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Howladar Yunus & Co.

Independent Auditor's Report on the Financial Statements
Improved Governance through Open Flow of Information
Management and Resources Development Initiative
Funded by: The Asia Foundation (TAF)
For the year ended 31 December 2020

Independent Auditor's Report on the Financial Statements of
Project Name: Improved Governance through Open Flow of Information
Implemented by: Management and Resources Development Initiative (MRDI)
Funded by: The Asia Foundation (TAF)
For the year ended 31 December 2020

Submitted by:
Howladar Yunus & Co.
Chartered Accountants

January 30, 2021

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FIRST PART

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

Howladar Yunus & Co.

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Road-16A, Gulshan-1
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INDEPENDENT AUDITOR'S REPORT

To the Management of Management and Resources Development Initiative (MRDI).

Report on the Audit of the Financial Statements**Opinion**

We have audited the Financial statements of “Improved Governance through Open Flow of Information” project implemented by Management and Resources Development Initiative (MRDI) and funded by The Asian Foundation (TAF) which comprise the statement of financial position as at 31 December 2020, and 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.

In our opinion, the accompanying financial statements give a true and fair view of the financial position of the Company as at 31 December 2020, and its financial performance and its Receipts and Payments for the year then ended in accordance with International Financial Reporting Standards (IFRSs).

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.

Emphasis of Matter – Basis of Accounting and Restriction on Distribution and Use

We draw attention to Note 2.1 to the financial statements, which describes the basis of accounting. The financial statements are prepared to assist the Company in complying with



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the financial reporting provisions of the contract referred to above. As a result, the financial statements may not be suitable for another purpose. Our report is intended solely for the

Company and The Asia Foundation (TAF) and should not be distributed to or used by parties other than the Company or The Asia Foundation (TAF). Our opinion is not modified in respect of this matter.

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

Management is responsible for the preparation of the financial statements that give a true and fair view in accordance with International Financial Reporting Standards (IFRSs) and other applicable laws and regulations 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 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



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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, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- 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.

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.

Howladar Yunus & Co.
Chartered Accountants
Registration No.:

Muhammad Farooq FCA
Managing Partner
Enrolment No. 0521
Date: 30 January 2021

Project Name: Improved Governance through Open Flow of Information
Implemented by: Management and Resources Development Initiative (MRDI)
In partnership with: The Asia Foundation (TAF)
Balance Sheet
As at 31 December 2020


	Notes	As at 31 December 2020 BDT
Assets		
Fixed Assets	Annexure A	538,700
Cash and cash equivalents	3	597,319
		<u>1,136,019</u>
Fund and Liabilities		
Unutilized donor fund	4	489,347
Reserve fund-bank interest	5	7,972
Provision for expenses	6	100,000
Fixed Assets fund	Annexure A	538,700
		<u>1,136,019</u>

The accompanying notes 1-18 form an integral part of these financial statements.


Manager, Finance


Executive Director

As per our annexed report of same date

Howldar Yunus & Co.
Chartered Accountants
Registration No.:.....

Muhammad Farooq FCA
Managing Partner
Enrolment No. 0521

Dated: Dhaka
January 30, 2021

Project Name: Improved Governance through Open Flow of Information
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with: The Asia Foundation (TAF)
 Statement of Comprehensive Income -Statement Income and Expenditure
 For the year ended 31 December 2020

	<u>Notes</u>	<u>For the year ended 31 December 2020</u> BDT
Income		
Grant income	7	5,873,333
		5,873,333
Expenditure		
Content Development Meeting	9	78,255
Online course for youth on basics of fact checking	10	948,187
Social media & online media advertisement for campaign	11	102,554
Youth engagement on COVID-19 and RTI	12	284,944
Online session on safety of journalist	13	431,920
Sharing with gatekeepers	14	65,000
Media gatekeeper engagement programme on public interest issue	15	62,259
Programme Team	16	2,721,529
Office & online training Equipments & setup	17	96,940
Programme Operations and management	18	1,081,745
		5,873,333

The accompanying notes 1-18 form an integral part of these financial statements.


 Manager, Finance


 Executive Director

As per our annexed report of same date

Howldar Yunus & Co.
 Chartered Accountants
 Registration No.:.....


 Muhammad Farooq FCA
 Managing Partner
 Enrolment No. 0521

Dated: Dhaka
 January 30, 2021

Project Name: Improved Governance through Open Flow of Information
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with: The Asia Foundation (TAF)
 Statement of Receipts and Payments
 For the year ended 31 December 2020

	Notes	For the year ended 31 December 2020 BDT
Opening balance		-
Cash at bank		-
Receipts		
Fund from Donor	4.1	6,901,380
Interest on bank deposit	8	7,972
Loan from MRDI		5,000
Total receipts		6,914,352
Payments		
Content Development Meeting	9	78,255
Online course for youth on basics of fact checking	10	948,187
Social media & online media advertisement for campaign	11	102,554
Youth engagement on COVID-19 and RTI	12	284,944
Online session on safety of journalist	13	431,920
Sharing with gatekeepers	14	65,000
Media gatekeeper engagement programme on public interest issue	15	62,259
Programme Team	16	2,721,529
Office & online training Equipments & setup	17	635,640
Programme Operations and management	18	981,745
Loan repaid to MRDI		5,000
Total Payments		6,317,033
Closing balances	3.1	597,319
Cash at bank		597,319
		6,914,352

The accompanying notes 1-18 form an integral part of these financial statements.


 Manager, Finance


 Executive Director

As per our annexed report of same date

Howldar Yunus & Co.
 Chartered Accountants
 Registration No.:.....


 Muhammad Farooq FCA
 Managing Partner
 Enrolment No. 0521

Dated: Dhaka
 January 30, 2021

Project Name: Improved Governance through Open Flow of Information
Implemented by: Management and Resources Development Initiative (MRDI)
In partnership with: The Asia Foundation (TAF)
Notes to the Financial Statements
For the year ended 31 December 2020

1.0 About the organization and project

1.1 About the organization

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

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

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

1.2 About the project

Improved Governance through Open Flow of Information is a twenty five months project starting from 01 January 2020 to 31 December 2020. The project is funded by The Asia Foundation (TAF). The project began with the aim of enhancing the capacity of media and skills of journalists on producing objective and authentic in-depth stories on issues of public interest using RTI as a tool. Later, a trust survey was added to the objectives to assess the credibility of the media and enhance media's engagement with the audience. It also focuses on the capacity building of youth on fact checking.

1.3 Objectives of the project

A. Overall objective:

- i. Improved Governance through Open Flow of Information aims to enhance capacity of youth on fact checking to fight disinformation during Covid 19 and how they can keep safe and get authentic information during and post Corona situation. The project facilitates implementation of Management and Resources Development Initiative (MRDI) in Dhaka.
- ii. Engage newsroom managers and reporters in keeping safe while gathering news.
- iii. Enhance the level of people's trust in media and assess level of external stakeholders' engagement to strengthen democracy and political participation with an additional focus on the pandemic period through conducting a survey
- iv. Facilitate media houses develop their audience engagement plan.
- v. Enhance capacity of media and skills of journalists on producing objective and authentic in-depth



B. Program Activities:

- i. Training content development
- ii. Online course for youth on basics of fact checking
- iii. Social media & online media advertisement for campaign
- iv. Youth engagement on COVID-19 and RTI
- v. Online session on safety of journalist
- vi. Sharing findings with gatekeepers
- vii. Conduct a survey on people's trust in media and external engagement in media
- viii. Media capacity building for in-depth reporting on public interest issue
- ix. Orientation programme for university students on fact checking and verification
- x. Orientation for journalists on digital security

1.4 Project period

Total duration of the project is for twenty five months covering from 01 January 2020 to 31 January 2022.

2 Summary of significant accounting policies

2.1 Basis of accounting

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

2.2 Accounting for grants

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

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

2.3 Allocation of common staff salary

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

2.4 Cash and Cash Equivalentents

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



2.5 Fixed Asset fund

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

2.6 Reporting period

The financial statements of the project cover 12 months starting from 01 January 2020 to 31 December 2020.

2.7 Reporting currency

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

2.8 General

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



		Notes	As at 31 December 2020 BDT
3	Cash and cash equivalents		
	Cash at bank	3.1	597,319
			<u>597,319</u>
3.1	Cash at bank		
	Prime Bank Ltd. Asad Gate Branch, Dhaka, A/C # 2138313016379		597,319
	Total		<u>597,319</u>
4	Unutilized donor fund		
	Opening balance		-
	Add: Donor fund received during the period	4.1	6,901,380
	Less: Grant income recognised	7	(5,873,333)
	Less: Program equipment purchase during the year		(538,700)
	Total		<u>489,347</u>
4.1	Fund from Donor		
			Amount BDT
	6-Feb-20	1st Installment	1,914,198
	15-Jul-20	2nd Installment	3,066,942
	25-Nov-20	3rd Installment	1,920,240
	Total		<u>6,901,380</u>
5	Reserve fund-bank interest		
	Opening balance		-
	Add: Interest received during the period		9,379
	Less: TDS on bank interest		(1,407)
			<u>7,972</u>
6	Provision for expenses		
	Opening Balance		-
	Add: Addition during the year (Note 6.1)		100,000
			<u>100,000</u>
	Less: Paid during the year		-
	Closing Balance		<u>100,000</u>
6.1	The above balance made up as follows: Provision for expenses		
	Audit Fees: Howlader Yunus & Co.		100,000
			<u>100,000</u>



		For the period ended 31 December 2020
		BDT
7	Grant income	
	Grant income	5,873,333
		<u>5,873,333</u>
<p>Amount equivalent to total expenditure incurred for the period has been recognized as grant income for the period according to International Accounting Standard (IAS)-20.</p>		
8	Interest on bank deposit	
	Interest received during the period	9,379
	Less: TDS on bank interest	(1,407)
	Total	<u>7,972</u>
9	Content Development Meeting	
	Honorarium for lead expert	37,500
	Venue & equipment (MRDI Conference Room)	10,000
	Honorarium for experts	25,000
	Food & refreshment	4,745
	Information kit	1,010
	Total	<u>78,255</u>
10	Online course for youth on basics of fact checking	
	Expert honorarium	150,000
	Developing online education material , LMS Platform subscription and pre-social media campaign	798,187
	Total	<u>948,187</u>
11	Social media & online media advertisement for campaign	
	Social media & online media advertisement for campaign	102,554
	Total	<u>102,554</u>
12	Youth engagement on COVID-19 and RTI	
	Honorarium for resource person	20,000
	Connectivity cost for participants	208,884
	Certificate design	35,000
	Communication and coordination costs for coordinators	21,060
	Total	<u>284,944</u>
13	Online session on safety of journalist	
	Honorarium for resource person	35,000
	Connectivity Cost for participants	283,920
	Certificate design	35,000
	Honorarium for local coordinators	60,000
	Communication costs for local coordinators	18,000
	Total	<u>431,920</u>
14	Sharing with gatekeepers	
	Honorarium for Moderator	10,000
	Time cost for media gatekeepers	55,000
	Total	<u>65,000</u>



		For the period ended 31 December 2020 BDT
15	Media gatekeeper engagement programme on public interest issue	
	Information kit (Folder, writing pad, pen & information material)	5,380
	Food for participants (Tea & lunch)	6,879
	Time cost for media gatekeepers	50,000
	Total	62,259
16	Programme Team	
	Team leader, ED MRDI (Partial)	816,818
	Project coordinator (Partial)	617,063
	Training coordinator (Full time)	598,258
	Finance personnel (Partial)	532,180
	Coordinator-IT (Partial)	95,650
	Logistic Coordinator (Partial)	61,560
	Total	2,721,529
17	Office & online training Equipments & setup	
	Desktop as control panel	71,839
	Laptop for resouce persons	67,218
	Equipment & charge	5,243
	Printer	40,800
	Office Setup (Furniture & equipment)	450,540
	As per Statement of Receipts and Payments	635,640
	Less: Transferred to Fixed Assets (Annexure A)	(538,700)
	As per Statement of Comprehensive Income-Income and Expenditure Account	96,940
18	Programme Operations and management	
	Office rent (Partial)	736,920
	Communication Expenses (Phone, Internet, postage etc.)	71,087
	Local Travel (Partial)	69,812
	Stationery & supplies (Partial)	25,431
	Utilities (Gas, water, electricity, office maintenance & assistance)(Partial)	73,025
	Audit Fee of Accounts	100,000
	Financial service	1,267
	Monthly zoom connectivity cost	4,203
	As per Statement of Comprehensive Income-Income and Expenditure Account	1,081,745
	Less: Provision made during the year	(100,000)
	As per Statement of Receipts and Payments	981,745


Manager, Finance


Executive Director



Management and Resources Development Initiative (MRDI)
 Project Name: Improved Governance through Open Flow of Information
 Schedule of Fixed Assets
 As at 31 December 2020

Amount in Taka

Sl. No.	Particulars	Cost			Closing Balance
		Opening Balance	During the year		
			Addition	Adjustment	
1	Desktop as control panel				
	Desktop computer	-	67,932	-	67,932
	Sub-total	-	67,932	-	67,932
2	Laptop for resource persons				-
	Laptop	-	67,218	-	67,218
	Sub-total	-	67,218	-	67,218
3	Printer				-
	Printer	-	40,800	-	40,800
	Sub-total	-	40,800	-	40,800
4	Office Setup (Furniture & equipment)				
	Air conditioner	-	71,153	-	71,153
	Table	-	94,384	-	94,384
	Book shelf	-	47,430	-	47,430
	Chair	-	67,576	-	67,576
	Drawer	-	61,128	-	61,128
	Fan	-	21,079	-	21,079
	Sub-total	-	362,750	-	362,750
	Total	-	538,700	-	538,700



SECOND PART

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

FD-4 Certificate**Howladar Yunus & Co.**

House-14(Level 4 & 5)
Road-16A, Gulshan-1
Dhaka-1212
Bangladesh
T :+880 2 58815247

We have audited the Financial Statement of "Improved Governance through Open Flow of Information", project of Management and Resources Development Initiative (MRDI) located at 8/19 Sir Syed Road (3rd Floor), Block-A, Mohammadpur, Dhaka-1207 (NGO Bureau registration # 1962, dated 21 September 2004, and renewed on 24 July 2019) under the Foreign Donations Regulation Act 2016 for the year from January 01, 2020 to December 31, 2020 and examined all relevant books and vouchers and certify that according to the audited financial statements:

- (1) The brought forward Foreign Donations at the beginning of the period January 01, 2020 was nil.
- (2) The Foreign Donations amounting to Taka 6,901,380 were received by the organisation during the year.
- (3) The Balance of unutilized Foreign Donations by the organisation was Taka 489,347.
- (4) Foreign Donations amounting to Taka 6,412,033 have been utilized for the purposes as shown under "Annexure-A/1".

Name of the Project: "Improved Governance through Open Flow of Information"

Head of Expenditure Differences	Amount as per Approved budget (Taka)	Amount actually spent (Taka)	Differences (Taka)
As per Annexure - A/1.	6,907,362	6,412,033	495,329

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

- (5) Certified that the organization has maintained the accounts of Foreign Donations and records relating thereto in the manner specified as in section 12 of the Foreign Donations (Voluntary Activities) Regulations Act, 2016 read with rule 9 and 12 to the said Act.
- (6) The information furnished above is correct and checked by us.



Muhammad Farooq FCA
Managing Partner
Howladar Yunus & Co., Chartered Accountants
Enrolment No. 0521

Dated: 30 January 2021

Project Name: Improved Governance through Open Flow of Information
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with The Asia Foundation (TAF)
 Budget Variance
 For the year ended 31 December 2020

Amount in BDT

Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
1.1	Content Development Meeting					
1.1.1	Honorarium for lead expert	37,500	37,500	-	0%	
1.1.2	Venue & equipment (MRDI Conference Room)	10,000	10,000	-	0%	
1.1.3	Honorarium for experts	25,000	25,000	-	0%	
1.1.4	Food & refreshment	4,745	4,745	-	0%	
1.1.5	Information kit	1,010	1,010	-	0%	
	<i>Total Content Development Meeting</i>	<i>78,255</i>	<i>78,255</i>	<i>-</i>	<i>0%</i>	
2.4	Online course for youth on basics of fact checking					
2.4.1	Expert honorarium	150,000	150,000	-	0%	
2.4.2	Developing online education material , LMS Platform subscription and pre-social media campaign	798,187	798,187	-	0%	
	<i>Total Online course for youth on basics of fact checking</i>	<i>948,187</i>	<i>948,187</i>	<i>-</i>	<i>0%</i>	
2.5	Social media & online media advertisement for campaign					
2.5.1	Social media & online media advertisement for campaign	100,000	102,554	(2,554)	-3%	Spent as per actual requirement
	<i>Total Social media & online media advertisement for campaign</i>	<i>100,000</i>	<i>102,554</i>	<i>(2,554)</i>	<i>-3%</i>	
2.6	Youth engagement on COVID-19 and RTI					
2.6.1	Honorarium for resource person	20,000	20,000	-	0%	
2.6.2	Connectivity cost for participants	208,884	208,884	-	0%	
2.6.3	Certificate design	35,000	35,000	-	0%	
2.6.4	Communication and coordination costs for coordinators	21,000	21,060	(60)	0%	
	<i>Total Youth engagement on COVID-19 and RTI</i>	<i>284,884</i>	<i>284,944</i>	<i>(60)</i>	<i>0%</i>	



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
2.7	Online session on safety of journalist					
2.7.1	Honorarium for resource person	35,000	35,000	-	0%	
2.7.2	Connectivity Cost for participants	283,920	283,920	-	0%	
2.7.3	Certificate design	35,000	35,000	-	0%	
2.7.4	Honorarium for local coordinators	60,000	60,000	-	0%	
2.7.5	Communication costs for local coordinators	18,000	18,000	-	0%	
	Total Online session on safety of journalist	431,920	431,920	-	0%	
2.8	Sharing with gatekeepers					
2.8.1	Honorarium for Moderator	10,000	10,000	-	0%	
2.8.2	Time cost for media gatekeepers	55,000	55,000	-	0%	
	Total Sharing with gatekeepers	65,000	65,000	-	0%	
2.9	Conduct a survey on people's trust in media and external engagement in media					
2.9.1	Research Team					
2.9.1.1	Lead Researcher/s (Local & International)	187,500	-	187,500	100%	This activity was not possible to implement due to Covid-19 pandemic situation and shifted to the 2nd year
	Total Conduct a survey on people's trust in media and external engagement in media	187,500	-	187,500	100%	
2.10	Finalize study tools					
2.10.1	Draft & finalizing methodology, guiding question of KII, talking points of FGD, Interviewing respondents, field testing, data collection, compilation, analyze, & reporting	250,000	-	250,000	100%	This activity was not possible to implement due to Covid-19 pandemic situation and shifted to the 2nd year
	Total Finalize study tools	250,000	-	250,000	100%	
2.11	Focus group discussion (FGDs)					
2.11.1	Connectivity Cost for participants	10,000	-	10,000	100%	This activity was not possible to implement due to Covid-19 pandemic situation and shifted to the 2nd year
	Total Focus group discussion (FGDs)	10,000	-	10,000	100%	
2.15.1	Media gatekeeper engagement programme on public interest issue					
2.15.1.1	Information kit (Folder, writing pad, pen & information material)	6,500	5,380	1,120	17%	Spent as per actual requirement
2.15.1.2	Food for participants (Tea & lunch)	7,500	6,879	621	8%	Spent as per actual requirement
2.15.1.3	Time cost for media gatekeepers	50,000	50,000	-	0%	
	Total Media gatekeeper engagement programme on public interest issue	64,000	62,259	1,741	3%	



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
3	Programme Team					
3.1	Team leader, ED MRDI (Partial)	816,818	816,818	-	0%	
3.2	Project coordinator (Partial)	617,063	617,063	-	0%	
3.3	Training coordinator (Full time)	598,258	598,258	-	0%	
3.4	Finance personnel (Partial)	532,180	532,180	-	0%	
3.5	Coordinator-IT (Partial)	116,450	95,650	20,800	18%	Spent as per actual requirement
3.6	Logistic Coordinator (Partial)	61,560	61,560	-	0%	
	Total Programme Team	2,742,329	2,721,529	20,800	1%	
3.6	Office & online training Equipments & setup					
3.6.1	Desktop as control panel	71,839	71,839	-	0%	
3.6.2	Laptop for resource persons	67,218	67,218	-	0%	
3.6.3	Equipment & charge	5,243	5,243	-	0%	
3.6.4	Printer	40,800	40,800	-	0%	
3.6.5	Office Setup (Furniture & equipment)	450,540	450,540	-	0%	
	Total Office & online training Equipments & setup	635,640	635,640	-	0%	
4	Programme Operations and management					
4.2	Office rent (Partial)	736,925	736,920	5	0%	
4.3	Communication Expenses (Phone, Internet, postage etc.)	72,000	71,087	913	1%	
4.4	Local Travel (Partial)	70,825	69,812	1,013	1%	
4.5	Stationery & supplies (Partial)	31,372	25,431	5,941	19%	Spent as per actual requirement
4.6	Utilities (Gas, water, electricity, office maintenance & assistance) (Partial)	73,025	73,025	-	0%	
4.7	Audit Fee of Accounts	100,000	100,000	-	0%	
4.8	Financial service	12,000	1,267	10,733	89%	Spent as per actual requirement
4.9	Monthly zoom connectivity cost	13,500	4,203	9,297	69%	Spent as per actual requirement
	Total Programme Operations and management	1,109,647	1,081,745	27,902	3%	
	Grand Total	6,907,362	6,412,033	495,329	7%	



Project: "Improved Governance through Open Flow of Information"
 Funded by: The Asia Foundation (TAF)
 Implemented by: Management and Resources Development Initiative (MRDI)
 For the period ended 31 December 2020

Notes to FD-4

		Taka
	Opening Balances as on January 01, 2020	-
	Fund received from donor	6,901,380
A	Total funds available for utilization	6,901,380
	Grant income recognised	5,873,333
	Program equipment purchase during the year	538,700
B	Total	6,412,033
A-B	Unutilized Fund	489,347



“Improved Governance through Open Flow of Information”

Implemented by Management and Resources Development Initiative (MRDI)
Compliance with Instructions of NGO Affairs Bureau

Name of Project : “Improved Governance through Open Flow of Information”.
Audit Period : January 01, 2020 to December31, 2020.
Project Approval No. and Date: 1st approval no. 03.07.2666.665.68.192.19-13
Date: 06-01-2020
1st revised approval no.03.07.2666.665.68.192.19-474
Date: 31-05-2020
Latest revised approval no.: 03.07.2666.662.68.192.2019-167
Date: 05-10-2020

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

Condition-1

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

Observations and Comments

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

Condition-2

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

Observations and Comments

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



Condition-3

The CA firm, along with the audit report, must issue a certificate regarding receipts and expenditures of foreign Donation in form FD-4 and Annexure A/1 prescribed by the Bureau. All information in FD-4 regarding foreign donation should be presented on cash basis not accrual. It means no foreign donation should be shown as negative balance or receivables. In FD-4, approved budget, actual expenditure and variance between these two should be shown in total Taka. Item-wise approved budget, actual expenditure, variance with percentage and reasons for variance should be shown in Annexure A/1. Heads, sub-heads and budget against those mentioned in Annexure A/1 should be in line with approved Program.

Observations and Comments

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

Condition-4

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

Observations and Comments

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

Condition-5

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

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



9. Audit Year
10. Project Are
11. Number of Beneficiary

Observations and Comments

The brief project description is as follows:

A. Overall objectives:

The objectives of the project are-

- i. Improved Governance through Open Flow of Information aims to enhance capacity of youth on fact checking to fight disinformation during COVID-19 and how they can keep safe and get authentic information during and post Corona situation. The project facilitates implementation of Management and Resources Development Initiative (MRDI) in Dhaka.
- ii. Engage newsroom managers and reporters in keeping safe while gathering news.
- iii. Enhance the level of people's trust in media and assess level of external stakeholders' engagement to strengthen democracy and political participation with an additional focus on the pandemic period through conducting a survey.
- iv. Facilitate media houses develop their audience engagement plan.
- v. Enhance capacity of media and skills of journalists on producing objective and authentic in-depth stories on issues of public interest.

B. Program Activities:

- i. Training content development
- ii. Online course for youth on basics of fact checking.
- iii. Social media & online media advertisement for campaign
- iv. Youth engagement on COVID-19 and RTI
- v. Online session on safety of journalist
- vi. Sharing findings with gatekeepers
- vii. Conduct a survey on people's trust in media and external engagement in media.
- viii. Media capacity building for in-depth reporting on public interest issue
- ix. Orientation programme for university students on fact checking and verification.
- x. Orientation for journalists on digital security



Specific information pertaining to the project is given below:

1.	Date of appointment of audit firm to conduct audit	21 November 2020															
2.	Name of the Project Title	"Improved Governance through Open Flow of Information"															
3.	Total period of the project	January 01, 2020 to January 31, 2022.															
4.	Project approval reference letter no. and date	1st approval no. 03.07.2666.665.68.192.19-13 Date: 06-01-2020 1st revised approval no. 03.07.2666.665.68.192.19-474 Date: 31-05-2020 latest revised approval no.: 03.07.2666.662.68.192.2019-167 Date: 05-10-2020															
5.	Fund/money release reference letter no. and date	Revised Approval no. 03.07.2666.662.68.192.2019-167 Date: 05-10-2020 Taka 6,907,362															
6.	Amount of fund/money release (Mention installments)	Total amount of fund/money release in 1 st year of the project by NGOAB and the fund were received from donor by the project through following installments: <table border="1"> <thead> <tr> <th>Date</th> <th>Mode of Receipt</th> <th>Amount in Taka</th> </tr> </thead> <tbody> <tr> <td>06-02-2020</td> <td>Bank transfer</td> <td>1,914,198</td> </tr> <tr> <td>15-07-2020</td> <td>Bank transfer</td> <td>3,066,942</td> </tr> <tr> <td>25-11-2020</td> <td>Bank transfer</td> <td>1,920,240</td> </tr> <tr> <td colspan="2">Fund Received during the audit period:</td> <td>6,901,380</td> </tr> </tbody> </table>	Date	Mode of Receipt	Amount in Taka	06-02-2020	Bank transfer	1,914,198	15-07-2020	Bank transfer	3,066,942	25-11-2020	Bank transfer	1,920,240	Fund Received during the audit period:		6,901,380
Date	Mode of Receipt	Amount in Taka															
06-02-2020	Bank transfer	1,914,198															
15-07-2020	Bank transfer	3,066,942															
25-11-2020	Bank transfer	1,920,240															
Fund Received during the audit period:		6,901,380															
7.	Received amount of foreign donation	Taka 6,901,380															
8.	Is any money of foreign donation received by mother account before fund/money release order	No fund was received before NGOAB approval.															
9.	Audit year (Project period)	January 01, 2020 to December 31, 2020															
10.	Project area (District & Upazilla)	Dhaka															
11.	Number of beneficiaries	346															



Condition-6

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

Observations and Comments

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

Condition-7

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

First part

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

Second part

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



Observations and Comments

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

First Part

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

Second Part

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

Condition-8

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

Observations and Comments

This is the 1st year audit of this project ("Improved Governance through Open Flow of Information") and report will be submitted to the NGO Affairs Bureau.

Condition-9

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

Observations and Comments

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



Condition-10

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

Observations and Comments

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

Condition-11

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

Observations and Comments

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

Condition-12

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

Observations and Comments

Details of approved bank account:

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

Name of the Bank: Southeast Bank Limited.

Name of the Bank Branch: Dhanmondi Branch

Bank A/C Number: 001211100006616

Name of the Donor: The Asia Foundation

Received amount with date:

Particulars	Amount in BDT
Grant Received from The Asia Foundation	
06 February 2020	1,914,198
15 July 2020	3,066,942
25 November 2020	1,920,240
Total	6,901,380



B. Project Account:

Name of the Bank: Prime Bank Ltd.

Name of the Bank Branch: Asad Gate Branch

Bank A/C Number: 2138313016379

Name of Account	Name of Bank & Branch	Account Number	Closing Balance BDT
MRDI-TAF-IGTOFI	Prime Bank Limited, Asad Gate Branch	2138313016379	597,319

Detail of fund transfer from mother account to project account:

Date	Amount (BDT)
10 February 2020	1,914,198
16 July 2020	3,066,942
29 November 2020	1,920,240
Total	6,901,380

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

Conditon-13

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

Observations and Comments

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

Conditon-14

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

Observations and Comments

During the year under audit, the project has earned Bank Interest amount to Taka 7,972 and no exchange gain under this project. Bank interest shown in separate head and the entity does not use this bank interest during our audit period. The bank interest will be utilized after obtaining permission from NGOAB.



Conditon-15

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

Observations and Comments

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

Conditon-16

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

Observations and Comments

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

Condition-17

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

Observations and Comments

The NGO was not listed with micro credit regulatory authority.

Condition-18

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

Observations and Comments

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

Condition-19

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



Observations and Comments

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

Condition-20

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

Observations and Comments

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

Condition-21

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

Observations and Comments

The project has taken no loan during the year.

Condition-22

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

Observations and Comments

No member of the Board of Directors of the NGO has received any pay and allowances or honorarium from project fund and Executive Director has received a total amount of Taka 6,377,437 from the programs of which Taka 816,818 is received as salary from this project and Taka 5,560,619 as salary from other projects of MRDI during the period under Audit.



Condition-23

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

Observations and Comments

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

Condition-24

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

Observations and Comments

No amount has been refunded to the Donor Agency during the year.

Condition-25

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

Sl. No.	Detail of expenditure with subhead as per Annexure A/1	Amount of expenditure	Deductible Amount	Deducted amount		Deposited to Government Treasury		Arrear amount		Treasury/ Mushak Challan no. date, Bank name & Branch
				5	6	7	8	9	10	
1	2	3	4	VAT	AIT	VAT	AIT	VAT	AIT	

Observations and Comments

Based on the results of our audit of transactions, carried out on a sample basis, in our opinion, Income Tax and VAT have been deducted at source from payments against bills/vouchers and have been duly deposited into the Treasury. Revenue stamps have also been affixed in applicable cases. During the year, the NGO deposited Taka 77,211 for Tax to the Government Treasury and BDT 96,464 for VAT. Details for the VAT and TAX are referred to Annexure-B.



Condition-26

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

Observations and Comments

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

Condition-27

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

Observations and Comments

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

Condition-28

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

Observations and Comments

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

Condition-29

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



Observations and Comments

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

Condition - 30

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

Observations and Comments

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

Condition-31

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

Observations and Comments

As we did not find any irregularities in project "Improved Governance through Open Flow of Information." implemented by Management and Resources Development Initiative (MRDI), so we did not issue management letter.

Condition-32

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

Observations and Comments

We conducted the audit of "Improved Governance through Open Flow of Information" project for the first time i.e. this is our first year as auditor of the project.

Condition-33

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



Observations and Comments

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

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

Condition-34

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

Observations and Comments

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

Condition-35

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

Observations and Comments

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

Condition-36

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

Observations and comments

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



Condition-37

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

Observations and comments

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

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



Condition-38

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

Observations and comments

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



Muhammad Farooq FCA

Managing Partner

Howladar Yunus & Co., Chartered Accountants

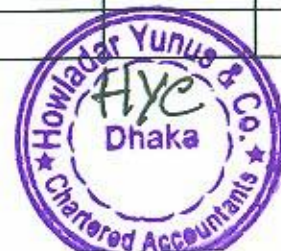
Enrolment No. 0521

Dhaka- January 30, 2021.

Project Name: Improved Governance through Open Flow of Information
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with The Asia Foundation (TAF)
 Statement of Tax & VAT deposited for the year ended December 31, 2020

Amount in BDT

Sl. No.	Head of expenditures	Actual expenses	Voucher Ref	Deductible amount		Deducted amount		Deposited amount		Outstandi		VAT		TAX	
				VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
1	Content Development Meeting														
	Honorarium for lead expert	37,500		-	3,750	-	3,750	-	3,750	-	-			61	04-03-2020
	Venue & equipment (MRDI Conference Room)	10,000		-	-	-	-	-	-	-	-				
	Honorarium for experts	25,000		-	2,500	-	2,500	-	2,500	-	-			23	24-02-2020
	Food & refreshment	4,745		35	9	35	9	35	9	-	-	24	24-02-2020	27	24-02-2020
	Information kit	1,010		8	2	8	2	8	2	-	-	24	24-02-2020	27	24-02-2020
	Total Content Development Meeting	78,255	-	43	6,261	43	6,261	43	6,261	-	-				
2	Online course for youth on basics of fact checking														
	Expert honorarium	150,000		-	15,000	-	15,000	-	15,000	-	-			T-18, T-01	23-08-2020, 15-12-2020
	Developing online education material, LMS Platform subscription and pre-social media campaign	798,187		55,688	14,850	55,688	14,850	55,688	14,850	-	-	T-17, T-02	23-08-2020, 15-12-2020	T-18, T-01	23-08-2020, 15-12-2020
	Total Online course for youth on basics of fact checking	948,187	-	55,688	29,850	55,688	29,850	55,688	29,850	-	-				
3	Social media & online media advertisement for campaign														
	Social media & online media advertisement for campaign	102,554		4,800	4,420	4,800	4,420	4,800	4,420	-	-	T-03	30-12-2020	T-02	30-12-2020
	Total Social media & online media advertisement for campaign	102,554	-	4,800	4,420	4,800	4,420	4,800	4,420	-	-				
4	Youth engagement on COVID-19 and RTI														
	Honorarium for resource person	20,000	JV-012, 51, 95, 120	-	2,000	-	2,000	-	2,000	-	-			T-18	23-08-2020
	Connectivity cost for participants	208,884		-	-	-	-	-	-	-	-				
	Certificate design	35,000	JV-006, 95,120	2,442	651	2,442	651	2,442	651	-	-	T-10, T-02	10-09-2020, 15-12-2020	T-11, T-01	10-09-2020, 15-12-2020
	Communication and coordination costs for coordinators	21,060	jv-008	-	-	-	-	-	-	-	-				
	Total Youth engagement on COVID-19 and RTI	284,944	-	2,442	2,651	2,442	2,651	2,442	2,651	-	-				



Sl. No.	Head of expenditures	Actual expenses	Voucher Ref	Deductible amount		Deducted amount		Deposited amount		Outstandi		VAT		TAX	
				VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
5	Online session on safety of journalist														
	Honorarium for resource person	35,000	FV-131	-	3,500	-	3,500	-	3,500	-	-			T-18, T-11	23-08-2020, 10-09-2020
	Connectivity Cost for participants	283,920	JV-115, 130	-	-	-	-	-	-	-	-				
	Certificate design	35,000	JV-49	2,442	651	2,442	651	2,442	651	-	-	T-10, T-02	10-09-2020, 15-12-2020	T-11, T-01	10-09-2020, 15-12-2020
	Honorarium for local coordinators	60,000	JV-41, 47	-	6,500	-	6,500	-	6,500	-	-	T-09	10-09-2020		
	Communication costs for local coordinators	18,000	JV-45	-	-	-	-	-	-	-	-				
	Total Online session on safety of journalist	431,920		2,442	10,651	2,442	10,651	2,442	10,651	-	-				
6	Sharing with gatekeepers														
	Honorarium for Moderator	10,000		-	1,000	-	1,000	-	1,000	-	-			T-01	30-09-2020
	Time cost for media gatekeepers	55,000		-	5,500	-	5,500	-	5,500	-	-			T-01	30-09-2020
	Total Sharing with gatekeepers	65,000		-	6,500	-	6,500	-	6,500	-	-				
7	Media gatekeeper engagement programme on public interest issue														
	Information kit (Folder, writing pad, pen & information material)	5,380	JV-033	9	144	9	144	9	144	-	-	T-03	30-12-2020	T-02	30-12-2020
	Food for participants (Tea & lunch)	6,879	JV-134	54	22	54	22	54	22	-	-	T-03	30-12-2020	T-02	30-12-2020
	Time cost for media gatekeepers	50,000		-	5,000	-	5,000	-	5,000	-	-			T-02	30-12-2020
	Total Media gatekeeper engagement programme on public interest issue	62,259		63	5,166	63	5,166	63	5,166	-	-				
8	Programme Team														
	Team leader, ED MRDI (Partial)	816,818		-	-	-	-	-	-	-	-				
	Project coordinator (Partial)	617,063		-	-	-	-	-	-	-	-				
	Training coordinator (Full time)	598,258		-	-	-	-	-	-	-	-				
	Finance personnel (Partial)	532,180		-	-	-	-	-	-	-	-				
	Coordinator-IT (Partial)	95,650		-	-	-	-	-	-	-	-				
	Logistic Coordinator (Partial)	61,560		-	-	-	-	-	-	-	-				
	Total Programme Team	2,721,529		-	-	-	-	-	-	-	-				



Sl. No.	Head of expenditures	Actual expenses	Voucher Ref	Deductible amount		Deducted amount		Deposited amount		Outstandi		VAT		TAX	
				VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
9	Office & online training Equipments & setup														
	Desktop as control panel	71,839		-	1,332	-	1,332	-	1,332	-	-			T-18	23-08-2020
	Laptop for resouce persons	67,218		-	1,318	-	1,318	-	1,318	-	-			T-18	23-08-2020
	Equipment & charge	5,243		-	-	-	-	-	-	-	-				
	Printer	40,800		-	800	-	800	-	800	-	-			T-18	23-08-2020
	Office Setup (Furniture & equipment)	450,540		30,986	8,262	30,986	8,262	30,986	8,262	-	-	M-6.3 C.N-209,M-6.3 C.N-4021,M-6.3 C.N-4142,T-10	16-03-2020,23-07-2020,25-08-2020,10-09-2020	46, T-11	19-03-2020, 10-09-2020
	<i>Total Office & online training Equipments & setup</i>	<i>635,640</i>		<i>30,986</i>	<i>11,712</i>	<i>30,986</i>	<i>11,712</i>	<i>30,986</i>	<i>11,712</i>	-	-				
10	Programme Operations and management														
	Office rent (Partial)	736,920		-	-	-	-	-	-	-	-				
	Communication Expenses (Phone, Internet, postage etc.)	71,087		-	-	-	-	-	-	-	-				
	Local Travel (Partial)	69,812		-	-	-	-	-	-	-	-				
	Stationery & supplies (Partial)	25,431		-	-	-	-	-	-	-	-				
	Utilities (Gas, water, electricity, office maintenance & assistance) (Partial)	73,025		-	-	-	-	-	-	-	-				
	Audit Fee of Accounts	100,000		-	-	-	-	-	-	-	-				
	Financial service	1,267		-	-	-	-	-	-	-	-				
	Monthly zoom connectivity cost	4,203		-	-	-	-	-	-	-	-				
	<i>Total Programme Operations and management</i>	<i>1,081,745</i>		-	-	-	-	-	-	-	-				
	Grand Total	6,412,033		96,464	77,211	96,464	77,211	96,464	77,211	-	-				

N.B. TDS and VDS on Salaries and Office rent has been paid centrally by MRDI which is not shown here.



Management and Resources Development Initiative (MRDI)
Schedule of property, plant and equipment
As at 31 December 2020

Sl. No.	Particulars	Cost				Rate (%)	Depreciation				Written down value
		Opening balance	During the year		Closing balance		Opening balance	During the year		Closing balance	
			Addition	Adjustment				Charged	Adjustment		
1.0	Land	50,000	-	-	50,000	-	-	-	-	50,000	
	Sub-total (A)	50,000	-	-	50,000	-	-	-	-	50,000	
2.0	Furniture and fixture:										
2.1	Table	222,567	-	-	222,567	20%	157,842	15,539	-	173,381	49,186
2.2	Chair, sofa etc.	170,948	-	-	170,948	20%	167,445	2,268	5,570	164,143	6,805
2.3	Shelf, paper stand, notice board etc.	300,897	-	-	300,897	20%	255,519	10,739	-	266,258	34,639
2.4	Interior decoration	269,951	-	-	269,951	20%	233,571	7,276	-	240,847	29,104
	Sub-total (B)	964,363	-	-	964,363		814,377	35,822	5,570	844,629	119,734
3.0	Office equipment:										
3.01	Photocopier	195,000	-	-	195,000	30%	195,000	-	-	195,000	-
3.02	Monitoring set up	420,684	-	-	420,684	30%	349,136	41,193	-	390,329	30,355
3.03	Fax machine, scanner, TV, recorder etc.	55,230	-	-	55,230	30%	55,228	-	-	55,228	2
3.04	Power generator (Honda)	102,250	-	-	102,250	30%	102,249	-	-	102,249	1
3.05	Electric fans	49,775	2,709	-	52,484	30%	49,774	813	-	50,587	1,897
3.06	Air cooler	778,528	-	-	778,528	30%	778,528	-	-	778,528	-
3.07	Telephone and internet connectivity	167,911	-	-	167,911	30%	139,112	14,513	-	153,625	14,286
3.08	Camera	177,652	3,162	-	180,814	30%	170,161	4,159	-	174,320	6,494
3.09	Mobile and telephone set	488,686	47,906	-	536,592	30%	340,359	72,767	-	413,126	123,466
3.10	Access & Attendance Control Device	55,000	-	-	55,000	30%	-	16,500	-	16,500	38,500
	Sub-total (C)	2,490,716	53,777	-	2,544,493		2,179,547	149,945	-	2,329,492	215,001



Sl. No.	Particulars	Cost				Rate (%)	Depreciation				Written down value
		Opening balance	During the year		Closing balance		Opening balance	During the year		Closing balance	
			Addition	Adjustment				Charged	Adjustment		
4.0	Computer, printer and multimedia										
4.1	Tower server	299,360	-	-	299,360	33%	238,038	59,519	-	297,557	1,803
4.2	Desktop computer	715,553	90,576	-	806,129	33%	539,042	107,723	-	646,765	159,364
4.3	Laptop computer	747,320	-	-	747,320	33%	731,562	15,296	-	746,858	462
4.4	Laser printer	175,221	-	-	175,221	33%	149,895	12,474	-	162,369	12,852
4.5	UPS, IPS and stabilizer	255,672	20,805	-	276,477	33%	181,285	35,457	-	216,742	59,735
4.6	Multimedia projector	123,225	-	-	123,225	33%	118,047	5,024	-	123,071	154
4.7	Computer networking	78,680	-	-	78,680	33%	78,680	-	-	78,680	-
	Sub-total (D)	2,395,031	111,381	-	2,506,412		2,036,549	235,493	-	2,272,042	234,370
5.0	Other assets										
5.1	Books	25,930	-	-	25,930	20%	25,930	-	-	25,930	-
5.2	Paintings	40,000	-	-	40,000	20%	40,000	-	-	40,000	-
	Sub-total (E)	65,930	-	-	65,930		65,930	-	-	65,930	-
6.0	Project assets (PCAI, AWRAIB & SIMB)	922,421	1,569,156		2,491,577		-	-	-	-	2,491,577
	Sub-total (F)	922,421	1,569,156	-	2,491,577		-	-	-	-	2,491,577
Total		6,888,461	1,734,314	-	8,622,775	-	5,096,403	421,260	5,570	5,512,093	3,110,682

