

**Auditors' Report
and
Audited Financial Statements
of**

**"Improving Qualitative Journalism in Bangladesh"
project, implemented by Management and
Resources Development Initiative (MRDI), in
partnership with Fojo Media Institute, Linnaeus
University, Sweden**

For the year ended 31 August 2018

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Independent Auditors' Report
To the Shareholders
of
Management and Resources Development Initiative (MRDI)

We have audited the accompanying financial statements of **"Improving Qualitative Journalism in Bangladesh"** project, implemented by Management and Resources Development Initiative (MRDI), in partnership with Fojo Media Institute, Linnaeus University, Sweden which comprise the statement of financial position – balance sheet as at 31 August 2018, and the statement of comprehensive income- income and expenditure account and statement of receipts and payments for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards, 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.

Auditors' Responsibility

Our responsibility is to express an independent opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of **“Improving Qualitative Journalism in Bangladesh”** project, implemented by Management and Resources Development Initiative (MRDI), in partnership with Fojo Media Institute, Linnaeus University, Sweden as at 31 August 2018, and its financial performance and its receipts and payments for the year then ended in accordance with International Financial Reporting Standards.

Other Matter

The financial statements of **“Improving Qualitative Journalism in Bangladesh”** project, implemented by Management and Resources Development Initiative (MRDI), in partnership with Fojo Media Institute, Linnaeus University, Sweden for the year ended 31 August 2017 were audited by another auditor (Howladar Yunus & Co, Chartered Accountants) who expressed an unqualified audit opinion on the financial statements.

Report on Other Regulatory Requirements

The financial statements comply with the requirement of the foreign Donation (Voluntary Activities) Regulation Act, 2016 and other applicable laws and regulations.

We also report that:

- a. we have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit and made due verification thereof;
- b. in our opinion, proper books of account as required by law have been kept by the entity so far as it appeared from our examination of those books;
- c. the financial statements dealt with by the report are in agreement with the books of account.

Dhaka, Bangladesh
Dated: 22 November 2018



Nurul Faruk Hasan & Co

Chartered Accountants

Signed by:

Md. Faruk Uddin Ahammed, FCA, CISA
Partner

Improving Qualitative Journalism in Bangladesh
 Implemented by
Management and Resources Development Initiative (MRDI)
 In partnership with
Fojo Media Institute, Linnaeus University, Sweden
Statement of Financial Position-Balance Sheet
 As at 31 August 2018

		As at 31 August	
	Notes	2018 BDT	2017 BDT
Assets			
Cash at bank	3	3,540,762	531,059
		3,540,762	531,059
Fund and Liabilities			
Unutilized donor fund	4	2,635,700	352,689
Reserve fund-bank interest	5	163,062	28,370
Provision for expenses	6	742,000	150,000
		3,540,762	531,059

The accompanying notes 1-43 form an integral part of these financial statements.



Manager-Finance



Executive Director

As per our annexed report of same date

Dhaka, Bangladesh
 Dated: 22 November 2018



Nurul Faruk Hasan & Co
 Chartered Accountants
 Signed by:
 Md. Faruk Uddin Ahmmed, FCA, CISA
 Partner

Improving Qualitative Journalism in Bangladesh
 Implemented by
Management and Resources Development Initiative (MRDI)
 In partnership with
Fojo Media Institute, Linnaeus University, Sweden
Statement of Comprehensive Income - Income and Expenditure Account
 For the year ended 31 August 2018

	Notes	For the year ended 31 August	
		2018 BDT	2017 BDT
Income			
Grant income	7	17,879,387	8,063,310
		17,879,387	8,063,310
Expenditure			
Salaries	9	5,545,251	3,793,309
Per diems for missions/ travel-local staff	10	89,050	51,426
Travel & accommodation	11	656,121	326,594
General baseline	12	-	720,000
Consultation with senior media representative	13	-	85,110
Focus group discussion	14	-	52,796
Gender baseline	15	-	500,850
Focus group discussion (3 FGDs)	16	-	83,960
Trainee programme for potential future editor-in-chiefs and media managers	17	15,069	103,159
Training on facing adversity in Journalism	18	196,732	62,063
Training for Press Institute of Bangladesh (PIB)	19	286,345	324,489
Proposal for invitation of Investigative Journalism Partnership programme	20	84,251	-
Media monitoring	21	113,400	-
Investigative Journalism Partnership (First and 2nd call)	22	2,748,440	-
Workshop on RTI for Investigative Journalism	23	377,503	-
S & S training for selected IJ partners	24	869,760	-
Sharing lunch with Editors/ Newsroom Chiefs	25	29,671	-
2-day training for MRDI staffs & Coordinators and local editors on S&S activities	26	69,500	-
Development of safety security guideline & publications	27	1,325,919	-
Equipment rental (for promotional films)	28	258,745	-
Journalist Mentorship Programme on 1 Thematic Issue	29	934,135	-
Journalist field trip under Mentorship Programme on 1 Thematic Issue	30	208,513	-
Regional dialogue with Editor's Council	31	354,796	-
Capacity building for journalists association and Govt. information officers	32	750,000	-
Thematic seminar with policy makers	33	236,260	-
Trainings for bloggers/free lance writers	34	-	258,695
Organizational support to sector wide	35	-	22,649
Introductory workshop for investigative journalism support fund	36	-	61,569
Thematic forums	37	-	149,368
Help Desk: Right to Information Act	38	-	239,940
Facility service for Fojo staffs	39	420,000	280,000
Financial services	40	16,949	4,794
Contingency	41	556,664	-
Support to review financial document	42	200,000	-
Audit fee	43	150,000	150,000
MRDI Overhead (25% of the Human Resources)		1,386,313	792,539
		17,879,387	8,063,310

The accompanying notes 1-43 form an integral part of these financial statements.



 Manager-Finance



 Executive Director

As per our annexed report of same date



Nurul Faruk Hasan & Co

Chartered Accountants

Signed by:

Md. Faruk Uddin Ahmmed, FCA, CISA
 Partner

Dhaka, Bangladesh
 Dated: 22 November 2018

Improving Qualitative Journalism in Bangladesh
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 2018

	Notes	For the year ended 31 August	
		2018 BDT	2017 BDT
Opening balance		531,059	-
Cash at bank		531,059	-
Receipts			
Foreign donation	4.1	20,162,398	8,415,999
Bank interest	8	134,692	28,370
Loan		-	5,000
Total receipts		20,828,149	8,449,369
Payments			
Salaries	9	5,545,251	3,793,309
Per diems for missions/ travel-local staff	10	89,050	51,426
Travel & accommodation	11	656,121	326,594
General baseline	12	-	720,000
Consultation with senior media representative	13	-	85,110
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Workshop on RTI for Investigative Journalism	23	377,503	-
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Trainings for bloggers/free lance writers	34	-	258,695
Organizational support to sector wide	35	-	22,649
Introductory workshop for investigative journalism support fund	36	-	61,569
Thematic forums	37	-	149,368
Help Desk: Right to Information Act	38	-	239,940
Facility service for Fojo staffs	39	420,000	280,000
Financial services	40	16,949	4,794
Contingency	41	556,664	-
Support to review MRDI Financial and Administrative Manual	42	200,000	-
Audit fee	43	150,000	-
MRDI Overhead (25% of the Human Resources)		1,386,313	792,539
Loan		-	5,000
Total payments		17,287,387	7,918,310
Closing balances	3	3,540,762	531,059
Cash at bank		3,540,762	531,059
		20,828,149	8,449,369

The accompanying notes 1-43 form an integral part of these financial statements.


Manager-Finance


Executive Director

Dhaka, Bangladesh
Dated: 22 November 2018

As per our annexed report of same date



Nurul Faruk Hasan & Co
Chartered Accountants

Signed by:
Md. Faruk Uddin Ahmmed, FCA, CISA
Partner



Improving Qualitative Journalism in Bangladesh

Implemented by

Management and Resources Development Initiative (MRDI)

Funded by

Fojo Media Institute, Linnaeus University, Sweden

Notes to the Financial Statements

For the year ended 31 August 2018

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 was renewed on 12 November 2014 for a period of five years up to 20 September 2019.

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 is a 02 years project starting from 01 September 2016 to 31 August 2018. 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 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. Workshop on RTI for Investigative Journalism
- ii. Media Monitoring
- iii. Investigative Journalism Partnership (Fist & second call)
- iv. Investigative Journalism Partnership Launching Ceremony
- v. Trainee programme for potential future editor-in-chiefs and media managers
- vi. Safety programmes and training
- vii. Safety and Security Training for selected IJ partners
- viii. Sharing launch with editors/newsroom staffs
- ix. Two-day training for MRDI staff and Coordinators on Safety and Security Activities
- x. Development of safety and security guideline
- xi. Promotional video
- xii. Journalist mentorship programme on one thematic issue
- xiii. Journalist field trip under mentorship programme
- xiv. Regional dialogue with editors' council

1.4 Project period

Total duration of the project is for two years covering from 01 September 2016 to 31 August 2018.

2 Summary of significant accounting policies

2.1 Basis of accounting

The financial statements have been prepared applying accrual basis of accounting under the historical cost convention.

2.2 Accounting for grants

International Accounting Standard IAS-20 "Accounting for Government Grant and disclosure of Government Assistance" has been followed for recognition as grant income. As per IAS-20 grant received is initially recorded as liability, grant amount used to acquire fixed assets has been shown as expenditure for the project. Grant amount used for both project operating expenses and fixed assets acquisition expenses have been recognized as income.

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 Conversion of foreign exchange

All foreign currency transactions are converted at the yearly average rate which were varied from Tk. 9.96 to 10.13 due to frequent fluctuation of BDT against SEK throughout the year against SEK 1.00. Corporate closing rate has been used to convert the monetary assets and liabilities (SEK 1.00=Taka 9.08) prevailing on the Balance Sheet date. The gains and losses on conversion, if any, are accounted for in the Statement of Financial Position-Balance Sheet.

2.5 Reporting year

The financial statements of the project cover 12 months starting from 01 September 2017 to 31 August 2018.

2.6 Reporting currency

All figures in these financial statements represent in Bangladeshi Taka (BDT).

2.7 General

- * Figures appearing in the Financial Statements have been rounded off to the nearest Taka.
- * Previous year's figures and account titles have been rearranged whenever necessary to conform to current year's presentation.



	Notes	As at 31 August	
		2018 BDT	2017 BDT
3 Cash at bank			
Cash at bank		3,540,762	531,059
Prime Bank Ltd. Asad Gate Branch, Dhaka, A/C # 2138314003939*		3,540,762	531,059

* The bank account number has been changed from A/C # 13831020032822 to 2138314003939 due to change of bank software.

4 Unutilized donor fund

Opening balance		352,689	-
Add: Foreign donation received during the year	4.1	20,162,398	8,415,999
Less: Grant income recognised	7	(17,879,387)	(8,063,310)
		2,635,700	352,689

4.1 Foreign donation

Date of receipts	Installment	Amount SEK	Amount USD	Exchange rate USD to BDT	2018	2017
					BDT	BDT
12-Oct-17	1st Installment	1,103,205	138,195	80.85	11,173,040	-
9-Apr-18	2nd Installment	903,000	108,962	82.50	8,989,358	-
10-Nov-16	1st Installment	450,000	50,923	77.95	-	3,969,435
2-Mar-17	2nd Installment	275,000	30,199	79.20	-	2,391,773
16-Apr-17	3rd Installment	225,918	25,605	80.25	-	2,054,791
Total					20,162,398	8,415,999

5 Reserve fund-bank interest

Opening balance	28,370	-
Add: Interest received during the year	149,657	31,522
Less: TDS on bank interest	(14,965)	(3,152)
	163,062	28,370

6 Provision for expenses

Travel for expert/ journalist/ MRDI staffs	20,000	-
Accommodation for expert/ journalists/ MRDI staffs	16,000	-
Per diem for expert/ journalists/ MRDI staffs	15,000	-
Consultants honorarium		
Type 3: Outside Dhaka	245,000	-
Type 3: In Dhaka	150,000	-
Graphics	30,000	-
Editing	40,000	-
Directors honorarium	40,000	-
Distribution cost	36,000	-
External audit	150,000	150,000
	742,000	150,000

	For the year ended	
	31 August	
	2018	2017
	BDT	BDT
7 Grant income		
Grant income	17,879,387	8,063,310
	17,879,387	8,063,310
Amount equivalent to total expenditure incurred for the year has been recognized as grant income for the year according to International Accounting Standard (IAS)-20.		
8 Interest on bank deposit		
Interest received during the year	149,657	31,522
Less: TDS on bank interest	(14,965)	(3,152)
	134,692	28,370
9 Salaries		
Executive Director	783,755	372,050
Project Manager	1,951,300	1,281,800
Project Coordinator	764,400	1,156,587
M & E Focal Point	254,870	-
IT Officer	296,055	-
Logistic Coordinator	136,580	-
RTI Help Desk Supervisor	267,828	-
Finance Controller	373,263	348,076
Finance Officer	717,200	634,796
	5,545,251	3,793,309
10 Per diems for missions/ travel-local staff		
MRDI staff international per diem	89,050	46,926
Per diems for missions/ travel-MRDI	-	4,500
	89,050	51,426
11 Travel & accommodation		
MRDI staff international travel	277,300	180,594
MRDI staff international accommodation	69,550	-
MRDI staff local travel	120,000	120,000
MRDI-Project Managers local travel	142,275	-
Visa related expenses	43,922	-
Local conveyance & communication cost (in abroad)	3,074	-
MRDI staff visit (Jessore) transportation	-	20,000
MRDI staff local accommodation (Jessore)	-	6,000
	656,121	326,594
12 General baseline		
Fee for consultant	-	720,000
	-	720,000

	For the year ended	
	31 August	
	2018	2017
	BDT	BDT
13 Consultation with senior media representative		
Venue with equipment (MRDI office)	-	10,000
Stationeries	-	1,623
Food & refreshment	-	8,487
Conveyance & incidental for participants	-	50,000
Conveyance & communication	-	15,000
	<u>-</u>	<u>85,110</u>
14 Focus group discussion		
Venue with equipment	-	5,000
Stationeries	-	546
Food & refreshment	-	7,250
Conveyance & incidental for participants	-	30,000
Conveyance & communication	-	10,000
	<u>-</u>	<u>52,796</u>
15 Gender baseline		
Fee for consultant	-	375,000
Research Assistant	-	90,000
Data Entry Operator for media content analysis	-	25,000
Newspaper achieve charges	-	1,050
TV News plus program	-	9,800
	<u>-</u>	<u>500,850</u>
16 Focus group discussion (3 FGDs)		
Venue with equipment	-	10,000
Stationeries	-	1,092
Food & refreshment	-	7,868
Conveyance & incidental for participants	-	45,000
Conveyance & communication	-	20,000
	<u>-</u>	<u>83,960</u>
17 Trainee programme for potential future editor-in-chiefs and media managers		
Refreshments for trainings in 2 Media Houses	-	94,013
Information kit	15,069	9,146
	<u>15,069</u>	<u>103,159</u>
18 Training on facing adversity in Journalism		
Fee for Co-Trainer	75,500	-
Refreshments for trainings	62,292	-
Information kit	16,940	-
Travel, accommodation & per diem for participants from outside Dhaka	42,000	-
Content finalization meeting	-	62,063
	<u>196,732</u>	<u>62,063</u>

	For the year ended	
	31 August	
	2018	2017
	BDT	BDT
19 Training for Press Institute of Bangladesh (PIB)		
Fee for Lead Trainer	60,000	60,000
Fee for resource persons	60,000	37,500
Refreshments for training	51,116	46,474
Information kit	8,729	16,515
Banner and certificate	9,000	10,500
Coordination and communication	-	25,000
Incidental local travel for Dhaka participants	66,000	58,000
Incidental travel & accommodation for outside Dhaka participants	31,500	52,500
Participants equipment rent	-	18,000
	286,345	324,489
20 Proposal for invitation of Investigative Journalism Partnership programme		
Venue rent	34,500	-
Food & refreshment	23,719	-
Banner	4,500	-
Information kit	11,532	-
Travel for participants from outside Dhaka	3,000	-
Daily subsistence allowance for participants from outside Dhaka	7,000	-
	84,251	-
21 Media monitoring		
Newspaper archive charges	29,400	-
TV clip archive charge	84,000	-
	113,400	-
22 Investigative Journalism Partnership (First and 2nd call)		
Travel for expert/ journalists/ MRDI staffs	333,571	-
Accommodation for expert/ journalists/ MRDI staffs	246,210	-
Per diem for expert/ journalists/ MRDI staffs	322,638	-
Meeting cost	17,020	-
Consultants honorarium:		
Type 2: Outside Dhaka	-	-
Type 2: In Dhaka	420,000	-
Type 3: Outside Dhaka	690,000	-
Type 3: In Dhaka	557,385	-
Equipment rent for partnership	63,000	-
Printing & supply	80,485	-
Research, fixer & data collection for partners	18,131	-
As per Statement of Comprehensive Income - Income and Expenditure Account	2,748,440	-
Less: Provision made during the year	(446,000)	-
As per Statement of Receipts and Payments	2,302,440	-

	For the year ended	
	31 August	
	2018	2017
	BDT	BDT
23 Workshop on RTI for investigative journalism		
Venue including equipment	34,500	-
Fee for moderator	25,000	-
Fee for paper presenter	25,000	-
Fee for panel discussant	27,000	-
Refreshments including media	85,100	-
Information kit	13,571	-
Banner and stage decoration	16,000	-
Travel for participants from outside Dhaka	42,000	-
Daily subsistence allowance for participants outside Dhaka	98,000	-
Invitation card printing and distribution	11,332	-
	377,503	-
24 S & S training for selected IJ partners		
Venue for training	54,395	-
Transportation cost for resource persons	37,206	-
Transportation cost for programme staff	20,316	-
Transportation cost for participants for pick & drop	62,549	-
Accommodation	184,184	-
Food for trainings	198,811	-
Fee for resource person	45,000	-
Information kit	28,357	-
Stationery and supplies	6,258	-
Travel for participants from districts	12,000	-
Daily subsistence allowance for participants outside Dhaka	30,800	-
Conveyance and incidental cost for participants	128,000	-
Laptop rental from outside	47,250	-
Miscellaneous expenses	8,034	-
Digital banner	6,600	-
	869,760	-
25 Sharing lunch with editors/ newsroom chiefs		
Food and refreshments	19,671	-
Travel for participants from outside Dhaka	3,000	-
Daily subsistence allowance for participants from outside Dhaka	7,000	-
	29,671	-
26 2-day training for MRDI staffs & coordinators and focal editors on S & S activities		
Food for participants	38,000	-
Daily subsistence allowance for participants from outside Dhaka	31,500	-
	69,500	-

	For the year ended	
	31 August	
	2018	2017
	BDT	BDT
27 Development of safety security guideline & publications		
Fee for advisers	375,000	-
Fee for team members	750,000	-
Snacks, stationery and expert honorarium for expert interaction meeting	56,014	-
Venue including equipment for draft sharing meeting	24,150	-
Fee for expert participants for draft sharing meeting	50,000	-
Food & refreshments for draft sharing meeting	18,630	-
Information kit for draft sharing meeting	13,125	-
Banner for draft sharing meeting	3,000	-
S & S guideline publication (DTP printing)	-	-
S & S guideline publication distribution cost	36,000	-
As per Statement of Comprehensive Income - Income and Expenditure Account	1,325,919	-
Less: Provision made during the year	(36,000)	-
As per Statement of Receipts and Payments	1,289,919	-
28 Equipment rental (for promotional films)		
Camera	49,770	-
Honorarium for camera person	40,000	-
Per diem for camera person	7,000	-
Honorarium for camera assistant	12,000	-
Per diem for camera assistant	7,000	-
Graphics	30,000	-
Editing	40,000	-
Directors honorarium	40,000	-
Transportation	32,975	-
As per Statement of Comprehensive Income - Income and Expenditure Account	258,745	-
Less: Provision made during the year	(110,000)	-
As per Statement of Receipts and Payments	148,745	-
29 Journalist Mentorship Programme on 1 Thematic Issue		
Fee for facilitator	150,000	-
Fee for resource persons	71,250	-
Transportation for resource persons	29,584	-
Transportation for participants	28,615	-
Information kit	28,269	-
Venue with sound system & other facilities	129,950	-
Food for participants	146,217	-
Accommodation	122,831	-
Banner	7,200	-
Stationery and supply	3,959	-
Certificate	6,000	-
Laptop for participants in class room	47,250	-
Miscellaneous expenses	3,900	-
Travel & daily subsistence allowance for participants from outside Dhaka	37,000	-
Incidental allowance for participants	114,000	-
Certificate giving ceremony	8,110	-
	934,135	-

	For the year ended	
	31 August	
	2018	2017
	BDT	BDT
30 Journalist field trip under Mentorship Programme on 1 Thematic Issue		
Travel	70,103	-
Accommodation	35,820	-
Daily allowance	46,800	-
Local transportation	35,790	-
Other local support	20,000	-
	208,513	-
31 Regional dialogue with editor's council		
Venue including equipment	55,000	-
Refreshments including media	120,000	-
Information kit	50,000	-
Banner and stage decoration	15,000	-
Fee for Rapporteur	30,000	-
Daily subsistence allowance for participants from outside Dhaka	70,000	-
Invitation card printing and distribution	14,796	-
	354,796	-
32 Capacity building for journalists association and Govt. information officers		
Capacity building for journalists association	750,000	-
	750,000	-
33 Thematic seminar with policy makers		
Venue including equipment	34,500	-
Fee for moderator	20,000	-
Fee for paper presenter	25,000	-
Fee for panel discussant	20,000	-
Refreshments including media	80,903	-
Information kit	6,962	-
Banner & stage decoration	5,500	-
Travel for participants outside Dhaka	12,000	-
Daily subsistence allowance for participants from outside Dhaka	28,000	-
Distribution of invitation letter	3,395	-
	236,260	-
34 Trainings for bloggers/ free lance writers		
Venue for bloggers/ free lance writers	-	20,000
Fee for resource person	-	60,000
Refreshments for trainings	-	29,700
Information kit for	-	17,028
Stationary and supplies for the trainings	-	4,967
Banner and certificate per training	-	10,500
Coordination and communication	-	25,000
Incidental local travel for participants	-	79,500
Equipment rent	-	12,000
	-	258,695
35 Organizational support to sector wide		
Organizational support to sector wide associations	-	22,649
	-	22,649

	For the year ended	
	31 August	
	2018	2017
	BDT	BDT
36 Introductory workshop for investigative journalism support fund		
Venue (The Daily Star AS Mahmood Hall, half day)	-	34,500
Food and refreshments (25 persons)	-	19,694
Banner	-	5,000
Information kit (25 persons)	-	2,375
	<u>-</u>	<u>61,569</u>
37 Thematic forums		
Venue at MRDI conference including equipment	-	34,500
Refreshments	-	27,572
Information kit	-	12,296
Banner for 4 forums	-	10,000
Coordination and communication	-	20,000
Incidental local travel	-	45,000
	<u>-</u>	<u>149,368</u>
38 Help Desk: Right to Information Act		
Help Desk Service on Right to Information Act by MRDI	-	239,940
	<u>-</u>	<u>239,940</u>
39 Facility service for Fojo staffs		
Facility service for Fojo staffs	420,000	280,000
	<u>420,000</u>	<u>280,000</u>
40 Financial services		
Bank charges	16,949	4,794
	<u>16,949</u>	<u>4,794</u>
41 Contingency		
Contingency	556,664	-
	<u>556,664</u>	<u>-</u>
42 Support to review financial document		
Support to review financial document	200,000	-
	<u>200,000</u>	<u>-</u>
43 Audit fee		
Audit fee	150,000	150,000
As per Statement of Comprehensive Income - Income and Expenditure	<u>150,000</u>	<u>150,000</u>
Less: Provision made during the year	(150,000)	(150,000)
Add: Payment made against last year provision	150,000	-
As per Statement of Receipts and Payments	<u>150,000</u>	<u>-</u>



Manager-Finance



Executive Director

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Second Part

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Management and Resources Development Initiative (MRDI)
Project Name: Improving Qualitative Journalism in Bangladesh
In partnership with: Fojo Media Institute, Linnaeus University, Sweden

Form - FD 4
Certificate to be given by the Auditors

We have audited the Financial Statements of "Improving Qualitative Journalism in Bangladesh" project of Management and Resources Development Initiative (MRDI): 8/19, Sir Syed Road (3rd Floor), Block-A, Mohammadpur, Dhaka-1207 (vide Reg. no. 1962 dated 21 September 2004 under the Foreign Donations Regulation Ordinance 1978 and subsequently renewed on 12 November 2014 which is valid from 21 September 2014 to 20 September 2019) for the year ended 31 August 2018 and examined all the relevant books and vouchers and certify that according to the audited Financial Statements:

- (1) The brought forward foreign donation at the beginning of the year was **Taka 352,689**.
- (2) Donations amounting to **Taka 20,162,398** were received by the organization during the year from 01 September 2017 to 31 August 2018 for Improving Qualitative Journalism in Bangladesh.
- (3) The balance of unutilized Foreign Donations by Improving Qualitative Journalism in Bangladesh was amounting to **Taka 3,227,700** (Note 1 to FD - 4).
- (4) During the year ended 31 August 2018, the Donations amounting to **Taka 17,287,387** have been utilized for the following purposes:

Project Name: Improving Qualitative Journalism in Bangladesh

Head of expenditure	Amount as per revised approved budget for foreign donation (Taka)	Amount actually spent from foreign donation (Taka)	Difference (Taka)
(As per Annexure-A/1)	26,957,864	17,287,387	9,670,477
Total	26,957,864	17,287,387	9,670,477

- (5) Certified that the project has maintained the accounts of Foreign Donation and records relating thereto in the manner specified as in section 12 of the Foreign Donations (Voluntary Activities) Regulations Act, 2016.
- (6) The information furnished above is correct and checked by us.



Nurul Faruk Hasan & Co

Chartered Accountants

Signed by:

Md. Faruk Uddin Ahammed, FCA, CISA
Partner

Dhaka, Bangladesh
Dated: 22 November 2018

Name of the Organization

Management and Resources Development Initiative (MRDI)

Name of the Project

Improving Qualitative Journalism in Bangladesh

Project approval no. and date

1) 03.09.0000.665.68.117.16-892, dated: 19 October 2016

Revised project approval no. and date

1) 03.09.0000.665.68.117.16-672, dated: 13 August 2017

2) 03.09.0000.665.68.117.16-562, dated: 27 May 2018

Fund clearance no. and date

1) 03.09.0000.665.68.117.16-672, dated: 13 August 2017 (for BDT 15,991,439)

2) 03.09.0000.665.68.117.16-252, dated: 28 February 2018 (for BDT 15,991,439)

Project period

2 years (01 September 2016 to 31 August 2018)

Current year audit period

01 September 2017 to 31 August 2018

Sl. no.	Head of expenditures	Amount as per revised approved budget BDT	Actual expenses BDT	Variance in amount BDT	Variance in %	Reason for variance
i	Human Resources (Programme Team)					
1	Executive Director (One person: part-time, 12 months)	668,664	668,657	7	0%	
2	Executive Director (Two festival bonus)	115,098	115,098	-	0%	
3	Project Manager (One person: full time-3 months)	1,783,800	1,783,800	-	0%	
4	Project Manager (Two festival bonus)	167,500	167,500	-	0%	
5	Project Coordinator (Two persons: full time-12 months)	698,400	698,400	-	0%	
6	Project Coordinator (Three festival bonus-2 persons)	66,000	66,000	-	0%	
7	M&E Focal Point (One person: part-time, 12 months)	231,348	231,352	(4)	0%	
8	M&E Focal Point (Two festival bonus)	23,518	23,518	-	0%	
9	IT officer (One person: part-time, 12 months)	270,432	270,429	3	0%	
10	IT officer (Two festival bonus)	25,626	25,626			
11	Logistic Coordinator (One person: 5 days per month-12 months)	124,788	124,792	(4)	0%	
12	Logistic Coordinator (Two festival bonus)	11,788	11,788	-	0%	
13	RTI Help Desk Supervisor (33% working time, 12 months)	244,728	244,728			
14	RTI Help Desk Supervisor (Two festival bonus)	23,100	23,100			
15	Finance Controller (One person: part-time, 12 months)	341,148	341,149	(1)	0%	
16	Finance Controller (Two festival bonus)	32,114	32,114			
17	Finance Officer (One person: full time, 12 months)	655,200	655,200	-	0%	
18	Finance Officer (Two festival bonus)	62,000	62,000			
	Sub-total: Human Resources (Programme Team)	5,545,252	5,545,251	1	0%	
ii	Per diems for missions/travel, Local staff					
1	MRDI Staff, International per diem (20 days)	132,800	89,050	43,750	33%	One international travel was dropped out during the year. Hence, less amount was required for international per diem for MRDI staff.
	Sub-total: Per diems for missions/travel, Local staff	132,800	89,050	43,750	33%	

Sl. no.	Head of expenditures	Amount as per revised approved budget BDT	Actual expenses BDT	Variance in amount BDT	Variance in %	Reason for variance
iii	Travel & accommodation					
1	MRDI staff International travel (per flight)	480,000	277,300	202,700	42%	One international travel was dropped out during the year. Hence, less amount was required for international travel for MRDI staff.
2	MRDI staff International accommodation (per night)	166,000	69,550	96,450	58%	One international travel was dropped out during the year. Hence, less amount was required for international per diem for MRDI staff.
3	MRDI staff local travel	120,000	120,000	-	0%	
4	MRDI-Project managers local travel (days)	450,000	142,275	307,725	68%	Less expensive transportation mode like Uber was used and accordingly less amount was spent.
5	Visa related expenses	70,000	43,922	26,078	37%	One international travel was dropped out during the year. Hence, less amount was required for visa processing expenses.
6	Local conveyance & communication cost (In abroad)	16,600	3,074	13,526	81%	Expenses incurred as required.
	Sub-total: Travel & Accommodation	1,302,600	656,121	646,479	50%	
iv	Trainee programme for potential future editor-in-chiefs and media managers					
1	Information kit (per person)	15,069	15,069	-	0%	
	Sub-total: Trainee programme for potential future editor-in-chiefs and media managers	15,069	15,069	-	0%	
v	Training on facing adversity in Journalism					
1	Fee for Co-Trainer	75,500	75,500	-	0%	
2	Refreshments for trainings	62,292	62,292	-	0%	
3	Information kit	16,940	16,940	-	0%	
4	Travel, Accommodation & per diem for participants outside Dhaka	42,000	42,000	-	0%	
	Sub-total: Training on facing adversity in Journalism	196,732	196,732	-	0%	
vi	Training for Press Institute of Bangladesh (PIB)					
1	Fee for Lead Trainer (3 days)	60,000	60,000	-	0%	
2	Fee for resource persons (3 days 3 persons)	60,000	60,000	-	0%	

Sl. no.	Head of expenditures	Amount as per revised approved budget BDT	Actual expenses BDT	Variance in amount BDT	Variance in %	Reason for variance
3	Refreshments for training (20 persons per day-3 days)	51,116	51,116	-	0%	
4	Information kit	8,729	8,729	-	0%	
5	Banner and certificate	9,000	9,000	-	0%	
6	Incidental local travel for Dhaka participants	66,000	66,000	-	0%	
7	Incidental travel & accommodation for outside Dhaka participants (5 persons 3 days)	31,500	31,500	-	0%	
	Sub-total: Training for Press Institute of Bangladesh (PIB)	286,345	286,345	-	0%	
vii	Proposal for invitation of Investigative Journalism Partnership programme					
1	Venue rent	34,500	34,500	-	0%	
2	Food & refreshment	23,719	23,719	-	0%	
3	Banner	4,500	4,500	-	0%	
4	Information kit	11,532	11,532	-	0%	
5	Travel for participants from outside Dhaka	3,000	3,000	-	0%	
6	Daily subsistence allowance for participants from outside Dhaka	7,000	7,000	-	0%	
	Sub-total: Proposal for invitation of Investigative Journalism Partnership programme	84,251	84,251	-	0%	
viii	Media monitoring (7 days per month)					
1	Newspaper archive charge	29,400	29,400	-	0%	
2	TV clip archive charge	84,000	84,000	-	0%	
	Sub-total: Media monitoring	113,400	113,400	-	0%	
ix	Investigative Journalism Partnership (First and 2nd call)					
1	Travel for expert/journalist/MRDI staffs	1,200,000	333,571	866,429	72%	Sometime media house borne the travel costs for expert/ journalist which were planned to be borne by the project. Hence, less travel costs were required.
2	Accommodation for expert/journalists/MRDI staffs	400,000	246,210	153,790	38%	Sometime media house borne the accommodation costs for expert/ journalist which were planned to be borne by the project. Hence, less accommodation costs were required.

Sl. no.	Head of expenditures	Amount as per revised approved budget BDT	Actual expenses BDT	Variance in amount BDT	Variance in %	Reason for variance
3	Per diem for expert/journalists/MRDI staffs	450,000	- 322,638	127,362	28%	Sometime media house borne per diems for expert/ journalist which were planned to be borne by the project. Hence, less costs for per diem were required.
4	Meeting cost	250,000	17,020	232,980	93%	In house meeting was arranged instead of outdoor meeting. Hence, less amount was required for meeting cost.
	Consultants honorarium					
5	Type 2: Outside Dhaka	400,000	-	400,000	100%	No such demand was made by the media houses for this category of consultants.
6	Type 2: In Dhaka	900,000	420,000	480,000	53%	Expenditure incurred against engagement of consultants as per demand from the media houses.
7	Type 3: Outside Dhaka	2,250,000	690,000	1,560,000	69%	Expenditure incurred against engagement of consultants as per demand from the media houses.
8	Type 3: In Dhaka	2,000,000	557,385	1,442,615	72%	Expenditure incurred against engagement of consultants as per demand from the media houses.
9	Equipment rental for partnership	100,000	63,000	37,000	37%	Expenses incurred as required.
10	Printing & supply	200,000	80,485	119,515	60%	Expenses incurred as required.
11	Research, fixer & Data collection for partners	150,000	18,131	131,869	88%	Expenses incurred as required.
		8,300,000	2,748,440	5,551,560	67%	
	Less: Provision made during the year	-	(446,000)	-		
	Sub-total: Investigative Journalism Partnership	8,300,000	2,302,440	5,997,560	72%	
x	Workshop on RTI for Investigative Journalism					
1	Venue including equipment (Brac Centre-Inn/Daily Star)	34,500	34,500	-	0%	
2	Fee for moderator	25,000	25,000	-	0%	
3	Fee for paper presenter	25,000	25,000	-	0%	
4	Fee for panel discussant	27,000	27,000	-	0%	
5	Refreshments including media	85,100	85,100	-	0%	
6	Information kit (pen, writing pad, folder, information materials)	13,571	13,571	-	0%	
7	Banner and stage decoration	16,000	16,000	-	0%	
8	Travel for participants from outside Dhaka	42,000	42,000	-	0%	

Sl. no.	Head of expenditures	Amount as per revised approved budget BDT	Actual expenses BDT	Variance in amount BDT	Variance in %	Reason for variance
9	Daily subsistence allowance for participants outside Dhaka	98,000	98,000	-	0%	
10	Invitation card printing and distribution	11,332	11,332	-	0%	
	Sub-total: Workshop on RTI for Investigative Journalism	377,503	377,503	-	0%	
xi	S & S training for selected IJ partners					
1	Venue for training	60,000	54,395	5,605	9%	
2	Transportation cost for resource persons (vehicle rent+fuel+driver allowance+toll)	42,000	37,206	4,794	11%	Expenses incurred as required.
3	Transportation cost for programme staff (vehicle rent+fuel+driver allowance+toll)	28,000	20,316	7,684	27%	Expenses incurred as required.
4	Transportation cost for participants (vehicle rent+fuel+driver allowance+toll) for pick & drop	84,000	62,549	21,451	26%	Expenses incurred as required.
5	Accommodation	210,000	184,184	25,816	12%	Expenses incurred as required.
6	Food for trainings	217,600	198,811	18,789	9%	
7	Fee for resource persons	90,000	45,000	45,000	50%	Less resource person was engaged. Hence, less amount was spent.
8	Information kit	30,000	28,357	1,643	5%	
9	Stationary and supplies	7,000	6,258	742	11%	Expenses incurred as required.
10	Travel for participants from districts	12,000	12,000	-	0%	
11	Daily subsistence allowance for participants outside Dhaka	31,500	30,800	700	2%	
12	Conveyance and incidental cost for participants	136,000	128,000	8,000	6%	
13	Laptop rental from outside	47,250	47,250	-	0%	
14	Miscellaneous expenses	9,000	8,034	966	11%	Expenses incurred as required.
15	Digital banner	7,200	6,600	600	8%	
	Sub-total: S & S training for selected IJ partners	1,011,550	869,760	141,790	14%	
xii	Sharing Lunch with Editors/Newsroom Chiefs					
1	Food and refreshments	19,671	19,671	-	0%	
2	Travel for participants from outside Dhaka	3,000	3,000	-	0%	
3	Daily subsistence allowance for participants from outside Dhaka	7,000	7,000	-	0%	
	Sub-total: Sharing Lunch with Editors/Newsroom Chiefs	29,671	29,671	-	0%	
xiii	2-day residential training for MRDI staffs & Coordinators and Local Editors on S & S activities					
1	Venue (With sound system & other facilities) (Hotel La Vinci, Dhaka)	20,000	-	20,000	100%	Venue rent was not required because the food provider agreed to provide venue facility without any charges.

Sl. no.	Head of expenditures	Amount as per revised approved budget BDT	Actual expenses BDT	Variance in amount BDT	Variance in %	Reason for variance
2	Information kit	750	-	750	100%	Information kits were budgeted for MRDI staffs & Coordinators. Since they faced several training on safety and security (S & S) programmes earlier no training was required for them. Hence, no charges for information kit.
3	Food for participants	41,250	38,000	3,250	8%	
4	Daily subsistence allowance for participants from outside Dhaka	35,000	31,500	3,500	10%	Less participants were present in the programme. Hence, less amount was required.
	Sub-total: 2-day residential training for MRDI staffs & Coordinators and Local Editors on S & S activities	97,000	69,500	27,500	28%	
xiv	Development of safety security guideline & publications					
1	Fee for advisers (1 person 27 days)	375,000	375,000	-	0%	
2	Fee for team members (3 persons 27 days)	750,000	750,000	-	0%	
3	Snacks, stationery and expert honorarium for expert interaction meeting	63,000	56,014	6,986	11%	Expenses incurred as required.
4	Venue including equipment for draft sharing meeting	35,000	24,150	10,850	31%	Half day programme was arranged instead of full day programme and a small venue was rented instead of large one. Hence, less amount was required for venue rent purpose.
5	Fee for expert participants for draft sharing meeting	75,000	50,000	25,000	33%	Less participants were present in Draft Sharing Meeting. Hence, less amount was required for fee for Expert participants.
6	Food & refreshments for draft sharing meeting	36,000	18,630	17,370	48%	Less participants were present in Draft Sharing Meeting. Hence, less amount was required for food & refreshments.
7	Information kit for draft sharing meeting	15,000	13,125	1,875	13%	Less participants were present in Draft Sharing Meeting. Hence, less amount was required for information kit.
8	Banner for draft sharing meeting	6,000	3,000	3,000	50%	Small banner was used instead of large one.
9	S & S guideline publication (DTP printing)	200,000	-	200,000	100%	The printing materials were not ready for production.

Sl. no.	Head of expenditures	Amount as per revised approved budget BDT	Actual expenses BDT	Variance in amount BDT	Variance in %	Reason for variance
10	S & S guideline publication distribution cost	36,000	36,000	-	0%	
		1,591,000	1,325,919	265,081	17%	
	Less: Provision made during the year	-	-(36,000)	-		
	Sub-total: Development of safety security guideline & publications	1,591,000	1,289,919	301,081	19%	
xv	Equipment rental (for promotional films)					
1	Camera	56,000	49,770	6,230	11%	Less days were required for making promotional films. Hence, less camera rent was required.
2	Honorarium for camera person	42,000	40,000	2,000	5%	
3	Per diem for camera person	7,000	7,000	-	0%	
4	Honorarium for camera assistant	14,000	12,000	2,000	14%	Less days were required for making promotional films. Hence, less honorarium was required for camera assistant.
5	Per diem for camera assistant	7,000	7,000	-	0%	
6	Graphics	30,000	30,000	-	0%	
7	Editing	40,000	40,000	-	0%	
8	Directors honorarium	40,000	40,000	-	0%	
9	Transportation	42,000	32,975	9,025	21%	Expenses incurred as required.
		278,000	258,745	19,255	7%	
	Less: Provision made during the year	-	(110,000)	-		
	Sub-total: Equipment rental	278,000	148,745	129,255	46%	
xvi	Journalist Mentorship Programme on 1 Thematic Issue					
	3-Day Conclave for Journalists with follow-up					
1	Fee for Facilitator	150,000	150,000	-	0%	
2	Fee for resource persons	105,000	71,250	33,750	32%	Less local resource persons were engaged in conclave (private meeting) for journalists. Hence, less fee was required.
3	Transportation for resource persons (vehicle rent+fuel+driver allowance+toll)	29,584	29,584	-	0%	
4	Transportation for participants (vehicle rent+fuel+driver allowance+toll)	28,615	28,615	-	0%	
5	Information kit (folder, writing pad, pen & information material)	45,000	28,269	16,731	37%	Less participants were participated in conclave (private meeting) for journalists. Hence, less materials were required.

Sl. no.	Head of expenditures	Amount as per revised approved budget BDT	Actual expenses BDT	Variance in amount BDT	Variance in %	Reason for variance
6	Venue with sound system & other facilities (Hope foundation, Savar)	129,950	129,950	-	0%	
7	Food for participants (breakfast, 2 tea-snacks, lunch and dinner)	173,430	146,217	27,213	16%	Less participants were participated in conclave (private meeting) for journalists. Hence, less food were required.
8	Accommodation	122,831	122,831	-	0%	
9	Banner	7,200	7,200	-	0%	
10	Stationery and supply	6,000	3,959	2,041	34%	Expenses incurred as required.
11	Certificate	7,500	6,000	1,500	20%	Expenditure incurred as per actual requirement.
12	Laptop for participants in class room use	55,125	47,250	7,875	14%	The actual rent of laptop for participants was less than budgeted.
13	Miscellaneous expenses	3,900	3,900	-	0%	
14	Travel & daily subsistence allowance for participants from outside Dhaka	40,500	37,000	3,500	9%	
15	Incidental allowance for participants	138,000	114,000	24,000	17%	Lump sum payment was made to participants. Hence, less amount was required.
16	Certificate giving ceremony	15,000	8,110	6,890	46%	Only cost for food & refreshment was required. No venue rent was charged by MRDI.
	Sub-total: Journalist Mentorship Programme on 1 Thematic Issue	1,057,635	934,135	123,500	12%	
xvii	Journalist field trip under Mentorship Programme on 1 Thematic Issue					
1	Travel	80,000	70,103	9,897	12%	Maximum journalist field trips under Mentorship Programme were in Dhaka. Therefore, less amount was required for travel purpose.
2	Accommodation	40,000	35,820	4,180	10%	Maximum journalist field trips under Mentorship Programme were in Dhaka. Therefore, less cost was required for accommodation purpose.

Sl. no.	Head of expenditures	Amount as per revised approved budget BDT	Actual expenses BDT	Variance in amount BDT	Variance in %	Reason for variance
3	Daily allowance	75,000	46,800	28,200	38%	Daily allowance was given only for trip outside Dhaka. As the maximum journalist field trips under Mentorship Programme were in Dhaka hence, less cost was required for daily allowance purpose.
4	Local transportation	50,000	35,790	14,210	28%	Expenses incurred as required.
5	Other local supports	50,000	20,000	30,000	60%	Expenses incurred as required.
	Sub-total: Journalist field trip under Mentorship Programme on 1 Thematic Issue	295,000	208,513	86,487	29%	
xviii	Regional dialogue with Editor's Council					
1	Venue including equipment (Brac Centre-Inn)	55,000	55,000	-	0%	
2	Fee for Moderator	25,000	-	25,000	100%	Editor's council refused to take any fee for moderator.
3	Fee for Paper Presenter	50,000	-	50,000	100%	Editor's council refused to take any fee for paper presenter.
4	Fee for Panel Discussant	75,000	-	75,000	100%	
5	Refreshments including media	120,000	120,000	-	0%	
6	Information kit (pen, writing pad, folder, information materials)	50,000	50,000	-	0%	
7	Banner and stage decoration	15,000	15,000	-	0%	
8	Fee for Translator	40,000	-	40,000	100%	Translator was arranged by SIDA. Hence, no fee was required for Translator.
9	Fee for Rapporteur	30,000	30,000	-	0%	
10	Daily subsistence allowance for participants from outside Dhaka	70,000	70,000	-	0%	
11	Invitation card printing and distribution	15,000	14,796	204	1%	
	Sub-total: Regional dialogue with Editor's Council	545,000	354,796	190,204	35%	
xix	Capacity building for journalists association and Govt. information officers					
1	Capacity building for journalists association and Govt. information officers	750,000	750,000	-	0%	
	Sub-total: Capacity building for journalists association and Govt. information officers	750,000	750,000	-	0%	
xx	Developing social media guideline for MRDI and design					

Sl. no.	Head of expenditures	Amount as per revised approved budget BDT	Actual expenses BDT	Variance in amount BDT	Variance in %	Reason for variance
1	Fee for Expert	75,000	-	75,000	100%	No external expert was appointed for developing social media guideline rather this facility was provided by MRDI own expert without any charges.
2	Social media content Designer	50,000	-	50,000	100%	No external expert was appointed for developing social media guideline rather this facility was provided by MRDI own expert without any charges.
	Sub-total: Developing social media guideline for MRDI and design	125,000	-	125,000	100%	
xxi	Networking with International Journalism Organizations/ Associations					
1	MRDI Staff, International per diem	159,360	-	159,360	100%	The activity was dropped out because this amount was budgeted for international travel to New York, USA to attend a seminar with journalism experts which was cancelled during the year as MRDI staff will attend a similar programme to be arranged in next year in Seoul, South Korea. Hence, no expense was incurred.
2	MRDI staff, International travel	170,600	-	170,600	100%	The activity was dropped out because this amount was budgeted for international travel to New York, USA to attend a seminar with journalism experts which was cancelled during the year as MRDI staff will attend a similar programme to be arranged in next year in Seoul, South Korea. Hence, no expense was incurred.

Sl. no.	Head of expenditures	Amount as per revised approved budget BDT	Actual expenses BDT	Variance in amount BDT	Variance in %	Reason for variance
3	MRDI staff, International accommodation	300,000	-	300,000	100%	The activity was dropped out because this amount was budgeted for international travel to New York, USA to attend a seminar with journalism experts which was cancelled during the year as MRDI staff will attend a similar programme to be arranged in next year in Seoul, South Korea. Hence, no expense was incurred.
4	Visa related expenses	70,000	-	70,000	100%	The activity was dropped out because this amount was budgeted for international travel to New York, USA to attend a seminar with journalism experts which was cancelled during the year as MRDI staff will attend a similar programme to be arranged in next year in Seoul, South Korea. Hence, no expense was incurred.
5	Local conveyance & Communication cost (in abroad)	39,840	-	39,840	100%	The activity was dropped out because this amount was budgeted for international travel to New York, USA to attend a seminar with journalism experts which was cancelled during the year as MRDI staff will attend a similar programme to be arranged in next year in Seoul, South Korea. Hence, no expense was incurred.
6	Editor for JIGN	337,500	-	337,500	100%	The project authority was looking for a qualified candidate as editor for JIGN. They did not get the candidate timely. Hence, no appointment was made.
	Sub-total: Networking with International Journalism Organizations/ Associations	1,077,300	-	1,077,300	100%	
xxii	Thematic Seminar with Policy Makers					
1	Venue including equipment (Brac Centre-Inn/The Daily Star)	34,500	34,500	-	0%	

Sl. no.	Head of expenditures	Amount as per revised approved budget BDT	Actual expenses BDT	Variance in amount BDT	Variance in %	Reason for variance
2	Fee for Moderator	20,000	20,000	-	0%	
3	Fee for Paper Presenter	25,000	25,000	-	0%	
4	Fee for Panel Discussant	20,000	20,000	-	0%	
5	Refreshments including media	80,903	80,903	-	0%	
6	Information kit (pen, writing pad, folder, information material)	6,962	6,962	-	0%	
7	Banner and stage decoration	5,500	5,500	-	0%	
8	Travel for participants from outside Dhaka	12,000	12,000	-	0%	
9	Daily subsistence allowance for participants from outside Dhaka	28,000	28,000	-	0%	
10	Distribution of invitation letter	3,395	3,395	-	0%	
	Sub-total: Thematic Seminar with Policy Makers	236,260	236,260	-	0%	
xxiii	Audit fee					
1	External audit fee	200,000	150,000	50,000	25%	As per agreed fee with audit firm.
	Sub-total: Audit fee	200,000	150,000	50,000	25%	
	Programme cost	23,647,368	14,707,461	8,939,907	38%	
xxiv	Programme management cost					
1	MRDI Overhead (25% of the Human Resources)	1,386,312	1,386,313	(1)	0%	
2	Contingency	1,274,184	556,664	717,520	56%	Expenses were incurred for emergency cases. Therefore, less amount was required than budgeted.
3	Facility service for Fojo staffs	420,000	420,000	-	0%	
4	Financial services	30,000	16,949	13,051	44%	At actual.
5	Support to review MRDI Financial and Administrative Manual	200,000	200,000	-	0%	
	Sub-total: Programme management cost	3,310,496	2,579,926	730,570	22%	
	Grand Total	26,957,864	17,287,387	9,670,477	36%	

Note-1 to FD-4
Management and Resources Development Initiative (MRDI)
Project Name: Improving Qualitative Journalism in Bangladesh
In partnership with: Fojo Media Institute, Linnaeus University, Sweden

Notes to the FD - 4
For the year ended 31 August 2017

1. Reconciliation of unutilized fund with closing balance of Statement of Receipts & Payments

Particulars	01 September 2017 to 31 August 2018
	Amount in Taka
Foreign donation unutilized as at 01 August 2017	352,689
Foreign donation received during the year	20,162,398
Foreign fund available	20,515,087
Less : Expenses out of foreign donation received	(17,287,387)
Foreign donation unutilized as at 31 August 2018	3,227,700
Add: Bank interest	163,062
Add: Adjustment of last year's provision	150,000
Closing balance as per Receipts & Payments Account	3,540,762

**Auditors' (nufhas) comments on the Terms of Reference (ToR) and/or conditions prescribed by
NGO Affairs Bureau, Government of the People's Republic of Bangladesh**

Name of the Organization : Management and Resources Development Initiative (MRDI)
Name of the Project : Improving Qualitative Journalism in Bangladesh
Audit Period : 01 September 2017 to 31 August 2018

Our observations in compliance with the conditions laid down in the circular # 03.09.2666.657.043.253.17-1399(1) dated 23 January 2018 issued from the NGO Affairs Bureau, Prime Minister's Office, and Government of the People's Republic of Bangladesh are listed below:

Sl. No.	Particulars	Auditors' observation/comments
1.	During the audit of NGOs, the audit firms should perform their duties independently and with maximum responsibility.	During the audit of "Improving Qualitative Journalism in Bangladesh" project, implemented by Management and Resources Development Initiative (MRDI) in partnership with Fojo Media Institute, Linnaeus University, Sweden, we conducted the audit in accordance with International Standards on Auditing (ISA) and maintained strictly the 'IFAC Code of Ethics' according to which reasonable steps have been taken to identify circumstances that could pose a conflict of interests. We have also conducted the audit with objectivity, due care and professional skepticism.
2.	During the audit of NGOs, the audit firm will ascertain & ensure their compliance with the Foreign Donations (Voluntary Activities) Regulation Act, 2016 and FD-6, in relation to project approval and the audit has to be conducted to confirm whether the project has been implemented as per terms of the project approved letter.	From our test of compliance, we observed that "Improving Qualitative Journalism in Bangladesh" project, implemented by Management and Resources Development Initiative (MRDI) in partnership with Fojo Media Institute, Linnaeus University, Sweden has complied with the applicable rules, regulations, circulars & procedures promulgated for NGOs working in Bangladesh. This project received the approval of NGO Affairs Bureau ref-03.09.0000.665.68.117.16-892, dated: 19 October 2016 and formal fund clearance on 13 August 2017 and 28 February 2018 (Project: "Improving Qualitative Journalism in Bangladesh") and subsequently the project has also received the revised budget approval of NGO Affairs Bureau ref-03.09.0000.665.68.117.16-672, dated: 13 August 2017 and 03.09.0000.665.68.117.16-562, dated: 27 May 2018 and incurred expenses in accordance with the terms of approval of Form FD-6.
3.	The audit firm, along with the audit report, must issue a certificate regarding receipt and expenditure of foreign Donation in form FD-4 prescribed by the Bureau and annexure-A/1 prescribed by the Bureau	Format FD-4 and Annexure-A/1 as prescribed by the NGO Affairs Bureau with respect to foreign donations are enclosed herewith. We also confirm that the detailed segregation/classification of Annexure A/1 is considered with the project approval.

Sl. No.	Particulars	Auditors' observation/comments		
	<p>& attached thereto. All information relating to foreign donation should be reported in FD-4 following the cash basis, not accrual. That is no foreign donation should be reported as receivable. The amount in Taka has to be mentioned while reporting the totals of approved budget, actual spending & variance in FD-4. The detailed item wise segregation of these items i.e. account wise approved budget, actual expenditure, variances and reason for variances will be mentioned in Annexure- A/1. Account heads and/or sub-heads of annexure-1 and their budget will be as per approved project.</p>			
4.	<p>Separate audit report for each project has to be prepared and report will be on project year basis. If there is any local income/ donation for the projects, it should be shown separately.</p>	<p>Separate audit report has been prepared for this project for the year 2018.</p>		
5.	<p>The audit report should contain in brief the main objectives and activities of the projects. The name of the project; NGO Affairs Bureau's approval letter number & date; fund clearance letter number & date; amount of fund disbursement (with installment); amount of foreign donation received; to confirm whether foreign donation directly deposited to mother account or not before fund disbursement; project areas; project duration; total project budget; audited project period; number of beneficiary; appointment date of CA firm should also be mentioned clearly.</p>	<p>A detail description of the project is given in note # 1 of financial statements. Other information are shown as follows:</p> <table border="1" data-bbox="934 1626 1806 3108"> <tr> <td data-bbox="934 1626 1149 3108">Projects objectives</td> <td data-bbox="1149 1626 1806 3108"> <p>A. Overall objective:</p> <ul style="list-style-type: none"> i. Improving Qualitative Journalism in Bangladesh 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. <p>B. Program Activities:</p> <ul style="list-style-type: none"> i. Workshop on RTI for Investigative Journalism ii. Media Monitoring iii. Investigative Journalism Partnership (Fist & second call) iv. Investigative Journalism Partnership Launching Ceremony v. Trainee programme for potential future editor-in-chiefs and media </td> </tr> </table>	Projects objectives	<p>A. Overall objective:</p> <ul style="list-style-type: none"> i. Improving Qualitative Journalism in Bangladesh 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. <p>B. Program Activities:</p> <ul style="list-style-type: none"> i. Workshop on RTI for Investigative Journalism ii. Media Monitoring iii. Investigative Journalism Partnership (Fist & second call) iv. Investigative Journalism Partnership Launching Ceremony v. Trainee programme for potential future editor-in-chiefs and media
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Sl. No.	Particulars	Auditors' observation/comments	
			<p>managers</p> <p>vi. Safety programmes and training</p> <p>vii. Safety and Security Training for selected IJ partners</p> <p>viii. Sharing launch with editors/newsroom staffs</p> <p>ix. Two-day training for MRDI staff and Coordinators on Safety and Security Activities</p> <p>x. Development of safety and security guideline</p> <p>xi. Promotional video</p> <p>xii. Journalist mentorship programme on one thematic issue</p> <p>xiii. Journalist field trip under mentorship programme</p> <p>xiv. Regional dialogue with editors' council</p> <p>xv. Capacity building for journalist association</p> <p>xvi. Developing social media guideline for MRDI</p> <p>xvii. Thematic seminar with policy makers</p> <p>xviii. ToT for PIB Trainers</p>
		Other information:	
		01. Project name	: Improving Qualitative Journalism in Bangladesh
		02. Project duration	: 01 September 2016 to 31 August 2018
		03. NGO Affairs Bureau's approval letter number & date	: Ref: 1) 03.09.0000.665.68.117.16-892, dated: 19 October 2016 2) Revised project approval no. and date: 03.09.0000.665.68.117.16-672, dated: 13 August 2017 and 03.09.0000.665.68.117.16-562, dated: 27 May 2018
		04. Fund clearance letter number & date	: Ref: 03.09.0000.665.68.117.16-672, dated: 13 August 2017 and 03.09.0000.665.68.117.16-252, dated: 28 February 2018

Sl. No.	Particulars	Auditors' observation/comments									
		05. Fund clearance amount	: Taka (15,991,439+ 15,991,439) = 31,982,878								
		06. Foreign donation received during the year	: <table border="1" data-bbox="1320 453 1740 753"> <thead> <tr> <th data-bbox="1320 453 1521 569">Dates of receipts</th> <th data-bbox="1521 453 1740 569">Amounts in BDT</th> </tr> </thead> <tbody> <tr> <td data-bbox="1320 569 1521 626">12-Oct-17</td> <td data-bbox="1521 569 1740 626">11,173,040</td> </tr> <tr> <td data-bbox="1320 626 1521 683">9-Apr-18</td> <td data-bbox="1521 626 1740 683">8,989,358</td> </tr> <tr> <td data-bbox="1320 683 1521 753">Total</td> <td data-bbox="1521 683 1740 753">20,162,398</td> </tr> </tbody> </table>	Dates of receipts	Amounts in BDT	12-Oct-17	11,173,040	9-Apr-18	8,989,358	Total	20,162,398
Dates of receipts	Amounts in BDT										
12-Oct-17	11,173,040										
9-Apr-18	8,989,358										
Total	20,162,398										
		07. Whether foreign donation has been received before fund clearance	: No fund received before fund clearance.								
		08. Audited project period	: 01 September 2017 to 31 August 2018.								
		09. Project areas	: District: Dhaka Upazilla/ Thana: Dhaka City Corporation Area.								
		10. Number of beneficiary	: Number of beneficiary for the year ended 31 August 2018 was 1,363.								
		11. Appointment date of CA Firm	: 15 September 2018								
6.	The audit report contains Balance Sheet, Income & Expenditure Account and Receipts & Payments Account. These financial statements should be signed by appropriate personnel of the NGO. If under any circumstances, a Balance Sheet is not required to be issued then proper explanations should be provided in this regard. It must be ascertained that whether the line items of the Receipts & Payments Account are in agreement with ledger of the NGO. Where any line item contains a condensed figure (contingency and others), details should be shown in the notes.	We report that the audit report contains a Statement of Financial Position- Balance Sheet as at 31 August 2018, a Statement of Comprehensive Income- Income & Expenditure Account, a Statement of Receipts & Payments and Notes to the Financial Statements for the year from 01 September 2017 to 31 August 2018 of "Improving Qualitative Journalism in Bangladesh" project, implemented by Management and Resources Development Initiative (MRDI) in partnership with Fojo Media Institute, Linnaeus University, Sweden audited by Nurul Faruk Hasan & Co (nufhas), Chartered Accountants which have been signed by Executive Director, Manager-Finance. We also report that the financial statements of the project have been prepared in conformity with line items of ledger/accounts heads of computer based accounting systems. The detailed break-up of the items has been provided in the notes to the financial statements.									

Sl. No.	Particulars	Auditors' observation/comments
7.	<p>The audit report should contain page numbers & on every pages of the audit report, the initial of the engagement partner along with the common seal of the audit firm should be provided. In addition to this, the Audit Report, Balance Sheet, Income & Expenditure Account, Receipts & Payments Account, FD- 4 & Auditors' Report as per NGO Affairs Bureau's ToR should contain full signature of the auditor. Full name, Designation and FCA/ACA should be mentioned below the full signature. The NGO audit reports should have the following sequence:</p> <p>First part</p> <ul style="list-style-type: none"> • Auditors' Report including scope, opinion, etc.; • Statement of Financial Position; • Statement of Income & Expenditure; • Statement of Receipts & Payments; • Notes to the Financial Statements; • Schedule / Appendix / Other statement <p>Second part</p> <ul style="list-style-type: none"> • FD- 4 Certificate; • Annexure A/1; • Notes to FD- 4 (if any); • Report as per NGO Affairs Bureau's ToR (Every requirement of the ToR should be strictly followed) 	<p>We confirm that all the pages of the audit report contain page numbers and on every page initial of the engagement partner along with the firm's common seal have been provided. We also confirm that the audit report, the financial statements, FD- 4 & Report as per NGO Affairs Bureau's ToR have been duly signed by the auditor and is arranged in the specified order.</p>
8.	<p>In case of projects with multiple periods it must be reported in the audit report that whether there was any audit in the immediately preceding year & if so, whether the audit report has been filed with the NGO affairs Bureau. For the continuous project, it has to be mentioned that whether there was any audit.</p>	<p>As per FD-6 of "Improving Qualitative Journalism in Bangladesh" project, is a two years project from 01 September 2016 to 31 August 2018 and the second year audit period is from 01 September 2017 to 31 August 2018. We, Nurul Faruk Hasan & Co, Chartered Accountants, are the auditor.</p>

Sl. No.	Particulars	Auditors' observation/comments						
9.	After completion of the audit a sealed envelope containing a copy of the audit report (Original Copy) should be sent to the Deputy Director (Inspection & Audit); NGO Affairs Bureau, Dhaka. It is mentioned that this report directly received by the Bureau's Inspection & Audit section will be examinable.	The audit report has been duly signed and sealed. A copy of the audit report (Original Copy) has been duly sent to the Deputy Director (Inspection & Audit) of the NGO Affairs Bureau, Dhaka, Bangladesh.						
10.	The initial registration number & registration date of the NGO & any subsequent renewal of registration should be mentioned in the audit report.	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 was renewed on 12 November 2014 for a period of five years up to 20 September 2019.						
11.	Rule 9 of The Foreign Donations (Voluntary Activities) Regulations Rules, 2016 requires all foreign donations to be received through one bank account. It must be mentioned in the audit report that whether all donations have been received through one bank account and if more than one bank account is used, the name of the banks, bank account numbers and the amounts of donations should be mentioned.	Management and Resources Development Initiative (MRDI) received foreign donations for the project "Improving Qualitative Journalism in Bangladesh" through Southeast Bank Ltd., Dhanmondi Branch, Navana Newbury Place (1st Floor), 4/1/A Mirpur Road, Sobhanbagh, Dhaka, (A/C # 001211100006616).						
12.	NGO Affairs Bureau's approved bank account number (Mother Account), bank's name & branch name, the dates & amount of donations received and the name of the Donor should be mentioned in the audit report. Project bank name, branch name, account number & outstanding balance should also be mentioned. Whether the project bank accounts & the bank accounts of the mother account have been reconciled with bank statements at closing date should also be reported.	<p>Management and Resources Development Initiative (MRDI) received foreign donations for this Project through mother bank account, subsequently funds have been transferred to project bank accounts. Details of bank account, receipts of donor fund and project bank accounts are presented below:</p> <p>Mother bank account:</p> <table border="1" data-bbox="891 2615 1748 2915"> <thead> <tr> <th data-bbox="891 2615 1247 2732">Name of Mother Bank</th> <th data-bbox="1247 2615 1472 2732">Branch Name</th> <th data-bbox="1472 2615 1748 2732">Account No.</th> </tr> </thead> <tbody> <tr> <td data-bbox="891 2732 1247 2915">Southeast Bank Ltd.</td> <td data-bbox="1247 2732 1472 2915">Dhanmondi Branch, Dhaka</td> <td data-bbox="1472 2732 1748 2915">001211100006616</td> </tr> </tbody> </table>	Name of Mother Bank	Branch Name	Account No.	Southeast Bank Ltd.	Dhanmondi Branch, Dhaka	001211100006616
Name of Mother Bank	Branch Name	Account No.						
Southeast Bank Ltd.	Dhanmondi Branch, Dhaka	001211100006616						



Sl. No.	Particulars	Auditors' observation/comments														
		<p>Details of fund receipts:</p> <table border="1"> <thead> <tr> <th>Dates of receipts</th> <th>Amounts in BDT</th> </tr> </thead> <tbody> <tr> <td>12-Oct-17</td> <td>11,173,040</td> </tr> <tr> <td>9-Apr-18</td> <td>8,989,358</td> </tr> <tr> <td>Total</td> <td>20,162,398</td> </tr> </tbody> </table> <p>Name of Donor: Fojo Media Institute, Linnaeus University, Sweden</p> <p>Details of Bank Account for project expenditures:</p> <p>Improving Qualitative Journalism in Bangladesh:</p> <table border="1"> <tbody> <tr> <td>Names of the bank</td> <td>Prime Bank Ltd.</td> </tr> <tr> <td>Account number</td> <td>A/C # 2138314003939</td> </tr> <tr> <td>Balance outstanding</td> <td>BDT 3,540,762</td> </tr> </tbody> </table> <p>(As per bank statement, outstanding balance is BDT 4,659,596 as on 31 August 2018 and total net reconciled amount is BDT 1,118,834. Out of this reconciled amount, total BDT 1,117,154 is cleared in subsequent month.)</p> <p>The reconciliations between project bank accounts and mother bank account have been verified and found satisfactory.</p>	Dates of receipts	Amounts in BDT	12-Oct-17	11,173,040	9-Apr-18	8,989,358	Total	20,162,398	Names of the bank	Prime Bank Ltd.	Account number	A/C # 2138314003939	Balance outstanding	BDT 3,540,762
Dates of receipts	Amounts in BDT															
12-Oct-17	11,173,040															
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Names of the bank	Prime Bank Ltd.															
Account number	A/C # 2138314003939															
Balance outstanding	BDT 3,540,762															
13.	If any grant is received in kind, the fair value of such grant received should be reported in FD-4 as grant receipts. The utilization & closing balances of such grants should be reported in accordance with FD-5.	As reported by the management, no grants in kind have been received during the year under audit.														
14.	Any bank interest / exchange gain should be reported separately in the financial statements and it has to be mentioned whether NGO Bureau's approval has been obtained for its utilization.	Taka 134,692 bank interest earned by the project during the year under audit.														

Sl. No.	Particulars	Auditors' observation/comments
15.	Whether the NGO has maintained proper cash books / bank books, ledgers, stock register, asset register & other registers using double entry system in compliance with Section 12 of the Foreign Donations (Voluntary Activities) Regulation Act, 2016 must be mentioned in the report.	We report that proper books of account as required by Section 12 of the Foreign Donations (Voluntary Activities) Regulations Act, 2016 have been maintained by the NGO using Tally.ERP.9 Software based double entry system of accounting.
16.	It should be mentioned in the audit report that whether the foreign donation aided projects involving Revolving Loan Funds (RLF) are accounted for separately & these accounts are separately audited every year. If the accounts of RLF have not been maintained separately and loan has been disbursed from the project under audit, it has to be ensured that receivable service charges have been received.	As reported by management of the organization, the Project did not involve in Revolving Loan Fund (RLF) during the year of our audit.
17.	In cases where the NGOs operate under Micro Credit scheme, it should be noted in the report that whether the NGO is certified by the Micro Credit Regulatory Authority (MRA).	Management and Resources Development Initiative (MRDI) does not conduct any micro credit programme and therefore license from Micro Credit regulatory Authority is not required.
18.	If the fund is utilized in foreign currency, detailed descriptions of such spending should be reported.	No expenditure was made in foreign currency by the organization during the year under audit.
19.	If any excess spending over the budgeted amount under one head has been adjusted with the spending of another head or the spending under an unapproved head of expenditure has been adjusted with an approved head, it should be duly reported whether NGO Bureau's approval for excess expenditure than budget is available.	Favorable & unfavorable variances both took place. Objective & reasons for variances have been explained in Annexure-A/1. No amount was adjusted against regular expenses during the year under audit.
20.	Officers/Employees' salaries & allowances and for other payments exceeding BDT 10,000 should be made through bank account.	From the result of our random verification we observed that the salaries and allowances of officers/employees and for other payments in excess of BDT 10,000 have been made through bank account.
21.	If the project is implemented by taking any loan, then the source of the loan & information relating to executive committee's approval should be disclosed in the audit report.	No loan was taken from any source during the year 01 September 2017 to 31 August 2018.

Sl. No.	Particulars	Auditors' observation/comments
22.	If any member of the executive committee and general body of the NGO receives any remuneration, that information should be disclosed in the audit report along with the information relating to the approval of the committee. Apart from this, any remuneration received by the Executive Director from the project should also be disclosed in the report.	No member of the executive committee and general body of the NGO receives any remuneration except the Executive Director. The Executive Director has received Taka 783,755 from the project under audit which has been approved by the Board of Directors on Board Meeting dated 10 June 2017.
23.	The auditor should comment on the effectiveness of the internal control system of the NGO.	So far we reviewed the internal control system, the NGO has a satisfactory system of internal control.
24.	If any refund is made to the donors and if refunded, details of NGOAB's approval should be mentioned in the audit report.	During 01 September 2017 to 31 August 2018 no refund has been made to the donor.
25.	The auditor should comment on whether the NGO has made proper deduction of Government VAT & Taxes from applicable bills / vouchers & whether those VAT / Taxes deducted at sources have been deposited to the Government treasury within due course. The auditor should also comment on whether proper revenue stamps have been attached by the NGO to applicable bills / vouchers.	From our test checking we found that applicable VAT and Tax have been deducted and deposited. Details have been shown in Table - 1 . In the applicable cases, we found Revenue Stamps have been attached with the bills/vouchers.
26.	The audit report should mention whether the NGO files return of its income with the NBR every year as a legal entity. If the Organisation has any foreign employee, it has to be mentioned whether foreign employee has paid income tax regularly and last year's income tax file has been settled.	The organization has filed its latest income tax return for the Income Year ended 30 June 2017 (Assessment Year 2017-2018) under Universal Self Assessment Scheme (U/S.82BB) and tax assessment is deemed to have been completed. The organization has no foreign employee.
27.	If the project has any Income Generating Activities (IGA), details of those activities should be reported & information relating to the payment of Tax on such income should also be furnished. If such Income Generating Activities are exempted by the NBR for taxation purpose, whether the NGO has collected Tax exemption certificate should also be reported.	As informed by the management and during the time of our audit of this project period from 01 September 2017 to 31 August 2018, we did not find any Income Generating Activities (IGA) component.

Sl. No.	Particulars	Auditors' observation/comments																														
28.	Whether any employee of the NGO has traveled abroad or has taken any benefits from the Foreign Grant should be mentioned. In case of foreign travel, whether NGO Affairs Bureau's permission has been taken or not should also be reported.	Certain employees traveled abroad and in this respect, Intimation Letters have been submitted to NGO Affairs Bureau on 31 October 2017 and 22 April 2018 for the employees travelled abroad during the audit period.																														
29.	A detailed fixed asset schedule should be annexed to the audit report & whether the fixed assets/ office rent agreement/ donated land/ car and other assets have been under the ownership of the NGO should be mentioned.	The title of fixed assets is in the name of Entity. No fixed asset has been procured for the project from 01 September 2017 to 31 August 2018. Ownership of fixed assets/ office rent agreement is in the name of the Entity.																														
30.	Whether fixed assets and other assets purchased from the project finance have been sold/ transferred? If so, has there NGOAB's approval, it should be mentioned.	No fixed assets were sold/transferred during the year from 01 September 2017 to 31 August 2018.																														
31	The auditor should issue a management letter containing observations regarding to irregularities / loopholes in the internal control system & 01 copy of such management letter should be sent to the Deputy Director (Inspection & Audit).if this letter/report is not required, and then it has to be mentioned.	We have issued a management letter and a copy of the management letter has been forwarded to the Deputy Director (Inspection & Audit) of the NGO Affairs Bureau.																														
32.	A Chartered Accountant firm is not allowed to conduct audit of an NGO for a continuous period of 5 years. The CA firm should provide certification that it has not been involved in the audit of the NGO for a consecutive period of more than 5 years.	We certify of being the auditor of "Improving Qualitative Journalism in Bangladesh" project, implemented by Management and Resources Development Initiative (MRDI) in partnership with Fojo Media Institute, Linnaeus University, Sweden and this is the first year of our audit for the project and for the NGO.																														
33.	A list of the names of the Executive Committee / Governing Body / Management Committee should be included in the report.	List of Board of Directors is shown as follows: <table border="1" data-bbox="934 2382 1785 3092"> <thead> <tr> <th>SL #</th> <th>Name</th> <th>Designation</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Inam Ahmed</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Hasibur Rahman</td> <td>Executive Director</td> </tr> <tr> <td>3.</td> <td>Rokia Afzal Rahman</td> <td>Director</td> </tr> <tr> <td>4.</td> <td>Farid Hossain</td> <td>Director</td> </tr> <tr> <td>5.</td> <td>Md. Nazrul Islam</td> <td>Director</td> </tr> <tr> <td>6.</td> <td>M. Emamul Haque</td> <td>Director</td> </tr> <tr> <td>7.</td> <td>Syed Ishtiaque Reza</td> <td>Director</td> </tr> <tr> <td>8.</td> <td>Sakiul Millat Morshed</td> <td>Director</td> </tr> <tr> <td>9.</td> <td>Kajal K. Sengupta</td> <td>Director</td> </tr> </tbody> </table>	SL #	Name	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 K. Sengupta	Director
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9.	Kajal K. Sengupta	Director																														

Sl. No.	Particulars	Auditors' observation/comments
34.	Whether or not all the expenditures relating to the audit have been borne by the project fund should be mentioned.	Audit fee is borne by project.
35.	The audit report should contain the enlistment number, enlistment date and reference letter number of the CA firm.	Enlistment number : 60 Enlistment date : 23 January 2018 NGOAB reference number : 03.09.2666.657. 043.253.17-1399(1)
36.	An opinion has to be given after checking financial transactions are free from money laundering and terrorist financing.	Based on our checking of the financial transactions and its documentation, we are in the opinion that financial transactions are free from money laundering and terrorist financing.

Dhaka, Bangladesh
Dated: 22 November 2018



Nurul Faruk Hasan & Co

Chartered Accountants

Signed by:

Md. Faruk Uddin Ahammed, FCA, CISA
Partner

Improving Qualitative Journalism in Bangladesh
 Implemented by
Management and Resources Development Initiative (MRDI)
 In partnership with
Fojo Media Institute, Linnaeus University, Sweden
Statement of applicable VAT & Tax
 As at 31 August 2018

Sl. no.	Head of expenditures	Actual expenses BDT	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		Tax	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
i	Human Resources (Programme Team)													
1	Executive Director (One person: part-time, 12 months)	668,657	-	-	-	-	-	-	-	-	-			
2	Executive Director (Two festival bonus)	115,098	-	-	-	-	-	-	-	-	-			
3	Project Manager (One person: full time-3 months)	1,783,800	-	-	-	-	-	-	-	-	-			
4	Project Manager (Two festival bonus)	167,500	-	-	-	-	-	-	-	-	-			
5	Project Coordinator (Two persons: full time-12 months)	698,400	-	-	-	-	-	-	-	-	-			
6	Project Coordinator (Three festival bonus-2 persons)	66,000	-	-	-	-	-	-	-	-	-			
7	M&E Focal Point (One person: part-time, 12 months)	231,352	-	-	-	-	-	-	-	-	-			
8	M&E Focal Point (Two festival bonus)	23,518	-	-	-	-	-	-	-	-	-			
9	IT officer (One person: part-time, 12 months)	270,429	-	-	-	-	-	-	-	-	-			
10	IT officer (Two festival bonus)	25,626	-	-	-	-	-	-	-	-	-			
11	Logistic Coordinator (One person: 5 days per month-12 months)	124,792	-	-	-	-	-	-	-	-	-			
12	Logistic Coordinator (Two festival bonus)	11,788	-	-	-	-	-	-	-	-	-			
13	RTI Help Desk Supervisor (33% working time, 12 months)	244,728	-	-	-	-	-	-	-	-	-			
14	RTI Help Desk Supervisor (Two festival bonus)	23,100	-	-	-	-	-	-	-	-	-			
15	Finance Controller (One person: part-time, 12 months)	341,149	-	-	-	-	-	-	-	-	-			
16	Finance Controller (Two festival bonus)	32,114	-	-	-	-	-	-	-	-	-			
17	Finance Officer (One person: full time, 12 months)	655,200	-	-	-	-	-	-	-	-	-			
18	Finance Officer (Two festival bonus)	62,000	-	-	-	-	-	-	-	-	-			
	Sub-total: Human Resources (Programme Team)	5,545,251	-	-	-	-	-	-	-	-	-			
ii	Per diems for missions/travel, Local staff													
1	MRDI Staff, International per diem (20 days)	89,050	-	-	-	-	-	-	-	-	-			
	Sub-total: Per diems for missions/travel, Local staff	89,050	-	-	-	-	-	-	-	-	-			
iii	Travel & accommodation													
1	MRDI staff International travel (per flight)	277,300	-	-	-	-	-	-	-	-	-			
2	MRDI staff International accommodation (per night)	69,550	-	-	-	-	-	-	-	-	-			
3	MRDI staff local travel	120,000	-	-	-	-	-	-	-	-	-			
4	MRDI-Project managers local travel (days)	142,275	10,412	2,083	10,412	2,083	10,412	2,083	-	-	T-203, T-143, T-88, T-132, T-40, T-118, T-205	15.11.17, 29.11.17, 02.01.18, 26.02.18, 01.04.18, 22.04.18, 30.08.18	F-210, F-145, F-92, F-136, F-35, F-120, F-204	15.11.17, 29.11.17, 02.01.18, 26.02.18, 01.04.18, 22.04.18, 30.08.18
5	Visa related expenses	43,922	-	-	-	-	-	-	-	-	-			
6	Local conveyance & communication cost (In abroad)	3,074	-	-	-	-	-	-	-	-	-			

Sl. no.	Head of expenditures	Actual expenses BDT	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		Tax	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	Sub-total: Travel & Accommodation	656,121	10,412	2,083	10,412	2,083	10,412	2,083	-	-				
iv	Trainee programme for potential future editor-in-chiefs and media managers													
1	Information kit (per person)	15,069	601	-	601	-	601	-	-	-	T-144, M-139	29.11.17, 08.02.18		
	Sub-total: Trainee programme for potential future editor-in-chiefs and media managers	15,069	601	-	601	-	601	-	-	-				
v	Training on facing adversity in Journalism													
1	Fee for Co-Trainer	75,500	-	10,350	-	10,350	-	10,350	-	-			F-52, F-53, F-24, F-55, F-26, F-57, F-83, F-84	04.10.17, 20.12.17
2	Refreshments for trainings	62,292	3,424	1,317	3,424	1,317	3,424	1,317	-	-	T-103, T-244, M-4739, M-4747, M-4749, M-9086	02.10.17, 28.12.17, 19.09.17, 20.09.17, 21.09.17, 23.09.17	F-102	02.10.17
3	Information kit	16,940	775	441	775	441	775	441	-	-	T-103, T-141, T-244	02.10.17, 21.10.17, 28.12.17	F-145	23.10.18
4	Travel, Accommodation & per diem for participants outside Dhaka	42,000	-	-	-	-	-	-	-	-				
	Sub-total: Training on facing adversity in Journalism	196,732	4,199	12,108	4,199	12,108	4,199	12,108	-	-				
vi	Training for Press Institute of Bangladesh (PIB)													
1	Fee for Lead Trainer (3 days)	60,000	-	6,000	-	6,000	-	6,000	-	-			F-3	22.03.18
2	Fee for resource persons (3 days 3 persons)	60,000	-	6,000	-	6,000	-	6,000	-	-			F-107, F-108, F-110, F-106	22.03.18, 22.03.18, 22.03.18, 22.03.18
3	Refreshments for training (20 persons per day-3 days)	51,116	3,362	2,018	3,362	2,018	3,362	2,018	-	-	T-41, T-38	01.04.18, 01.04.18	F-34	01.04.18
4	Information kit	8,729	190	76	190	76	190	76	-	-	M-58	18.03.18	F-37	01.04.18
5	Banner and certificate	9,000	429	171	429	171	429	171	-	-	T-39	01.14.18	F-36	01.04.18
6	Incidental local travel for Dhaka participants	66,000	-	-	-	-	-	-	-	-				
7	Incidental travel & accommodation for outside Dhaka participants (5 persons 3 days)	31,500	-	-	-	-	-	-	-	-				
	Sub-total: Training for Press Institute of Bangladesh (PIB)	286,345	3,981	14,265	3,981	14,265	3,981	14,265	-	-				
vii	Proposal for invitation of Investigative Journalism Partnership programme													
1	Venue rent	34,500	4,500	1,500	4,500	1,500	4,500	1,500	-	-	M-1456	01.02.18, 30.01.18	F-128	08.02.18

Sl. no.	Head of expenditures	Actual expenses BDT	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		Tax	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
2	Food & refreshment	23,719	3,094	1,031	3,094	1,031	3,094	1,031	-	-	M-1456	01.02.18, 30.01.18	F-128	08.02.18
3	Banner	4,500	386	154	386	154	386	154	-	-	T-134	26.02.18	F-137	26.02.18
4	Information kit	11,532	803	190	803	190	803	190	-	-	T-139, M-55	08.02.17, 30.01.18	F-157	15.02.18
5	Travel for participants from outside Dhaka	3,000	-	-	-	-	-	-	-	-				
6	Daily subsistence allowance for participants from outside Dhaka	7,000	-	-	-	-	-	-	-	-				
	Sub-total: Proposal for invitation of Investigative Journalism Partnership programme	84,251	8,783	2,875	8,783	2,875	8,783	2,875	-	-				
viii	Media monitoring (7 days per month)													
1	Newspaper archive charge	29,400	-	-	-	-	-	-	-	-				
2	TV clip archive charge	84,000	-	-	-	-	-	-	-	-				
	Sub-total: Media monitoring	113,400	-	-	-	-	-	-	-	-				
ix	Investigative Journalism Partnership (First and 2nd call)													
1	Travel for expert/journalist/MRDI staffs	333,571	-	-	-	-	-	-	-	-				
2	Accommodation for expert/journalists/MRDI staffs	246,210	2,760	-	2,760	-	2,760	-	-	-	T-26, T-242	28.01.18, 28.12.17		
3	Per diem for expert/journalists/MRDI staffs	322,638	-	-	-	-	-	-	-	-				
4	Meeting cost	17,020	-	-	-	-	-	-	-	-				
	Consultants honorarium													
5	Type 2: Outside Dhaka	-	-	-	-	-	-	-	-	-				
6	Type 2: In Dhaka	420,000	-	42,000	-	42,000	-	42,000	-	-			F-117, F-32, F-190, F-21	25.01.18, 01.04.18, 13.05.18, 31.05.18
7	Type 3: Outside Dhaka	690,000	-	44,500	-	44,500	-	44,500	-	-			F-4, F-1, F-52, F-61	10.01.18, 17.01.18, 13.05.18, 05.06.18
8	Type 3: In Dhaka	557,385	-	40,739	-	40,739	-	40,739	-	-			F-79, F-121, F-33, F-40, F-191, F-62, F-63, F-132, F-111, F-65	06.11.17, 13.03.18, 01.04.18, 10.04.18, 13.05.18, 05.06.18, 11.07.18, 24.07.18, 09.08.18
9	Equipment rental for partnership	63,000	7,080	-	7,080	-	7,080	-	-	-	M-761, M-319, M-325, M-665, M-811, M-315, M-347, M-680, M-505	12.11.17, 08.12.17, 09.12.17, 06.01.18, 27.04.18, 30.04.18, 30.08.18		

Sl. no.	Head of expenditures	Actual expenses BDT	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		Tax	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
10	Printing & supply	80,485	2,805	1,067	2,805	1,067	2,805	1,067	-	-	T-124, T-206	24.07.18, 30.08.18	F-207	30.08.18
11	Research, fixer & Data collection for partners	18,131	-	-	-	-	-	-	-	-				
		2,748,440	12,645	128,306	12,645	128,306	12,645	128,306	-	-				
	Less: Provision made during the year	(446,000)	-	-	-	-	-	-	-	-				
	Sub-total: Investigative Journalism Partnership	2,302,440	12,645	128,306	12,645	128,306	12,645	128,306	-	-				
x	Workshop on RTI for Investigative Journalism													
1	Venue including equipment (Brac Centre-Inn/Daily Star)	34,500	4,500	1,500	4,500	1,500	4,500	1,500	-	-	M-1055,	27.09.17	F-1	30.10.17
2	Fee for moderator	25,000	-	2,500	-	2,500	-	2,500	-	-			F-49	04.10.18
3	Fee for paper presenter	25,000	-	2,500	-	2,500	-	2,500	-	-			F-50	04.10.18
4	Fee for panel discussant	27,000	-	2,700	-	2,700	-	2,700	-	-			F-65, F-66, F-67, F-68, F-69, F-70, F-71, F-72, F-73	04.10.17, 04.10.17, 04.10.17, 04.10.17, 04.10.17, 04.10.17, 04.10.17, 04.10.17
5	Refreshments including media	85,100	11,100	3,700	11,100	3,700	11,100	3,700	-	-	M-1055	19.09.17	F-1	30.10.17
6	Information kit (pen, writing pad, folder, information materials)	13,571	501	270	501	270	501	270	-	-	T-105, T-144	02.10.17, 23.10.17	F-147	23.10.17
7	Banner and stage decoration	16,000	800	320	800	320	800	320	-	-	T-201	15.11.17	F-206	15.11.17
8	Travel for participants from outside Dhaka	42,000	-	-	-	-	-	-	-	-				
9	Daily subsistence allowance for participants outside Dhaka	98,000	-	-	-	-	-	-	-	-				
10	Invitation card printing and distribution	11,332	662	180	662	180	662	180	-	-	T-104, T-201	02.10.17, 15.11.17	F-206	15.11.17
	Sub-total: Workshop on RTI for Investigative Journalism	377,503	17,563	13,670	17,563	13,670	17,563	13,670	-	-				
xi	S & S training for selected IJ partners													
1	Venue for training	54,395	6,954	2,315	6,954	2,315	6,954	2,315	-	-	M-85, M-70	13.12.17, 28.06.18	F-3, F-50	28.12.17, 11.07.18
2	Transportation cost for resource persons (vehicle rent+fuel+driver allowance+toll)	37,206	3,318	663	3,318	663	3,318	663	-	-	T-27	04.01.18	F-26	04.01.18
3	Transportation cost for programme staff (vehicle rent+fuel+driver allowance+toll)	20,316	1,804	361	1,804	361	1,804	361	-	-	T-27	04.01.18	F-26	04.01.18
4	Transportation cost for participants (vehicle rent+fuel+driver allowance+toll) for pick & drop	62,549	5,603	1,120	5,603	1,120	5,603	1,120	-	-	T-27	04.01.18	F-26	04.01.18
5	Accommodation	184,184	23,548	8,015	23,548	8,015	23,548	8,015	-	-	M-85, M-70	13.12.17, 28.06.18	F-3, F-50	28.12.17, 11.07.18
6	Food for trainings	198,811	25,564	8,310	25,564	8,310	25,564	8,310	-	-	T-55, M-85, M-70	08.07.18, 28.06.18	F-3, F-50	28.12.17, 11.07.18

Sl. no.	Head of expenditures	Actual expenses BDT	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		Tax	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
7	Fee for resource persons	45,000	-	4,500	-	4,500	-	4,500	-	-			F-316, F-317, F-36, F-54	14.12.17, 14.12.17, 02.07.18, 04.07.18
8	Information kit	28,357	1,663	380	1,663	380	1,663	380	-	-	T-86, T-54, M-7, M-240	20.12.17, 02.07.18, 09.12.17, 03.07.18	F-243, F-139	11.08.18, 11.07.18
9	Stationary and supplies	6,258	-	-	-	-	-	-	-	-				
10	Travel for participants from districts	12,000	-	-	-	-	-	-	-	-				
11	Daily subsistence allowance for participants outside Dhaka	30,800	-	-	-	-	-	-	-	-				
12	Conveyance and incidental cost for participants	128,000	-	-	-	-	-	-	-	-				
13	Laptop rental from outside	47,250	2,250	900	2,250	900	2,250	900	-	-	T-135, T-89	02.01.18, 11.07.18	F-90, F-136	02.01.18, 11.07.18
14	Miscellaneous expenses	8,034	-	-	-	-	-	-	-	-				
15	Digital banner	6,600	314	126	314	126	314	126	-	-	T-137	11.07.18	F-141	11.07.18
	Sub-total: S & S training for selected IJ partners	869,760	71,018	26,690	71,018	26,690	71,018	26,690	-	-				
xii	Sharing Lunch with Editors/Newsroom Chiefs													
1	Food and refreshments	19,671	-	855	-	855	-	855	-	-			F-101	01.03.18
2	Travel for participants from outside Dhaka	3,000	-	-	-	-	-	-	-	-				
3	Daily subsistence allowance for participants from outside Dhaka	7,000	-	-	-	-	-	-	-	-				
	Sub-total: Sharing Lunch with Editors/Newsroom Chiefs	29,671	-	855	-	855	-	855	-	-				
xiii	2-day residential training for MRDI staffs & Coordinators and Local Editors on S & S activities													
1	Venue (With sound system & other facilities) (Hotel La Vinci, Dhaka)	-	-	-	-	-	-	-	-	-				
2	Information kit	-	-	-	-	-	-	-	-	-				
3	Food for participants	38,000	-	1,652	-	1,652	-	1,652	-	-			F-196	14.08.18
4	Daily subsistence allowance for participants from outside Dhaka	31,500	-	-	-	-	-	-	-	-				
	Sub-total: 2-day residential training for MRDI staffs & Coordinators and Local Editors on S & S activities	69,500	-	1,652	-	1,652	-	1,652	-	-				
xiv	Development of safety security guideline & publications													
1	Fee for advisers (1 person 27 days)	375,000	-	41,250	-	41,250	-	41,250	-	-			F-6, F-7, F-8	24.07.18, 24.07.18, 24.07.18
2	Fee for team members (3 persons 27 days)	750,000	-	75,000	-	75,000	-	75,000	-	-			F-14, F-15	19.06.18, 19.06.18

Sl. no.	Head of expenditures	Actual expenses BDT	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		Tax	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
3	Snacks, stationery and expert honorarium for expert interaction meeting	56,014	701	2,000	701	2,000	701	2,000	-	-	T-321, T-87, T-48, T-165, T-49, T-118, T-54, T-51, T-6, T-6	14.12.18, 20.12.17, 22.01.18, 06.03.18, 26.04.18, 03.02.18, 31.05.18, 19.06.18, 12.06.18, 06.05.18	F-318, F-319, F-320	14.12.18, 14.12.18, 14.12.18
4	Venue including equipment for draft sharing meeting	24,150	3,150	1,050	3,150	1,050	3,150	1,050	-	-	M-1493	12.06.18	F-41	27.06.18
5	Fee for expert participants for draft sharing meeting	50,000	-	5,000	-	5,000	-	5,000	-	-			F-49, F-48, F-47, F-46, F-45, F-44, F-43, F-42, F-41, F-40,	19.06.18, 19.06.18, 19.06.18, 19.06.18, 19.06.18, 19.06.18, 19.06.18, 19.06.18, 19.06.18,
6	Food & refreshments for draft sharing meeting	18,630	2,430	810	2,430	810	2,430	810	-	-	M-1493	12.06.18	F-41	27.06.18
7	Information kit for draft sharing meeting	13,125	500	200	500	200	500	200	-	-	M-67	11.06.18	F-44	27.06.18
8	Banner for draft sharing meeting	3,000	143	57	143	57	143	57	-	-	T-45	27.06.18	F-46	27.06.18
10	S & S guideline publication (DTP printing)	-	-	-	-	-	-	-	-	-				
11	S & S guideline publication distribution cost	36,000	-	-	-	-	-	-	-	-				
		1,325,919	6,924	125,367	6,924	125,367	6,924	125,367	-	-				
	Less: Provision made during the year	(36,000)	-	-	-	-	-	-	-	-				
	Sub-total: Development of safety security guideline & publications	1,289,919	6,924	125,367	6,924	125,367	6,924	125,367	-	-				
xv	Equipment rental (for promotional films)													
1	Camera	49,770	5,890	-	5,890	-	5,890	-	-	-	T-91, T-31, T-37	06.11.17, 03.09.18, 12.11.18		
2	Honorarium for camera person	40,000	-	4,000	-	4,000	-	4,000	-	-			F-84, F-133, F-30	06.11.17, 08.02.18, 03.09.18
3	Per diem for camera person	7,000	-	-	-	-	-	-	-	-				
4	Honorarium for camera assistant	12,000	-	1,800	-	1,800	-	1,800	-	-			F-32	03.09.18
5	Per diem for camera assistant	7,000	-	-	-	-	-	-	-	-				
6	Graphics	30,000	-	-	-	-	-	-	-	-				
7	Editing	40,000	-	-	-	-	-	-	-	-				
8	Directors honorarium	40,000	-	-	-	-	-	-	-	-				
9	Transportation	32,975	3,375	675	3,375	675	3,375	675	-	-	T-74	04.09.18	F-73	04.09.18
		258,745	9,265	6,475	9,265	6,475	9,265	6,475	-	-				
	Less: Provision made during the year	(110,000)	-	-	-	-	-	-	-	-				

Sl. no.	Head of expenditures	Actual expenses BDT	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		Tax	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	Sub-total: Equipment rental	148,745	9,265	6,475	9,265	6,475	9,265	6,475	-	-				
xvi	Journalist Mentorship Programme on 1 Thematic Issue 3-Day Conclave for Journalists with follow-up													
1	Fee for Facilitator	150,000	-	15,000	-	15,000	-	15,000	-	-			F-1, F-21	15.02.18, 26.04.18
2	Fee for resource persons	71,250	-	7,125	-	7,125	-	7,125	-	-			F-150, F-151, F-47	15.02.18, 15.02.18, 26.04.18
3	Transportation for resource persons (vehicle rent+fuel+driver allowance+toll)	29,584	2,607	521	2,607	521	2,607	521	-	-	T-6	01.03.18	F-7	01.03.18
4	Transportation for participants (vehicle rent+fuel+driver allowance+toll)	28,615	2,608	522	2,608	522	2,608	522	-	-	T-6	01.03.18	F-7	01.03.18
5	Information kit (folder, writing pad, pen & information material)	28,269	630	495	630	495	630	495	-	-	M-138	15.02.18	F-1, 138, F-5	26.02.18, 26.02.18, 26.04.18
6	Venue with sound system & other facilities (Hope foundation, Savar)	129,950	17,144	5,627	17,144	5,627	17,144	5,627	-	-	M-56, M-1485	11.02.18, 25.04.18	F-1	26.02.18
7	Food for participants (breakfast, 2 tea-snacks, lunch and dinner)	146,217	19,290	6,346	19,290	6,346	19,290	6,346	-	-	M-56, M-1485	11.02.18, 25.04.18	F-1, F-20	26.02.18, 17.05.18
8	Accommodation	122,831	16,206	5,331	16,206	5,331	16,206	5,331	-	-	M-56, M-1485	11.02.18,	F-1	26.02.18
9	Banner	7,200	171	69	171	69	171	69	-	-	T-28	17.05.18	F-29	17.05.18
10	Stationery and supply	3,959	540	-	540	-	540	-	-	-	T-135, T-4	26.02.18, 06.05.18		
11	Certificate	6,000	286	114	286	114	286	114	-	-	T-156	19.08.18	F-158	19.08.18
12	Laptop for participants in class room use	47,250	2,250	900	2,250	900	2,250	900	-	-	T-131, T-23	26.02.18, 17.05.18	F-133, F-26	26.02.18, 17.05.18
13	Miscellaneous expenses	3,900	-	-	-	-	-	-	-	-				
14	Travel & daily subsistence allowance for participants from outside Dhaka	37,000	-	-	-	-	-	-	-	-				
15	Incidental allowance for participants	114,000	-	-	-	-	-	-	-	-				
16	Certificate giving ceremony	8,110	-	-	-	-	-	-	-	-				
	Sub-total: Journalist Mentorship Programme on 1 Thematic Issue	934,135	61,732	42,050	61,732	42,050	61,732	42,050	-	-				
xvii	Journalist field trip under Mentorship Programme on 1 Thematic Issue													
1	Travel	70,103	7,170	900	7,170	900	7,170	900	-	-	T-112, T-38, M-63	22.04.18, 05.04.18, 24.04.18	F-117	22.04.18
2	Accommodation	35,820	3,420	-	3,420	-	3,420	-	-	-	T-39	05.04.18		
3	Daily allowance	46,800	-	-	-	-	-	-	-	-				
4	Local transportation	35,790	-	-	-	-	-	-	-	-				
5	Other local supports	20,000	-	-	-	-	-	-	-	-				
	Sub-total: Journalist field trip under Mentorship Programme on 1 Thematic Issue	208,513	10,590	900	10,590	900	10,590	900	-	-				

Sl. no.	Head of expenditures	Actual expenses BDT	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		Tax	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
xviii	Regional dialogue with Editor's Council													
1	Venue including equipment (Brac Centre-Inn)	55,000	11,345	3,244	11,345	3,244	11,345	3,244	-	-	T-119, M-42	24.07.18, 12.07.18	F-123, F-6	24.07.18, 30.08.18
2	Fee for Moderator	-	-	-	-	-	-	-	-	-				
3	Fee for Paper Presenter	-	-	-	-	-	-	-	-	-				
4	Fee for Panel Discussant	-	-	-	-	-	-	-	-	-				
5	Refreshments including media	120,000	23,915	8,550	23,915	8,550	23,915	8,550	-	-	M-42	12.07.18	F-6	30.08.18
6	Information kit (pen, writing pad, folder, information materials)	50,000	2,640	624	2,640	624	2,640	624	-	-	T-114	24.07.18	F-113	24.07.18
7	Banner and stage decoration	15,000	1,288	515	1,288	515	1,288	515	-	-			F-113	24.07.18
8	Fee for Translator	-	-	-	-	-	-	-	-	-				
9	Travel for participants from outside Dhaka	30,000	-	-	-	-	-	-	-	-			F-112, F-2	24.07.18, 28.08.18
10	Daily subsistence allowance for participants from outside Dhaka	70,000	-	-	-	-	-	-	-	-				
11	Invitation card printing and distribution	14,796	643	217	643	217	643	217	-	-	T-142	11.07.18	F-113	24.07.18
	Sub-total: Regional dialogue with Editor's Council	354,796	39,831	13,150	39,831	13,150	39,831	13,150	-	-				
xix	Capacity building for journalists association and Govt. information officers													
1	Capacity building for journalists association and Govt. information officers	750,000	-	-	-	-	-	-	-	-				
	Sub-total: Capacity building for journalists association and Govt. information officers	750,000	-	-	-	-	-	-	-	-				
xx	Developing social media guideline for MRDI and design													
1	Fee for Expert	-	-	-	-	-	-	-	-	-				
2	Social media content Designer	-	-	-	-	-	-	-	-	-				
	Sub-total: Developing social media guideline for MRDI and	-	-	-	-	-	-	-	-	-				
xxi	Networking with International Journalism Organizations/ Associations													
1	MRDI Staff, International per diem	-	-	-	-	-	-	-	-	-				
2	MRDI staff, International travel	-	-	-	-	-	-	-	-	-				
3	MRDI staff, International accommodation	-	-	-	-	-	-	-	-	-				
4	Visa related expenses	-	-	-	-	-	-	-	-	-				
5	Local conveyance & Communication cost (in abroad)	-	-	-	-	-	-	-	-	-				
6	Editor for JIGN	-	-	-	-	-	-	-	-	-				
	Sub-total: Networking with International Journalism Organizations/ Associations	-	-	-	-	-	-	-	-	-				
xxii	Thematic Seminar with Policy Makers													
1	Venue including equipment (Brac Centre-Inn/The Daily Star)	34,500	4,700	1,500	4,700	1,500	4,700	1,500	-	-	T-144, M-1451	31.01.18, 24.01.18	T-38	31.01.18
2	Fee for Moderator	20,000	-	2,000	-	2,000	-	2,000	-	-			F-53	23.01.18

Sl. no.	Head of expenditures	Actual expenses BDT	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		Tax	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
3	Fee for Paper Presenter	25,000	-	4,500	-	4,500	-	4,500	-	-			F-135, F-136, F-137, F-138, F-139, F-140, F-141, F-142, F-52	31.01.18, 23.01.18
4	Fee for Panel Discussant	20,000	-	-	-	-	-	-	-	-				
5	Refreshments including media	80,903	10,553	3,518	10,553	3,518	10,553	3,518	-	-	M-1451	24.01.18	T-38	31.01.18
6	Information kit (pen, writing pad, folder, information material)	6,962	32	-	32	-	32	-	-	-	T-144	31.01.18		
7	Banner and stage decoration	5,500	262	105	262	105	262	105	-	-				
8	Travel for participants from outside Dhaka	12,000	-	-	-	-	-	-	-	-				
9	Daily subsistence allowance for participants from outside Dhaka	28,000	-	-	-	-	-	-	-	-				
10	Distribution of invitation letter	3,395	-	-	-	-	-	-	-	-				
	Sub-total: Thematic Seminar with Policy Makers	236,260	15,547	11,623	15,547	11,623	15,547	11,623	-	-				
xxiii	Audit fee													
1	External audit fee	150,000	19,565	13,044	19,565	13,044	19,565	13,044	-	-	T-35	23.10.17	F-36	23.10.17
	Sub-total: Audit fee	150,000	19,565	13,044	19,565	13,044	19,565	13,044	-	-				
	Programme cost	14,707,461	292,656	415,113	292,656	415,113	292,656	415,113	-	-				
xxiv	Programme management cost													
1	MRDI Overhead (25% of the Human Resources)	1,386,313	-	-	-	-	-	-	-	-				
2	Contingency	556,664	8,534	14,063	8,534	14,063	8,534	14,063	-	-	T-115, T-156, T-47, T-145, T-117, T-33, T-24, T-189, T-56	24.07.18, 04.01.18, 22.01.18, 31.01.18, 04.02.18, 17.05.18, 13.05.18, 08.07.18	F-122, F-112, F-2, F-48, F-192, F-29, F-34, F-54	24.07.18, 24.07.18, 28.08.18, 26.04.18, 13.05.18, 17.05.18, 30.06.18, 08.07.18
3	Facility service for Fojo staffs	420,000	-	-	-	-	-	-	-	-				
4	Financial services	16,949	-	-	-	-	-	-	-	-				
5	Support to review MRDI Financial and Administrative Manual	200,000	-	-	-	-	-	-	-	-				
	Sub-total: Programme management cost	2,579,926	8,534	14,063	8,534	14,063	8,534	14,063	-	-				
	Grand Total	17,287,387	301,190	429,176	301,190	429,176	301,190	429,176	-	-				