the communication channel between the OPA Committee and the group members, to ensure the well being of their group members. Often, smaller OPAs can be managed without dividing into groups. If created, the Group Leader, is chosen by the group.
- **Subcommittees:** The OPA may create subcommittees to manage specific OPA activities. Any subcommittee created should have a leader, deputy, and treasury elected by the OPA members

3.2.5 OPA finance policy

The OPA should establish its finance policy. See Annex 1 for an example. At a minimum, the finance policy should briefly describe as follows:

1. Documentation: What type of supporting documents are required for OPA expenditure (for example, clear receipts that prove how much was spent)
2. Reporting: How the status of OPA finances is to be reported regularly to members?
3. Approval: Who can approve spending, and how much?
4. Assets: How decisions are made about the OPA's property or assets?

3.3 Notification to local authorities

Once the OPA has been formed, the Village Leader should review the OPA statute and sign the OPA Notification Letter. After this is completed the OPA should notify the Commune Council that an OPA has been established. At a minimum, the OPA should submit the documents listed below to the Commune Council:

1. OPA Notification Letter, signed by OPA Leader and Village Chief. The format of the OPA Notification Letter is in Annex 3.
2. A copy of the OPA statute, which includes the following elements as described below:
 - a. OPA objectives
 - b. OPA membership criteria and fees
 - c. OPA organizational structure and leadership
 - d. OPA roles and responsibilities
 - e. OPA finance policy
3. OPA membership list
4. The names of OPA Committee members

Notification to local authorities of the formation of the OPA is important to encourage the Commune Council to:

- Support the work of OPAs.
- Inform other relevant organizations about the OPA and request them to assist the OPA.
- Include the OPA's plans in Commune Development Plans
- Facilitate OPA members to participate in the Commune's planning process.

Chapter 4

Managing an OPA

After it is established, each OPA needs to agree on several basic practices. Following these practices will help the OPA to be effective and will allow all members to know about how the OPA operates. OPA members should discuss and agree on the following operational practices:

1. Activity plans
2. Reporting
3. Financial management
4. Record keeping

Activity plans

Each OPA should develop its activity plan based on the older people's needs. Several points are important to remember:

- The development of OPA's activity plan should be participated by OPA members. OPA members should chose and implement the most important work.
- With participation from all members, each OPA should make an *annual activity plan* in order to schedule the OPA activities for the coming year. An example of an activity plan format can be found in Annex VI.
- OPA may also make *monthly activity plans* with a budget, depending on the needs and activities of the OPA. The monthly activity plan should be aligned with the annual activity plan.
- OPA activities should be based on the OPA's plans and the available budget.

4.2 Reporting

It is important that the OPA Committee keep their members informed of the activities of the OPA. This increases the sense of ownership of the OPA felt by the members, and ensures the Committee remains accountable.

- The OPA Committee should report verbally to its members on a regular basis.
- Each OPA should provide a written report to the Commune Council at least once a year. These reports should describe progress against the OPA's plans of the year. Written reports should be kept as a historical record for resolving any future disputes as well as demonstrating OPA management capacity to outside parties. A sample format is in Annex IV.
- OPAs should write brief minutes of each meeting. The minutes should note all important decisions and actions arising. A sample format for meeting minutes can be found in Annex V.

Financial management

Paying attention to effective financial management is a key area for the OPA Committee. Sound financial management will strengthen accountability and transparency within the OPA, and provide evidence to outside stakeholders.

- OPA members must agree on an OPA finance policy and ensure it is implemented carefully. Examples are provided in Annex I, point E.
- Each OPA must record its income and expenses clearly. A sample format for book keeping is in Annex II.
- The OPA must establish its own internal rules for cash management. It is recommended that the cash is kept with the OPA Committee members (if they can keep it secure), but not the Treasurer. The OPA can agree to keep the money with other trusted members of the community.
- Another recommendation is that the OPA should open a bank account. The bank account should be opened in the name of the OPA, and any withdrawals from the OPA bank account should require at least two or three signatures.
- Only small amounts of OPA money for daily expenditure should be kept as cash by any individual. Most of the money should be kept in the bank account.

Documentation management

The OPA should ensure that important documents are kept on file and can be easily reached. These documents include:

- OPA statute
- Accounts and inventory list, recording OPA assets and property
- Reports
- Minutes from OPA meetings
- Annual and monthly activity plans
- OPA membership list

Chapter 5

Establishing Sustainable OPAs

Establishing a strong and sustainable OPA requires effort from OPA Committee and enthusiasm from the OPA members to meet the needs of the older people in their community. There are a number of areas that the OPA Committee and members can work on to help strengthen their OPA. These areas include:

- building up local support for the OPA by working with local authorities and other partners;
- Building capacity of OPA
- Developing fundraising plans to ensure a steady source of income;
- Organizing activities that meet the needs of the members and
- Being clever and clear on how to solve any internal conflict that may arise within the OPA.

5.1 Working with local authorities and other partners

In some areas, the local authorities have been a strong means of support for OPAs. Local authorities include the Village Chief and the Commune Council. There are several possible ways for the OPA to develop close relations with the local authorities. For example:

- The OPA may consider including the Village Chief or Commune Council representative as a member of the OPA or an Honorary Advisor of OPA committee.
- The OPA should submit a written report at least once a year to the Commune Council.
- The OPA should invite the Village Chief and Commune Council to attend important OPA meetings and activities.
- The OPA should encourage the Commune Council to include OPA activities in the Commune Development Plan.
- The OPA should request that an OPA representative participate in meetings to prepare the Commune Development Plan.
- The OPA should establish links with the Health Centre Management Board, so that it will be easy for them to refer their members to have their health checked and treated.
- The OPA should request that the Village Health Support Group to provide the OPA with information on health issues of older people.

The OPA can also seek support from other organizations. For example, these organizations may include development agencies from the national level or local NGOs. The OPA may request that these development partners share their learning and experience or to provide technical skill and funds.

5.2 Building the capacity of the OPA

The OPA will be more sustainable if its committee and members have strong skills to operate the OPA effectively. Building OPA capacity includes strengthening skills and knowledge in management, activity planning, financial planning and fundraising through such ways as:

- Visits to other existing OPAs
- Learning from other community based organizations such as rice bank, cow bank, credit groups, and so forth
- Requesting training, guidance, or other assistance from the Village Chief and Commune Councils or other local organizations

5.3 Making a fundraising plan

Each OPA should develop its own fundraising plan. This should be a strategy for mobilizing resources from various sources for its activities and operating costs. Some examples of ways the OPA raise funds include:

- Membership fees
- Ceremonies
- Group income generating activities
- Equipment rental
- Donations

5.4 Developing activities to meet the members' needs

The most important thing the OPA can do to be sustainable is to conduct regular activities that meet the needs of OPA members. If the OPA's activities are useful to older people in the community, then the OPA will grow and become strong. Such activities might include:

- Home visits for the frail, sick and lonely
- Village ceremonies and celebrations
- Weekly religious ceremonies (holy day)
- Support for funeral expenses
- Physical exercise sessions
- Activities to improve the physical conditions of the community
- Activities to strengthen the living conditions or livelihoods of older people
- Education and awareness raising sessions on a range of topics, such as health, water and sanitation, local services or new development initiatives in the community

5.5 Solving conflict

The OPA needs to find mechanisms for resolving internal conflict and problems that arise among the members. If any problem arises within the OPA, the OPA should take

the following steps:

- Try first to resolve the problem internally with the OPA Committee and members, with support from the Honorary Advisor or respected and recognized persons in village if needed.
- If the problem is not resolved, the OPA Committee should discuss the problem with the Village Chief.
- If the problem is still not resolved, the OPA Committee should discuss it with the Commune Council.

Annex I
Example of an OPA statute

This is an example of the OPA statute. This sample should not be copied exactly but should be modified as appropriate in discussion with the OPA members. The OPA statute should be:

- Voted on and agreed to be at least 50% of OPA members
- Made publicly available
- Sent to the Commune Council after the OPA formation

OPA Statute
for village, commune,district inprovince

A. OPA objectives

1. The OPA of ... village is formed for the benefit for all older people in the community, in particularly those who are most vulnerable, in financial difficulties or live in difficult circumstances.
2. This OPA will aim to provide social welfare for the poor and vulnerable including home visits to its members in need.
3. This OPA will aim to represent the interests of older people to the local authorities including the village chief and commune council

B. OPA membership

1. This OPA is open to all older people in the community aged 55 years and over regardless of political affiliation, religious, social and economic status, or race.
2. This OPA member can also be open to younger people less than 55 years old, based on the decision of the OPA committee on a case by case basis. No more than 20% of members are to be under 55 years old.
3. This OPA has agreed to set a membership fee ofKHR. This will be collected every year in(month). If a member is three months late in payment they will no longer be an OPA member. Once their outstanding membership fee is paid they can rejoin the OPA.
4. Some older people who are unable to pay the membership fee, but would benefit from OPA membership, can receive an exemption with prior agreement of the OPA.

C. OPA Committee

1. This OPA shall elect a four person OPA Committee, consisting of the OPA leader, deputy leader, treasurer and secretary.
2. The OPA Committee is responsible for the overall management of the association and its finances.

3. The OPA Committee will meet to discuss any planned activities with members before implementing them.
4. The OPA Committee is elected for the period of years.
5. OPA Committee members may stand for two terms only.
6. All OPA Committee members are appointed through elections by secret ballot
 - a. All OPA members may stand for election of OPA committee.
 - b. All OPA members may vote in the elections.
7. An OPA leader can resign or be stood down before his or her term has expired, if he/she has a serious disease, relocates out of the community, dies, is considered to poorly serve the OPA, engages in corruption or is deemed to be acting only in the interests of certain individuals or groups.
8. The OPA committee, subcommittee members and honorary advisors shall not receive any compensation. They will serve in a voluntary capacity only.

D. Roles and responsibilities

OPA Leader

- Provides leadership to members and is responsible for managing the OPA;
- Initiates activities and motivates members to contribute time, resources, physical and spiritual assistance to other members and to the community;
- Conducts meetings to inform members of new activities and the progress or outcomes of existing activities;
- Educates and instructs members, resolves problems and addresses any issues that may affect the OPA;
- Oversees all income and expenditure and may audit the financial records kept by the Treasurer at any time;
- Is authorised to supervise and monitor all small projects and activities that generate income for the OPA;
- Follows up and monitors all activities to ensure they have been consistent with their stated purpose and objectives;
- Reports regularly to local authorities and project donors (if any).

Deputy Leader

- Acts as acting OPA Leader during the absence of OPA Leader due to illness, travel, etc;
- Assists OPA Leader with overall management of the OPA.

Treasurer

- Supervises and controls the cash and materials of the OPA;
- Maintains records of income, expenditure and assets owned by the OPA;

- Provides a brief report of income and expenditure to the OPA Committee and members according to the reporting schedule agreed by the OPA in accordance with the Finance Policy;
- Announces the income and expenditure generated by special traditional ceremonies, income generating activities and other events.

Secretary

- Writes the minutes and keeps records of all OPA;
- Supervises and records all correspondence and visits by non-OPA members;
- Carefully verifies income and expenses with the Treasurer;
- Completes OPA activity reports for the OPA and at least once a year for the Commune

Honorary Advisor (optional)

- Provides technical support to the OPA in particular in providing recommendation
 - on working with local authorities
 - on how to keep good OPA records
- Will help raise funds for the OPA
- Will assist the OPA in problem solving should internal disagreements arise

Subcommittee (optional)

OPA in village has decided to elect a sub committee to manage the following OPA activity... *(for example sala choertin/ rice bank etc)*.....:

The sub committee will

- Work with OPA Committees and members to plan and implement projects relating to the activity of.....;
- Maintain the related assets, such as the
- Provide information to the general OPA members on the activity they are implementing;
- Motivate members to contribute time, labour, ideas and resources to the OPA activities to serve the interests of the association and the community as a whole;
- Monitor activities regularly and keep records and report back to the OPA membership on any achievements or problems;

Groups (optional)

The OPA will be spilt into groups, ofmembers each. Each group will elect it own group leader. The group leader will:

- Motivate members to contribute time, labour, ideas and resources to the OPA activities to serve the interests of the association and the community as a whole;
- Monitor the wellbeing of the group;
- Encourage the participation of the group in OPA activities;
- Raise issues, concerns or ideas from the group in the OPA's general meetings if requested by the group members

E. Finance policy

1. All OPA expenditure should be accompanied by a clear receipt that describes amount, reason for payment, date, and who was paid
2. A quarterly financial report detailing all income and expenditure must be declared to OPA members.
3. Any proposed sale or disposal of OPA property or assets must be agreed by majority vote of OPA members (at least 50% of OPA members is required to attend the meeting) prior to final decision
4. Any expenses for construction or building activities must be discussed and agreed by majority vote of OPA members (at least 50% of OPA members is required to attend the meeting) prior to final decision
5. Authorization levels for expenditure: *(to be determined by OPA)*
 - a. OPA leader.....Up to limit..... KHR
 - b. OPA committee..... BetweenKHR andKHR
 - c. OPA members by majority voteOverKHR
6. Limits for categories of expenditure *(to be determined by OPA)*
 - Home visits per visit.....Up to limit.....KHR
 - Member funeralsUp to limit.....KHR
 - Committee administration per month...Up to limit...KHR
 - Social support (food, shelter, emergency, health) Up to limit.... KHR

This statute came into effect on/...../..... with agreement from the OPA members.

..... members voted to accept this statute, which means over 50 per cent of all OPA members have agreed to this statute.

All OPA members shall now abide by this statute.

Annex II
Example of OPA Bookkeeping Record

1. Example of simple bookkeeping record showing OPA income and expenditure

Date	Voucher #	Description	In	Out	Balance
		Opening balance			0
01-Apr-06	1	Received funds from ceremony	50,000		50,000
01-Apr-06	2	Rental fee for water pump	15,000		65,000
05-Apr-06	3	Pay for transport for 2 poor Older Person to go to Health Centre		4,000	61,000
07-Apr-06	4	Transport for OPA elder to go to Commune Council meeting		2,000	59,000
09-Apr-06	5	Help repair Older Persons house		40,000	19,000
09-Apr-06	6	Books and pens for accountant		8,000	11,000
10-Apr-06	7	Monthly membership fee	25,000		36,000
Total			90,000	54,000	36,000

Date	Voucher #	Description	In	Out	Balance
		Opening balance			36,000
01-May-06	1	Monthly membership fee	25,000		61,000
05-May-06	2	Contribution for members funeral		40,000	21,000
05-May-06	3	Rental fee for water pump	20,000		41,000
07-May-06	4	Donation by relative	25,000	2,000	64,000
08-May-06	5	Repair rice barn door		50,000	14,000
09-May-06	6	Medicine for sick Older People		6,000	8,000
Total			70,000	98,000	8,000

Annex III
Format of OPA Notification Letter

The OPA Notification letter is to be sent to the Commune Council by the OPA.

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To: Commune Council/Sangkat.....
Subject: Notification of Establishment of an Older People's Associations in
Village..... Commune.....District Province

In regard to the above subject, we would like to inform the commune/sangkat chief that our village has a number of older people that currently have poor living condition, poor health and in some cases live alone with little support. With the initiative and support from key people in the village of....., we have agreed to form an Older People's Association on; date....., month....., year.....
The aim of the Older People's Association is for the members to help each other and to improve living condition of older people in the community. Attached is a copy of the Older People's Associations statute and a current membership list.

Therefore, Please be informed.

Best Regards,

..... date.....Month.....Year.....
Signature and name of OPA representative

Have seen and approved
Date.....Month.....Year ...
Signature of Commune Chief and seal

Have seen and submit to Commune Chief
for information
Date:.....Month.....Year...
Signature and name of Village Chief

Annex IV
Format of OPA activity report

This activity report can be used monthly and annually for the OPA's internal records as to send to the Commune Council

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Name of OPA.....

Report on Activity for the month/ year of.....

In the past month/ year... the OPA in this village has conducted following activities:

1. Activities and Output:

1.1. Name of Activity (1).....

Detail of Activity.....

.....
.....

1.2. Name of activity (2).....

Detail of activity.....

.....
.....

1.3. Name of activity (3).....

Detail of activity.....

.....
.....

2. Conclusion:

.....
.....
.....

3. Plan for Next Activities:

Activity1.....

Activity2.....

Activity3.....

Reported by:.....

Have seen and approved by
OPA leader

Annex V
Example of minutes from an OPA meeting

Kingdom of Cambodia
Nation Religion and King

OPA Name:.....

Meeting Minute

Date:.....

Venue:

Participants:

Agenda of the meeting

1.....

2.....

3.....

Meeting decided:

1.....

2.....

3.....

Date:.....

Minute Taker:.....

Seen and agreed by
Chaired of Meeting

Annex VI Activity plans

1. Example of an OPA annual activity plan

	Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Required resources
1	Rice bank													
	- distribute rice													
	- repair rice barn													\$400
	- collect rice													
2	Celebrations													
	- Pchum Ben													\$100
	- New Year													\$150
3	Home visits													\$240
4	Present OPA plans to Commune Council													\$10
5	Repair village pond													\$800

2. Example of an OPA monthly activity plan

No	Activity	Timeframe	Funds/ resources	Responsible person
1	Meeting with Commune Council	20th Oct	5 USD	
2	Escort 3 older women to health centre	10th Oct	10 USD	VHSG volunteer Mrs.....and Mrwill transport them
3	OPA meeting	28th Oct	0	OPA committee to organise
4	Assistance to repair Mrs..... House	5-8th Oct	50 USD	Mr