

Independent Auditor's Report on the Financial Statements of
Project Name: **Improving Qualitative Journalism in Bangladesh**
Implemented by: **Management and Resources Development Initiative (MRDI)**
Funded by: Fojo Media Institute, Linnaeus University, Sweden
For the period from September 01, 2018 to August 31, 2019

Submitted by:
Howladar Yunus & Co.
Chartered Accountants

October 27, 2019

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FIRST PART

Auditor's Report and
Audited Financial Statements



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

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Opinion

We have audited the accompanying Financial statements of Improving Qualitative Journalism in Bangladesh project implemented by Management and Resources Development Initiative (MRDI); funded by Fojo Media Institute, Linnaeus University, Sweden. which comprise the balance sheet as at August 31, 2019, the Statement of Income and Expenditure and Statement of Receipts and Payments for the year then ended and notes to the financial statements including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements give true and fair view, in all material respects, of the financial position of the project as at August 31, 2019, and of its financial performance and its cash flows for the year then ended in accordance with International Financial and Reporting Standards (IFRSs) as applicable explained in Note- 2.1.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with International Financial and Reporting Standards (IFRSs) as applicable explained in Note- 2.1, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern

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and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

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

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


Chartered Accountants

Dated: Dhaka
October 27, 2019

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

Balance Sheet
 As at 31 August 2019

	Notes	As at 31 August	
		2019 BDT	2018 BDT
Assets			
Cash and cash equivalents	3	3,657,503	3,540,762
		<u>3,657,503</u>	<u>3,540,762</u>
Fund and Liabilities			
Unutilized donor fund	4	2,935,869	2,635,700
Reserve fund-bank interest	5	253,068	163,062
Provision for outstanding expenses	6	468,566	742,000
		<u>3,657,503</u>	<u>3,540,762</u>

The accompanying notes 1-58 form an integral part of these financial statements.


 Manager, Finance


 Executive Director

As per our annexed report of same date


 Chartered Accountants

Dated: Dhaka
 October 27, 2019

Project Name: 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 2019

	Notes	For the year ended 31 August	
		2019	2018
		BDT	BDT
Income			
Grant income	7	20,843,430	17,879,387
		<u>20,843,430</u>	<u>17,879,387</u>
Expenditure			
Salaries	9	6,078,652	5,545,251
Per diems for missions/ travel-local staff	10	218,960	89,050
Travel & accommodation	11	665,180	656,121
Basic Training on Fact Checking	12	539,694	-
Certificate Giving Ceremony of Mentorship Program	13	25,737	-
Collaboration with International Organization	14	303,085	-
Followup Meeting with the Universities	15	31,201	-
Future Editors Training	16	169,248	-
GIJN Asia Study Visit - IJP	17	600,837	-
GIJN Asia Study Visit - Mentorship	18	14,196	-
GIJN Asia Study Visit (Project Staff)	19	374,986	-
GIJN Bangla Service	20	387,473	-
Handbook for Journalist on Investigative Reporting	21	282,290	-
Interaction Meeting with Academics in Journalism	22	104,651	-
Investigative journalism partnership (IJP)	23	875,199	2,748,440
Kick off for partnership with S&S	24	-	869,760
Launching seminar for IJP	25	104,944	84,251
Sharing lunch with editors/ newsroom chiefs	26	-	29,671
Developing S&S guideline and publication	27	-	1,325,919
Media monitoring	28	113,400	113,400
Mentorship Conclave	29	758,371	-
Mentorship Support	30	515,000	-
M & E Training for MRDI	31	5,615	-
Mid-Term Evaluation	32	452,915	-
Publication & Distribution	33	308,429	-
Residential Training for Women Reporters on Investigative Reporting	34	692,058	-
Safety Security Guideline Publication & Distribution	35	483,236	-
Training for DCAB Member	36	616,853	-
Training on Investigative Reserch and Collaboration	37	757,100	-
Training on Safety & Security	38	672,134	-
Equipment rental (for promotional films)	39	-	258,745
Journalist mentorship programme	40	-	934,135
Journalist field trip under mentorship Programme	41	-	208,513
Trainee programme for potential future editor-in-chiefs and media managers	42	-	15,069
2-day training for MRDI staffs & Coordinators and local editors on S&S activities	43	-	69,500
Safety programmes and trainings	44	-	196,732
Regional dialogue with editor's council	45	-	354,796
Capacity building for journalists association	46	1,090,619	750,000

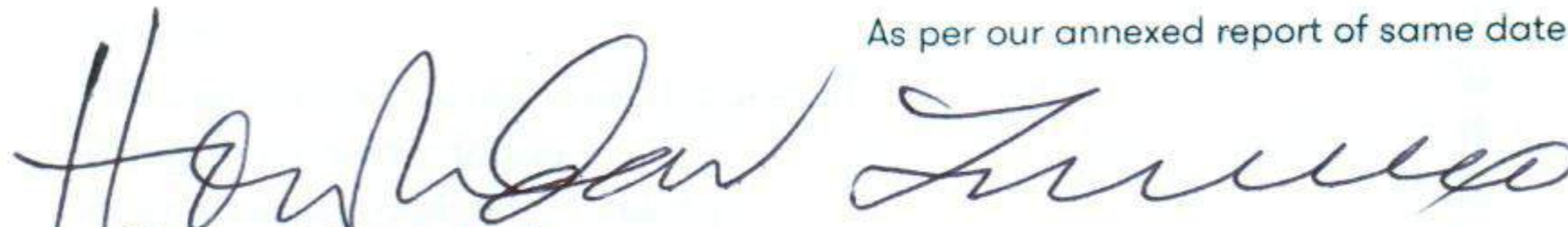


	Notes	2019 BDT	2018 BDT
Income			
Workshop on RTI for investigative journalism	47	-	377,503
Workshop for Female Investigative Reporters	48	150,550	-
Workshop for GIJN Asia Participants in Dhaka	49	21,806	-
Workshop on Knowledge Based Organization	50	6,103	-
Thematic seminar with policy makers	51	-	236,260
Training of Trainers of PIB	52	270,083	286,345
RTI Help Desk	53	199,720	-
Facility service for Fojo staffs	54	420,000	420,000
Financial services	55	23,772	16,949
Contingency	56	483,321	556,664
Support to review financial document	57	-	200,000
MRDI Overhead		1,876,012	1,386,313
Audit Fees	58	150,000	150,000
		20,843,430	17,879,387

The accompanying notes 1-58 form an integral part of these financial statements.


Manager, Finance


Executive Director


Chartered Accountants

As per our annexed report of same date

Dated: Dhaka
October 27, 2019

Project Name: 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 2019

	Notes	For the year ended 31 August	
		2019	2018
		BDT	BDT
Opening balance		3,540,762	531,059
Cash at bank		3,540,762	531,059
Receipts			
Foreign donation	4.1	20,996,599	20,162,398
Bank interest	8.0	90,006	134,692
Exchange Gain (Loss)			
Total receipts		24,627,367	20,828,149
Payments			
Salaries	9	6,078,652	5,545,251
Per diems for missions/ travel-local staff	10	218,960	89,050
Travel & accommodation	11	665,180	656,121
Basic Training on Fact Checking	12	539,694	-
Certificate Giving Ceremony of Mentorship Program	13	25,737	-
Collaboration with International Organization	14	206,618	-
Followup Meeting with the Universities	15	31,201	-
Future Editors Training	16	169,248	-
GIJN Asia Study Visit - IJP	17	600,837	-
GIJN Asia Study Visit - Mentorship	18	14,196	-
GIJN Asia Study Visit (Project Staff)	19	374,986	-
GIJN Bangla Service	20	387,473	-
Handbook for Journalist on Investigative Reporting	21	282,290	-
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Investigative journalism partnership (IJP)	23	875,199	2,302,440
Kick off for partnership with S&S	24	-	869,760
Launching seminar for IJP	25	104,944	84,251
Sharing lunch with editors/ newsroom chiefs	26	-	29,671
Developing S&S guideline and publication	27	-	1,289,919
Media monitoring	28	113,400	113,400
Mentorship Conclave	29	758,371	-
Mentorship Support	30	515,000	-
M & E Training for MRDI	31	5,615	-
Mid-Term Evaluation	32	452,915	-
Publication & Distribution	33	256,429	-
Residential Training for Women Reporters on Investigative Reporting	34	692,058	-
Safety Security Guideline Publication & Distribution	35	483,236	-
Training for DCAB Member	36	616,853	-
Training on Investigative Reserch and Collaboration	37	757,100	-



		2019	2018
	Notes	BDT	BDT
Training on Safety & Security	38	503,384	-
Equipment rental (for promotional films)	39	-	148,745
Journalist mentorship programme	40	-	934,135
Journalist field trip under mentorship Programme	41	-	208,513
Trainee programme for potential future editor-in-chiefs and media managers	42	-	15,069
2-day training for MRDI staffs & Coordinators and local editors on S&S activities	43	-	69,500
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Regional dialogue with editor's council	45	-	354,796
Capacity building for journalists association	46	1,090,619	750,000
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Workshop for Female Investigative Reporters	48	150,550	-
Workshop for GIJN Asia Participants in Dhaka	49	21,806	-
Workshop on Knowledge Based Organization	50	6,103	-
Thematic seminar with policy makers	51	-	236,260
Training for PIB	52	270,083	286,345
RTI Help Desk	53	199,720	-
Facility service for Fojo staffs	54	420,000	420,000
Financial services	55	22,423	16,949
Contingency	56	483,321	556,664
Support to review financial document	57	-	200,000
Audit	58	-	150,000
Payment of outstanding Expenses		595,000	-
MRDI Overhead		1,876,012	1,386,313
Total payments		20,969,864	17,287,387
Closing balances	3.1	3,657,503	3,540,762
Cash at bank		3,657,503	3,540,762
		24,627,367	20,828,149

The accompanying notes 1-58 form an integral part of these financial statements.


Manager, Finance


Executive Director

Project Name: Improving Qualitative Journalism in Bangladesh
Implemented by: Management and Resources Development Initiative (MRDI)
In partnership with: Fojo Media Institute, Linnaeus University, Sweden
Notes to the Financial Statements
For the year ended 31 August 2019

1.0 About the organization and project

1.1 About the organization

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

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

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

1.2 About the project

Improving Qualitative Journalism in Bangladesh is a 03 years project starting from 01 September 2016 to 31 August 2019. 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. Investigative Journalism Partnership (IJP).
- ii. Training on Investigative Research and Collaboration.
- iii. Residential Training for Women Reporters on Investigative Reporting.
- iv. Launching Seminar on Investigative Journalism Partnership.
- v. Workshop for female investigative reporters.
- vi. Workshop for GIJN Asia Participants
- vii. Anti-corruption Workshop.
- viii. Handbook for Journalist on Investigative Reporting using RTI .
- ix. Media Monitoring.
- x. Mentorship Conclave.
- xi. In-house training for potential future editor and news managers in 2 media houses
- xii. Training on safety and security.
- xiii. Safety Security Guideline Publication & Distribution.
- xiv. Capacity building for journalists association.
- xv. GIJN Bangla Service
- xvi. Collaboration with international organisations.
- xvii. Basic Training on Fact Checking.
- xviii. Interaction Meeting with Academics in Journalism.
- xix. Followup Meeting with the universities
- xx. Training of Trainers of PIB
- xxi. RTI Help Desk
- xxii. Workshop on Knowledge based Organization
- xxiii. Monitoring & Evaluation Training for MRDI
- xxiv. Training for DECAB Member
- xxv. Certificate Giving Ceremony of Mentorship Programme
- xxvi. Mid-term Evaluation

1.4 Project period

Total duration of the project is for three years covering from 01 September 2016 to 31 August 2019.

2 Summary of significant accounting policies

2.1 Basis of accounting

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

2.2 Accounting for grants

International Accounting Standard (IAS) 20 "Accounting for Government Grants and Disclosure of Government Assistance" has been followed during the year under audit for recognition of grant income.

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



2.3 Allocation of common staff salary

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

2.4 Cash and Cash Equivalentents

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

2.5 Reporting period

The financial statements of the project cover 12 months starting from 01 September 2018 to 31 August 2019.

2.6 General

* Previous year's figures and account titles have been rearranged whenever necessary to conform current year's presentation.



		As at 31 August																																																		
		2019	2018																																																	
Notes		BDT	BDT																																																	
3	Cash and cash equivalents																																																			
	Cash at bank	3,657,503	3,540,762																																																	
		<u>3,657,503</u>	<u>3,540,762</u>																																																	
3.1	Cash at bank																																																			
	Cash at bank	3,657,503	3,540,762																																																	
	Prime Bank Ltd. Asad Gate Branch, Dhaka, A/C # 2138314003939	<u>3,657,503</u>	<u>3,540,762</u>																																																	
4	Unutilized donor fund																																																			
	Opening balance	2,635,700	352,689																																																	
	Add: Foreign donation received during the period	20,996,599	20,162,398																																																	
	Less: Grant income recognised	(20,843,430)	(17,879,387)																																																	
	Add: Previous year adjustment due to not paid the expenditure against the accounts payable	147,000	-																																																	
		<u>2,935,869</u>	<u>2,635,700</u>																																																	
4.1	Foreign donation																																																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date of Receipts</th> <th>Installment</th> <th>SEK</th> <th>USD</th> <th>Year</th> <th>BDT</th> <th>BDT</th> </tr> </thead> <tbody> <tr> <td>12-Oct-17</td> <td>1st Installment</td> <td style="text-align: right;">1,103,205</td> <td style="text-align: right;">138,195</td> <td>2017-18</td> <td style="text-align: center;">-</td> <td style="text-align: right;">11,173,040</td> </tr> <tr> <td>9-Apr-18</td> <td>2nd Installment</td> <td style="text-align: right;">903,000</td> <td style="text-align: right;">108,962</td> <td>2017-18</td> <td style="text-align: center;">-</td> <td style="text-align: right;">8,989,358</td> </tr> <tr> <td>24-Oct-18</td> <td>1st Installment</td> <td style="text-align: right;">969,094</td> <td style="text-align: right;">109,850</td> <td>2018-19</td> <td style="text-align: right;">9,101,044</td> <td style="text-align: center;">-</td> </tr> <tr> <td>2-May-19</td> <td>2nd Installment</td> <td style="text-align: right;">769,983</td> <td style="text-align: right;">82,838</td> <td>2018-19</td> <td style="text-align: right;">6,915,276</td> <td style="text-align: center;">-</td> </tr> <tr> <td>18-Jul-19</td> <td>3rd Installment</td> <td style="text-align: right;">555,600</td> <td style="text-align: right;">59,644</td> <td>2018-19</td> <td style="text-align: right;">4,980,279</td> <td style="text-align: center;">-</td> </tr> <tr> <td colspan="5">Total</td> <td style="text-align: right;">20,996,599</td> <td style="text-align: right;">20,162,398</td> </tr> </tbody> </table>	Date of Receipts	Installment	SEK	USD	Year	BDT	BDT	12-Oct-17	1st Installment	1,103,205	138,195	2017-18	-	11,173,040	9-Apr-18	2nd Installment	903,000	108,962	2017-18	-	8,989,358	24-Oct-18	1st Installment	969,094	109,850	2018-19	9,101,044	-	2-May-19	2nd Installment	769,983	82,838	2018-19	6,915,276	-	18-Jul-19	3rd Installment	555,600	59,644	2018-19	4,980,279	-	Total					20,996,599	20,162,398		
Date of Receipts	Installment	SEK	USD	Year	BDT	BDT																																														
12-Oct-17	1st Installment	1,103,205	138,195	2017-18	-	11,173,040																																														
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Total					20,996,599	20,162,398																																														
5	Reserve fund-bank interest																																																			
	Opening balance	163,062	28,370																																																	
	Add: Interest received during the period	100,007	149,657																																																	
	Less: TDS on bank interest	(10,001)	(14,965)																																																	
		<u>253,068</u>	<u>163,062</u>																																																	
6	Provision for outstanding expenses																																																			
	Opening Balance	742,000	150,000																																																	
	Add: Addition during the year	468,566	742,000																																																	
		<u>1,210,566</u>	<u>892,000</u>																																																	
	Less: Paid during the year	595,000	150,000																																																	
	Less: Transferred to unutilized donor fund due to not paid the previous year expenditure against the provision	147,000	-																																																	
	Closing Balance	<u>468,566</u>	<u>742,000</u>																																																	



The above balance made up as follows:

6.1 Provision for outstanding expenses

Colloboration with International Organization-	96,467	-
International Perdiem		
Financial Services	1,349	-
P&D- Communication Materials- Transparent	52,000	-
External audit-Howladar Yunus & Co.	150,000	-
Training on Safety & Security- Lead Consultant for Need	168,750	-
Assessment		
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
DTP printing	-	-
Distribution cost	-	36,000
External audit	-	150,000
	468,566	742,000



		For the period ended 31 August	
		2019	2018
		BDT	BDT
7	Grant income		
	Grant income	20,843,430	17,879,387
		<u>20,843,430</u>	<u>17,879,387</u>
Amount equivalent to total expenditure incurred for the period has been recognized as grant income for the period according to International Accounting Standard (IAS)-20.			
8	Interest on bank deposit		
	Interest received during the period	100,007	149,657
	Less: TDS on bank interest	(10,001)	(14,965)
	Total	<u>90,006</u>	<u>134,692</u>
9	Salaries		
	Executive Director	852,505	783,755
	Project Manager	2,151,600	1,951,300
	Project Coordinator	1,578,640	764,400
	M & E Focal Point	267,613	254,870
	IT Officer	-	296,055
	Logistic Coordinator	146,140	136,580
	Finance Controller	283,354	373,263
	Finance Officer	798,800	717,200
	RTI Helpdesk Supervisor	-	267,828
	Total	<u>6,078,652</u>	<u>5,545,251</u>
10	Per diems for missions/ travel-local staff		
	MRDI staff, International Per diem	218,960	89,050
	Total	<u>218,960</u>	<u>89,050</u>
11	Travel & accommodation		
	MRDI staff international travel	360,000	277,300
	MRDI staff international accommodation		69,550
	MRDI staff local travel	111,904	120,000
	MRDI-FOJO Project staff local travel	112,025	142,275
	Visa related expenses	45,654	43,922
	Local conveyance & communication Cost (in abroad)	35,597	3,074
	Total	<u>665,180</u>	<u>656,121</u>
12	Basic Training on Fact Checking		
	Accommodation	135,481	-
	Banner	3,000	-
	Certificate	5,500	-
	Conveyance & Incedental Cost for Participants	90,000	-
	Daily Allowance for Programme Staffs	5,400	-
	Food for Participants	126,687	-
	Information Kit	21,715	-
	Laptop for Participants	34,500	-
	Miscellaneous Expenses	4,900	-
	Stationery	4,935	-
	Transportation for Participants	31,357	-
	Transportation for Program Staff	18,558	-
	Transportation for Resource Person	12,121	-
	Venue	45,540	-
	Total	<u>539,694</u>	<u>-</u>



		For the period ended 31 August	
		2019	2018
		BDT	BDT
13	Certificate Giving Ceromony of Mentorship Program		
	Certificate	5,500	-
	Daily Subsistance Allowance for Outside Participants	3,500	-
	Food & Refreshment	13,737	-
	Travel for Participant-Outside Dhaka	3,000	-
	Total	25,737	-
14	Collaboration with International Organization		
	International Perdiem	96,467	-
	International Travel	190,200	-
	Visa Related Expenses	16,418	-
	Total	303,085	-
	Less: Provision made durina the period	96,467	-
	As per Statement of Receipts and Payments	206,618	-
15	Followup Meeting with the Universities		
	Perdiem for Program Staffs	3,000	-
	Transportation for Program Staffs	28,201	-
	Total	31,201	-
16	Future Editors Training		
	Information Kit	11,869	-
	Refreshments for Trainings	157,379	-
	Total	169,248	-
17	GIJN Asia Study Visit - IJP		
	International Per Diem	158,100	-
	International Travel	392,500	-
	Local Conveyances & Communication	15,341	-
	Visa Related Expenses	34,896	-
	Total	600,837	-
18	GIJN Asia Study Visit - Mentorship		
	Visa Related Expenses	14,196	-
	Total	14,196	-
19	GIJN Asia Study Visit (Project Staff)		
	International Per Diem	107,100	-
	International Travel	235,500	-
	Local Conveyances & Communication	17,404	-
	Visa Related Expenses	14,982	-
	Total	374,986	-



		For the period ended 31 August	
		2019	2018
		BDT	BDT
20	GIJN Bangla Service		
	GIJN Bangla Service Related Cost	140,806	-
	GIJN Editor - Honorarium	246,667	-
	Total	387,473	-
21	Handbook for Journalist on Investigative Reporting		
	Distribution of Handbook	3,590	-
	DTP Design, Editing & Printing	108,700	-
	Honorarium for Reviewer	50,000	-
	Honorarium for Writer	120,000	-
	Total	282,290	-
22	Interaction Meeting with Academics in Journalism		
	Food & Refreshment	14,495	-
	Information Kit	2,446	-
	Invitation Letter Distribution Cost	210	-
	Subsistence Allow. for Participant Outside	45,500	-
	Travel for Participants Outside Dhaka	42,000	-
	Total	104,651	-
23	Investigative journalism partnership (IJP)		
	Transportation for expert/ journalists/ MRDI staffs	200,956	333,571
	Accommodation for expert/ journalists/ MRDI staffs	28,292	246,210
	Per diem for expert/ journalists/ MRDI staffs	58,525	322,638
	Meeting cost	34,793	17,020
	Consultants honorarium		
	In Dhaka	499,053	-
	Outside Dhaka	45,000	-
	Type 2: In Dhaka	-	420,000
	Type 3: In Dhaka	-	557,385
	Type 3: Outside Dhaka	-	690,000
	Equipment rent for partnership	8,580	63,000
	Printing & supply	-	80,485
	Research, fixer & data collection for partners	-	18,131
	Total	875,199	2,748,440
	Less: Provision made during the period		(446,000)
	As per Statement of Receipts and Payments	875,199	2,302,440
24	Kick off for partnership, with S & S		
	Venue for training	-	54,395
	Transportation for resource persons	-	37,206
	Transportation for programme staff	-	20,316
	Transportation for participants	-	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 outside Dhaka participants	-	30,800
	Conveyance and incidental for participants	-	128,000
	Laptop rental from outside	-	47,250
	Miscellaneous expenses	-	8,034
	Digital banner	-	6,600
	Total	-	869,760



		For the period ended 31 August	
		2019	2018
		BDT	BDT
25	Launching seminar for IJP		
	Venue	34,500	34,500
	Food & refreshment	25,806	23,719
	Banner	4,500	4,500
	Information kit	10,138	11,532
	Travel for participants from outside Dhaka	16,000	3,000
	Subsistence allowance for participants from outside Dhaka	14,000	7,000
	Total	104,944	84,251
26	Sharing lunch with editors/ newsroom chiefs		
	Refreshments	-	19,671
	Travel for participants from outside Dhaka	-	3,000
	Daily subsistence allowance for participants from outside Dhaka	-	7,000
	Total	-	29,671
27	Developing S & S guideline and publication		
	Reviewing guideline	-	375,000
	Fee for team members	-	750,000
	Snacks, stationery and expert honorarium	-	56,014
	Venue including equipment	-	24,150
	Fee for expert participants	-	50,000
	Food & refreshments	-	18,630
	Information kit	-	13,125
	Banner	-	3,000
	Distribution cost	-	36,000
	Total	-	1,325,919
	Less: Provision made during the period		(36,000)
	As per Statement of Receipts and Payments	-	1,289,919
28	Media monitoring		
	Newspaper archive charges	29,400	29,400
	TV clip archive charge	84,000	84,000
	Total	113,400	113,400
29	Mentorship Conclave		
	Accommodation	168,624	-
	Conv& Incid. for Participation	88,000	-
	Daily Allowance for Prog. Staff	9,000	-
	Digital Banner	3,000	-
	Food for Participants	169,990	-
	Honorarium for Resource Person	75,000	-
	Information Kit	18,034	-
	Laptop for Participants	43,125	-
	Miscellaneous Expenses	5,000	-
	Stationary	5,330	-
	Subsistence Allow. Out Dhaka	21,000	-
	Transportation for Participants	24,204	-
	Transportation for Prog. Staff	24,178	-
	Transportation for Res. Person	40,636	-
	Venue	63,250	-
	Total	758,371	-



		For the period ended 31 August	
		2019	2018
		BDT	BDT
30	Mentorship Support		
	Expenses for Mentees	140,000	-
	Honorarium for Mentors	375,000	-
	Total	515,000	-
31	M & E Training for MRDI		
	M & E Training- Food & Refreshments	5,615	-
	Total	5,615	-
32	Mid-Term Evaluation		
	MTE -Local Expert	450,000	-
	MTE- Meeting Expenses	2,915	-
	Total	452,915	-
33	Publication & Distribution		
	Communication Materials	297,000	-
	Distribution Cost	11,429	-
	Total	308,429	-
	Less: Provision made during the period (Communication Materials)	52,000	-
	As per Statement of Receipts and Payments	256,429	-
34	Residential Training for Women Reporters on Investigative Reporting		
	Transportation for Resource Person	39,230	-
	Accommodation	156,354	-
	Banner	3,000	-
	Certificate	5,500	-
	Conveyance & Incidental Cost	96,000	-
	Daily Allowance for Program Staff	6,750	-
	Food for Participants	127,885	-
	Honorarium for Facilitators	75,000	-
	Honorarium for Resource Persons	22,500	-
	Information Kit	18,257	-
	Laptop for Participants	34,500	-
	Miscellaneous Expenses	5,014	-
	Stationery	3,633	-
	Transportation for Participants	25,170	-
	Transportation for Prog. Staff	27,725	-
	Venue	45,540	-
	Total	692,058	-



		For the period ended 31 August	
		2019	2018
		BDT	BDT
35	Safety Security Guideline Publication & Distribution		
	Safety Security Guideline Publication	217,200	-
	Safety Security Guideline Translation	120,249	-
	SSGPD- Distribution Cost	10,787	-
	SSGPD-Icon Design	135,000	-
	Total	483,236	-
36	Training for DCAB Member		
	Information Kit	18,516	-
	Accommodation	113,977	-
	Banner	3,000	-
	Certificate	5,500	-
	Conveyance & Incidental Cost for Participant	60,000	-
	Daily Allowances for Programme Staffs	7,800	-
	Food for Participants	101,872	-
	Honorarium for Facilitators	75,000	-
	Honorarium for Resource Person	60,000	-
	Laptop for Participants	34,500	-
	Miscellaneous Expenses	6,633	-
	TFDCABM- Stationery	3,740	-
	Transportation for Participants	37,383	-
	TFDCABM- Transportation for Program Staff	8,899	-
	Transportation for Resource Person	34,493	-
	Venue	45,540	-
	Total	616,853	-
37	Training on Investigative Reserch and Collaboration		
	Accommodation	210,370	-
	Banner	3,000	-
	Certificate	5,500	-
	Conveyance and Incidental Cost for Participants	128,000	-
	Daily Allowance for Programme Staffs	9,000	-
	Food for Participants	175,249	-
	Information Kit	13,933	-
	Laptop for Participants in Class Room Use	43,125	-
	Miscellaneous Expenses	5,128	-
	Stationery	3,192	-
	Transportation for Participants	38,674	-
	Transportation for Resource Person	39,581	-
	Transportation for Programme Staffs	10,876	-
	Venue	71,472	-
	Total	757,100	-



		For the period ended 31 August	
		2019	2018
		BDT	BDT
38	Training on Safety & Security		
	Accommodation	81,719	-
	Banner	3,000	-
	Conveyance & Incidental Cost for Participants	52,000	-
	Daily Allowances for Program Staffs	4,500	-
	Food for Participants	70,817	-
	Honorarium for Facilitators	50,000	-
	Information Kit	20,202	-
	Laptop for Participants	67,275	-
	Lead Consultant for Need Assessment	225,000	-
	Miscellaneous Expenses	5,255	-
	Stationery	4,815	-
	Transportation for Participants	25,090	-
	Transportation for Program Staff	19,403	-
	Transportation for Resource Person	12,698	-
	Venue	30,360	-
	Total	672,134	-
	Less: Provision made during the period consultant for Need Assessment]	(Lead 168,750	-
	As per Statement of Receipts and Payments	503,384	-
39	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
	Transportation	-	32,975
	Graphics honorarium	-	30,000
	Editing honorarium	-	40,000
	Directors honorarium	-	40,000
	Total	-	258,745
	Less: Provision made during the period	-	(110,000)
	As per Statement of Receipts and Payments	-	148,745
40	Journalist mentorship programme		
	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	-	129,950
	Food for participants	-	146,217
	Accommodation	-	122,831
	Banner	-	7,200
	Stationery	-	3,959
	Certificate	-	6,000
	Laptop for participants in class room	-	47,250
	Miscellaneous expenses	-	3,900
	Travel & daily subsistence allowance for participants	-	37,000
	Incidental allowance for participants	-	114,000
	Certificate giving ceremony	-	8,110
	Total	-	934,135



		For the period ended 31 August	
		2019	2018
		BDT	BDT
41	Journalist field trip under mentorship programme		
	Travel	-	70,103
	Accommodation	-	35,820
	Daily allowance	-	46,800
	Local transportation	-	35,790
	Other local support	-	20,000
	Total	-	208,513
42	Trainee programme for potential future editor-in-chiefs and		
	Information kit	-	15,069
	Total	-	15,069
43	2-day training for MRDI staffs & coordinators and focal		
	Food for participants	-	38,000
	Daily subsistence allowance for participants from outside Dhaka	-	31,500
	Total	-	69,500
44	Safety programmes and trainings		
	Fee for Co-Trainer	-	75,500
	Refreshments for trainings	-	62,292
	Information kit	-	16,940
	Travel, accommodation & per diem for participants from outside	-	42,000
	Content finalization meeting	-	-
	Total	-	196,732
45	Regional dialogue with editor's council		
	Venue including equipment	-	55,000
	Refreshments	-	120,000
	Information kit	-	50,000
	Banner and stage decoration	-	15,000
	Travel for participants from outside Dhaka	-	30,000
	Daily subsistence allowance	-	70,000
	Invitation card printing and distribution	-	14,796
	Total	-	354,796
46	Capacity building for journalists association		
	Capacity building for journalists association	1,023,645	750,000
	Accommodation	19,200	-
	Daily Allowance	13,200	-
	Transportation	34,574	-
	Total	1,090,619	750,000



		For the period ended 31 August	
		2019	2018
		BDT	BDT
47	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	-	85,100
	Information kit	-	13,571
	Banner and stage decoration	-	16,000
	Travel for participants from outside Dhaka	-	42,000
	Daily subsistence allowance	-	98,000
	Invitation card printing and distribution	-	11,332
	Total	-	377,503
48	Workshop for Female Investigative Reporters		
	Banner	3,600	-
	Conveyance and Incidental Cost for Participants	34,000	-
	Fee for Facilitators	25,000	-
	Fee for Resource Persons	5,000	-
	Food & Refreshment	24,725	-
	Information Kit	12,225	-
	Venue	46,000	-
	Total	150,550	-
49	Workshop for GIJN Asia Participants in Dhaka		
	Information Kit for Seoul Visit	18,792	-
	Lunch and Tea	3,014	-
	Total	21,806	-
50	Workshop on Knowledge Based Organization		
	Food & Refreshments	6,103	-
	Total	6,103	-
51	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
	Food & refreshments	-	80,903
	Information kit	-	6,962
	Banner & stage decoration	-	5,500
	Travel for participants outside Dhaka	-	12,000
	Daily subsistence allowance	-	28,000
	Distribution of invitation letter	-	3,395
	Total	-	236,260
52	Training of Trainers of PIB		
	Honorarium for Lead Trainer	75,000	60,000
	Honorarium for resource persons	22,500	60,000
	Refreshments	49,229	51,116
	Information kit	13,054	8,729
	Banner and certificate	15,800	9,000
	Incidental local travel for Dhaka trainers	84,000	66,000
	Travel accommodation per diem for outside Dhaka participants	10,500	31,500
	Total	270,083	286,345



		For the period ended 31 August	
		2019	2018
		BDT	BDT
53	RTI Help Desk		
	RTI help desk Supervisor	189,220	-
	RTI help desk Supervisor (Festival Allowance)	10,500	-
	Total	199,720	-
54	Facility service for Fojo staffs		
	Facility service for FOJO staffs	420,000	420,000
	Total	420,000	420,000
55	Financial services		
	Bank charges	23,772	16,949
	Less: Provision made during the period	1,349	-
	As per Statement of Receipts and Payments	22,423	16,949
56	Contingency		
	Contingency	483,321	556,664
	Total	483,321	556,664
57	Support to review financial document		
	Support to review financial document	-	200,000
	Total	-	200,000
58	Audit		
	Audit fees	150,000	150,000
	Total	150,000	150,000
	Less: Provision made during the year	(150,000)	-
	As per Statement of Receipts and Payments	-	150,000


Manager, Finance




Executive Director

SECOND PART

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



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FORM FD - 4
Auditor's Certificate

We have audited the Financial Statement of **Improving Qualitative Journalism in Bangladesh**, a project of Management and Resources Development Initiative (MRDI) located at 8/19 Sir Syed Road (3rd floor), Block-A, Mohammadpur, Dhaka-1207 which is registered with the NGO Affairs Bureau (NGOAB Registration # 1962, dated 21 September 2004 and renewed on 24 July 2019) under the Foreign Donations (Voluntary Activities) Regulation act 2016 for the year from September 01, 2018 to August 31, 2019 and examined all relevant books and vouchers and certify that according to the audited financial statements:

- (1) The brought forward Foreign Donations at the begining of the year September 01, 2018 was Tk. 2,635,700.
- (2) The Foreign Donations amounting total Taka 20,996,599 were received by the organization during the year.
- (3) The Balance of unutilized Foreign Donations by the organization was Taka 2,935,869, which includes revarsal of accounts payable Taka 147,000 due to non payment
- (4) Foreign Donations amounting to Taka 20,843,430 have been utilized for the following purposes "Annexure-A/1".

Head of Expenditure Differences	Amount as per Approved budget [Taka]	Amount actually spent [Taka]	Differences [Taka]
As per Annexure - A/1	27,983,558	20,843,430	7,140,128

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

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

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


Chartered Accountants

Dated:Dhaka
October 27, 2019

Chartered Accountants

Member firm of Grant Thornton International Ltd

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Name of Implementing Agency: Management and Resources Development Initiative (MRDI)
 Name of project: Improving Qualitative Journalism in Bangladesh
 Project Approval Memo No. and date: Letter no. 03.09.0000.665.68.086.16-892, dated 19.10.2016
 Fund release Memo no. and Date: Letter no. 03.09.0000665.68.117.16-850, dated 07.08.2018, Letter no. 03.09.0000665.68.117.16-516, dated 21.04.2019
 Project Period and Budget: September 01, 2016 to August 31, 2019; Taka 53,926,255
 Current Period and Budget: September 01, 2018 to August 31, 2019; Taka 27,983,558

Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
1.00	Human Resources					
	Salaries (gross salaries including social security charges and other related costs including MRDI Overhead, local staff)					
	Executive Director (15% working time)	727,644	727,646	(2)	0%	
	Executive Director (Festival allowance)	124,858	124,859	(1)	0%	
	Project Manager (Full time)	1,944,000	1,965,600	(21,600)	-1%	
	Project Manager (Festival allowance)	182,000	186,000	(4,000)	-2%	
	Project Coordinator (Full time)	741,600	741,600	-	0%	
	Project Coordinator (Festival allowance)	70,000	70,000	-	0%	
	Project Coordinator (Full time)	734,400	705,840	28,560	4%	
	Project Coordinator (Festival allowance)	68,000	61,200	6,800	10%	
	M&E Focal Point (20% working time)	242,916	242,920	(4)	0%	
	M&E Focal Point (Festival allowance)	24,694	24,693	1	0%	
	Logistic Coordinator (5 days per month)	133,596	133,432	164	0%	
	Logistic Coordinator (Festival allowance)	12,630	12,708	(78)	-1%	
	Finance Controller (25% working time)	261,588	258,098	3,490	1%	
	Finance Controller (Festival allowance)	24,062	25,256	(1,194)	-5%	
	Finance Officer (Full time)	730,800	730,800	-	0%	
	Finance Officer (festival allowance)	68,000	68,000	-	0%	
	Total Human resources:	6,090,788	6,078,652	12,136	0%	
2.00	Per diems for missions/travel, Local staff					
	MRDI Staff, International per diem	244,800	218,960	25,840	11%	Spent as per actual requirement.
	Total of Per diems for missions/travel, Local staff	244,800	218,960	25,840	11%	
3.00	Travel & Accommodation					
	Travel costs, MRDI staff					



Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
	MRDI staff, International travel	360,000	360,000	-	0%	
	MRDI staff, local travel	120,000	111,904	8,096	7%	Spent as per actual requirement.
	MRDI-Fojo project Staff local travel (lumpsum days)	270,000	112,025	157,975	59%	Less expensive transportation mode like Uber was used and accordingly less amount was used.
	Visa related expenses	60,000	45,654	14,346	24%	Spent as per actual requirement.
	Local conveyance & Communication cost (In abroad)	56,100	35,597	20,503	37%	Spent as per actual requirement.
	Total Travel & Accommodation	866,100	665,180	200,920	23%	
4.00	Investigative Journalism Partnership (IJP)					
	IJP Partnership					
	Accommodation for expert/journalists/MRDI Staffs	150,000	28,292	121,708	81%	Sometimes media house borne the travel cost for expert/journalist which were planned to be borne by the project. Hence, less accomodation costs were required. Also Less IJP partnership was run than previous year due to election.
	Per diem for expert/journalists/MRDI Staffs	120,000	58,525	61,475	51%	Sometimes media house borne the travel cost for expert/journalist which were planned to be borne by the project. Hence, less per diem costs were required. Also Less IJP partnership was run than previous year due to election.



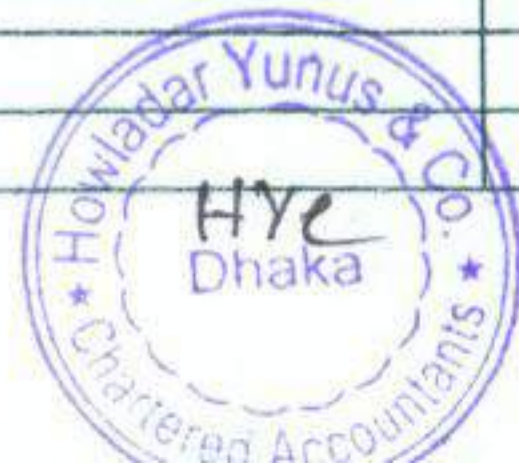
Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
	Transportation cost for expert/journalist/ MRDI staffs (including vehicle rent, fuel, toll, driver allowance, etc)	525,000	200,956	324,044	62%	Sometimes media house borne the travel cost for expert/journalist which were planned to be borne by the project. Hence, less travel costs were required. Also Less IJP partnership was run than previous year due to election.
	Meeting cost (lumpsum)	75,000	34,793	40,207	54%	Spent as per actual requirement.
	Outside Dhaka	1,875,000	45,000	1,830,000	98%	Expenses incurred against the engagement of consultants as per demand for the media houses.
	In Dhaka	1,000,000	499,053	500,947	50%	Expenses incurred against the engagement of consultants as per demand for the media houses.
	Equipments rental, Printing & supply, Research, fixer & Data collection for partnership	500,000	8,580	491,420	98%	Spent as per actual requirement.
	Sub Total Investigative Journalism Partnership (IJP)	4,245,000	875,199	3,369,801	79%	
5.00	Training on Investigative Research and Collaboration					
	Transportation for resource persons (Vehicle Rent+Fuel+driver allowance+toll)	39,600	39,581	19	0%	
	Transportation for programme staffs (Vehicle Rent+Fuel+driver allowance+toll)	10,876	10,876	-	0%	
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	38,676	38,674	2	0%	
	Information kit (Folder, writing pad, pen & information material)	13,950	13,933	17	0%	
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	71,472	71,472	-	0%	
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	175,300	175,249	51	0%	
	Accommodation	210,400	210,370	30	0%	
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka (16 persons x 4 days)	128,000	128,000	-	0%	



Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
	Banner	3,000	3,000	-	0%	
	Stationery	3,192	3,192	-	0%	
	Certificate	5,500	5,500	-	0%	
	Laptop for participants in class room Use	43,125	43,125	-	0%	
	Daily allowance for programme staffs	9,000	9,000	-	0%	
	Miscellaneous Expenses	5,128	5,128	-	0%	
	Sub Total Investigative Research and Collaboration	757,219	757,100	119	0%	
6.00	Residential Training for Women Reporters on Investigative Reporting					
	Fee for Facilitators	75,000	75,000	-	0%	
	Honorarium for Resource persons	90,000	22,500	67,500	75%	Less resource person was engaged. Hence, less amount was spent.
	Transportation for resource persons (Vehicle Rent+Fuel+driver allowance+toll)	36,000	39,230	(3,230)	-9%	Spent as per actual requirement.
	Transportation for programme staffs and international expert (Vehicle Rent+Fuel+driver allowance+toll)	24,000	27,725	(3,725)	-16%	Spent as per actual requirement.
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	24,000	25,170	(1,170)	-5%	Spent as per actual requirement.
	Information kit (Folder, writing pad, pen & information material)	18,000	18,257	(257)	-1%	Spent as per actual requirement.
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	60,000	45,540	14,460	24%	Spent as per actual requirement.
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	129,600	127,885	1,715	1%	Spent as per actual requirement.
	Accommodation	133,650	156,354	(22,704)	-17%	Spent as per actual requirement.
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka	90,000	96,000	(6,000)	-7%	Spent as per actual requirement.
	Banner	3,600	3,000	600	17%	Spent as per actual requirement.
	Stationery	5,000	3,633	1,367	27%	Spent as per actual requirement.
	Certificate	5,500	5,500	-	0%	
	Laptop for participants in class room Use	34,500	34,500	-	0%	
	Daily allowance for programme staffs	6,750	6,750	-	0%	
	Miscellaneous Expenses	5,000	5,014	(14)	0%	
	Sub Total Residential Training for Women Reporters on Investigative Reporting	740,600	692,058	48,542	7%	



Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
7.00	Launching seminar IJP					
	Venue (The Daily Star) (1 day x 1 seminar)	34,500	34,500	-	0%	
	Food & Refreshment (22 persons x 1 seminar)	25,806	25,806	-	0%	
	Banner (1 Unit x 1 seminar)	4,500	4,500	-	0%	
	Information Kit (22 persons x 1 seminar)	10,142	10,138	4	0%	
	Travel for participants outside Dhaka (2 person x 2 ways airfare x 1 seminar)	16,000	16,000	-	0%	
	Subsistence allowance for participants from outside Dhaka (2 person x 2 days x 1 seminar)	14,000	14,000	-	0%	
	Sub Total Launching seminar IJP	104,948	104,944	4	0%	
8.00	Workshop for female investigative reporters					
	Venue (The Daily Star)	46,000	46,000	-	0%	
	Food & Refreshment	24,725	24,725	-	0%	
	Fee for Facilitators	25,000	25,000	-	0%	
	Fee for Resource persons	5,000	5,000	-	0%	
	Banner	3,600	3,600	-	0%	
	Information Kit	12,240	12,225	15	0%	
	Conveyance and incidental cost for participants of Dhaka (17 persons x 1 days)	34,000	34,000	-	0%	
	Sub Total Workshop for female investigative reporters	150,565	150,550	15	0%	
9.00	GIJN Asia Study visit - IJP					
	International per diem (5 persons x 6 days)	158,100	158,100	-	0%	
	International travel (Round trip for 5 persons)	392,500	392,500	-	0%	
	Visa related expenses	34,896	34,896	(0)	0%	
	Local conveyance & Communication cost (In abroad) (5 persons x 3 days)	15,345	15,341	4	0%	
	Sub Total GIJN Asia Study visit - IJP	600,841	600,837	4	0%	
10.00	Workshop for GIJN Asia participants in Dhaka					
	Lunch and tea	3,014	3,014	0	0%	
	Information kit for Seoul visit	18,792	18,792	-	0%	
	Sub Total Workshop for GIJN Asia participants in Dhaka	21,806	21,806	0	0%	
11.00	GIJN Asia Study visit (Project Staff)					
	International per diem	107,100	107,100	-	0%	
	International travel	235,500	235,500	-	0%	



Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
	Visa related expenses	14,982	14,982	-	0%	
	Local conveyance & Communication cost (In abroad)	17,406	17,404	2	0%	
	Sub Total GIJN Asia Study visit (Project Staff)	374,988	374,986	2	0%	
12.00	Handbook for Journalist on Investigative Reporting using RTI					
	Honorarium for writer	120,000	120,000	-	0%	
	Honorarium for reviewer (lumsun)	50,000	50,000	-	0%	
	DTP design, editing & printing	120,000	108,700	11,300	9%	Spent as per actual requirement.
	Distribution of hand book	6,000	3,590	2,410	40%	Spent as per actual requirement.
	Sub Total Handbook for Journalist on Investigative Reporting using RTI	296,000	282,290	13,710	5%	
13.00	Media monitoring (7 days per month)					
	Newspaper Archive charges	29,400	29,400	-	0%	
	TV clip archive charge	84,000	84,000	-	0%	
	Subtotal Media monitoring (12 months)	113,400	113,400	-	0%	
	Mentorship Programme					
14.00	Mentorship Conclave					
	Honorarium for Resource persons	90,000	75,000	15,000	17%	Spent as per actual requirement.
	Transportation for resource persons (Vehicle Rent+Fuel+driver allowance+toll)	48,000	40,636	7,364	15%	Spent as per actual requirement.
	Transportation for programme staffs and international expert (Vehicle Rent+Fuel+driver allowance+toll)	24,000	24,178	(178)	-1%	Spent as per actual requirement.
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	24,000	24,204	(204)	-1%	Spent as per actual requirement.
	Information kit (Folder, writing pad, pen & information material)	21,000	18,034	2,966	14%	Spent as per actual requirement.
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	80,000	63,250	16,750	21%	Spent as per actual requirement.
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	158,400	169,990	(11,590)	-7%	Spent as per actual requirement.
	Accommodation	178,200	168,624	9,576	5%	Spent as per actual requirement.
	Travel for Participants (From Outside Dhaka participants)	9,000	-	9,000	100%	Travel was not required by the participants.
	Daily Subsistence allowance for outside Dhaka participants	21,000	21,000	-	0%	
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka	96,000	88,000	8,000	8%	Spent as per actual requirement.
	Banner	3,600	3,000	600	17%	Spent as per actual requirement.
	Stationery	5,000	5,330	(330)	-7%	Spent as per actual requirement.



Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
	Laptop for participants in class room Use	43,125	43,125	-	0%	
	Daily allowance for programme staffs	9,000	9,000	-	0%	
	Miscellaneous Expenses	5,000	5,000	-	0%	
	Subtotal Mentorship Conclave	815,325	758,371	56,954	7%	
15.00	Mentorship Support					
	Honorarium for mentor (4 persons x 4 months)	400,000	375,000	25,000	6%	Spent as per actual requirement.
	Expenses for mentees	240,000	140,000	100,000	42%	Spent as per actual requirement.
	Sub-Total Mentorship Support	640,000	515,000	125,000	20%	
16.00	Certificate Giving Ceremony of Mentorship Programme					
	Food & Refreshments	15,000	13,737	1,263	8%	Spent as per actual requirement.
	Travel for Participants (From Outside Dhaka participants)	9,000	3,000	6,000	67%	Spent as per actual requirement.
	Daily Subsistence allowance for outside Dhaka participants	21,000	3,500	17,500	83%	Spent as per actual requirement.
	Certificate	5,500	5,500	-	0%	
	Sub-Total Certificate Giving Ceremony of Mentorship Programme	50,500	25,737	24,763	49%	
17.00	GIJN Asia Study Visit - Mentorship					
	Visa related expenses	14,196	14,196	-	0%	
	Sub-Total GIJN Asia Study Visit - Mentorship	14,196	14,196	-	0%	
	Total Mentoring programme	1,520,021	1,313,304	206,717	14%	
18.00	Future editors training					
	Refreshments for trainings	157,400	157,379	21	0%	
	Information kit	11,880	11,869	11	0%	
	Total Future editors training	169,280	169,248	32	0%	



Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
	Safety and security					
19.00	Training on safety and security					
	Local consultant for need assessment	225,000	225,000	-	0%	
	Honorarium for Facilitators	50,000	50,000	-	0%	
	Honorarium for Resource persons	30,000	-	30,000	100%	Not required any local resource person .
	Transportation for resource persons (Vehicle Rent+Fuel+driver allowance+toll)	24,000	12,698	11,302	47%	Spent as per actual requirement.
	Transportation for programme staffs and international expert (Vehicle Rent+Fuel+driver allowance+toll)	24,000	19,403	4,597	19%	Spent as per actual requirement.
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	24,000	25,090	(1,090)	-5%	Spent as per actual requirement.
	Information kit (Folder, writing pad, pen & information material)	18,000	20,202	(2,202)	-12%	Spent as per actual requirement.
	Venue (With sound system & other facilities)	40,000	30,360	9,640	24%	Spent as per actual requirement.
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	79,200	70,817	8,383	11%	Spent as per actual requirement.
	Accommodation	89,100	81,719	7,381	8%	Spent as per actual requirement.
	Conveyance and incidental cost for participants	40,000	52,000	(12,000)	-30%	Excess amount spent due to Increased the participants during the training period.
	Banner	3,600	3,000	600	17%	Spent as per actual requirement.
	Stationery	5,000	4,815	185	4%	Spent as per actual requirement.
	Certificate	5,500	-	5,500	100%	Certificate was not provided.
	Laptop for participants in class room Use	25,875	67,275	(41,400)	-160%	Excess amount spent due to Increased the participants during the training period.
	Daily allowance for programme staffs	4,500	4,500	-	0%	
	Miscellaneous Expenses	5,000	5,255	(255)	-5%	Spent as per actual requirement.
	Sub Total Training on safety and security	692,775	672,134	20,641	3%	
20.00	Safety Security Guideline Publication & Distribution					
	Safety Security Guideline Translation	135,000	120,249	14,751	11%	Spent as per actual requirement.
	Safety Security Guideline Publication	250,000	217,200	32,800	13%	Spent as per actual requirement.
	Icon Design	135,000	135,000	-	0%	
	Distribution Cost	30,000	10,787	19,213	64%	Spent as per actual requirement.
	Total Safety Security Guideline Publication & Distribution	550,000	483,236	66,764	12%	
21.00	Publication & distribution					



Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
	Communication material	300,000	297,000	3,000	1%	
	Photocopy of regional dialogue report	30,000	-	30,000	100%	Not required .
	Distribution cost	15,000	11,429	3,571	24%	Spent as per actual requirement.
	Total Publication & distribution	345,000	308,429	36,571	11%	
22.00	Capacity building for journalists association					
	Capacity building for journalists association	1,023,645	1,023,645	-	0%	
	Transportation for Programme Staff	36,000	34,574	1,426	4%	
	Accommodation for Programme Staff	19,200	19,200	-	0%	
	Daily Allowances for Programme Staff	13,200	13,200	-	0%	
	Sub-Total of Capacity building for journalists association	1,092,045	1,090,619	1,426	0%	
23.00	Training for DECAB Member					
	Honorarium for Facilitator	75,000	75,000	-	0%	
	Honorarium for Resource persons	67,500	60,000	7,500	11%	Spent as per actual requirement.
	Transportation for resource persons (Vehicle Rent+Fuel+driver allowance+toll)	36,000	34,493	1,507	4%	Spent as per actual requirement.
	Transportation for programme staffs (Vehicle Rent+Fuel+driver allowance+toll) x 2 times x 1 vehicle (Pick & drop)	12,000	8,899	3,101	26%	Spent as per actual requirement.
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	36,000	37,383	(1,383)	-4%	Spent as per actual requirement.
	Information kit (Folder, writing pad, pen & information material)	24,000	18,516	5,484	23%	Spent as per actual requirement.
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	60,000	45,540	14,460	24%	Spent as per actual requirement.
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	145,800	101,872	43,928	30%	Spent as per actual requirement.
	Accommodation	164,025	113,977	50,048	31%	Spent as per actual requirement.
	Conveyance and incidental cost for participants	90,000	60,000	30,000	33%	Spent as per actual requirement.
	Banner	3,600	3,000	600	17%	Spent as per actual requirement.
	Stationery	5,000	3,740	1,260	25%	Spent as per actual requirement.
	Certificate	5,500	5,500	-	0%	
	Laptop for participants in class room Use	34,500	34,500	-	0%	
	Daily allowance for programme staffs	6,750	7,800	(1,050)	-16%	Spent as per actual requirement.



Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
	Miscellaneous Expenses	10,000	6,633	3,367	34%	Spent as per actual requirement.
	Sub Total Training for DECAB Member	775,675	616,853	158,822	20%	
24.00	GIJN Bangla Service					
	Honorarium for GIJN Editor	250,000	246,667	3,333	1%	
	GIJN Bangla Service related cost	720,000	140,806	579,194	80%	Spent as per actual requirement.
	Subtotal GIJN Bangla Service	970,000	387,473	582,527	60%	
25.00	Collaboration with international organisations					
	International per diem	136,000	96,467	39,533	29%	Spent as per actual requirement.
	International travel	240,000	190,200	49,800	21%	Spent as per actual requirement.
	Visa related expenses	70,000	16,418	53,582	77%	Spent as per actual requirement.
	Local conveyance & Communication cost (In abroad)	34,000		34,000	100%	No expenditure required.
	Subtotal Collaboration with international organisations	480,000	303,085	176,915	37%	
26.00	Basic Training on Fact Checking					
	Honorarium for Facilitators	75,000		75,000	100%	Not required as the project manager facilitate the foreign expert.
	Transportation for Facilitators & Expert (Vehicle Rent+Fuel+driver allowance+toll)	12,000	12,121	(121)	-1%	Spent as per actual requirement.
	Transportation for programme staffs (Vehicle Rent+Fuel+driver allowance+toll)	18,000	18,558	(558)	-3%	Spent as per actual requirement.
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	36,000	31,357	4,643	13%	Spent as per actual requirement.
	Information kit (Folder, writing pad, pen & information material)	24,000	21,715	2,285	10%	Spent as per actual requirement.
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	60,000	45,540	14,460	24%	Spent as per actual requirement.
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	145,800	126,687	19,113	13%	Spent as per actual requirement.
	Accommodation	151,875	135,481	16,394	11%	Spent as per actual requirement.
	Conveyance and incidental cost for participants	90,000	90,000	-	0%	
	Banner	3,600	3,000	600	17%	Spent as per actual requirement.
	Stationery	5,000	4,935	65	1%	
	Certificate	5,500	5,500	-	0%	
	Laptop for participants in class room Use	34,500	34,500	-	0%	



Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
	Daily allowance for programme staffs	6,750	5,400	1,350	20%	Spent as per actual requirement.
	Miscellaneous Expenses	5,000	4,900	100	2%	Spent as per actual requirement.
	Sub Total Basic Training on Fact Checking	673,025	539,694	133,331	20%	
27.00	Advanced Training on Fact Checking					
	Honorarium for Facilitators	100,000	-	100,000	100%	This training has shifted to 2nd phase of the project due to unavailability of the expert.
	Transportation for Facilitators & Expert (Vehicle Rent+Fuel+driver allowance+toll)	12,000	-	12,000	100%	
	Transportation for programme staffs (Vehicle Rent+Fuel+driver allowance+toll)	24,000	-	24,000	100%	
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	24,000	-	24,000	100%	
	Information kit (Folder, writing pad, pen & information material)	18,000	-	18,000	100%	
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	80,000	-	80,000	100%	
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	158,400	-	158,400	100%	
	Accommodation	162,000	-	162,000	100%	
	Conveyance and incidental cost for participants	80,000	-	80,000	100%	
	Banner	3,600	-	3,600	100%	
	Stationery	5,000	-	5,000	100%	
	Certificate	5,500	-	5,500	100%	
	Laptop for participants in class room Use	43,125	-	43,125	100%	
	Daily allowance for programme staffs	9,000	-	9,000	100%	
	Miscellaneous Expenses	5,000	-	5,000	100%	
	Sub Total Advanced Training on Fact Checking	729,625	-	729,625	100%	
	Total Basic & Advance Training on Fact Checking	1,402,650	539,694	862,956	62%	
28.00	Interaction Meeting with Academics in Journalism					
	Travel for Participants	42,000	42,000	-	0%	
	Daily Subsistence allowance for outside Dhaka participants	45,500	45,500	-	0%	
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	14,508	14,495	13	0%	
	Information kit (Folder, writing pad, pen & information material)	2,448	2,446	2	0%	
	Invitation letter distribution cost	210	210	-	0%	
	Total Interaction Meeting with Academics in Journalism	104,666	104,651	15	0%	



Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
29.00	Followup Meeting with the universities					
	Transportation for Program staffs	72,000	28,201	43,799	61%	Spent as per actual requirement.
	Accommodation for Program staffs	15,000	-	15,000	100%	No accomodation required as it was a single day trip.
	Per diem for Program Staffs	18,000	3,000	15,000	83%	Spent as per actual requirement.
	Total Followup Meeting with the universities	105,000	31,201	73,799	70%	
30.00	Training of Trainers of PIB					
	Honorarium for Lead trainer	75,000	75,000	-	0%	
	Honorarium for resource persons	45,000	22,500	22,500	50%	Spent as per actual requirement.
	Refreshments	59,400	49,229	10,171	17%	Spent as per actual requirement.
	Information kit	20,000	13,054	6,946	35%	Spent as per actual requirement.
	Banner and certificate	10,500	15,800	(5,300)	-50%	As the banner had to print twice due to name error of PIB.
	Incidental local travel for Dhaka trainers	48,000	84,000	(36,000)	-75%	The excess amount was spent due to increase number of participants of Dhaka.
	Travel accommodation per diem for outside Dhaka participants	73,500	10,500	63,000	86%	Less amount was spent due to decrease the number of participants from outside Dhaka.
	Total Training of Trainers of PIB	331,400	270,083	61,317	19%	
31.00	RTI Help Desk					
	RTI help desk Supervisor (Partial)	300,000	189,220	110,780	37%	Spent as per actual requirement.
	RTI help desk Supervisor (Festival allowance)	26,400	10,500	15,900	60%	Spent as per actual requirement.
	Subtotal RTI Help Desk	326,400	199,720	126,680	39%	
32.00	Workshop on Knowledge based Organization					
	Food & Refreshments	6,600	6,103	497	8%	Spent as per actual requirement.
	Information kit					
	Total of Workshop on Knowledge based Organization	6,600	6,103	497	8%	
33.00	M&E Training for MRDI					
	Food & Refreshments	5,670	5,615	55	1%	Spent as per actual requirement.
	Total M&E Training for MRDI	5,670	5,615	55	1%	



Code	Particulars	Budgeted amount in BDT	Actual expenditure in BDT	Variance in BDT	Variance in %	Reason for variance
34.00	Mid-term Evaluation					
	Local Expert	450,000	450,000	-	0%	
	Media Expert	150,000	-	150,000	100%	No media expert was needed as the local expert has the knowledge of media expert.
	Accommodation & Daily allowance	12,000	-	12,000	100%	No field visit was required during the evaluation period as outside Dhaka interviews were done online.
	Meeting Expenses	2,915	2,915	-	0%	
	Total Mid-term Evaluation	614,915	452,915	162,000	26%	
35.00	Anti-corruption Workshop					
	Honorarium for Resource persons	15,000	-	15,000	100%	The Expert conducted the workshop without the honorarium.
	Food & Refreshments	10,000	-	10,000	100%	The budget was unspent due to Ramadan.
	Information kit	1,700	-	1,700	100%	No need to spend the expenditure.
	Total Anti-corruption Workshop	26,700	-	26,700	100%	
36.00	Audit					
	External audit fees	150,000	150,000	-	0%	
	Total Audit	150,000	150,000	-	0%	
	Total Program Cost	24,275,852	18,040,325	6,235,527	26%	
37.00	Program Management Cost					
	MRDI Overhead (30% of the HR : Human Resources 6,078,651+174,720))	1,925,156	1,876,012	49,144	3%	
	Contingency 5% to be used after approval of Fojo	1,332,550	483,321	849,229	64%	Spent as per actual requirement.
	Facility service for Fojo Staffs	420,000	420,000	-	0%	
	Financial services	30,000	23,772	6,228	21%	Spent as per actual requirement.
	Total Program Support Cost	3,707,706	2,803,105	904,601	24%	
	Gross Total	27,983,558	20,843,430	7,140,128	26%	



NOTES TO THE FD-4
 Management and Resources Development Initiative (MRDI)
 Improving Qualitative Journalism in Bangladesh
 As at 31 August 2019
 Reconciliation of Foreign Donation

Particulars	Amount
Opening balance	2,635,700
Add: Foreign donation received during the period	20,996,599
Less: Grant income recognised	(20,843,430)
Add: Previous year adjustment due to not paid the expenditure against the accounts payable	147,000
	2,935,869



**Report as per requirement of
NGO Affairs Bureau, GOB**

In addition to our auditors' report, we also report on the specific points required by the NGO Affairs Bureau, vide its circular Ref. # 03.07.2666.657.043.253.17-2875 dated July 15, 2018 which is made on the basis of our examination of the books and records of the concerned NGO as follows:

1. We have conducted the audit with due responsibility, and we kept ourselves fully independent while conducting the audit.
2. The NGOs' has complied with the rules and regulation of The Foreign Donations (Voluntary Activities) Regulation Act, 2016; the project has been implemented and expenses incurred properly as per terms of approval of the FD-6 and as per the conditions of the approved contract.
3. We have issued a certificate in separate format FD-4 and have enclosed Annexure A/1 as prescribed by the Bureau only for receipts & expenses of foreign donations. All information of foreign donation has been shown in cash basis not accrual basis. Total amount of approved budget, actual expenditures & difference between these two is mentioned in the FD-4 certificate. Details of these, such as approved budget, actual expenditures, variances and explanation of variances has been mentioned in Annexure-A/1. Budget line item/sub-line item of Annexure-A/1 has been presented as per approved project.
4. The audit period of the project is 12 months from 01 September 2018 to 31 August 2019. The local income earned / donations received of the project are shown separately in the financial statements.
5. A brief description of the goal, object, main programs activities and other required information are mentioned below:

The Goals & Objectives

Improving Qualitative Journalism in Bangladesh has been implemented by Management and Resources Development Initiative (MRDI) in partnership with Fojo Media Institute, Linnaeus University, Sweden supported by Swedish International Development Agency (SIDA) for the following objectives:

A. Overall Objective:

Contribute to improving the conditions for people to raise themselves out of poverty, strengthening democracy, respect for human rights and gender equality, and to contribute to sustainable development.

B. Specific Objectives:



Media in Bangladesh contributes to strengthened democracy and gender equality, greater respect for human rights and freedom from oppression.

C. Program Activities

- Investigative Journalism Partnership (IJP).
- Training on Investigative Research and Collaboration.
- Residential Training for Women Reporters on Investigative Reporting.
- Launching Seminar on Investigative Journalism Partnership.
- Workshop for female investigative reporters.
- Workshop for GIJN Asia Participants
- Anti-corruption Workshop.
- Handbook for Journalist on Investigative Reporting using RTI.
- Media Monitoring.
- Mentorship Conclave.
- In-house training for potential future editor and news managers in 2 media houses
- Training on safety and security.
- Safety Security Guideline Publication & Distribution.
- Capacity building for journalists association.
- GIJN Bangla Service
- Collaboration with international organizations.
- Basic Training on Fact Checking.
- Interaction Meeting with Academics in Journalism.
- Follow up Meeting with the universities
- Training of Trainers of PIB
- RTI Help Desk
- Workshop on Knowledge based Organization
- Monitoring & Evaluation Training for MRDI
- Training for DECAB Member
- Certificate Giving Ceremony of Mentorship Programme
- Mid-term Evaluation

a. Name of the project	:	Improving Qualitative Journalism in Bangladesh	
b. Project period	:	September 2016 to August 2019	
c. Project Approval Memo number and date	:	1 st approval 03.09.0000.665.68.117.15-892 dated 19 October 2016, Latest revised approval 03.09.0000.665.68.117.16-465 dated 09 April 2019	
d. Fund Release with Memo number and date	:	03.09.0000.665.68.117.16-850 dated 07 August 2018; 03.09.0000.665.68.117.16-516 dated 21 April 2019	
e. Amount of Fund released Approved	:	Taka 15,168,761+ Taka 12,814,797= Taka 27,983,558	
f. Amount of Foreign	:	Received date	Amount



donation received		24-10-2018	9,101,044
		02-05-2019	6,915,276
		18-07-2019	4,980,279
		Total	20,996,599
g. Whether the Foreign Donation Fund has been received through mother account before released	:	Yes	
h. Audit period	:	September 01, 2018 to August 31, 2019	
i. Area of the project	:	Dhaka	
j. Number of Beneficiaries	:	17,000	
k. Date of appointment of CA Firm to perform the audit work	:	August 05, 2019	

6. Balance Sheet, Statement of Income & Expenditure and Statement of Receipts & Payments have been incorporated in audit report and signed by respective NGO authority. Statement of Receipts & Payments have been prepared in conformity with the Receipts & Payments line items of the ledger maintained by the NGO. Break-up of expenses are enclosed to notes.
7. Each page of the audit report of NGO contains initials of the competent authority of us with Common Seal and numbered properly. Auditor certification at the beginning of report, balance sheet, accounts statements, FD-4 certificate & report as per requirement of TOR of NGO Bureau contained full signature of auditor with mentioning FCA/ACA, full name and designation. Audit report of NGO is presented in the following sequential form.

First Part:

- Certificate of Auditor mentioning scope, opinion etc,
- Balance Sheet,
- Statement of Income and Expenditure,
- Statement of Receipts and Payments,
- Notes to Financial Statements,
- Schedule/Appendix/Other Statement

Second Part:

- FD-4 Certificate
- Annexure A/1
- Notes to FD-4



- d) Report as per requirement of NGO Bureau (condition of the TOR shall be mentioned as per sequential serial number of TOR).
8. Improving Qualitative Journalism in Bangladesh is a project of Management and Resources Development Initiative (MRDI). This is the third year of this project.
 9. After completion of audit one copy (main copy) of audit report under sealed envelope sent directly to Deputy Director (Inspection & Audit) NGO Affairs Bureau, Dhaka.
 10. The NGO's first registration No. 1962, dated 21 September 2004, under the Foreign Donation (Voluntary Activities) Regulation Act, 2016 renewed at 24 July 2019
 11. The organization maintains one bank account to receive all foreign donations as per section 9 of the Foreign Donations (Voluntary Activities) Regulation Act, 2016.
 12. Details of approved bank account:

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

Name of the Bank: Southeast Bank Limited

Name of the Bank Branch: Dhanmondi Branch

Bank A/C Number: 1211100006616

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

Received amount with date:

Particulars	Amount in Taka
A. Grant Received from Fojo Media Institute	
As on 24.10.18	9,101,044
As on 02.05.19	6,915,276
As on 18.07.19	4,980,279
Total	20,996,599

B. Details of separate bank accounts for the project and closing balance held with them:

Name of Bank	Branch	Account Number	Closing Balance as on August 31, 2019
Prime Bank Ltd	Asad Gate Branch.	2138314003939	3,657,503

All the above balances have been reconciled.

13. The organization has not received any goods in kind for the project as grant.
14. There was no exchange gain/loss recognized during the year and Tk. 100,007 was received as bank interest under the fund received for the project during the period under audit which is shown separately in the books of account. The bank interest will be utilized after obtaining permission from NGOAB.



15. As per rules 12 of The Foreign Donations (Voluntary Activities) Regulation Act, 2016, the organization has maintained its accounts according to the double entry system and books of accounts like Cash Book or Bank Book, Ledger Book, Stock register, Assets Register and others are maintained properly.
16. The NGO does not have Revolving Loan Fund (RLF).
17. The NGO was not listed with micro credit regulatory authority.
18. Organization has not incurred any expenditure in foreign currency during the period under audit.
19. On the basis of the information available to us, and the results of our review of the books of accounts which was conducted on a sample basis, during the period under audit, the project did not adjust any line item with another line item.
20. All salary and benefits of the staff, and other expenses exceeding Taka 10,000 has been paid through the bank account as per the books and records maintained by MRDI and provided to us for our verification.
21. The project has taken no loan.
22. No member of the Board of Directors received any salary from this project during the year except for Executive Director who has received BDT 5,249,997 as salary from this project and other projects of MRDI during the period under audit. Director Syed Ishtiaque Reza received honorarium as Course Facilitator amounting BDT 75,000 for facilitating in the training for DCAB Member.
23. Internal Control System of the NGO is satisfactory.
24. No amount has been refunded to the Donor Agency during the year.
25. Based on the results of our audit of transactions, carried out on a sample basis, in our opinion, Income Tax and VAT have been deducted at source from payments against bills/vouchers and have been duly deposited into the Treasury. Revenue stamps have also been affixed in applicable cases. During the year, the NGO deposited Taka 491,353 for Tax to the Government Treasury and 510,212 for VAT. Details for the VAT and TAX are referred to Annexure-B.
26. As a legal entity, NGO has submitted income tax return to NBR for the income year ended 2018-2019. There was no foreign employee in MRDI.



27. There was no income generating activities under this project.
28. Certain project employees have been traveled aboard against the foreign travel approved by the NGOAB through the FD-6 and in this respect, Intimation letters have been submitted to NGO Affairs Bureau. Details of all foreign travel during the period is as follows.

Name of the participant	Designation	Place	Date	Purpose
Hasibur Rahman	Executive Director	Seoul, South Korea	05.10.18 to 07.10.18	Participate in the Third Asian Investigative Journalism Conference
Miraj Ahmed Chowdhury	Head of Programme and Communications			
Shamim Ahsan Khan	GIJN Editor			
Hasibur Rahman	Executive Director	Sweden	31.03.19 to 08.04.19	Meet Fojo Partners and learn about Swedish media organization
Miraj Ahmed Chowdhury	Head of Programme and Communications			
Aktarun Nahar	Deputy Manager Communications & Capacity Building			
Miraj Ahmed Chowdhury	Head of Programme and Communications	London	08-04-19 to 14-04-19	GIJN Annual Meeting

29. There is no fixed asset under this project. However, the list of fixed assets of Management and Resources Development Initiative (MRDI) is given in Annexure-C.
30. No fixed assets /moveable property were sold/ transferred during the audit period under this project.
31. We have issued a management letter to the top management of the organization and a copy of the Management letter has been sent to Deputy Director (Inspection & Audit) of NGOAB with the Auditor's report.
32. We confirm that we have carried out the audit of the project "Improving Qualitative Journalism in Bangladesh" for the 3rd year which is 2nd time for us giving a break for the 2nd year.




33. List of the members of the Board of Directors are given below.

Sl. No.	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 Kanti Sengupta	Director

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

35. We, Howladar Yunus & Co., Chartered Accountants are enlisted with NGOAB under Sl. No# 36 vide their memo ref. 03.09.2666.657.043.253.17- 2875 dated July 15, 2018.

36. During our audit, nothing has come to our attention regarding the involvement of Management and Resources Development Initiative (MRDI) with money laundering or terrorist financing.


Muhammad Farooq FCA
Managing Partner

Dated: Dhaka
October 27, 2019

Project Name: 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 2019

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				
1	Human Resources													
	Salaries													
	Executive Director (15% working time)	727,646			-	-	-	-	-	-				
	Executive Director (Festival allowance)	124,859			-	-	-	-	-	-				
	Project Manager (Full time)	1,965,600			-	-	-	-	-	-				
	Project Manager (Festival allowance)	186,000			-	-	-	-	-	-				
	Project Coordinator (Full time)	741,600			-	-	-	-	-	-				
	Project Coordinator (Festival allowance)	70,000			-	-	-	-	-	-				
	Project Coordinator (Full time)	705,840		13,920	-	13,920	-	13,920	-	-			F-110, F-107, F-139, F-88, F-144, F-212, F-97, F-50, F-15, F-18, F-04, F-93	08-11-18, 08-11-18, 31-01-19, 04-12-18, 28-03-19, 12-03-19, 30-05-19, 05-05-19, 04-08-19, 01-09-19, 30-06-19, 01-01-19



Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	Project Coordinator (Festival allowance)	61,200			-	-	-	-	-	-				
	M&E Focal Point (20% working time)	242,920			-	-	-	-	-	-				
	M&E Focal Point (Festival allowance)	24,693			-	-	-	-	-	-				
	Logistic Coordinator (5 days per month)	133,432			-	-	-	-	-	-				
	Logistic Coordinator (Festival allowance)	12,708			-	-	-	-	-	-				
	Finance Controller (25% working time)	258,098			-	-	-	-	-	-				
	Finance Controller (Festival allowance)	25,256			-	-	-	-	-	-				
	Finance Officer (Full time)	730,800			-	-	-	-	-	-				
	Finance Officer (festival allowance)	68,000			-	-	-	-	-	-				
	Total Human resources:	6,078,652	-	13,920	-	13,920	-	13,920	-	-				
2	Per diems for missions/travel, Local staff			-										
	MRDI Staff, International per diem	218,960		-	-	-	-	-	-	-				
	Total of Per diems for missions/travel, Local staff	218,960	-	-	-	-	-	-	-	-				
3	Travel & Accommodation													
	Travel costs, MRDI staff													
	MRDI staff, International travel	360,000	-	-	-	-	-	-	-	-				
	MRDI staff, local travel	111,904	-	-	-	-	-	-	-	-				



Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT		
	MRDI-Fojo project Staff local travel (lumpsum days)	112,025	12,855	2,578	12,855	2,578	12,855	2,578	-	-	T-32,T-63, T-211,T-76, T-93,T-95, T-105, T-03, T-17,T-16	21-01-19, 23-04-19, 12-03-19, 20-02-19, 25-06-19,25-06-19, 30-05-19, 20-08-19, 01-09-19,04-08-19	F-36, F-64, F-210, F-82, F-94, F-96, F-104,T-02, F-18, F-15	21-01-19, 23-04-19, 12-03-19, 20-02-19, 25-06-19, 30-05-19, 20-08-19, 01-09-19, 04-08-19
	Visa related expenses	45,654	-	-	-	-	-	-	-	-				
	Local conveyance & Communication cost (In abroad)	35,597	-	-	-	-	-	-	-	-				
	Total Travel & Accommodation	665,180	12,855	2,578	12,855	2,578	12,855	2,578	-	-				
4	Investigative Journalism Partnership (IJP)													
	IJP Partnership													
	Accommodation for expert/journalists/MRDI Staffs	28,292	952	222	952	222	952	222	-	-	257	07-11-18	T-18	01-09-19
	Per diem for expert/journalists/MRDI Staffs	58,525	-	-	-	-	-	-	-	-				
	Transportation cost for expert/journalist/ MRDI staffs (includeing vehicle rent, fuel, toll, driver allowance, etc)	200,956	3,667	292	3,667	292	3,667	292	-	-	T-140, T-34, T-90, T-17	31-01-19,21-01-19, 04-12-18, 01-09-19	F-141, F-93, F-18	31-07-19, 04-12-18, 01-09-19
	Meeting cost (lumpsum)	34,793	817	538	817	538	817	538	-	-	T-98, 71	30-05-19, 16-05-19	F-18	01-09-19
	Expert honorarium													
	Outside Dhaka	45,000	-	4,500	-	4,500	-	4,500	-	-			F-89	04-12-18



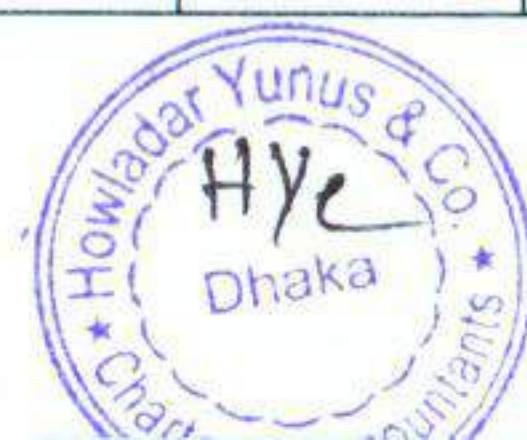
Sl. no.	Head of expenditures	Actual expenses BDT	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	In Dhaka	499,053	14,255	49,739	14,255	49,739	14,255	49,739	-	-	T-17	01-09-19	F-119, F-92, F-91, F-152, F-213, F-33, F-11, F-18, F-18, F-18, F-02, F-152	04-10-18, 01-01-19, 04-12-18, 31-03-19, 12-03-19, 12-03-19, 13-03-19, 01-09-19, 01-09-19, 01-09-19, 16-07-19, 31-03-19
	Equipments rental, Printing & supply, Research, fixer & Data collection for partnership	8,580	980	300	980	300	980	300	-	-	T-121, T-90	04-11-18, 01-01-19	F-91, T-06	01-01-19, 23-04-19
	Sub Total Investigative Journalism Partnership (IJP)	875,199	20,671	55,591	20,671	55,591	20,671	55,591	-	-				
5	Training on Investigative Research and Collaboration													
	Transportation for resource persons (Vehicle Rent+Fuel+driver allowance+toll)	39,581	3,487	697	3,487	697	3,487	697	-	-	T-47	12-12-18	F-46	12-12-18
	Transportation for programme staffs (Vehicle Rent+Fuel+driver allowance+toll)	10,876	951	190	951	190	951	190	-	-	T-47	12-12-18	F-46	12-12-18
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	38,674	3,487	697	3,487	697	3,487	697	-	-	T-47	12-12-18	F-46	12-12-18



Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	Information kit (Folder, writing pad, pen & information material)	13,933	785	314	785	314	785	314	-	-	T-74, M-80	17-10-18	F-201,F-75	31-10-18, 17-10-18
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	71,472	9,456	3,152	9,456	3,152	9,456	3,152	-	-	M-326		F-32	17-10-18
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	175,249	22,564	7,486	22,564	7,486	22,564	7,486	-	-	T-142,141, M-326	08-10-18, 08-10-18, 28-09-19		
	Accommodation	210,370	27,187	9,062	27,187	9,062	27,187	9,062	-	-	M-326	28-09-19		
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka (16 persons x 4 days)	128,000	-	-	-	-	-	-	-	-			F-201	31-10-18
	Banner	3,000	-	-	-	-	-	-	-	-				
	Stationery	3,192	304	-	304	-	304	-	-	-				
	Certificate	5,500	-	-	-	-	-	-	-	-				
	Laptop for participants in class room Use	43,125	5,625	1,875	5,625	1,875	5,625	1,875	-	-	T-3	01-01-19	F-1,F-06	01-01-19, 23-04-19
	Daily allowance for programme staffs	9,000	-	-	-	-	-	-	-	-				
	Miscellaneous Expenses	5,128	-	-	-	-	-	-	-	-				
	Sub Total Investigative Research and Collaboration	757,100	73,846	23,473	73,846	23,473	73,846	23,473	-	-				
6	Residential Training for Women Reporters on Investigative Reporting													
	Fee for Facilitators	75,000	-	7,500	-	7,500	-	7,500	-	-			F-07	05-05-19
	Honorarium for Resource persons	22,500	-	2,250	-	2,250	-	2,250	-	-			F-51	05-05-19
	Transportation for resource persons (Vehicle Rent+Fuel+driver allowance+toll)	39,230	3,464	693	3,464	693	3,464	693	-	-	T-29	30-05-19	F-30	30-05-19



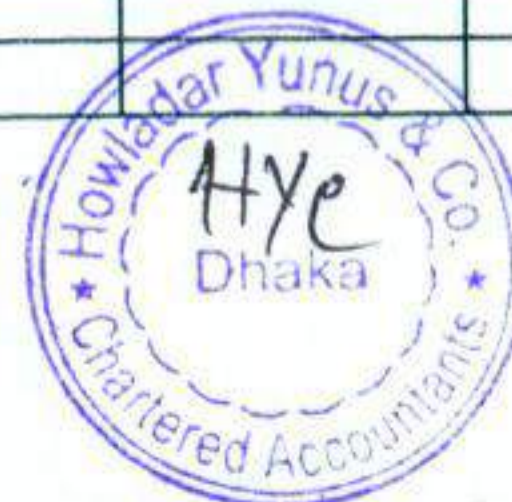
Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	Transportation for programme staffs and international expert (Vehicle Rent+Fuel+driver allowance+toll)	27,725	2,417	483	2,417	483	2,417	483	-	-	T-29	30-05-19	F-30	30-05-19
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	25,170	2,175	435	2,175	435	2,175	435	-	-	T-29	30-05-19	F-30	30-05-19
	Information kit (Folder, writing pad, pen & information material)	18,257	33	320	33	320	33	320	-	-	T-90	08-05-19	F-78	30-04-19
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	45,540	5,940	1,987	5,940	1,987	5,940	1,987	-	-	M- 446	30-04-19	F-01	08-05-19
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	127,885	19,184	5,394	19,184	5,394	19,184	5,394	-	-	M- 446	30-04-19	F-01	08-05-19
	Accommodation	156,354	20,394	6,815	20,394	6,815	20,394	6,815	-	-	M- 446	30-04-19	F-01	08-05-19
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka	96,000	-	-	-	-	-	-	-	-				
	Banner	3,000	142	57	142	57	142	57	-	-	T-88	08-05-19	F-89	08-05-19
	Stationery	3,633	173	-	173	-	173	-	-	-	T-90	08-05-19		
	Certificate	5,500	263	105	263	105	263	105	-	-	T-88	08-05-19	F-89	08-05-19
	Laptop for participants in class room Use	34,500	4,500	1,500	4,500	1,500	4,500	1,500	-	-	T-86	08-05-19	F-87	08-05-19
	Daily allowance for programme staffs	6,750	-	-	-	-	-	-	-	-				
	Miscellaneous Expenses	5,014	-	-	-	-	-	-	-	-				
	Sub Total Residential Training for Women Reporters on Investigative Reporting	692,058	58,685	27,539	58,685	27,539	58,685	27,539	-	-				
7	Launching seminar IJP													
	Venue (The Daily Star) (1 day x 1 seminar)	34,500	4,483	1,495	4,483	1,495	4,483	1,495	-	-	M- 2022	30.01.19	F-144	04-02-19
	Food & Refreshment (22 persons x 1 seminar)	25,806	3,382	1,127	3,382	1,127	3,382	1,127	-	-	M- 2022	30.01.19	F-144	04-02-19
	Banner (1 Unit x 1 seminar)	4,500	214	90	214	90	214	90	-	-				



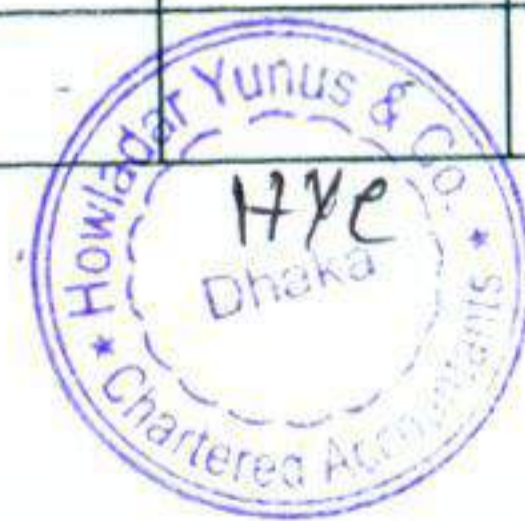
Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT			
	Information Kit (22 persons x 1 seminar)	10,138	429	167	429	167	429	167	-	-	T-143, T-146, M-90	04-02-19, 04-02-19, 28-01-19	F-145, F-180	04-02-19, 06-02-19
	Travel for participants outside Dhaka (2 person x 2 ways airfare x 1 seminar)	16,000	-	-	-	-	-	-	-	-				
	Subsistence allowance for participants from outside Dhaka (2 person x 2 days x 1 seminar)	14,000	-	-	-	-	-	-	-	-				
	Sub Total Launching seminar IJP	104,944	8,508	2,879	8,508	2,879	8,508	2,879	-	-				
8	Workshop for female investigative reporters													
	Venue (The Daily Star)	46,000	6,273	2,091	6,273	2,091	6,273	2,091	-	-	30-09-18	M-1781	F-73	17-10-18
	Food & Refreshment	24,725	2,952	984	2,952	984	2,952	984	-	-	30-09-18	M-1781	F-74	17-10-18
	Fee for Facilitators	25,000	-	2,500	-	2,500	-	2,500	-	-			F-113	04-10-18
	Fee for Resource persons	5,000	-	500	-	500	-	500	-	-			F-116	04-10-18
	Banner	3,600	171	68	171	68	171	68	-	-	T-74	17-10-18	F-75	17-10-18
	Information Kit	12,225	540	167	540	167	540	167	-	-	T-139, M-88	08-10-18, 30-09-18	F-211	12-12-18
	Conveyance and incidental cost for participants of Dhaka (17 persons x 1 days)	34,000	-	-	-	-	-	-	-	-				
	Sub Total Workshop for female investigative reporters	150,550	9,936	6,310	9,936	6,310	9,936	6,310	-	-				
9	GIJN Asia Study visit - IJP													
	International per diem (5 persons x 6 days)	158,100	-	-	-	-	-	-	-	-				
	International travel (Round trip for 5 persons)	392,500	-	-	-	-	-	-	-	-				
	Visa related expenses	34,896	-	-	-	-	-	-	-	-				
	Local conveyance & Communication cost (In abroad) (5 persons x 3 days)	15,341	-	-	-	-	-	-	-	-				



Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	Sub Total GIJN Asia Study visit - IJP	600,837	-	-	-	-	-	-	-	-				
10	Workshop for GIJN Asia participants in Dhaka													
	Lunch and tea	3,014	-	-	-	-	-	-	-	-				
	Information kit for Seoul visit	18,792	872	-	872	-	872	-	-	-				
	Sub Total Workshop for GIJN Asia participants in Dhaka	21,806	872	-	872	-	872	-	-	-				
11	GIJN Asia Study visit (Project Staff)													
	International per diem	107,100	-	-	-	-	-	-	-	-				
	International travel	235,500	-	-	-	-	-	-	-	-				
	Visa related expenses	14,982	1,744	-	1,744	-	1,744	-	-	-				
	Local conveyance & Communication cost (In abroad)	17,404	-	-	-	-	-	-	-	-				
	Sub Total GIJN Asia Study visit (Project Staff)	374,986	1,744	-	1,744	-	1,744	-	-	-				
12	Handbook for Journalist on Investigative Reporting using RTI													
	Honorarium for writer	120,000	-	12,000	-	12,000	-	12,000	-	-			F-29	30-04-19
	Honorarium for reviewer (lumsun)	50,000	-	5,000	-	5,000	-	5,000	-	-			F-28	30-05-19
	DTP design, editing & printing	108,700	7,584	2,022	7,584	2,022	7,584	2,022	-	-	T-03	20-08-19	F-03	20-08-19
	Distribution of hand book	3,590	468	-	468	-	468	-	-	-	M-156	05-08-19		
	Sub Total Handbook for Journalist on Investigative Reporting using RTI	282,290	8,052	19,022	8,052	19,022	8,052	19,022	-	-				
13	Media monitoring (7 days per month)													
	Newspaper Archive charges	29,400	-	-	-	-	-	-	-	-				
	TV clip archive charge	84,000	-	-	-	-	-	-	-	-				
	Subtotal Media monitoring	113,400	-	-	-	-	-	-	-	-				
	Mentorship Programme													



Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
14	Mentorship Conclave													
	Honorarium for Resource persons	75,000		7,500	-	7,500	-	7,500	-	-			F-146, F-145, F-142, F-143	28-03-19, 28-03-19, 28-03-19, 28-03-19
	Transportation for resource persons (Vehicle Rent+Fuel+driver allowance+toll)	40,636	725	3,627	725	3,627	725	3,627	-	-	T-08	23-04-19	F-03	23-04-19
	Transportation for programme staffs and international expert (Vehicle Rent+Fuel+driver allowance+toll)	24,178	435	2,176	435	2,176	435	2,176	-	-	T-08	23-04-19	F-03	23-04-19
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	24,204	451	2,257	451	2,257	451	2,257	-	-	T-08	23-04-19	F-03	23-04-19
	Information kit (Folder, writing pad, pen & information material)	18,034	222		222		222		-	-	T-149	31-03-19		
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	63,250	9,487	2,773	9,487	2,773	9,487	2,773	-	-	M- 496	13.03.19	F-05	31.03.19
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	169,990	25,498	7,338	25,498	7,338	25,498	7,338	-	-	M- 496	13.03.19	F-05	31.03.19
	Accommodation	168,624	25,293	7,218	25,293	7,218	25,293	7,218	-	-	M- 496	13.03.19	F-05	31.03.19
	Travel for Participants (From Outside Dhaka participants)	-	-	-	-	-	-	-	-	-				
	Daily Subsistence allowance for outside Dhaka participants	21,000	-	-	-	-	-	-	-	-				
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka	88,000	-	-	-	-	-	-	-	-				
	Banner	3,000	143	57	143	57	143	57	-	-	T-148	28-03-19	F-147	28-03-19
	Stationery	5,330	254		254		254		-	-	T-151	31-03-19		
	Laptop for participants in class room Use	43,125	5,625	1,875	5,625	1,875	5,625	1,875	-	-	T-07	23-04-19	F-06	23-04-19
	Daily allowance for programme staffs	9,000	-	-	-	-	-	-	-	-				



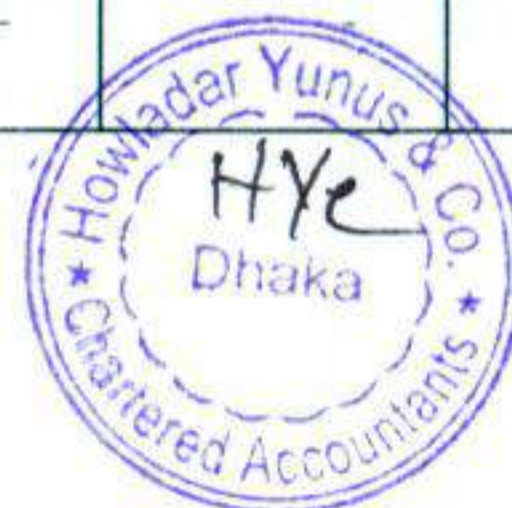
Sl. no.	Head of expenditures	Actual expenses BDT	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	Miscellaneous Expenses	5,000	-	-	-	-	-	-	-	-				
	Subtotal Mentorship Conclave	758,371	68,133	34,821	68,133	34,821	68,133	34,821	-	-				
15	Mentorship Support													
	Honorarium for mentor (4 persons x 4 months)	375,000		37,500	-	37,500	-	37,500	-	-			F-18	01-09-19
	Expenses for mentees	140,000		-	-	-	-	-	-	-				
	Sub-Total Mentorship Support	515,000	-	37,500	-	37,500	-	37,500	-	-				
	Certificate Giving Ceremony of Mentorship Programme													
	Food & Refreshments	13,737	611	916	611	916	611	916	-	-	T-17	01-09-19	F-18	01-09-19
	Travel for Participants (From Outside Dhaka participants)	3,000	-	-	-	-	-	-	-	-				
	Daily Subsistence allowance for outside Dhaka participants	3,500	-	-	-	-	-	-	-	-				
	Certificate	5,500	384	102	384	102	384	102	-	-	T-17	01-09-19	F-18	01-09-19
	Sub-Total Certificate Giving Ceremony of Mentorship Programme	25,737	995	1,018	995	1,018	995	1,018	-	-				
16	GIJN Asia Study Visit - Mentorship													
	Visa related expenses	14,196	-	-	-	-	-	-	-	-				
	Sub-Total GIJN Asia Study Visit - Mentorship	14,196	-	-	-	-	-	-	-	-				
	Total Mentoring programme	1,313,304	69,128	73,339	69,128	73,339	69,128	73,339	-	-				
17	Future editors training													
	Refreshments for trainings	157,379	14,586	3,710	14,586	3,710	14,586	3,710	-	-	T-67,T-63	20-02-09, 20-02-19	F-64	20-02-19
	Information kit	11,869	465	-	465	-	465	-	-	-	T-63	20-02-19		
	Total Training for Future editors	169,248	15,051	3,710	15,051	3,710	15,051	3,710	-	-				
	Safety and security													
18	Training on safety and security													



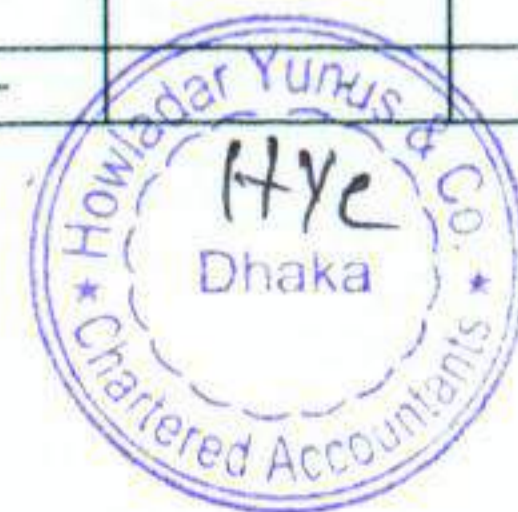
Sl. no.	Head of expenditures	Actual expenses BDT	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	Local consultant for need assessment	225,000	-	5,625	-	5,625	-	5,625	-	-			F-09	25-06-19
	Honorarium for Facilitators	50,000	-	5,000	-	5,000	-	5,000	-	-			F-08	25-06-19
	Honorarium for Resource persons	-	-	-	-	-	-	-	-	-				
	Transportation for resource persons (Vehicle Rent+Fuel+driver allowance+toll)	12,698	1,154	231	1,154	231	1,154	231	-	-	T-03	16-07-19	F-02	16-07-19
	Transportation for programme staffs and international expert (Vehicle Rent+Fuel+driver allowance+toll)	19,403	1,782	356	1,782	356	1,782	356	-	-				
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	25,090	2,308	462	2,308	462	2,308	462	-	-				
	Information kit (Folder, writing pad, pen & information material)	20,202	912	360	912	360	912	360	-	-	T-67	30-06-19	F-64	30-06-19
	Venue (With sound system & other facilities)	30,360	4,554	1,342	4,554	1,342	4,554	1,342	-	-	M-35	20-06-19	F-12	25-06-19
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	70,817	10,622	3,343	10,622	3,343	10,622	3,343	-	-	T-65, M-35	20-06-19	F-12	25-06-19
	Accommodation	81,719	12,257	3,212	12,257	3,212	12,257	3,212	-	-	M-35	20-06-19	F-12	25-06-19
	Conveyance and incidental cost for participants	52,000	-	-	-	-	-	-	-	-				
	Banner	3,000	143	57	143	57	143	57	-	-	T-99	25-06-19	F-100	25-06-19
	Stationery	4,815	225	90	225	90	225	90	-	-	T-67	30-06-19	F-64	30-06-19
	Certificate	-	-	-	-	-	-	-	-	-				
	Laptop for participants in class room Use	67,275	8,762	2,921	8,762	2,921	8,762	2,921	-	-	T-02	30-06-19	F-03	30-06-19
	Daily allowance for programme staffs	4,500	-	-	-	-	-	-	-	-				
	Miscellaneous Expenses	5,255	-	-	-	-	-	-	-	-				
	Total Training on safety and security	672,134	42,719	22,999	42,719	22,999	42,719	22,999	-	-				
	Less : Provision made during the year	168,750												



Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	Total Training on safety and security as per R&P Statement	503,384	42,719	22,999	42,719	22,999	42,719	22,999						
19	Safety Security Guideline Publication & Distribution													
	Safety Security Guideline Translation	120,249		12,025	-	12,025	-	12,025	-	-			F-05	23-04-19
	Safety Security Guideline Publication	217,200	10,343	4,137	10,343	4,137	10,343	4,137	-	-	T-07	12-06-19	F-06	12-06-19
	Icon Design	135,000	17,383	10,535	17,383	10,535	17,383	10,535	-	-	T-16	04-08-19	F-15	04-08-19
	Distribution Cost	10,787	1,407	-	1,407	-	1,407	-	-	-	T-106	11-07-19		
	Total Safety Security Guideline Publication & Distribution	483,236	29,133	26,697	29,133	26,697	29,133	26,697	-	-				
20	Publication & distribution													
	Communication material	297,000	17,093	4,558	17,093	4,558	17,093	4,558	-	-	T-17	01-09-19	F-18	01-09-19
	Photocopy of regional dialogue report	-		-	-	-	-	-	-	-				
	Distribution cost	11,429	1,472	147	1,472	147	1,472	147	-	-	T-17	01-09-19	F-18	01-09-19
	Total Publication & distribution	308,429	18,565	4,705	18,565	4,705	18,565	4,705	-	-				
	Less: Provision made during the year	52,000												
	Total Publication & distribution as per R&P Statement	256,429	18,565	4,705	18,565	4,705	18,565	4,705	-	-				
21	Capacity building for journalists association													
	Capacity building for journalists association	1,023,645	-	-	-	-	-	-	-	-				
	Transportation for Programme Staff	34,574	-	-	-	-	-	-	-	-				
	Accommodation for Programme Staff	19,200	-	-	-	-	-	-	-	-				
	Daily Allowances for Programme Staff	13,200	-	-	-	-	-	-	-	-				
	Sub-Total of Capacity building for journalists association	1,090,619	-	-	-	-	-	-	-	-				



Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
22	Training for DECAB Member													
	Honorarium for Facilitator	75,000	-	7,500	-	7,500	-	7,500	-	-			F-07	25-06-19
	Honorarium for Resource persons	60,000	-	6,000	-	6,000	-	6,000	-	-			F-101, F-103	25-06-19, 25-06-19
	Transportation for resource persons (Vehicle Rent+Fuel+driver allowance+toll)	34,493	3,022	604	3,022	604	3,022	604	-	-	T-03	16-07-19	T-02	16-07-19
	Transportation for programme staffs (Vehicle Rent+Fuel+driver allowance+toll) x 2 times x 1 vehicle (Pick & drop)	8,899	864	173	864	173	864	173	-	-				
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	37,383	3,310	662	3,310	662	3,310	662	-	-				
	Information kit (Folder, writing pad, pen & information material)	18,516	12	325	12	325	12	325	-	-	T-66	30-06-19	F-54, F-63	02-07-19, 30-06-19
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	45,540	6,190	1,920	6,190	1,920	6,190	1,920	-	-	M-34	18-06-19	F-13	25-06-19
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	101,872	15,280	4,404	15,280	4,404	15,280	4,404	-	-	M-34	18-06-19		
	Accommodation	113,977	14,867	4,970	14,867	4,970	14,867	4,970	-	-	M-34	18-06-19		
	Conveyance and incidental cost for participants	60,000	-	-	-	-	-	-	-	-				
	Banner	3,000	142	57	142	57	142	57	-	-	T-98	25-06-19	F-97	25-06-19
	Stationery	3,740	175	65	175	65	175	65	-	-	T-66	30-06-19	F-63	30-06-19
	Certificate	5,500	263	105	263	105	263	105	-	-	T-98	25-06-19	F-97	25-06-19
	Laptop for participants in class room Use	34,500	4,513	1,504	4,513	1,504	4,513	1,504	-	-	T-02	30-06-19	F-03	30-06-19
	Daily allowance for programme staffs	7,800	-	-	-	-	-	-	-	-				
	Miscellaneous Expenses	6,633	-	-	-	-	-	-	-	-				



Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT		
	Sub Total Training for DECAB Member	616,853	48,638	28,289	48,638	28,289	48,638	28,289	-	-				
23	GIJN Bangla Service													
	Honorarium for GIJN Editor	246,667	-	24,667	-	24,667	-	24,667	-	-			F-11, F-12, F-92	31-10-18, 31-10-18, 04-12-18
	GIJN Bangla Service related cost	140,806	-	5,401	-	5,401	-	5,401	-	-			F-65, F-18, F-15	23-04-19, 01-09-19, 04-08-19
	Subtotal GIJN Bangla Service	387,473	-	30,068	-	30,068	-	30,068	-	-				
	Collaboration with international organisations													
	International per diem	96,467	-	-	-	-	-	-	-	-				
	International travel	190,200	-	-	-	-	-	-	-	-				
	Visa related expenses	16,418	-	-	-	-	-	-	-	-				
	Local conveyance & Communication cost (In abroad)	-	-	-	-	-	-	-	-	-				
	Subtotal Collaboration with international organisations	303,085	-	-	-	-	-	-	-	-				
	Less: Provision made during the year	96,467												
	Sub Total Collaboration with international organization as per R&P Statement	206,618	-	-	-	-	-	-	-	-				
24	Basic Training on Fact Checking													
	Honorarium for Facilitators	-												
	Transportation for Facilitators & Expert (Vehicle Rent+Fuel+driver allowance+toll)	12,121	1,155	231	1,155	231	1,155	231	-	-	T-10	25-06-19	F-11	25-06-19
	Transportation for programme staffs (Vehicle Rent+Fuel+driver allowance+toll)	18,558	1,733	347	1,733	347	1,733	347	-	-	T-10	25-06-19	F-11	25-06-19



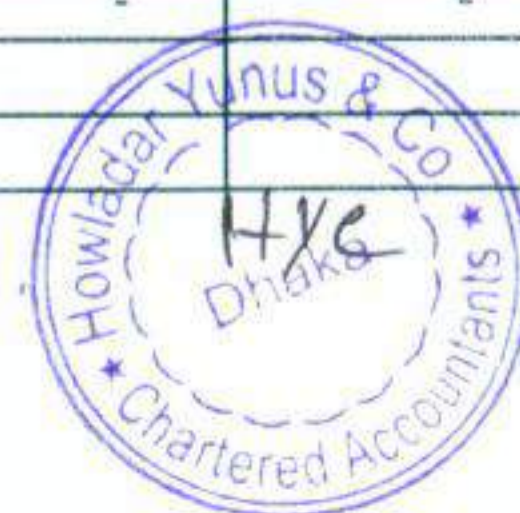
Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	31,357	2,889	577	2,889	577	2,889	577	-	-	T-10	25-06-19	F-11	25-06-19
	Information kit (Folder, writing pad, pen & information material)	21,715	187	320	187	320	187	320	-	-	T-99	30-05-19	F-106	30-05-19
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	45,540	5,940	1,992	5,940	1,992	5,940	1,992	-	-	M-19	23-05-19	F-31	30-05-19
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	126,687	16,229	5,312	16,229	5,312	16,229	5,312	-	-	M-19	23-05-19	F-31	30-05-19
	Accommodation	135,481	17,671	5,976	17,671	5,976	17,671	5,976	-	-	M-19	23-05-19	F-31	30-05-19
	Conveyance and incidental cost for participants	90,000			-	-	-	-	-	-				
	Banner	3,000	142	57	142	57	142	57	-	-	T-102	30-05-19	F-103	30-05-19
	Stationery	4,935	235		235	-	235	-	-	-	T-100	30-05-19		
	Certificate	5,500	263	105	263	105	263	105	-	-	T-102	30-05-19	F-103	30-05-19
	Laptop for participants in class room Use	34,500	4500	1500	4,500	1,500	4,500	1,500	-	-	T-104	25-06-19	F-102	25-06-19
	Daily allowance for programme staffs	5,400	-		-	-	-	-	-	-				
	Miscellaneous Expenses	4,900	-		-	-	-	-	-	-				
	Sub Total Basic Training on Fact Checking	539,694	50,944	16,417	50,944	16,417	50,944	16,417	-	-				
25	Advanced Training on Fact Checking													
	Honorarium for Facilitators	-			-	-	-	-	-	-				
	Transportation for Facilitators & Expert (Vehicle Rent+Fuel+driver allowance+toll)	-			-	-	-	-	-	-				
	Transportation for programme staffs (Vehicle Rent+Fuel+driver allowance+toll)	-			-	-	-	-	-	-				
	Transportation for participants (Vehicle Rent+Fuel+driver allowance+toll)	-			-	-	-	-	-	-				
	Information kit (Folder, writing pad, pen & information material)	-			-	-	-	-	-	-				



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	BDT			
	Venue (With sound system & other facilities) Hope foundation training centre. Savar, Dhaka	-		-	-	-	-	-	-	-				
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	-		-	-	-	-	-	-	-				
	Accommodation	-		-	-	-	-	-	-	-				
	Conveyance and incidental cost for participants	-		-	-	-	-	-	-	-				
	Banner	-		-	-	-	-	-	-	-				
	Stationery	-		-	-	-	-	-	-	-				
	Certificate	-		-	-	-	-	-	-	-				
	Laptop for participants in class room Use	-		-	-	-	-	-	-	-				
	Daily allowance for programme staffs	-		-	-	-	-	-	-	-				
	Miscellaneous Expenses	-		-	-	-	-	-	-	-				
	Sub Total Advanced Training on Fact Checking	-	-	-	-	-	-	-	-	-				
	Total of Basic & Advance Training on Fact Checking	539,694	50,944	16,417	50,944	16,417	50,944	16,417	-	-				
26	Interaction Meeting with Academics in Journalism													
	Travel for Participants	42,000	-	-	-	-	-	-	-	-				
	Daily Subsistence allowance for outside Dhaka participants	45,500	-	-	-	-	-	-	-	-				
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	14,495	-	-	-	-	-	-	-	-				
	Information kit (Folder, writing pad, pen & information material)	2,446	31	-	31	-	31	-	-	-	T-142	31-01-19		
	Invitation letter distribution cost	210	-	-	-	-	-	-	-	-				
	Total Interaction Meeting with Academics in Journalism	104,651	31	-	31	-	31	-	-	-				
27	Followup Meeting with the universities													
	Transportation for Program staffs	28,201	1,313	263	1,313	263	1,313	263	-	-	T-03,	20-08-19	F-02	20-08-19
	Accommodation for Program staffs	-	-	-	-	-	-	-	-	-				



Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	Per diem for Program Staffs	3,000	-	-	-	-	-	-	-	-				
	Total Followup Meeting with the universities	31,201	1,313	263	1,313	263	1,313	263	-	-				
28	Training of Trainers of PIB													
	Honorarium for Lead trainer	75,000	-	7,500	-	7,500	-	7,500	-	-			F-02	16-07-19
	Honorarium for resource persons	22,500	-	2,250	-	2,250	-	2,250	-	-			F-02	16-07-19
	Refreshments	49,229	3,149	2,079	3,149	2,079	3,149	2,079	-	-	T-16	04-08-19	F-15	04-08-19
	Information kit	13,054	346	252	346	252	346	252	-	-	T-16	04-08-19	F-15, F-02	04-08-19, 16-07-19
	Banner and certificate	15,800	1,102	294	1,102	294	1,102	294	-	-	T-16	04-08-19	F-15	04-08-19
	Incidental local travel for Dhaka trainers	84,000	-	-	-	-	-	-	-	-				
	Travel accommodation per diem for outside Dhaka participants	10,500	-	-	-	-	-	-	-	-				
	Total Training of Trainers of PIB	270,083	4,597	12,375	4,597	12,375	4,597	12,375	-	-				
29	RTI Help Desk													
	RTI help desk Supervisor (Partial)	189,220	-	2,500	-	2,500	-	2,500	-	-			F-101	30-05-19
	RTI help desk Supervisor (Festival allowance)	10,500	-	-	-	-	-	-	-	-				
	Subtotal RTI Help Desk	199,720	-	2,500	-	2,500	-	2,500	-	-				
30	Workshop on Knowledge based Organization													
	Food & Refreshments	6,103	-	-	-	-	-	-	-	-				
	Information kit	-	-	-	-	-	-	-	-	-				
	Total of Workshop on Knowledge based Organization	6,103	-	-	-	-	-	-	-	-				
31	M&E Training for MRDI													
	Food & Refreshments	5,615	-	-	-	-	-	-	-	-				
	Total M&E Training for MRDI	5,615	-	-	-	-	-	-	-	-				
32	Mid-term Evaluation													



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				
	Local Expert	450,000	-	45,000	-	45,000	-	45,000	-	-			F-19, F-34, F-04	21-01-19, 12-03-19, 23-04-19
	Media Expert	-	-	-	-	-	-	-	-	-				
	Accommodation & Daily allowance	-	-	-	-	-	-	-	-	-				
	Meeting Expenses	2,915	-	-	-	-	-	-	-	-				
	Total Mid-term Evaluation	452,915	-	45,000	-	45,000	-	45,000	-	-				
33	Anti-corruption Workshop													
	Honorarium for Resource persons	-	-	-	-	-	-	-	-	-				
	Food & Refreshments	-	-	-	-	-	-	-	-	-				
	Information kit	-	-	-	-	-	-	-	-	-				
	Total Anti-corruption Workshop	-	-	-	-	-	-	-	-	-				
34	Audit													
	External audit fees	150,000	-	-	-	-	-	-	-	-				
	Total Audit	150,000	-	-	-	-	-	-	-	-				
	Less: Provision made during the year	150,000												
	Total Audit Fees as per R&P statement	-	-	-	-	-	-	-	-	-				
	Total Program Cost	17,573,108	475,288	417,674	475,288	417,674	475,288	417,674						
35	Program Management Cost													
	MRDI Overhead (30% of the HR : Human Resources 6,078,651+174,720))	1,876,012												
	Contingency 5% to be used after approval of Fojo	483,321	15,359	16,135	15,359	16,135	15,359	16,135	-	-	T-81, T-16, T-17, T-2	30-04-19, 04-08-19, 01-09-19	F-15, F-18	04-08-19, 01-09-19
	Facility service for Fojo Staffs	420,000	-	-	-	-	-	-	-	-				
	Financial services	23,772	-	-	-	-	-	-	-	-				
	Total Financial services	23,772	-	-	-	-	-	-	-	-				
	Less : Provision made during the year	1,349												
	Total Financial services as per R&P Statement	22,423	-	-	-	-	-	-	-	-				



Sl. no.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
			BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT				
	Total Program Management Cost	2,801,756	15,359	16,135	15,359	16,135	15,359	16,135	-	-				
	Provision for outstanding Expenses	595,000	19,565	57,544	19,565	57,544	19,565	57,544	-	-			F-77, F-45, F-108, F-141	08-01-19, 12-12-18, 04-12-18, 28-03-19
	Grand Total	20,969,864	510,212	491,353	510,212	491,353	510,212	491,353	-	-				



Management and Resources Development Initiative (MRDI)
Schedule of property, plant and equipment
As at 30 June 2019

Sl. No.	Particulars	Cost				Depreciation				Written down value	
		Balance as at 01.07.2018	During the year		Balance as at 30.06.2019	Rate (%)	Balance as at 01.07.2018	During the year		Balance as at 30.06.2019	Balance as at 30.06.2019
			Addition	Adjustment /disposal				Charged	Adjustment/ disposal		
		BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT
1.0	Furniture and fixture:										
1.1	Table	144,871	77,696	-	222,567	20%	144,870	12,972	-	157,842	64,725
1.2	Chair, sofa etc.	161,423	11,340	1,815	170,948	20%	161,422	7,838	1,815	167,445	3,503
1.3	Shelf, paper stand, notice board etc.	255,592	45,305	-	300,897	20%	252,054	3,465	-	255,519	45,378
1.4	Interior decoration	233,571	36,380	-	269,951	20%	233,571	-	-	233,571	36,380
	Sub-total (A)	795,457	170,721	1,815	964,363		791,917	24,275	1,815	814,377	149,986
2.0	Office equipment:										
2.01	Photocopier	335,000	-	140,000	195,000	30%	334,999	-	139,999	195,000	-
2.02	Monitoring set up	397,659	23,025	-	420,684	30%	323,707	37,078	11,649	349,136	71,548
2.03	Fax machine, scanner, TV, recorder etc.	101,680	-	46,450	55,230	30%	101,675	-	46,447	55,228	2
2.04	Power generator (Honda)	102,250	-	-	102,250	30%	102,249	-	-	102,249	1
2.05	Electric fans	49,775	-	-	49,775	30%	49,535	239	-	49,774	1
2.06	Air cooler	778,528	-	-	778,528	30%	778,528	-	-	778,528	-
2.07	Telephone and internet connectivity	153,911	31,500	17,500	167,911	30%	141,429	15,213	17,530	139,112	28,799
2.08	Camera	177,652	-	-	177,652	30%	166,951	3,210	-	170,161	7,491
2.09	Mobile and telephone set	435,930	110,000	57,244	488,686	30%	366,367	34,170	60,178	340,359	148,327
2.10	Access & Attendance Control Device	-	55,000	-	55,000	30%	-	-	-	-	55,000
	Sub-total (B)	2,532,385	219,525	261,194	2,490,716		2,365,440	89,910	275,803	2,179,547	311,169
3.0	Computer, printer and multimedia										
3.01	Tower server	299,360	-	-	299,360	33%	178,519	59,519	-	238,038	61,322
3.02	Desktop computer	658,875	197,450	140,772	715,553	33%	604,540	75,274	140,772	539,042	176,511
3.03	Laptop computer	998,761	-	251,441	747,320	33%	967,707	15,296	251,441	731,562	15,758
3.04	Laser printer	172,871	37,800	35,450	175,221	33%	172,871	12,474	35,450	149,895	25,326
3.05	UPS, IPS and stabilizer	237,447	68,115	49,890	255,672	33%	193,739	36,381	48,835	181,285	74,387
3.06	Multimedia projector	157,632	-	34,407	123,225	33%	147,430	5,024	34,407	118,047	5,178
3.07	Computer networking	89,630	-	10,950	78,680	33%	89,630	-	10,950	78,680	-
	Sub-total (C)	2,614,576	303,365	522,910	2,395,031		2,354,436	203,968	521,855	2,036,549	358,482
4.0	Other assets										
4.1	Books	25,930	-	-	25,930	20%	25,930	-	-	25,930	-
4.2	Paintings	40,000	-	-	40,000	20%	40,000	-	-	40,000	-
	Sub-total (D)	65,930	-	-	65,930		65,930	-	-	65,930	-
5.0	Project assets (PCAI, AWRAIB, BGBS &	572,563	349,858	-	922,421	0%	-	-	-	-	922,421
	Sub-total (E)	572,563	349,858	-	922,421		-	-	-	-	922,421
Balance as at 30.06.2019		6,580,911	1,043,469	785,919	6,838,461		5,577,723	318,153	799,473	5,096,403	1,742,058
Balance as at 30.06.2018		5,983,587	597,324	-	6,580,911		5,305,383	272,340	-	5,577,723	1,003,188

