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Independent Auditor's Report on the Financial Statements of
Project Name: **Improving Qualitative Journalism in Bangladesh-Phase II**
Implemented by : Management and Resources Development Initiative (MRDI)
Funded by: Fojo Media Institute, Linnaeus University, Sweden
For the period from September 01, 2019 to August 31, 2020

Submitted by:
Howladar Yunus & Co.
Chartered Accountants

September 24, 2020

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FIRST PART

**Auditor's Report and
Audited Financial Statements**



**Independent Auditor's Report
on the Financial Statements**

Howladar Yunus & Co.

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Opinion

We have audited the accompanying Financial statements of **Improving Qualitative Journalism in Bangladesh-Phase II** project implemented by Management and Resources Development Initiative (MRDI); funded by Fojo Media Institute, Linnaeus University, Sweden. which comprise the balance sheet as at August 31, 2020, the Statement of Income and Expenditure and Statement of Receipts and Payments for the year then ended and notes to the financial statements including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements give true and fair view, in all material respects, of the financial position of the project as **at August 31, 2020**, and of its financial performance and its Receipts & Payments for the year then ended in accordance with International Financial and Reporting Standards (IFRSs) as applicable explained in Note- 2.1.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with the IESBA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with International Financial and Reporting Standards (IFRSs) as applicable explained in Note- 2.1, 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.



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In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.



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- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the organization to express an opinion on the financial statements. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Chartered Accountants

Dated: Dhaka

September 24, 2020

Project Name: Improving Qualitative Journalism in Bangladesh Phase -II
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with: Fojo Media Institute, Linnaeus University, Sweden
Balance Sheet
 As at 31 August 2020

	Notes	As at 31 August 2020 BDT
Assets		
Fixed Assets	Annexure-A	1,470,507
Cash and cash equivalents	3	7,356,496
		8,827,003
Fund and Liabilities		
Unutilized donor fund	4	6,537,983
Reserve fund-bank interest	5	326,894
Provision for expenses	6	491,619
Fixed Assets fund	Annexure A	1,470,507
		8,827,003

The accompanying notes 1-38 form an integral part of these financial statements.


 Manager-Finance


 Executive Director

As per our annexed report of same date


 Chartered Accountants

Dated: Dhaka
 September 24, 2020

Project Name: Improving Qualitative Journalism in Bangladesh Phase -II
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with: Fojo Media Institute, Linnaeus University, Sweden
 Statement of Comprehensive Income -Statement Income and Expenditure
 For the year ended 31 August 2020

	Notes	For the year ended 31 August 2020 BDT
Income		
Grant income	7	21,888,373
		<u>21,888,373</u>
Expenditure		
Human Resources		
Salaries	9	9,751,714
Festival Allowances	10	1,022,638
MRDI-Overhead	11	3,232,305
Travel & accommodation	12	330,554
Investigative Journalism Partnership (IJP)		
IJP Partnership	13	1,434,209
Training on Investigative Journalism	14	629,831
Investigative Journalism Helpdesk	15	22,457
Translation of IJ-Handbook	16	515,000
Media Monitoring	17	323,400
Advance Training on Fact Checking	18	551,416
Mentorship Programme		
Mentorship Conclave	19	847,186
Mentorship Support	20	346,565
Certificate Giving Ceremony of Mentorship Program	21	4,500
Safety and Security Program & Training		
Safety & Security Training for Journalist-in Dhaka	22	494,990
Safety & Security Training for Journalist (Outside)	23	178,240
Gatekeeper Engagement Meeting	24	113,827
Safety & Security Guideline Publication & Distribution	25	148,000
Safety & Security Workshop for Female Reporters	26	156,112
Sector wide		
Supporting Boardcast Journalism Conference	27	13,740
Viability Study of Independent Media	28	300,000
Webinar Series of Covid-19	29	105,063
Media Innovation Hub		
Online Training Courses	30	368,627
Website Development	31	168,050
Training of Trainers of PIB	32	276,948
Internal Activities		
Anti-Corruption Workshop	33	15,000
MSE Training for MRDI	34	15,298
Organization Review for MRDI	35	17,500
Facility Service for Fojo Staffs	36	210,000
Audit Fees	37	165,000
Financial services	38	8,609
Contingency	39	121,594
		<u>21,888,373</u>

The accompanying notes 1-38 form an integral part of these financial statements.


 Manager-Finance


 Executive Director


 Chartered Accountants

As per our annexed report of same date

Dated: Dhaka
 September 24, 2020

Project Name: Improving Qualitative Journalism in Bangladesh Phase -II
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with: Fojo Media Institute, Linnaeus University, Sweden
 Statement of Receipts and Payments
 For the year ended 31 August 2020

	Notes	For the year ended 31 August 2020 BDT
Opening balance		3,657,503
Cash at bank		3,657,503
Receipts		
Foreign donation	4.1	27,772,077
Bank interest	8.0	73,826
Total receipts		31,503,406
Payments		
Human Resources		
Salaries	9	9,736,858
Festival Allowances	10	1,015,210
MRDI-Overhead	11	3,225,620
Investigative Journalism Partnership (IJP)		
Travel & accommodation	12	330,554
IJP Partnership	13	1,434,209
Training on Investigative Journalism	14	629,831
Investigative Journalism Helpdesk	15	22,457
Translation of IJ-Handbook	16	382,500
Media Monitoring	17	323,400
Advance Training on Fact Checking	18	551,416
Mentorship Programme		
Mentorship Conclave	19	847,186
Mentorship Support	20	346,565
Certificate Giving Ceromony of Mentorship Program	21	4,500
Safety and Security Program & Training		
Safety & Security Training for Journalist-in Dhaka	22	494,990
Safety & Security Training for Journalist (Outside)	23	178,240
Gatekeeper Engagement Meeting	24	113,827
Safety & Security Guideline Publication & Distribution	25	148,000
Safety & Security Workshop for Female Reporters	26	156,112
Supporting Boardcast Journalism Conference	27	13,740
Sector wide		
Viability Study of Independent Media	28	150,000
Webinar Series of Covid-19	29	89,913



	<u>Notes</u>	<u>BDT</u>
Media Innovation Hub		
Online Training Courses	30	368,627
Website Development	31	168,050
Training of Trainers of PIB	32	276,948
Internal Activities		
Anti-Corruption Workshop	33	15,000
M & E Training for MRDI	34	15,298
Organization Review for MRDI	35	17,500
Facility Service for Fojo Staffs	36	210,000
Audit Fees	37	-
Financial services	38	8,609
Contingency	39	121,594
Program equipment purchase	Annex-1	1,470,507
Excess grant deposit to mother account	4	811,083
Provision for Expenses	6	468,566
Total Payments		<u><u>24,146,910</u></u>
Closing balances	3.1	7,356,496
Cash at bank		<u>7,356,496</u>
		<u><u>31,503,406</u></u>

The accompanying notes 1-38 form an integral part of these financial statements.



Manager-Finance



Executive Director

As per our annexed report of same date



Chartered Accountants

Dated: Dhaka
September 24, 2020

Project Name: Improving Qualitative Journalism in Bangladesh Phase -II
Implemented by: Management and Resources Development Initiative (MRDI)
In partnership with: Fojo Media Institute, Linnaeus University, Sweden
Notes to the Financial Statements
For the year ended 31 August 2020

1.0 About the organization and project

1.1 About the organization

Management and Resources Development Initiative (MRDI) is a multi-disciplinary, not-for-profit, non-government organization as well as a company limited by guarantee, is engaged in a wide spectrum of social development activities and seeks to render services to national and international organizations, both in the public and the private domains.

Management and Resources Development Initiative (MRDI) is registered with the Registrar of Joint Stock Companies and Firms, Government of the People's Republic of Bangladesh under the Section 28 of the Company Act 1994 having Incorporation Number is C-544(57)/2003 dated 13 May 2003 as a company limited by guarantee and also registered with the NGO Affairs Bureau having registration number 1962 dated 21 September 2004 under the Foreign Donations Regulation Ordinance 1978 which which was renewed on 24 July 2019 for a period of ten years up to 20 September 2029.

The objective of the organization is to endeavor for developing the standards of media, skills and ethics of media professions, physical and mental health and well-being of the people and empowerment of women, adolescents, children, minoring and other marginalized sections of the population.

1.2 About the project

Improving Qualitative Journalism in Bangladesh-Phase II is a twenty seven month project starting from 01 September 2019 to 30 November 2020. The project is funded by the Fojo Media Institute, Linnaeus University, Sweden. The project initially started with a target of improving Media in Bangladesh contributes to strengthened democracy and gender equality, greater respect for human rights and freedom from oppression.

1.3 Objectives of the project

A. Overall objective:

- i. Improving Qualitative Journalism in Bangladesh-Phase II aims to improve Media in Bangladesh contribute to strengthened democracy and gender equality, greater respect for human rights and freedom from oppression. The project facilitates implementation of Management and Resources Development Initiative (MRDI) in Dhaka.
- ii. Enhancement of journalists as media manager and trainer.



B. Program Activities:

- i. Investigative Journalism Partnership (IJP)
- ii. Training on Investigative Journalism
- iii. Investigative Journalism Helpdesk
- iv. Translation of IJ-Handbook
- v. Media Monitoring
- vi. Advance Training on Fact Checking
- vii. Mentorship Programme
- viii. Safety and Security Program & Training
- ix. Gatekeeper Engagement Meeting
- x. Safety & Security Guideline Publication & Distribution
- xi. Viability Study of Independent Media
- xii. Webinar Series of Covid-19
- xiii. Online Training Courses
- xiv. Website Development
- xv. Training of Trainers of PIB
- xvi. Anti-Corruption Workshop
- xvii. M&E Training for MRDI
- xviii. Organization Review for MRDI
- xix. Web-met with Media Managers on how they are adopting with covid-19

1.4 Project period

Total duration of the project is for twenty seven months covering from 01 September 2019 to 30 November 2021.

2 Summary of significant accounting policies

2.1 Basis of accounting

The financial statements have been prepared using accrual basis of accounting as going concern except statement of receipts and payments. Most of the IFRS are not applicable for the NGO in the preparation of financial statements. ISA 20 have been followed fully while IAS 1 and 16 have been partly followed.

2.2 Accounting for grants

International Accounting Standard (IAS) 20 "Accounting for Government Grants and Disclosure of Government Assistance" has been followed during the year under audit for recognition of grant income. Grant amount used to acquire Fixed Asset has been shown as "Fixed Asset Fund"

As per IAS 20, grants received are initially recorded as liability. Grant amount used for project expenses has been recognized as income to the extent of expenses incurred.



2.3 Allocation of common staff salary

As per decision of the board & practice of the organization, staff salaries and common cost like utilities, printing and stationeries are allocated based on number of exiting projects implemented by the organization.

2.4 Cash and Cash Equivalentents

Cash and Cash Equivalentents for the purpose of the receipts and payments comprises of cash and bank balance. Cash and bank balance includes donations received through donor grants which are available for the use of organization without restrictions.

2.5 Fixed Asset fund

Program equipment purchahsed for the use of project employee and beneficiaries which purchased as per budget line and is shown in Annexure A.

2.6 Reporting period

The financial statements of the project cover 12 months starting from 01 September 2019 to 31 August 2020.

2.7 Reporting currency

The financial Statements are presented in Bangladesh currency, which has been rounded off to the nearest Taka.

2.8 General

Amount rounded off in nearest BDT. Previous year figure is not provided as this is a new project and this is a first year.



	Notes	As at 31 August 2020 BDT
3 Cash and cash equivalents		
Cash at bank	3.1	7,356,496
		<u>7,356,496</u>
3.1 Cash at bank		
Prime Bank Ltd. Asad Gate Branch, Dhaka, A/C # 2138314003939		7,356,496
Total		<u>7,356,496</u>
4 Unutilized donor fund		
Opening balance		2,935,869
Add: Foreign donation received during the period	4.1	27,772,077
Less: Grant income recognised	7	(21,888,373)
Less: Program equipment purchase during the year		(1,470,507)
Less: Excess Amount refunded to Mother Account		(811,083)
Total		<u>6,537,983</u>

The opening balance of unutilized fund comes from unspent amount of Phase-1 of same project. Approval has been taken from NGOAB in this respect.

Management and Resources Development Initiative (MRDI) has received fund for the implementation of Improving Qualitative Journalism in Bangladesh Phase -II project more than the approved budget vide letter no. 03.07.2666.665.68.102.19-785 dated 27 July 2020. When the management has identified the issues then they informed the same to the donor by email on 23 August 2020 and NGOAB vide Letter No. MRDI/2020-2021/123 dated 23 August 2020 and transfer the additional amount of Taka 811,083 to their mother account.

4.1 Foreign donation

Date of receipts	Installment	Amount USD	Exchange rate	Amount BDT
			USD to BDT	
18-Nov-19	1st Installment	93,539.17	83.75	7,833,905
10-Mar-20	2nd Installment	109,633.32	83.95	9,203,717
31-Jul-20	3rd Installment	127,867.24	83.95	10,734,455
Total				<u>27,772,077</u>

5 Reserve fund-bank interest

Opening balance	253,068
Add: Interest received during the period	82,028
Less: TDS on bank interest	(8,202)
	<u>326,894</u>



	Notes	As at 31 August 2020 BDT
6	Provision for expenses	
	Opening Balance	468,566
	Add: Addition during the year	491,619
		<u>960,185</u>
	Less: Paid during the year	468,566
	Closing Balance	<u>491,619</u>

The above balance made up as follows:

6.1	Provision for expenses	
	DTP design, editing & printing : Transparent	132,500
	Salary : Executive Director : MRDI	14,856
	Festival allowance : Executive Director : MRDI	7,428
	MRDI Overhead : MRDI	6,685
	Online Platform : Hasibur Rahman	15,150
	Viability Study of Independent Media : Tanim Ahmed	150,000
	Audit Fees : Howlader Yunus & Co.	165,000
		<u>491,619</u>



		For the period ended 31 August 2020
		BDT
7	Grant income	
	Grant income	21,888,373
		<u>21,888,373</u>
<p>Amount equivalent to total expenditure incurred for the period has been recognized as grant income for the period according to International Accounting Standard (IAS)-20.</p>		
8	Interest on bank deposit	
	Interest received during the period	82,028
	Less: TDS on bank interest	(8,202)
		<u>73,826</u>
9	Salaries	
	Executive Director	1,119,628
	Manager	2,116,800
	Manager Implementation	1,628,640
	Head of IJ Help Desk	1,690,400
	Project Coordinator	826,000
	Logistic Coordinator	331,368
	Finance Controller	310,986
	Finance Manager	853,200
	Sub-Editor	641,667
	RTI Help Desk Officer	233,025
	As per Statement of Comprehensive Income - Income and Expenditure	<u>9,751,714</u>
	Less: Provision made during the period	<u>14,856</u>
	As per Statement of Receipts and Payments	<u>9,736,858</u>
10	Festival Allowances	
	Executive Director	219,646
	Manager	198,000
	Manager Implementation	151,200
	Head of IJ Help Desk	157,000
	Project Coordinator	70,550
	Logistic Coordinator	33,637
	Finance Controller	33,855
	Finance Manager	80,000
	Sub-Editor	55,000
	RTI Help Desk Officer	23,750
	As per Statement of Comprehensive Income - Income and Expenditure	<u>1,022,638</u>
	Less: Provision made during the period	<u>7,428</u>
	As per Statement of Receipts and Payments	<u>1,015,210</u>
11	MRDI-Overhead	
	MRDI Overhead (30% of the HR: Human Resources)	3,232,305
	BDT [97,51,714+10,22,638]x30%	
	As per Statement of Comprehensive Income - Income and Expenditure	<u>3,232,305</u>
	Less: Provision made during the period	<u>6,685</u>
	As per Statement of Receipts and Payments	<u>3,225,620</u>



		For the period ended 31 August 2020 BDT
12	Travel & accommodation	
	MRDI staff local travel	93,389
	MRDI-FOJO Project staff local travel	151,386
	Visa related expenses	48,025
	Local conveyance & communication Cost (in abroad)	37,754
	Total	330,554
13	IJP Partnership	
	Accommodation for Expert/ MRDI Staff	25,090
	Consultant	367,500
	Equipmental Rental for Partnership	4,160
	Expert Honorarium-In Dhaka	477,795
	Expert Honorarium-Outside Dhaka	363,750
	Meeting Cost	21,174
	Perdiem for Expert/ Journalist/MRDI Staffs	30,000
	Transportation Cost for Expert/MRDI Staffs	107,740
	Total	1,434,209
14	Training on Investigative Journalism	
	Accommodation	111,572
	Banner	1,500
	Certificate	9,500
	Connectivity & Incidental Cost	67,500
	Conveyance & Incidental Cost for Participants	60,000
	Daily Allowance for Prog. Staff	3,150
	Food for Participants	96,587
	Hon. for Facilitators	120,000
	Honorarium for Translation of Training Documents	36,792
	Information Kit	15,879
	Stationery	1,275
	Transportation	60,110
	Venue	37,950
	Miscellaneous Expenses	8,016
	Total	629,831
15	Investigative Journalism Helpdesk	
	Helpdesk Promotional Expenses	22,457
	Total	22,457
16	Translation of IJ-Handbook	
	DTP Design, Editing & Printing	265,000
	Honorarium for Translator	250,000
	As per Statement of Comprehensive Income - Income and Expenditure Account	515,000
	Less: Provision made during the period	132,500
	As per Statement of Receipts and Payments	382,500



		For the period ended 31 August 2020 BDT
17	Media Monitoring	
	Newspaper & Archieve Charge	29,400
	TV Clip Archieve Charge	294,000
	Total	323,400
18	Advance Training on Fact Checking	
	Accomodation	157,871
	Banner	1,500
	Certificate	4,500
	Conveyance & Incidental Cost for Participants	80,000
	Daily Allowance for Program Staffs	10,350
	Food for Participants	140,952
	Information Kit	19,366
	Stationery	5,128
	Transportation	65,833
	Venue	60,720
	Miscellaneous Expenses	5,196
	Total	551,416
19	Mentorship Conclave	
	Accomodation	196,580
	Banner	1,500
	Conveyance & Incidental Cost	110,000
	Daily Allowance for Prog. Staff	10,800
	Daily Subsistance Allowance	14,000
	Food for Participants	198,931
	Honorarium for Facilitators	80,000
	Honorarium for Resource Person	52,500
	Information Kit	20,217
	Stationery	4,590
	Transportation	68,801
	Travel for Participants	6,000
	Venue	76,507
	Miscellaneous Expenses	6,760
	Total	847,186
20	Mentorship Support	
	Expenses for Mentees	146,565
	Honorarium for Mentor	200,000
	Total	346,565
21	Certificate Giving Ceromony of Mentorship Program	
	Certificate	4,500
	Total	4,500



		For the period ended 31 August 2020 BDT
22	Safety & Security Training for Journalist-in Dhaka	
	Accommodation	133,584
	Banner	1,500
	Certificate	4,500
	Conveyance & Incidental Cost	82,000
	Daily Allowance for Prog. Staff	8,100
	Food for Participants	126,900
	Information Kit	25,414
	Stationery	3,386
	Transportation	54,626
	Venue	45,540
	Miscellaneous Expenses	9,440
	Total	494,990
23	Safety & Security Training for Journalist (Outside)	
	Certificate for Participants	10,000
	Connectivity & Incidental Cost	122,040
	Convey & Comm. Local Coordinator	6,200
	Honorarium for Local Coordinator	30,000
	Honorarium for Resource Person	10,000
	Total	178,240
24	Gatekeeper Engagement Meeting	
	Banner	1,200
	Daily Subsistence Allowances	3,500
	Food & Refreshment	15,518
	Honorarium for Gatekeeper	65,000
	Information Kit	20,609
	Travel Allowances	8,000
	Total	113,827
25	Safety & Security Guideline Publication & Distribution	
	Safety & Security Guideline Publication	148,000
	Total	148,000
26	Safety & Security Workshop for Female Reporters	
	Banner	1,800
	Conveyance & Incidental Cost for Participant	32,000
	Fees for Facilitator	25,000
	Food & Refreshment	26,450
	Information Kit	24,862
	Venue	46,000
	Total	156,112



		For the period ended 31 August 2020 BDT
27	Supporting Boardcast Journalism Conference	
	Information Kit	1,740
	Projector & Sound	12,000
	Total	13,740
28	Viability Study of Independent Media	
	Local Facilitator for Viability Study	300,000
	As per Statement of Comprehensive Income - Income and Expenditure Account	300,000
	Less: Provision made during the period	150,000
	As per Statement of Receipts and Payments	150,000
29	Webinar Series of Covid-19	
	Equipment & Accessories [Expenses]	23,284
	Online Platform	81,779
	As per Statement of Comprehensive Income - Income and Expenditure Account	105,063
	Less: Provision made during the period	15,150
	As per Statement of Receipts and Payments	89,913
30	Online Training Courses	
	Online Training Courses [Expenses]	368,627
	Total	368,627
31	Website Development	
	Website Content Development Editing	168,050
	Total	168,050
32	Training of Trainers of PIB	
	Banner & Certificate	6,000
	Honorarium for Lead Trainer	75,000
	Honorarium for Resource Person	15,000
	Incidental Local Travel for Dhaka Trainers	78,000
	Information Kit	21,633
	Refreshment	49,815
	Travel, Accomodation & Perdiem for Outside Dhaka	31,500
	Total	276,948
33	Anti-Corruption Workshop	
	Honorarium for Resource Person	15,000
	Total	15,000
34	M&E Training for MRDI	
	Food & Refreshment	14,537
	Information Kit	761
	Total	15,298



		For the period ended 31 August 2020
		BDT
35	Organization Review for MRDI Honorarium for Facilitator/Interpreter Total	<u>17,500</u> <u>17,500</u>
36	Facility Service for Fojo Staffs Facility Service for Fojo Staffs Total	<u>210,000</u> <u>210,000</u>
37	Audit Fees Audit fees As per Statement of Comprehensive Income-Income and Expenditure Account Less: Provision made during the year As per Statement of Receipts and Payments	<u>165,000</u> <u>165,000</u> <u>(165,000)</u> <u>-</u>
38	Financial services Bank Charges Total	<u>8,609</u> <u>8,609</u>
39	Contingency Contingency Total	<u>121,594</u> <u>121,594</u>


Manager-Finance


Executive Director



Management and Resources Development Initiative (MRDI)
Project Name: Improving Qualitative Journalism in Bangladesh-Phase II
Schedule of Fixed Assets
As at 31 August 2020

Amount in Taka

Sl. No.	Particulars	Cost			Closing Balance
		Opening Balance	During the year		
			Addition	Adjustment	
1	Equipment for IJ Helpdesk				
	Equipment for Training Session				
	Laptop	-	305,567	-	305,567
	Sub-total	-	305,567	-	305,567
2	Vedio Conference Equipment				-
	CC Camera	-	23,871	-	23,871
	Sony TV	-	141,966	-	141,966
	Web Camera	-	120,450	-	120,450
	UPS	-	5,147	-	5,147
	Laptop ASUS	-	64,604	-	64,604
	Keyboard	-	2,409	-	2,409
	Wood Box for CC Camera & Cable	-	26,972	-	26,972
	Sub-total	-	385,419	-	385,419
3	Online Traing courses				-
	Desktop video editing panel	-	235,097	-	235,097
	Speaker	-	18,615	-	18,615
	Air cooler	-	71,153	-	71,153
	IPS	-	386,362	-	386,362
	Dehumidifier	-	16,775	-	16,775
	Sub-total	-	728,002	-	728,002
4	Webinar Series of Covid-19				
	Web cam	-	22,788	-	22,788
	UPS	-	11,500	-	11,500
	Mobile	-	5,739	-	5,739
	UPS	-	11,492	-	11,492
	Sub-total	-	51,519	-	51,519
	Total	-	1,470,507	-	1,470,507



SECOND PART

**FD-4 Certificate and
Report as per requirement of
NGO Affairs Bureau, GOB**



Grant Thornton

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FD-4 Certificate

We have audited the Financial Statement of "Improving Qualitative Journalism in Bangladesh-Phase II", project of Management and Resources Development Initiative (MRDI) located at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 (NGO Bureau registration # 1962, dated 21 September 2004, and renewed on 24 July 2019) under the Foreign Donations Regulation Act 2016 for the year from September 01, 2019 to August 31, 2020 and examined all relevant books and vouchers and certify that according to the audited financial statements:

- (1) The brought forward Foreign Donations at the beginning of the period September 01, 2019 was BDT 2,935,869.
- (2) The Foreign Donations amounting to BDT 27,772,077 were received by the organisation during the year.
- (3) The Balance of unutilized Foreign Donations by the organisation was BDT 6,537,983. Foreign Donations amounting to BDT 23,358,880 have been utilized for the purposes as shown under "Annexure-A/1" and BDT 811,083 transferred to Mother Account from Project Account as this amount was received in excess of approved budget as per last revision.
- (4) Name of the Project: "Improving Qualitative Journalism in Bangladesh-Phase II."

Head of Expenditure Differences	Amount as per Approved budget (BDT)	Amount actually spent (BDT)	Differences (BDT)
As per Annexure - A/1.	29,896,863	23,358,880	6,537,983

(For budget variance, please refer Annexure-A/1 and for foreign donation reconciliation, please refer notes to FD-4)

- (5) Certified that the organization has maintained the accounts of Foreign Donations and records relating thereto in the manner specified as in section 12 of the Foreign Donations (Voluntary Activities) Regulations Act, 2016 read with rule 9 and 12 to the said Act.

- (6) The information furnished above is correct and checked by us.


Chartered Accountants

Dated: Dhaka
24 September 2020

Chartered Accountants

Member firm of Grant Thornton International Ltd

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Project Name: Improving Qualitative Journalism in Bangladesh-Phase II
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with: Fojo Media Institute, Linnaeus University, Sweden
 Budget Variance
 For the year ended 31 August 2020

Amount in BDT

Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
1.00	Human Resources					
	Salaries (gross salaries including social security charges and other related costs including MRDI Overhead, local staff)					
	Executive Director (24% working time)	1,119,627	1,119,628	(1)	0%	
	Executive Director (Festival allowance)	219,646	219,646	-	0%	
	Manager (Full time)	2,116,800	2,116,800	-	0%	
	Manager (Festival allowance)	198,000	198,000	-	0%	
	Manager Implementation (Full time)	1,628,640	1,628,640	-	0%	
	Manager Implementation (Festival allowance)	151,200	151,200	-	0%	
	Head of IJ Helpdesk (Full time)	1,690,400	1,690,400	-	0%	
	Head of IJ Helpdesk (Festival allowance)	157,000	157,000	-	0%	
	Project Coordinator (Full time)	826,000	826,000	-	0%	
	Project Coordinator (Festival allowance)	70,550	70,550	-	0%	
	Logistic Coordinator (10 days per month)	331,368	331,368	-	0%	
	Logistic Coordinator (Festival allowance)	33,637	33,637	-	0%	
	Finance Controller (30% working time)	310,986	310,986	-	0%	
	Finance Controller (Festival allowance)	33,855	33,855	-	0%	
	Finance Manager (Full time)	853,200	853,200	-	0%	
	Finance Manager (Festival allowance)	80,000	80,000	-	0%	
	Sub Editor -GIJN (Full time)	641,667	641,667	(0)	0%	
	Sub Editor -GIJN (Festival allowance)	55,000	55,000	-	0%	
	RTI Helpdesk Officer (50% working time)	233,028	233,025	3	0%	
	RTI Helpdesk Officer (Festival Allowances)	23,750	23,750	-	0%	
	Total Human resources	10,774,354	10,774,352	2	0%	



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
2.00	Per diems for missions/travel, Local staff					
	MRDI Staff, International per diem	-	-	-	-	
	<i>Total of Per diems for missions/travel, Local staff</i>	-	-	-	-	
3.00	Travel & Accommodation					
	MRDI staff, local travel	120,000	93,389	26,611	22%	Spent as per actual requirement.
	MRDI-Fojo project Staff local travel (lumpsum days)	200,000	151,386	48,614	24%	Spent as per actual requirement.
	Visa related expenses	48,025	48,025	-	0%	Spent as per actual requirement.
	Local conveyance & Communication cost (In abroad)	38,400	37,754	646	2%	Spent as per actual requirement.
	<i>Total Travel & Accommodation</i>	406,425	330,554	75,871	19%	
4.00	Investigative Journalism Partnership (IJP)					
4.01	IJP Partnership					
	Accommodation for expert/journalists/MRDI Staffs	150,000	25,090	124,910	83%	Sometimes media house borne the travel cost for expert/journalist which were planned to be borne by the project. Hence, less accomodation costs were required. Also Less IJP partnership was run due to Covid-19
	Per diem for expert/journalists/MRDI Staffs	120,000	30,000	90,000	75%	Sometimes media house borne the travel cost for expert/journalist which were planned to be borne by the project. Hence, less accomodation costs were required. Also Less IJP partnership was run due to Covid-19
	Transportation cost for expert/journalist/ MRDI staffs (includeing vehicle rent, fuel, toll, driver allowance, etc)	525,000	107,740	417,260	79%	Sometimes media house borne the travel cost for expert/journalist which were planned to be borne by the project. Hence, less accomodation costs were required. Also Less IJP partnership was run due to Covid-19.



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
	Expert Honorarium					
	Meeting cost (lumpsum)	75,000	21,174	53,826	72%	Spent as per actual requirement.
	Outside Dhaka	750,000	363,750	386,250	52%	Spent as per actual requirement.
	In Dhaka	500,000	477,795	22,205	4%	Spent as per actual requirement.
	Consultant	368,000	367,500	500	0%	
	Equipments rental, Printing & supply, Research, fixer & Data collection for partnership	500,000	41,160	458,840	92%	Spent as per actual requirement.
	Sub total Investigative Journalism Partnership (IJP)	2,988,000	1,434,209	1,553,791	52%	
4.02	Training on Investigative Journalism					
	Honorarium for Facilitators	120,000	120,000	-	0%	
	Transportation for facilitators, resource persons, program staff & participants	60,110	60,110	-	0%	
	Information kit (Folder, writing pad, pen & information material)	15,879	15,879	-	0%	
	Venue (With sound system & other facilities)	37,950	37,950	-	0%	
	Food for participants	96,587	96,587	-	0%	
	Accommodation	111,572	111,572	-	0%	
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka	60,000	60,000	-	0%	
	Banner	1,500	1,500	-	0%	
	Honorarium for Translation of Training Documents	120,000	36,792	83,208	69%	Spent as per actual requirement.
	Stationery	1,275	1,275	-	0%	
	Certificate	10,000	9,500	500	5%	
	Daily allowance for programme staffs	3,150	3,150	-	0%	
	Connectivity & Incidental Cost for Participant	90,000	67,500	22,500	25%	Spent as per actual requirement.
	Communication Cost	2,000	-	2,000	100%	
	Miscellaneous Expenses	8,016	8,016	-	0%	
	Sub total Training on Investigative Journalism	738,039	629,831	108,208	15%	
4.03	Investigative Journalism Helpdesk					
	Help Desk Promotional Expenses	25,000	22,457	2,543	10%	
	Sub total Investigative Journalism Helpdesk	25,000	22,457	2,543	10%	



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
4.04	Translation of IJ-Handbook					
	Honorarium for Translator	250,000	250,000	-	0%	
	DTP design, editing & printing	300,000	265,000	35,000	12%	
	Distribution of hand book	30,000	-	30,000	100%	IJ Manual is yet to be deliver by the vendor. So MRDI could not distribute the handbook.
	Sub total Translation of IJ-Handbook	580,000	515,000	65,000	11%	
4.05	Media monitoring					
	Newspaper Archieve charges (7 days x 12 month x 10 media)	29,400	29,400	-	0%	
	TV clip archieve charge (7 days X 12 months X 10 TV)	294,000	294,000	-	0%	
	Sub total Media monitoring	323,400	323,400	-	0%	
4.07	Advanced Training on Fact Checking					
	Transportation for facilitators,resource persons,program staff& participants (Vehicle Rent+Fuel+driver allowance+toll)	65,833	65,833	-	0%	
	Information kit (Folder, writing pad, pen & information material)	19,366	19,366	-	0%	
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	60,720	60,720	-	0%	
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner) (18 persons x 4 days)	140,952	140,952	-	0%	
	Accommodation	157,871	157,871	-	0%	
	Conveyance and incidental cost for participants	80,000	80,000	-	0%	
	Banner	1,500	1,500	-	0%	
	Stationery	5,128	5,128	-	0%	
	Certificate	4,500	4,500	-	0%	
	Daily allowance for programme staffs	10,350	10,350	-	0%	
	Miscellaneous Expenses	5,196	5,196	-	0%	
	Sub total Advanced Training on Fact Checking	551,416	551,416	-	0%	



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
4.08	<i>Equipment for IJP Helpdesk</i>					
	Equipment for Training session	310,000	305,067	4,933	2%	
	Vedio Conference Equipment	500,000	385,419	114,581	23%	
	<i>Sub Total Equipment for IJP Helpdesk</i>	810,000	690,486	119,514	15%	
	<i>Total Investigative Journalism Fund</i>	6,015,855	4,166,799	1,849,056	31%	
5.00	Mentorship Programme					
5.01	Mentorship Conclave					
	Honorarium for Facilitators	80,000	80,000	-	0%	
	Honorarium for Resource persons	52,500	52,500	-	0%	
	Transportation for facilitators, resource persons, Program staff, Participants (Vehicle Rent+Fuel+driver allowance+toll)	68,801	68,801	-	0%	
	Information kit (Folder, writing pad, pen & information material)	20,217	20,217	-	0%	
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	76,507	76,507	-	0%	
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner) (21 persons x 5 days)x 1 mentorship	198,931	198,931	-	0%	
	Accommodation	196,580	196,580	-	0%	
	Travel for Participants (From Outside Dhaka participants , 2 persons x 2 ways)x 1 mentorship	6,000	6,000	-	0%	
	Daily Subsistence allowance for outside Dhaka participants (2 persons x 2 days) x 1 mentorship	14,000	14,000	-	0%	
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka) x 1 mentorship	110,000	110,000	-	0%	
	Banner	1,500	1,500	-	0%	
	Stationery	4,590	4,590	-	0%	
	Daily allowance for programme staffs	10,800	10,800	-	0%	
	Miscellaneous Expenses	6,760	6,760	-	0%	
	<i>Subtotal Mentorship Conclave</i>	847,186	847,186	-	0%	



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
5.02	Mentorship Support					
	Honorarium for mentor	400,000	200,000	200,000	50%	The budget is unspent because we used one internal resources and one foreign expert as mentor where payment is not necessary.
	Expenses for mentees	240,000	146,565	93,435	39%	Spent as per actual requirement.
	Sub-Total Mentorship Support	640,000	346,565	293,435	46%	
5.03	Certificate Giving Ceremony of Mentorship Programme					
	Certificate	4,500	4,500	-	0%	
	Sub-Total Certificate Giving Ceremony of Mentorship Programme	4,500	4,500	-	0%	
	Total Mentoring programme	1,491,686	1,198,251	293,435	46%	
6.00	Safety and Security Program & Training					
6.01	Safety and Security Training for Journalist (Outside Dhaka)					
	Honorarium for Resource persons	10,000	10,000	-	0%	
	Venue & Sound (2 days X 2 program)	-	-	-	-	
	Information kit (25 sets x 2 program)	-	-	-	-	
	Food for participants (25 persons x 2 days x 2 program)	-	-	-	-	
	Conveyance & incidental expenses for participants from venue town (7 persons x 2 days x 2 program)	-	-	-	-	
	Connectivity & Incidental Cost for Participants	122,400	122,040	360	0%	
	Travel, accomodation & perdiem for the correspondent (Outside Division) (13 persons x 2 days x 2 program)	-	-	-	-	
	Digital Banner (1 unit x 2 program)	-	-	-	-	
	Certificate for participants	10,000	10,000	-	0%	
	Transportation for Programme team & resource persons (2 vehicles x 3 days x 2 program)	-	-	-	-	



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
	Accommodation for Programme team & resource persons (7 persons x 2 nights x 2 program)	-	-	-	-	
	Daily allowance for Programme team & resource persons (7 persons x 3 days x 2 program)	-	-	-	-	
	Honorarium for Local Coordinator	30,000	30,000	-	0%	
	Conveyance and communication for local coordinator & Program Staff (2 program)	6,200	6,200	-	0%	
	Sub-Total Safety and Security Training for Journalist (Outside Dhaka)	178,600	178,240	360	0%	
6.02	Safety and Security Training for Journalist (In Dhaka)					
	Transportation for facilitators, resource persons, Program staff, Participants (Vehicle Rent+Fuel+driver allowance+toll)	54,626	54,626	-	0%	
	Information kit (Folder, writing pad, pen & information material)	25,414	25,414	-	0%	
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	45,540	45,540	-	0%	
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	126,900	126,900	-	0%	
	Accommodation	133,584	133,584	-	0%	
	Conveyance and incidental cost for participants	82,000	82,000	-	0%	
	Banner	1,500	1,500	-	0%	
	Stationery	3,386	3,386	-	0%	
	Certificate	4,500	4,500	-	0%	
	Daily allowance for programme staffs	8,100	8,100	-	0%	
	Miscellaneous Expenses	9,440	9,440	-	0%	
	Sub total Safety and Security Training for Journalist (In Dhaka)	494,990	494,990	-	0%	



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
6.03	Gatekeepers Engagement Meeting					
	Honorarium for Gatekeeper	65,000	65,000	-	0%	
	Information Kit (Pen folder, writing pad, etc)	20,609	20,609	-	0%	
	Food, Refreshment	15,518	15,518	-	0%	
	Daily Subsistence Allowances	3,500	3,500	-	0%	
	Travel Allowance	8,000	8,000	-	0%	
	Digital Banner	1,200	1,200	-	0%	
	Sub total Gatekeepers Engagement Meeting	113,827	113,827	-	0%	
6.04	Safety Security Guideline Publication & Distribution					
	Safety Security Guideline Publication (Re print)	148,000	148,000	-	0%	
	Distribution Cost	20,000	-	20,000	100%	We needed time to finalize the distribution list . When it was finalized , distribution was not possible for the Covid-19 situation.
	Sub total Safety Security Guideline Publication & Distribution	168,000	148,000	20,000	12%	
6.05	Safety and security workshop for female reporters					
	Fee for Facilitators	25,000	25,000	-	0%	
	Venue (The Daily Star)	46,000	46,000	-	0%	
	Food & Refreshment	26,450	26,450	-	0%	
	Conveyance and incidental cost for participants of Dhaka	32,000	32,000	-	0%	
	Banner	1,800	1,800	-	0%	
	Information Kit	24,862	24,862	-	0%	
	Sub total Safety and security workshop for female reporters	156,112	156,112	-	0%	



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
6.06	Supporting Broadcast Journalism Conference					
	Projector and sound system	12,000	12,000	-	0%	
	Information kits (Note pad, pen and etc.)	2,000	1,740	260	13%	
	Sub total Supporting Broadcast Journalism Conference	14,000	13,740	260	2%	
	<i>Total of Safety & Security Program & Training</i>	1,125,529	1,104,909	20,620	2%	
7.00	Sector wide					
7.01	Capacity building for journalists association					
	Capacity building for journalists association	-	-	-	-	
	<i>Sub Total Capacity building for journalists association</i>	-	-	-	-	
7.02	Viability Study of Independent Media					
	Local Facilitator for Viability Study	300,000	300,000	-	0%	
	<i>Subtotal Viability Study of Independent Media</i>	300,000	300,000	-	0%	
7.04	Webinar Series of Covid-19					
	Online Platform	100,000	81,779	18,221	18%	Spent as per actual requirement.
	Equipment & Accessories	100,000	74,803	25,197	25%	Spent as per actual requirement.
	<i>Subtotal Webinar Series of Covid-19</i>	200,000	156,582	43,418	22%	
	<i>Total Sectorwide</i>	500,000	456,582	43,418	9%	
8.00	Media Innovation Hub					
8.01	Online Training Courses					
	Online Training Courses	4,000,000	1,097,129	2,902,871	73%	We have already setup the studio for taking online training courses. All script are ready . But due to Covid-19 we unable to completed the work as per plan.
	<i>Sub Total Online Training Courses</i>	4,000,000	1,097,129	2,902,871	73%	



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
8.02	Promotion of Online Training Courses					
	Promotion of Online Training Courses	-	-	-	-	
	<i>Sub Total Promotion of Online Training Courses</i>	-	-	-	-	
8.03	Website Development					
	Website Content Development Editing	160,000	168,050	(8,050)	-5%	
	<i>Sub Total Promotion of Online Training Courses</i>	160,000	168,050	(8,050)	-5%	
	<i>Total of Media Innovation Hub</i>	4,160,000	1,265,179	2,894,821	70%	
9.00	Training of Trainers of PIB					
	Honorarium for Lead trainer	75,000	75,000	-	0%	
	Honorarium for resource persons	15,000	15,000	-	0%	
	Refreshments	49,815	49,815	-	0%	
	Information kit	20,933	21,633	(700)	-3%	
	Banner and certificate	6,000	6,000	-	0%	
	Incidental local travel for Dhaka trainers	78,000	78,000	-	0%	
	Travel accommodation per diem for outside Dhaka participants	31,500	31,500	-	0%	
	<i>Total Training of Trainers of PIB</i>	276,248	276,948	(700)	0%	
10.00	RTI Help Desk & Clinic					
	Help Desk Promotional & Suport Expenses	-	-	-	-	
	<i>Total RTI Help Desk & Clinic</i>	-	-	-	-	
11.00	Internal Activities					
11.01	Anti-corruption Workshop					
	Honorarium for Resource persons	15,000	15,000	-	0%	
	<i>Sub total Anti-corruption Workshop</i>	15,000	15,000	-	0%	
11.02	M&E Training for MRDI					
	Food & Refreshments	15,000	14,537	463	3%	
	Information kit	800	761	39	5%	
	<i>Subtotal M&E Training for MRDI</i>	15,800	15,298	502	3%	



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
11.03	Organizational Review for MRDI					
	Honorarium for Facilitator/Interpreter	20,000	17,500	2,500	13%	
	<i>Subtotal Organizational Review for MRDI</i>	20,000	17,500	2,500	13%	
	<i>Total of Internal Activities</i>	50,800	47,798	3,002	16%	
12.00	Audit					
	External audit	200,000	165,000	35,000	18%	
	<i>Total Audit</i>	200,000	165,000	35,000	18%	
	Program Cost	25,000,897	19,786,372	5,214,525	21%	
13.00	Program Management Cost					
	MRDI Overhead (30% of the HR: Human Resources)	3,232,306	3,232,305	1	0%	
	Contingency	1,423,660	121,594	1,302,066	91%	Spent as per actual requirement.
	Facility service for Fojo Staffs	210,000	210,000	-	0%	
	Financial services	30,000	8,609	21,391	71%	Spent as per actual requirement.
	<i>Total Program Management Cost</i>	4,895,966	3,572,508	1,323,458	27%	
	<i>Grand Total</i>	29,896,863	23,358,880	6,537,983	22%	



Project: Improving Qualitative Journalism in Bangladesh-Phase II
 Funded by: Fojo Media Institute, Linnaeus University, Sweden
 Implemented by: Management and Resources Development Initiative (MRDI)
 For the period ended 31 August 2020

Notes to FD-4

		Taka
	Opening Balances as on September 01, 2019	2,935,869
	Fund received from donor	27,772,077
A	Total funds available for utilization	30,707,946
	Grant income recognised	21,888,373
	Program equipment purchase during the year	1,470,507
	Excess Grant deposit back to MRDI mother Account	811,083
B	Total	24,169,963
A-B	Unutilized Fund	6,537,983

Footnote:

- I. The opening balance of unutilized fund comes from unspent amount of Phase-1 of same project. Approval has been taken from NGOAB in this respect.
- II. Management and Resources Development Initiative (MRDI) has received fund for the implementation of Improving Qualitative Journalism in Bangladesh Phase -II project more than the approved budget vide letter no. 03.07.2666.665.68.102.19-785 dated 27 July 2020. When the management has identified the issues then they informed the same to the donor by email on 23 August 2020 and NGOAB vide Letter No. MRDI/2020-2021/123 dated 23 August 2020 and transfer the additional amount of Taka 811,083 to their mother account.



“Improving Qualitative Journalism in Bangladesh-Phase II”
Implemented by Management and Resources Development Initiative (MRDI)
Compliance with Instructions of NGO Affairs Bureau

Name of Project : “Improving Qualitative Journalism in Bangladesh-Phase II”.
Audit Period : September 01, 2019 to August 31, 2020.
Project Approval No. and Date: 1st approval no. 03.07.2666.665.68.102.19-1017
Date: 11-09-2019
1st revised approval no. 03.07.2666.665.68.102.19-356
Date: 25-03-2020.
latest revised approval no. : 03.07.2666.665.68.102.19-785
Date: 27-07-2020.

In addition to our Auditors’ Report, we also report as follows, on the specific points required by the NGO Affairs Bureau, vide its circular no. # 03.07.2666.657.43.253.17-51 dated 16 January 2020. This report is prepared based on our examination of the books and records of “Improving Qualitative Journalism in Bangladesh-Phase II” project implemented by Management and Resources Development Initiative (MRDI).

Condition-1

CA firm should maintain most responsible and independent role in case of audit of NGOs.

Observations and Comments

We have conducted the audit with due responsibility, and we kept ourselves fully independent while conducting the audit.

Condition-2

During the audit of NGOs, the audit firm must ensure whether the project has been implemented in compliance with the Foreign Donations (Voluntary Activities) Regulation Act 2016, terms of approval of FD-6 and the terms & conditions of Program approval. CA firm will provide comments in this regard upon carrying-out their audit.

Observations and Comments

The project has been implemented properly as per terms and conditions of “The Foreign Donations (Voluntary Activities) Regulation Act, 2016”, project approval memo and FD-6.

Condition-3

The CA firm, along with the audit report, must issue a certificate regarding receipts and expenditures of foreign Donation in form FD-4 and Annexure A/1 prescribed by the Bureau. All information in FD-4 regarding foreign donation should be presented on cash basis not accrual. It



means no foreign donation should be shown as negative balance or receivables. In FD-4, approved budget, actual expenditure and variance between these two should be shown in total Taka. Item-wise approved budget, actual expenditure, variance with percentage and reasons for variance should be shown in Annexure A/1. Heads, sub-heads and budget against those mentioned in Annexure A/1 should be in line with approved Program.

Observations and Comments

We have issued a certificate in separate format FD-4 and have enclosed Annexure A/1 as prescribed by the Bureau only for receipts & expenses of foreign donations. All information of foreign donation has been shown in cash basis not accrual basis. Total amount of approved budget, actual expenditures & difference between these two is mentioned in the FD-4 certificate. Details of these, such as approved budget, actual expenditures, variances, and explanation of variances has been mentioned in Annexure-A/1. Budget line item/sub-line item of Annexure-A/1 has been presented as per approved project.

Condition-4

Separate audit report should be prepared for each Program and the reports should be based on Program year (maximum 12 months). If the Program includes any local income/donation, then it should be shown in separate column.

Observations and Comments

Separate audit report has been prepared for the project. The audit report is prepared on the basis of project period. The project period is 12 months, during this period. The program does not include any local income/donation during the year.

Condition-5

In the audit report the aims, objectives and main activities of the project shall be mentioned briefly and true information for the following shall have mentioned in prescribed form depicted below:

1. Date of appointment of CA Firm to conduct audit
2. Name of the project
3. Duration of the project
4. Memo No. & Date of approval of the project
5. Memo No. & Date of fund disbursement
6. Amount of disbursement (including installment)
7. Amount of foreign donation received
8. Whether the amount of foreign donation has been received before receipt of fund clearance from NGO Affairs Bureau
9. Audit Year
10. Project Are
11. Number of Beneficiary



Observations and Comments

The brief project description is as follows:

A. Overall objectives:

The objectives of the project are-

- i. To make high quality report with special emphasis on gender equality, labor rights, corruption and good governance, and environment and climate change, and assist the media and journalists researching on it.
- ii. Networking for institutional and personal capacity building, making thematic forum, training, research, connection with international network, and making plan like study tour and implementation.

B. Program Activities:

- Investigative Journalism Partnership (IJP).
- Training on Investigative Journalism
- Investigative Journalism Helpdesk
- Translation of IJ-Handbook
- Media Monitoring
- Advance Training on Fact Checking
- Mentorship Program.
- Safety and Security Program & Training
- Gatekeeper Engagement Meeting
- Safety & Security Guideline Publication & Distribution
- Viability Study of Independent Media
- Webinar Series of Covid-19
- Online Training Courses
- Website Development
- Training of Trainers of PIB
- Anti-Corruption Workshop
- M & E Training for MRDI
- Organization Review for MRDI
- Web-met with Media Managers on how they are adopting with covid-19



Specific information pertaining to the project is given below:

1.	Date of appointment of audit firm to conduct audit	30 July 2020															
2.	Name of the Project Title	"Improving Qualitative Journalism in Bangladesh-Phase II".															
3.	Total period of the project	September 01, 2019 to November 30, 2021.															
4.	Project approval reference letter no. and date	1 st approval ref. no. 03.07.2666.665.68.102.19-1017 Date: 11-09-2019 1 st Revised approval ref. no.03.07.2666.665.68.102.19-356 Date: 25-03-2020. Latest revised approval 03.07.2666.665.68.102.19-785 Date: 27-07-2020															
5.	Fund/money release reference letter no. and date	Ref No: 03.07.2666.665.68.102.19-1017 Date: 11-09-2019 Taka 38,730,169															
6.	Amount of fund/money release (Mention installments)	Total amount of fund/money release in 1 st year of the project by NGOAB and the fund were received from donor by the project through following installments: <table border="1"> <thead> <tr> <th>Date</th> <th>Mode of Receipt</th> <th>Amount in Taka</th> </tr> </thead> <tbody> <tr> <td>04-11-2019</td> <td>Bank transfer</td> <td>7,833,905</td> </tr> <tr> <td>09-03-2020</td> <td>Bank transfer</td> <td>9,203,717</td> </tr> <tr> <td>29-07-2020</td> <td>Bank transfer</td> <td>10,734,455</td> </tr> <tr> <td colspan="2">Fund Received during the audit period:</td> <td>27,772,077</td> </tr> </tbody> </table>	Date	Mode of Receipt	Amount in Taka	04-11-2019	Bank transfer	7,833,905	09-03-2020	Bank transfer	9,203,717	29-07-2020	Bank transfer	10,734,455	Fund Received during the audit period:		27,772,077
Date	Mode of Receipt	Amount in Taka															
04-11-2019	Bank transfer	7,833,905															
09-03-2020	Bank transfer	9,203,717															
29-07-2020	Bank transfer	10,734,455															
Fund Received during the audit period:		27,772,077															
7.	Received amount of foreign donation	Taka 27,772,077 (excluding opening unutilized Balance BDT 2,935,869)															
8.	Is any money of foreign donation received by mother account before fund/money release order	No fund was received before NGOAB approval.															
9.	Audit year (Project period)	September 01, 2019 to August 31, 2020															
10.	Project area (District & Upazilla)	Dhaka															
11.	Number of beneficiaries	466															



Condition-6

Statement of Financial Position, Statement of Comprehensive Income and Receipts & Payments Account should be the part of the audit report and should contain signature of the NGO Management. If in any case the presentation of Financial Position is not mandatory, then an explanation should be included. Auditor should confirm whether the Receipts and Payments Account was prepared based on the ledger items maintained by NGO. In the items where gross amount has been shown, (such as contingency and others), a detail breakdown should be shown in notes.

Observations and Comments

Balance Sheet, Statement of Income & Expenditure and Statement of Receipts & Payments have been incorporated in audit report and signed by respective NGO authority. Statement of Receipts & Payments have been prepared in conformity with the Receipts & Payments line items of the ledger maintained by the NGO. Break-up of expenses are enclosed to notes.

Condition-7

Every page of the NGO audit report should contain page number, initial of authorized person of CA firm and common seal. But auditor's certificate, Statement of Financial Position, accounts statement, FD-4 certificate and report as per ToR should contain full signature of the auditor. Full name, designation and FCA/ACA should be mentioned below the full signature. NGO audit reports should have following sequence:

First part

- Auditor's certificate including scope, opinion, etc.
- Statement of Financial Position
- Statement of Comprehensive Income
- Receipts & Payments Account
- Notes to Financial Statements
- Schedule/Appendix/others

Second part

- FD-4 certificate
- Annex-A/1
- Notes of FD-4 (if any)
- Report based on TOR of NGOAB (conditions of TOR should be exactly followed).

Observations and Comments

Page no. has been inserted in each page of the report. Each page of the report was also initialed by us with common seal. Auditors' signature has been given in Auditors' Report, Balance Sheet, Income and Expenditure Account, Receipts and Payments Account, FD-4 and the report prepared as per ToR. Audit Report has been prepared serially as follows:



First Part

- Auditor's certificate including scope, opinion, etc.
- Statement of Financial Position
- Statement of Comprehensive Income
- Receipts & Payments Account
- Notes to Financial Statements
- Schedule/Appendix/others

Second Part

- FD-4 certificate
- Annex-A/1
- Notes of FD-4 (if any)
- Report based on TOR of NGOAB (conditions of TOR should be exactly followed).

Condition-8

In case of multiple years Program audits, the audit report should contain whether it was audited in the earlier year, if yes, whether the report was submitted to the NGOAB. In case of continuous Program i.e. the Program continued in the same name/same type in the earlier year, whether it was audited in the earlier year, if yes, whether the report was submitted to the NGOAB.

Observations and Comments

This is the 1st year audit of this project ("Improving Qualitative Journalism in Bangladesh-Phase II") and report will be submitted to the NGO Affairs Bureau.

Condition-9

After completion of audit, one copy of audit report in sealed envelope should be sent directly to the Deputy Director (Inspection & Audit), NGO Affairs Bureau, Dhaka. It may be mentioned here this report as received in Inspection & Audit Section directly would be eligible.

Observations and Comments

After completion of audit, one copy (main copy) of audit report under sealed envelope sent directly to Deputy Director (Inspection & Audit) NGO Affairs Bureau, Dhaka. Noted that, audit report received directly from CA firm will be acceptable for verification in NGO Affairs Bureau.

Condition-10

The number and date of first registration of the NGO with NGOAB should be mentioned along with the latest date of renewal of registration.

Observations and Comments

The NGO's first registration No. 1962, dated 21 September 2004, under the Foreign Donation (Voluntary Activities) Regulation Act, 2016 renewed on 24 July 2019.



Condition-11

As per Section-9 of Foreign Donations (Voluntary Activities) Regulation Act 2016, all foreign donations of an NGO shall be received by a single bank account. It should be reported whether the NGO has received all the foreign donations in a single Bank Account as per the said rule. The name of the Bank, Account number and Amount should be mentioned if the foreign donation has been received through more than one Bank Account non-complying this rule.

Observations and Comments

The organization maintains one bank account to receive all foreign donations as per section 9 of the Foreign Donations (Voluntary Activities) Regulation Act, 2016.

Condition-12

The bank account number approved by the NGO Affairs Bureau for receipt of foreign donation (mother account) including name of the Bank and its Branch, amount of donation received during the concerned project year along with date and name of the donor should be mentioned. Date of foreign donation transferred from mother account to project account should be mentioned. Bank reconciliation of mother account and Project account should be checked and to be mentioned whether it is correct.

Observations and Comments

Details of approved bank account:

A. Mother Account by NGO Affairs Bureau to receive foreign donations:

Name of the Bank: Southeast Bank Limited.

Name of the Bank Branch: Dhanmondi Branch

Bank A/C Number: 001211100006616

Name of the Donor: Fojo Media Institute, Linnaeus University, Sweden

Received amount with date:

Particulars	Amount in BDT
Grant Received from Fojo Media Institute, Linnaeus University, Sweden	
04 November 2019	7,833,905
09 March 2020	9,203,717
29 July 2020	10,734,455
Total	27,772,077

B. Project Account:

Name of the Bank: Prime Bank Ltd.

Name of the Bank Branch: Asad Gate Branch

Bank A/C Number: 2138314003939



Name of Account	Name of Bank & Branch	Account Number	Closing Balance BDT
MRDI-FOJO	Prime Bank Limited, Asad Gate Branch	2138314003939	7,356,496

Detail of fund transfer from mother account to project account:

Date	Amount (BDT)
18 November 2019	7,833,905
10 March 2020	9,203,717
31 July 2020	10,734,455
Total	27,772,077

All the above balances have been reconciled and confirmed with bank certificates.

Conditon-13

Donations received in kind should be accounted for after proper valuation and shown in Form FD-4. The portion utilized, and the unutilized balance should be submitted as per Form FD-5.

Observations and Comments

The organization has not received any goods in kind for the project as grant.

Conditon-14

The bank interest/exchange gain on foreign donations should be shown in the accounts separately. It should be mentioned whether permission has been obtained from the NGO Affairs Bureau for use of it. The said bank interest cannot be refunded to the donor. If necessary, it is to be spent by the NGO in another project.

Observations and Comments

During the year under audit, the project has earned Bank Interest amount to taka 82,028 and no exchange gain under this project. Bank interest shown in separate head and the entity does not use this bank interest during our audit period. The bank interest will be utilized after obtaining permission from NGOAB.

Conditon-15

It should be reported whether the accounts of NGO are maintained under double entry system of book keeping and cash book, bank book, ledger book, stock register, fixed asset register and other registers are maintained properly in line with Section-12 of Foreign Donations (Voluntary Activities) Regulation Act 2016.

Observations and Comments

As per rules 12 of The Foreign Donations (Voluntary Activities) Regulation Act 2016, the organization has maintained its accounts according to the double entry system and books of accounts like Cash Book or Bank Book, Ledger Book, Stock register, Assets Register and others are maintained properly. The project kept its financial records in Tally Software.



Condition-16

It should be reported whether separate Revolving Loan Fund (RLF) for each donor (including earlier Programs) is maintained and whether RLF is audited by independent auditors each year. If RLF from Foreign Donation is not recorded separately and loan disbursed from audited Program, then it should be ensured that the service charge is recorded as receipts.

Observations and Comments

The NGO has not operated the Revolving Loan Fund (RLF) with the Foreign Donation Fund.

Condition-17

It should be mentioned that whether the NGO has obtained license from Micro Credit Regulatory Authority (MRA) for implement of micro credit activities against foreign donation money.

Observations and Comments

The NGO was not listed with micro credit regulatory authority.

Condition-18

If any expenditure is made in foreign currency out of the receipt of donation, detail description should be given in the report.

Observations and Comments

Organization has not incurred any expenditure in foreign currency during the period under audit.

Condition-19

It should be mentioned whether any amount of certain head of account spent beyond budget and adjusted with other head of accounts or any unapproved amount of expenditures amount has been adjusted with regular head of expenditures. If yes, whether approval was obtained from NGOAB in support of the excess expenditures.

Observations and Comments

On the basis of the information available to us, and the results of our review of the books of accounts which was conducted on a sample basis, during the period under audit, the project expenditures have not been adjusted to avoid budget overrun in one-line item with surplus budget in another line item.

Condition-20

Whether any amount of the salaries and allowances of the officer/ staff and other expenses above Taka 10,000 were paid through bank account.

Observations and Comments

During the audit period, we observed that salary and benefits of the staff and other expenses in all cases excess of Tk. 10,000 are paid in account payee cheque or Bank transfer.



Condition-21

If the Program is implemented through taking of loan, then the reason of taking loan with, source of loan and the information regarding prior approval of NGOAB and approval of Executive Committee of the NGO should be furnished.

Observations and Comments

The project has taken no loan during the year.

Condition-22

Detail information along with approval of Executive Committee of the NGO should be furnished if the members of general body or executive committee receive salary or honorarium. Moreover, detail information of salary / remuneration should be given if the Chief Executive of the Program received any full/part salary/ honorarium from the audited Program and other Programs.

Observations and Comments

No member of the Board of Directors of the NGO has received any pay and allowances or honorarium from project fund and Executive Director has received a total amount of BDT 5,771,017 from the programs of which BDT 13,39,274 is received as salary from this project and BDT 4,431,743 as salary from other projects of MRDI during the period under Audit.

Condition-23

It should be mentioned whether the internal control system of the organization is satisfactory or not.

Observations and Comments

On the basis of the documents delivered to us and review of the financial control system of the NGO, the internal controls of the NGO appeared too adequate on the overall basis.

Condition-24

Whether any money is refunded to the donor, if refunded, whether approval is taken from NGOAB, details are to be given.

Observations and Comments

No amount has been refunded to the Donor Agency during the year. However, Taka 811,083 transferred to Mother Account from Project Account as this amount was received in excess of approved budget as per last revision.

Condition-25

Whether Tax and VAT were properly deducted from the bill/vouchers according to the government laws and regulations and deposited to Government Treasury and revenue stamp were affixed on bill/vouchers in respect of the transactions of the project by the organization. The amount of VAT and IT deducted and arrear against the project should be mentioned as per the following format:



Sl. No.	Detail of expenditure with subhead as per Annexure A/1	Amount of expenditure	Deductible Amount	Deducted amount		Deposited to Government Treasury		Arrear amount		Treasury/ Mushak Challan no. date, Bank name & Branch
				5	6	7	8	9	10	
				VAT	AIT	VAT	AIT	VAT	AIT	

Observations and Comments

Based on the results of our audit of transactions, carried out on a sample basis, in our opinion, Income Tax and VAT have been deducted at source from payments against bills/vouchers and have been duly deposited into the Treasury. Revenue stamps have also been affixed in applicable cases. During the year, the NGO deposited BDT 475,098 for Tax to the Government Treasury and BDT 445,444 for VAT. Details for the VAT and TAX are referred to Annexure-B.

Condition-26

It should be reported whether the NGO, as a legal entity, submits income tax return to NBR every year as per Income Tax Ordinance 1984. If any foreign employee is working in the NGO, it should also be mentioned that whether the foreign employee pays tax on regular basis and his last income year's tax assessment has been completed.

Observations and Comments

Management and Resources Development Initiative (MRDI) has obtained Tax Identification Number (TIN) 5735-7494-4393. Management and Resources Development Initiative (MRDI) as a legal entity submits Income Tax Return as per Income Tax Ordinance 1984 for each year. The organization has also submitted Income Tax Return for the assessment year 2019 - 2020 to the National Board of Revenue in accordance with the Income Tax Ordinance, 1984. No foreign employee is working in the NGO under this project.

Condition-27

The audit report should state whether any Income Generating Activities (IGA) are included as an ongoing Program of the organization. If so, mention whether taxes are paid properly on income from such IGA with the name of the source or whether the organization has collected any Income Tax Exemption Certificate from the NBR.

Observations and Comments

The NGO does not have any income Generating Activities (IGA) under this project.



Condition-28

It should be reported whether any officer/employee/member of Executive Committee or General Committee went on foreign travel by availing, air ticket/any other facility by utilizing the funds received from foreign sources. If so, the details of such travel and whether permission from NGO Affairs Bureau was taken in respect of the travel.

Observations and Comments

During the period under audit, no employee of Management and Resources Development Initiative (MRDI) had traveled abroad by using the foreign donation received for the project.

Condition-29

The audit report should contain description of Fixed Assets (along with value) owned by NGO and it should be mentioned whether relevant fixed assets/deed/office rent agreement/donated land/vehicle and other assets reported in the accounts are in the name of the NGO.

Observations and Comments

The list of fixed assets purchased during the year for the project of year ended 31 August 2020 is given in Annexure-C/1. Moreover, the total schedule of Fixed Assets of the organization as of 30 June 2020 is given in Annexure-C/2 (Unaudited). Registration is not required for the fixed assets purchased for this project.

Condition - 30

Whether immovable/moveable assets purchased by program money has been sold-out/transferred? If so whether it is approved by NGOAB.

Observations and Comments

No fixed assets /moveable property were sold/ transferred during the audit period under this project.

Condition-31

The audit firm should issue management letter mentioning the irregularities/ ineligible cost/unauthorized expenditure/unapproved budgeted expenditure to the management of the organization after completion of the audit. A copy of the management letter should be submitted to Deputy Director (Inspection & Audit). It should be mentioned if such report is not required.

Observations and Comments

We have issued a management letter to the top management of the organization and a copy of the Management letter has been sent to Deputy Director (Inspection & Audit) of NGOAB with the Auditor's report.

Condition-32

CA Firm cannot consecutively audit same NGO for more than five (5) years. For this reason, the CA Firm should certify that they did not audit the audited NGO consecutively for more than five (5) years.



Observations and Comments

We conducted the audit of “Improving Qualitative Journalism in Bangladesh-Phase II” project for the first time i.e. this is our first year as auditor of the project.

Condition-33

List of the members of the organization’s Executive Committee/Governing Body/Management Committee is to be enclosed in the audit report.

Observations and Comments

List of the members of the Board of Directors is given below:

Sl. No.	Name of the Member	Designation
1.	Inam Ahmed	Chairman
2.	Hasibur Rahman	Executive Director
3.	Rokia Afzal Rahman	Director
4.	Farid Hossain	Director
5.	Md. Nazrul Islam	Director
6.	M. Emamul Haque	Director
7.	Syed Ishtiaque Reza	Director
8.	Sakiul Millat Morshed	Director
9.	Kajal Kanti Sengupta	Director

Condition-34

It should be mentioned whether all the expenses for audit of the Program is paid by the organization from the Program.

Observations and Comments

All audit related expenses of the project were charged to the project.

Condition-35

The audit report should contain the memorandum number with date of firm’s enlistment and renewal.

Observations and Comments

We, Howladar Yunus & Co., Chartered Accountants are enlisted with NGOAB under SI. No # 39 vide their memo ref. 03.07.2666.657.043.253.17-51 dated- 16 January 2020.

Condition-36

The auditor should include opinion on whether the entity’s all financial transactions are free from money laundering and terrorist financing activities.

Observations and comments

During our audit, nothing has come to our attention regarding the involvement of MRDI with money laundering or terrorist financing.



Condition-37

Detail opinion along with evidence should be given on whether the conditions of approval of the project have been dully followed and the local administration have been involved in implementation of the project.

Observations and comments

MRDI followed all the conditions of project approval and involved local government for implemented project. Details are as follows:

SL No.	Conditions	Status
1.	The NGO has to inform concerned District Commissioner about implementation of the project. For this purpose, copy of FD-6 has to be submitted to District Commissioner.	Complied
2.	The NGO has to submit annual progress report to NGO Affairs Bureau, related District Office.	Complied
3.	The project audit report has to be submitted to NGO Affairs Bureau and Statistics Department of Bangladesh Bank within 2 (two) months after project's year end.	Complied
4.	The NGO has to submit annual progress report in the 8 (eight) tables mentioned in Paragraph 11 (from 'ka' to 'cha') of Paripatra within 3 (three) months after project's year end.	Complied
5.	NGO has to avoid duality in project implementation. NGO cannot choose beneficiary person/family of other organization/ government conducted project as beneficiary of this project.	Complied
6.	Income Tax/VAT has to be deducted as per National Board of Revenue Circular.	Complied
7.	The NGO has to relate NGO Affairs Bureau or local government for arranging Meeting, Seminar and Workshop for the project activities.	Complied
8.	The NGO has to submit Certification from Deputy Commissioner, Dhaka	Complied
9.	If any correction or change is suggested by related ministry about any component of the project, then it must be corrected accordingly.	N/A
10.	Copy of FD-6 has to be submitted to Deputy Commissioner, Dhaka	Complied
11.	Rigid action will be taken if the NGO or any project employee/officer involve in any kind of anti-government activity.	N/A



Condition-38

It should be mentioned whether the audit has been completed within the deadline, if not, logical reason for the delay to be mentioned.

Observations and comments

As per condition of project approval of NGOAB, audit report has to be submitted within 2 months from the period end.

A handwritten signature in blue ink that reads "Muhammad Farooq". The signature is written in a cursive style with a long, sweeping tail on the letter 'g'.

Muhammad Farooq FCA

Managing Partner

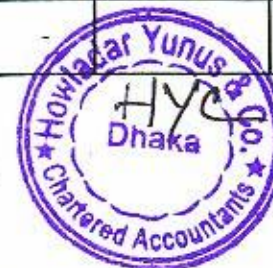
Howladar Yunus & Co., Chartered Accountants

Dhaka- September 24, 2020.

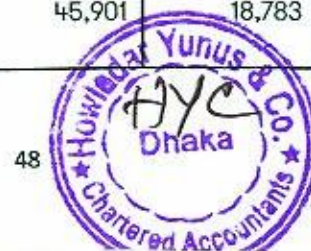
Project Name: Improving Qualitative Journalism in Bangladesh- Phase II
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with Fojo Media Institute, Linnaeus University, Sweden
 Statement of Tax & VAT deposited for the year ended August 31, 2020

Amount in BDT

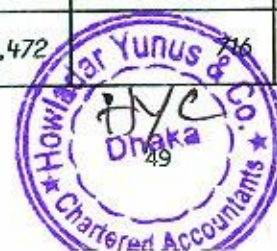
Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
1	Human Resources													
	Salaries													
	Executive Director (24 % working time)	1,119,628			-	-	-	-	-	-				
	Executive Director (Festival allowance)	219,646			-	-	-	-	-	-				
	Manager (Full time)	2,116,800			-	-	-	-	-	-				
	Manager (Festival allowance)	198,000			-	-	-	-	-	-				
	Manager Implementation (Full time)	1,628,640		22,373	-	22,373	-	22,373	-	-			T-44, T-06, T-08, T-49	10-10-19, 03-11-19, 02-12-19, 14-01-20
	Manager Implementation (Festival allowance)	151,200			-	-	-	-	-	-				
	Project Coordinator (Full time)	826,000		22,658	-	22,658	-	22,658	-	-			T-44, T-06, T-08, T-49, T-10, T-2, T-13, T-8, T-2	10-10-19, 03-11-19, 02-12-19, 14-01-20, 05-02-20, 08-06-20, 24-08-20, 31-08-20
	Project Coordinator (Festival allowance)	70,550			-	-	-	-	-	-				
	Logistic Coordinator (10 days per month)	331,368			-	-	-	-	-	-				
	Logistic Coordinator (Festival allowance)	33,637			-	-	-	-	-	-				
	Finance Controller (30% working time)	310,986			-	-	-	-	-	-				
	Finance Controller (Festival allowance)	33,855			-	-	-	-	-	-				
	Finance Manager (Full time)	853,200			-	-	-	-	-	-				
	Finance Manager (Festival allowance)	80,000			-	-	-	-	-	-				
	Head of IJ Helpdesk (Full time)	1,690,400		24,660	-	24,660	-	24,660	-	-			T-44, T-06, T-08, T-49	10-10-19, 03-11-19, 02-12-19, 14-01-20
	Head of IJ Helpdesk (Festival allowance)	157,000			-	-	-	-	-	-				
	Sub Editor -GIJN (Full time)	641,667		8,016	-	8,016	-	8,016	-	-			T-44, T-06, T-08, T-49, T-10, T-2, T-13, T-8, T-2	10-10-19, 03-11-19, 02-12-19, 14-01-20, 05-02-20, 08-06-20, 24-08-20, 31-08-20
	Sub Editor -GIJN (Festival allowance)	55,000			-	-	-	-	-	-				
	RTI Helpdesk Officer (50% working time)	233,025			-	-	-	-	-	-				



Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
	RTI Helpdesk Officer (Festival Allowances)	23,750			-	-	-	-	-	-				
	Total Human resources	10,774,352	-	77,707	-	77,707	-	77,707	-	-				
	Less: Provision made during the year	22,284												
	Total Human resources as per R & P Statement	10,752,068	-	77,707	-	77,707	-	77,707	-	-				
2	Per diems for missions/travel, Local staff													
	MRDI Staff, International per diem													
	Total of Per diems for missions/travel, Local staff	-	-	-	-	-	-	-	-	-				
3	Travel & Accommodation													
	Travel costs, MRDI staff													
	MRDI staff, International travel (3 Round Trip)													
	MRDI staff, local travel	93,389												
	MRDI-Fojo project Staff local travel (lumpsum days)	151,386	13,480	4,118	13,480	4,118	13,480	4,118			T-45, T-07, T-05, T-1, T-09, T-03, T-01	10-10-19, 06-11-20, 19-12-20, 05-02-20, 02-03-20, 19-03-20	T-44, T-06, T-04, T-02, T-10, T-02	10-10-19, 03-11-19, 17-11-19, 19-12-19, 05-02-20, 02-03-20, 15-03-20
	Visa related expenses	48,025												
	Local conveyance & Communication cost (In abroad) (3 visit x 8 days)	37,754												
	Total Travel & Accommodation	330,554	13,480	4,118	13,480	4,118	13,480	4,118	-	-				
4	Investigative Journalism Partnership (IJP)													
4.1	IJP Partnership													
	Accommodation for expert/journalists/MRDI Staffs	25,090	1,051	954	1,051	954	1,051	954			T-12, T-06	08-06-20, 24-08-20	T-06, T-02, T-13, T-7	03-11-19, 02-03-20, 24-08-20
	Per diem for expert/journalists/MRDI Staffs	30,000												
	Transportation cost for expert/journalist/ MRDI staffs (including vehicle rent, fuel, toll, driver allowance, etc)	107,740	11,143	2,229	11,143	2,229	11,143	2,229			T-07, T-12	03-11-19, 08-06-20, 24-08-20	T-06, T-13, T-7	03-11-19, 24-08-20
	Meeting cost (lumpsum)	21,174		337		337		337					T-06	03-11-19
	Expert honorarium													
	Outside Dhaka	363,750		24,375		24,375		24,375					T-10, T-8	05-02-20, 24-08-20
	In Dhaka	477,795	18,783	45,901	18,783	45,901	18,783	45,901			T-6	24-08-20	T-44, T-02, T-08	10-10-19, 19-12-19, 19-03-20, 24-08-20



Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
	Consultant	367,500	47,936	31,957	47,936	31,957	47,936	31,957	-	-	T-12, T-07, T-06	08-06-20, 30-06-20, 24-08-20	T-13, T-06, T-08	08-06-20, 30-06-20, 24-08-20
	Equipments rental, Printing & supply, Research, fixer & Data collection for partnership	41,160	5,217	1,739	5,217	1,739	5,217	1,739	-	-	T-7	30-06-20	T-06	30-06-20
	Sub total Investigative Journalism Partnership (IJP)	1,434,209	84,130	107,492	84,130	107,492	84,130	107,492	-	-				
4.2	Training on Investigative Journalism													
	Honorarium for Facilitators	120,000		12,000	-	12,000	-	12,000	-	-			T-1	31-08-20
	Honorarium for Translation of Training Documents	36,792	4,799	3,199	4,799	3,199	4,799	3,199	-	-	T-06, T-01	24-08-20, 31-08-20	T-7, T-2	24-08-20, 31-08-20
	Transportation for facilitators, resource persons, program staff & participants (Vehicle Rent+Fuel+driver allowance+toll)	60,110	4,935	987	4,935	987	4,935	987	-	-	T-09	05-02-20	T-10	05-02-20
	Information kit (Folder, writing pad, pen & information material)	15,879	231	366	231	366	231	366	-	-	T-09	05-02-20	T-10	05-02-20
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	37,950	4,950	1,650	4,950	1,650	4,950	1,650	-	-	M-6.3 C.N-265	25-01-20	T-10	05-02-20
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	96,587	12,302	4,100	12,302	4,100	12,302	4,100	-	-	M-6.3 C.N-265	25-01-20	T-10	05-02-20
	Accommodation	111,572	14,552	4,851	14,552	4,851	14,552	4,851	-	-	M-6.3 C.N-265	25-01-20	T-10	05-02-20
	Connectivity & Incidental Cost	67,500	-	-	-	-	-	-	-	-				
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka	60,000	-	-	-	-	-	-	-	-				
	Banner	1,500	105	28	105	28	105	28	-	-	T-09	05-02-20	T-10	05-02-20
	Stationery	1,275		25		25		25					T-10	05-02-20
	Certificate	9,500	663	177	663	177	663	177	-	-	T-09, T-01	05-02-20, 31-08-20	T-10	05-02-20
	Daily allowance for programme staffs	3,150												
	Miscellaneous Expenses	8,016												
	Sub total Training on Investigative Journalism	629,831	42,537	27,383	42,537	27,383	42,537	27,383	-	-				
4.3	Investigative Journalism Helpdesk													
	Help Desk Promotional Expenses	22,457	1,472	716	1,472	716	1,472	716	-	-	T-07,	03-11-19	T-06,	03-11-19
	Sub total Investigative Journalism Helpdesk	22,457	1,472	716	1,472	716	1,472	716	-	-				



Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
4.4	Translation of IJ-Handbook													
	Honorarium for Translator	250,000		25,000	-	25,000	-	25,000	-	-			T-27	14-01-20
	DTP design, editing & printing	265,000	9,244	2,465	9,244	2,465	9,244	2,465	-	-	T-01	31-08-20	T-02	31-08-20
	Distribution of hand book	-												
	Sub total Translation of IJ- Handbook	515,000	9,244	27,465	9,244	27,465	9,244	27,465	-	-				
	Less: Provision made during the period	132,500												
	Total Translation of IJ Hanbook as per R&P Statement	382,500	9,244	27,465	9,244	27,465	9,244	27,465	-	-				
4.5	Media monitoring													
	Newspaper Archieve charges (7 days x 12 month x 10 media)	29,400												
	TV clip archieve charge (7 days X 12 months X 10 TV)	294,000												
	Sub total Media monitoring	323,400	-	-	-	-	-	-	-	-				
4.7	Advanced Training on Fact Checking													
	Honorarium for Facilitators (4 days x 1 Programme)													
	Transportation for facilitators, resource persons, program staff & participants (Vehicle Rent+Fuel+driver allowance+toll)	65,833	5,835	1,167	5,835	1,167	5,835	1,167	-	-	T-1	19-12-20	T-02	19-12-19
	Information kit (Folder, writing pad, pen & information material)	19,366	1,280	288	1,280	288	1,280	288	-	-	T-1	19-12-20	T-02	19-12-19
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	60,720	7,920	2,640	7,920	2,640	7,920	2,640	-	-			T-02	19-12-19
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner) (17 persons x 4 days)	140,952	17,923	5,974	17,923	5,974	17,923	5,974	-	-	T-1	19-12-19	T-02	19-12-19
	Accommodation	157,871	20,592	6,890	20,592	6,890	20,592	6,890	-	-			T-02	19-12-19
	Conveyance and incidental cost for participants	80,000												
	Banner	1,500	105	28	105	28	105	28	-	-	T-1	19-12-19	T-02	19-12-19
	Stationery	5,128	150	181	150	181	150	181	-	-	T-1	19-12-19	T-08, T-02	02-12-19, 19-12-19
	Certificate	4,500	314	84	314	84	314	84	-	-	T-1	19-12-19	T-02	19-12-19
	Daily allowance for programme staffs	10,350												
	Miscellaneous Expenses	5,196												
	Sub Total Advanced Training on Fact Checking	551,416	54,119	17,252	54,119	17,252	54,119	17,252	-	-				
4.8	Equipment for IJP Helpdesk													
	Equipment for Training session	305,567		6,456		6,456		6,456					T-04, T-2	17-11-19, 19-03-20



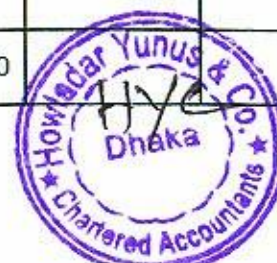
Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
	Vedio Conference Equipment	385,419	15,844	6,493	15,844	6,493	15,844	6,493	-	-	T-01, T-12, T-6, T-01	19-03-20, 08-06-20, 24-08-20, 31-08-20	T-02, T-13, T-7, T-8	19-03-20, 08-06-20, 24-08-20
	Sub total Equipment for IJP Helpdesk	690,986	15,844	12,949	15,844	12,949	15,844	12,949	-	-				
4.9	Study Circle													
	Honorarium for Resource persons (1 session)				-	-	-	-	-	-				
	Food & Refreshments				-	-	-	-	-	-				
	Conveyance of Participants				-	-	-	-	-	-				
	Information kit				-	-	-	-	-	-				
	Sub total Study Circle	-	-	-	-	-	-	-	-	-				
	Total Investigative Journalism Fund	4,034,799	207,346	193,257	207,346	193,257	207,346	193,257	-	-				
5.00	Mentorship Programme													
5.1	Mentorship Conclave													
	Honorarium for Facilitators	80,000		8,000		8,000		8,000					T-11	05-02-20
	Honorarium for Resource persons (10 session)	52,500		6,000	-	6,000	-	6,000	-	-			T-11	05-02-20
	Transportation for facilitators, resource persons, Program staff, Participants (Vehicle Rent+Fuel+driver allowance+toll)	68,801	5,985	1,197	5,985	1,197	5,985	1,197	-	-	T-09	05-02-20	T-10	05-02-20
	Information kit (Folder, writing pad, pen & information material)	20,217	340	431	340	431	340	431	-	-	T-09	05-02-20	T-10	05-02-20
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	76,507	9,979	3,326	9,979	3,326	9,979	3,326	-	-	M-6.3 C.N-266	25-01-20	T-10	05-02-20
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner) (25 persons x 5 days)	198,931	25,794	8,598	25,794	8,598	25,794	8,598	-	-	M-6.3 C.N-266	25-01-20	T-10	05-02-20
	Accommodation (22 persons x 5 nights)	196,580	25,640	8,547	25,640	8,547	25,640	8,547	-	-	M-6.3 C.N-266	25-01-20	T-10	05-02-20
	Travel for Participants (From Outside Dhaka participants, 2 persons x 2 waus)	6,000			-	-	-	-	-	-				
	Daily Subsistence allowance for outside Dhaka participants (2 persons x 2 days)	14,000			-	-	-	-	-	-				
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka (12 persons x 5 days)	110,000			-	-	-	-	-	-				
	Banner	1,500	105	28	105	28	105	28	-	-	T-09	05-02-20	T-10	05-02-20
	Stationery	4,590		90	-	90	-	90	-	-			T-10	05-02-20



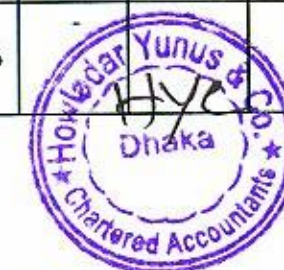
Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
	Daily allowance for programme staffs (5 persons x 5 days)	10,800			-		-		-					
	Miscellaneous Expenses	6,760			-		-							
	<i>Sub-total of per Mentorship Conclave</i>	847,186	67,843	36,217	67,843	36,217	67,843	36,217	-	-				
5.2	Mentorship Support													
	Honorarium for mentor	200,000		20,000		20,000		20,000					T-13, T-8	19-03-20, 24-08-20
	Expenses for mentees	146,565	2,970	990	2,970	990	2,970	990	-	-	T-06	24-08-20	T-7	24-08-20
	<i>Sub-total per Mentorship Support</i>	346,565	2,970	20,990	2,970	20,990	2,970	20,990	-	-				
5.3	Certificate Giving Ceremony of Mentorship Programme													
	Daily Subsistence allowance for outside Dhaka participants	-												
	Certificate	4,500	314	84	314	84	314	84	-	-	T-09	05-02-20	T-10	05-02-20
	<i>Sub-total of Certificate Giving Ceremony</i>	4,500	314	84	314	84	314	84	-	-				
	Total Mentorship Programme	1,198,251	71,127	57,291	71,127	57,291	71,127	57,291	-	-				
6	Safety and Security Program & Training													
6.1	Safety and Security Training for Journalist (Outside Dhaka)													
	Honorarium for Resource persons	10,000		1,000		1,000		1,000					T-06	30-06-20
	Connectivity & Incidental Cost for Participants	122,040												
	Certificate for participants	10,000	698	186	698	186	698	186			T-7	30-06-20	T-06	30-06-20
	Honorarium for Local Coordinator	30,000		3,000		3,000		3,000					T-06	30-06-20
	Conveyance and communication for local coordinator & Program Staff	6,200												
	<i>Sub-total of Safety and Security Training for Journalist</i>	178,240	698	4,186	698	4,186	698	4,186	-	-				
6	Safety and Security Training for Journalist (In Dhaka)													
	Honorarium for Facilitator													
	Honorarium for Resource persons													
	Transportation for facilitators, resource persons, Program staff, Participants (Vehicle Rent+Fuel+driver allowance+toll)	54,626	4,980	996	4,980	996	4,980	996			T-01	19-03-20	T-2	19-03-20



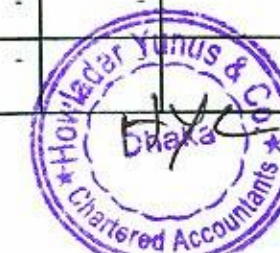
Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
	Information kit (Folder, writing pad, pen & information material)	25,414	218	495	218	495	218	495			T-01	19-03-20	T-2	19-03-20
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	45,540	5,940	1,980	5,940	1,980	5,940	1,980			M-6.3, C.N. 328	05-03-20		
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	126,900	16,273	5,526	16,273	5,526	16,273	5,526			M-6.3, C.N. 328	05-03-20	T-02	19-03-20
	Accommodation	133,584	17,424	5,808	17,424	5,808	17,424	5,808			M-6.3, C.N. 328	05-03-20		
	Conveyance and incidental cost for participants	82,000			-	-	-	-						
	Banner	1,500	105	28	105	28	105	28			T-01	19-03-20	T-2	19-03-20
	Stationery	3,386	90	96	90	96	90	96			T-01	19-03-20	T-2	19-03-20
	Certificate	4,500	314	84	314	84	314	84	-	-	T-01	19-03-20	T-2	19-03-20
	Daily allowance for programme staffs (6 persons x 3 days)	8,100			-	-	-	-	-	-				
	Miscellaneous Expenses	9,440			-	-	-	-	-	-				
	<i>Sub-total of Safety and Security Training for Journalist (In Dhaka)</i>	494,990	45,344	15,013	45,344	15,013	45,344	15,013	-	-				
6.3	Gatekeepers Engagement Meeting													
	Honorarium for Gatekeeper	65,000		6,500	-	6,500	-	6,500	-	-			T-27	14-01-20
	Information Kit (Pen folder, writing pad, etc)	20,609	1,392	557	1,392	557	1,392	557	-	-	T-8	14-01-20	T-49	14-01-20
	Food, Refreshment	15,518			-	-	-	-	-	-				
	Banner	1,200	84	22	84	22	84	22	-	-	T-09	05-02-20	T-10	05-02-20
	Travel Allowances	8,000			-	-	-	-	-	-				
	Daily Subsistance Allowances	3,500			-	-	-	-	-	-				
	<i>Sub-total of Gatekeepers Engagement Meeting</i>	113,827	1,476	7,079	1,476	7,079	1,476	7,079	-	-				
6.4	Safety Security Guideline Publication & Distribution													
	Safety Security Guideline Publication (Re print)	148,000	10,326	2,753	10,326	2,753	10,326	2,753	-	-	T-05	17-11-19	T-04	17-11-19
	Distribution Cost		-	-	-	-	-	-	-	-				
	Handbook Design Cost		-	-	-	-	-	-	-	-				
	<i>Sub-total of Safety Security Guideline Publication & Distribution</i>	148,000	10,326	2,753	10,326	2,753	10,326	2,753	-	-				
6.5	Safety and security workshop for female reporters													
	Fee for Facilitators	25,000		2,500	-	2,500		2,500	-	-	M-6.3, C.N-4256	01-03-20	T-03	19-03-20



Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
	Venue (The Daily Star)	46,000	6,000	2,000	6,000	2,000	6,000	2,000	-	-			T-02	19-03-20
	Food & Refreshment	26,450	3,450	1,230	3,450	1,230	3,450	1,230	-	-			T-02	19-03-20
	Conveyance and incidental cost for participants of Dhaka	32,000			-	-	-	-	-	-				
	Banner	1,800	126	33	126	33	126	33	-	-	T-01	19-03-20	T-02	19-03-20
	Information Kit	24,862	199	408	199	408	199	408	-	-	T-01	19-03-20	T-02	02-03-20
	<i>Sub-total of Safety and security workshop for female reporters</i>	156,112	9,775	6,171	9,775	6,171	9,775	6,171	-	-				
6.6	Supporting Broadcast Journalism Conference													
	Projector and sound system	12,000	1,500	500	1,500	500	1,500	500	-	-	T-01	19-03-20	T-04, T-02	17-11-19, 19-03-20
	Information kits (Note pad, pen and etc.)	1,740	-	-	-	-	-	-	-	-				
	<i>Sub total Supporting Broadcast Journalism Conference</i>	13,740	1,500	500	1,500	500	1,500	500	-	-				
	Total of Safety & Security Program & Training	1,104,909	69,119	35,702	69,119	35,702	69,119	35,702	-	-	-	-	-	-
7.00	Sector wide													
7.1	Capacity building for journalists association													
	Capacity building for journalists association													
	<i>Sub-total of Capacity building for journalists association</i>													
7.2	Viability Study of Independent Media													
	Local consultant for Viability Study	300,000		15,000		15,000		15,000					T-8	24-08-20
	<i>Sub total of Viability Study of Independent Media</i>	300,000		15,000		15,000		15,000						
	<i>Less: Provision made during the year</i>	150,000												
	<i>Total Viability Study as per of R & P Statement</i>	150,000		15,000		15,000		15,000						
7.4	Webinar Series of Covid-19													
	Online Platform	81,779												
	Equipment & Accessories	74,803	4,055	1,726	4,055	1,726	4,055	1,726			T-12, T-07, T-06, T-01	08-06-20, 30-06-20, 24-08-20, 31-08-20	T-13, T-7, T-2	08-06-20, 30-06-20, 24-08-20, 31-08-20
	<i>Sub total of Webinar Series of Covid-19</i>	156,582	4,055	1,726	4,055	1,726	4,055	1,726						
	<i>Less: Provision made during the year</i>	15,150												
	<i>Total Webinar Series of Covid-19 as per R&P Statement</i>	141,432	4,055	1,726	4,055	1,726	4,055	1,726						



Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
	Total Sector wide	291,432	4,055	16,726	4,055	16,726	4,055	16,726	-	-				
8.00	Media Innovation Hub													
8.1	Online Training Courses													
	Online Training Courses	1,096,629	26,539	24,793	26,539	24,793	26,539	24,793	-	-	T-05, T-28, T-09, T-01, T-12, T-6	17-11-19, 14-01-20, 05-02-20, 19-03-20, 08-06-20, 24-08-20	T-04, T-49, T-10, T-02, T-13, T-7, T-2	17-11-19, 14-02-20, 05-02-20, 19-03-20, 08-06-20, 24-08-20, 31-08-20
	Subtotal of Online Training Courses	1,096,629	26,539	24,793	26,539	24,793	26,539	24,793	-	-				
8.2	Promotion of Online Training Courses													
	Promotion of Online Training Courses													
	Subtotal of Promotion of Online Courses	-	-	-	-	-	-	-	-	-				
8.3	Website Development													
	Website Content Development Editing	168,050	20,870	14,963	20,870	14,963	20,870	14,963	-	-	T-01	31-08-20	T-06, T-2	03-11-19, 31-08-20
	Sub total of Website Development	168,050	20,870	14,963	20,870	14,963	20,870	14,963	-	-				
	Total of Media Innovation Hub	1,264,679	47,409	39,756	47,409	39,756	47,409	39,756	-	-				
9.00	Training of Trainers of PIB													
	Honorarium for Lead trainer	75,000		7,500		7,500		7,500					T-02	02-03-20
	Honorarium for resource persons	15,000		1,500		1,500		1,500					T-02	02-03-20
	Refreshments	49,815	3,321	2,214	3,321	2,214	3,321	2,214			T-03	02-03-20	T-02	02-03-20
	Information kit	21,633	419	532	419	532	419	532			T-03	02-03-20	T-02	02-03-20
	Banner and certificate	6,000	233		233		233				T-03	02-03-20		
	Incidental local travel for Dhaka trainers	78,000												
	Travel accommodation per diem for outside Dhaka participants	31,500												
	Sub total of Training of Trainers of PIB	276,948	3,973	11,746	3,973	11,746	3,973	11,746	-	-				
10	RTI Help Desk & Clinic													
	Help Desk Promotional & Suport Expenses													
	Sub total of Training of Trainers of RTI Help Desk & Clinic	-	-	-	-	-	-	-	-	-				
11.00	Internal Activities													
11.1	Anti-corruption Workshop													
	Honorarium for Resource persons	15,000		1,500		1,500		1,500					T-8	24-08-20
	Subtotal of Anti-corruption Workshop	15,000	-	1,500	-	1,500	-	1,500	-	-				



Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
11.2	M&E Training for MRDI				-	-	-	-	-	-				
	Food & Refreshments	14,537	267	120	267	120	267	120	-	-	T-45	10-10-19	T-44	10-10-19
	Information kit	761		14		14		14					T-44	10-10-19
	<i>Subtotal of M&E Training for MRDI</i>	15,298	267	134	267	134	267	134	-	-				
11.3	Organizational Review for MRDI				-	-	-	-	-	-				
	Honorarium for Facilitator/Interpreter	17,500		2,625		2,625		2,625					T-6	30-06-20
	<i>Subtotal of Organizational Review for MRDI</i>	17,500	-	2,625	-	2,625	-	2,625	-	-				
	Total of Internal Activities	47,798	267	4,259	267	4,259	267	4,259	-	-				
12.00	Audit													
	Audit fees	165,000	-	-	-	-	-	-	-	-				
	Total Audit Fees	165,000	-	-	-	-	-	-	-	-				
	Less: Provision made during the year	165,000												
	Total Audit Fees as per R&P Statement	-	-	-	-	-	-	-	-	-				
	Total Program Cost	19,301,438	416,776	440,562	416,776	440,562	416,776	440,562	-	-				
	Total Program Management Cost													
	MRDI Overhead (30% of the HR: Human Resources)	3,232,305	-	-	-	-	-	-	-	-				
	Less: Provision made during the year	6,685												
	Total MRDI Overhead as per R & P Statement	3,225,620	-	-	-	-	-	-	-	-				
	Contingency 5%	121,594	5,475	3,650	5,475	3,650	5,475	3,650	-	-	T-03	02-03-20	T-02	02-03-20
	Facility service for Fojo Staffs	210,000	-	-	-	-	-	-	-	-				
	Financial Services	8,609	-	-	-	-	-	-	-	-				
	Total Program Management Cost	3,565,823	5,475	3,650	5,475	3,650	5,475	3,650	-	-				
	Grand Total excluding provision for Outstanding Expenses	22,867,261	422,251	444,212	422,251	444,212	422,251	444,212	-	-				
	Provision for Outstanding Expenses	468,566	23,193	30,886	23,193	30,886	23,193	30,886			T-07, M-182	03-11-19, 28-10-19	T-44, T-06	10-10-19, 03-11-19
	Grand Total	23,335,827	445,444	475,098	445,444	475,098	445,444	475,098	-	-				



Project name: Improving Qualitative Journalism in Bangladesh-Phase II
 Implemented By : Management and Resources Development Initiative (MRDI)
 Funded By : Fojo Media Institute, Linnaeus University, Sweden
 Schedule of Property, Plant and Equipment

Name of the assets	No. of unit	Amount in BDT
Equipment for Training Session		
Laptop	5	305,567
Sub-total		305,567
Vedio Conference Equipment		
CC Camera	2	23,871
Sony TV	1	141,966
Web Camera	1	120,450
UPS	1	5,147
Laptop ASUS	1	64,604
Keyboard	1	2,409
Wood Box for CC Camera & Cable		26,972
Sub-total		385,419
Online Traing courses		
Desktop video editing panel	1	235,097
Speaker	1	18,615
Air cooler	1	71,153
IPS	1	386,362
Dehumidifier	1	16,775
Sub-total		728,002
Equipment & Accessories		
Web cam	2	22,788
UPS	1	11,500
Mobile	1	5,739
UPS	2	11,492
Sub-total		51,519
Total		1,470,507



Management and Resources Development Initiative (MRDI)
Schedule of property, plant and equipment
As at 30 June 2020

Sl. No.	Particulars	Cost				Rate (%)	Depreciation				Written down value
		Balance as at 01.07.2019	During the year		Balance as at 30.06.2020		Balance as at 01.07.2019	During the year		Balance as at 30.06.2020	Balance as at 30.06.2020
			Addition	Adjustment /disposal				Charged	Adjustment/ disposal		
		BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	
1.0	Land	50,000	-	-	50,000	-	-	-	-	50,000	
	Sub-total (A)	50,000			50,000					50,000	
2.0	Furniture and fixture:										
2.1	Table	222,567	-	-	222,567	20%	157,842	15,539	-	173,381	49,186
2.2	Chair, sofa etc.	170,948	-	-	170,948	20%	167,445	2,268	-	169,713	1,235
2.3	Shelf, paper stand, notice board etc.	300,897	-	-	300,897	20%	255,519	10,739	-	266,258	34,639
2.4	Interior decoration	269,951	-	-	269,951	20%	233,571	7,276	-	240,847	29,104
	Sub-total (B)	964,363	-	-	964,363		814,377	35,822	-	850,199	114,164
3.0	Office equipment:										
3.01	Photocopier	195,000	-	-	195,000	30%	195,000	-	-	195,000	-
3.02	Monitoring set up	420,684	-	-	420,684	30%	349,136	41,193	-	390,329	30,355
3.03	Fax machine, scanner, TV, recorder etc.	55,230	-	-	55,230	30%	55,228	-	-	55,228	2
3.04	Power generator (Honda)	102,250	-	-	102,250	30%	102,249	-	-	102,249	1
3.05	Electric fans	49,775	2,709	-	52,484	30%	49,774	813	-	50,587	1,897
3.06	Air cooler	778,528	-	-	778,528	30%	778,528	-	-	778,528	-
3.07	Telephone and internet connectivity	167,911	-	-	167,911	30%	139,112	14,513	-	153,625	14,286
3.08	Camera	177,652	3,162	-	180,814	30%	170,161	4,159	-	174,320	6,494
3.09	Mobile and telephone set	488,686	47,906	-	536,592	30%	340,359	72,767	-	413,126	123,466
3.10	Access & Attendance Control Device	55,000	-	-	55,000	30%	-	16,500	-	16,500	38,500
	Sub-total (C)	2,490,716	53,777	-	2,544,493		2,179,547	149,945	-	2,329,492	215,001
4.0	Computer, printer and multimedia										
4.01	Tower server	299,360	-	-	299,360	33%	238,038	59,519	-	297,557	1,803
4.02	Desktop computer	715,553	90,576	-	806,129	33%	539,042	107,723	-	646,765	159,364
4.03	Laptop computer	747,320	-	-	747,320	33%	731,562	15,296	-	746,858	462
4.04	Laser printer	175,221	-	-	175,221	33%	149,895	12,474	-	162,369	12,852
4.05	UPS, IPS and stabilizer	255,672	20,805	-	276,477	33%	181,285	35,457	-	216,742	59,735
4.06	Multimedia projector	123,225	-	-	123,225	33%	118,047	5,024	-	123,071	154
4.07	Computer networking	78,680	-	-	78,680	33%	78,680	-	-	78,680	-
	Sub-total (D)	2,395,031	111,381	-	2,506,412		2,036,549	235,493	-	2,272,042	234,370
5.0	Other assets										
5.1	Books	25,930	-	-	25,930	20%	25,930	-	-	25,930	-
5.2	Paintings	40,000	-	-	40,000	20%	40,000	-	-	40,000	-
	Sub-total (E)	65,930	-	-	65,930		65,930	-	-	65,930	-
6.0	Project assets (PCAI, AWRAIB, BGBS & MJF Project (PCAI, AWRAIB BGBS)	505,307	67,140	-	572,447	-	-	-	-	-	572,447
	Internews Projects	417,114	74,822	-	491,936	-	-	-	-	-	491,936
	FOJO Projects	-	1,392,016	-	1,392,016	-	-	-	-	-	1,392,016
	TAF Project	-	113,313	-	113,313	-	-	-	-	-	113,313
	Sub-total (F)	922,421	1,647,291	-	2,569,712	-	-	-	-	-	2,569,712
	Balance as at 30.06.2020	6,888,461	1,812,449	-	8,700,910	-	5,096,403	421,260	-	5,517,663	3,183,247
	Balance as at 30.06.2019	6,580,911	1,043,469	785,919	6,838,461		5,577,723	318,153	799,473	5,096,403	1,742,058

