

**Auditors' Report & Audited Statements of Accounts
Better Governance For Better Services
Initiated by Management and Resources Development Initiative
Supported by Manusher Jonno Foundation (MJF)
Funded by Department for International Development (DFID)
For the year ended 30 June 2020**

Auditors' Report & Audited Statements of Accounts

Better Governance For Better Services

Implemented by Management and Resources Development Initiative (MRDI)

Supported by Manusher Jonno Foundation (MJF)

Funded by Department for International Development (DFID)

For the year ended 30 June 2020

**Independent Auditors' Report to the management of
Better Governance For Better Services
Implemented by Management and Resources Development Initiative (MRDI)
Supported by Manusher Jonno Foundation (MJF)
Funded by Department for International Development (DFID)**

Opinion

We have audited the statements of accounts of Better Governance For Better Services (BGBS) Project hereinafter referred to as "the project", implemented by Management and Resources Development Initiative (MRDI), supported by Manusher Jonno Foundation (MJF) and funded by Department for International Development (DFID) which comprise the statement of financial position as at 30 June 2020, the related statement of income & expenditure and statement of receipt and payment and a summary of significant accounting policies and other explanatory notes.

In our opinion, the accompanying statements of accounts present fairly, in all material respects, the state of the project's affairs as at 30 June 2020, and of the result of its operation and its receipts and payments in accordance with Generally Accepted Accounting Principals (GAAP) and other applicable laws and regulations.

Basis for Opinion

We conducted our audit in accordance with International Standard on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditors Responsibilities for the Audit of the Statements of Accounts section of our report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Purpose and Use

We draw readers attention to the fact that the statement of accounts is prepared as per the agreement between Management and Resources Development Initiative (MRDI) and Manusher Jonno Foundation (MJF). As a result, the statement of accounts may not be suitable for another purpose. Our report is intended solely for MRDI and MJF and should not be distributed to or used by parties other than MRDI and MJF. Our opinion is not modified in respect of this matter.

Independence and Other Ethical Responsibilities

We are independent of the Management and Resources Development Initiative (MRDI) 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 and ICAB by laws.

Responsibilities of Management for the Statements of Accounts and Internal Controls

Project Management is responsible for the preparation and fair presentation of these statements of accounts in accordance with Generally Accepted Accounting Principals (GAAP) and with the requirements of the Deed of Agreement (DOA) between Manusher Jonno Foundation (MJF) and Management and Resources Development Initiative (MRDI) and other applicable laws and regulations and for such internal control as management determines is necessary to enable the preparation of statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibilities for the Audit of the Statements of Accounts


Our objective are to obtain reasonable assurance about whether the statements of accounts of the Project as a whole are free from material misstatement, whether due to fraud and error, and to issue an auditors' 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 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 statements of accounts.

As a part of 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 statements of accounts, 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 whether the statements of accounts are maintained as required by the agreement between the Auditee and the Manusher Jonno Foundation (MJF) including the budget provision thereof and guidelines provided by Manusher Jonno Foundation within ambit of the agreement.
- Evaluate whether the funds are utilized efficiently and effectively on project related activities and all the expenditures are incurred properly for Project implementation purpose that is the project activities funded by Manusher Jonno Foundation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the project activities within the MRDI to express an opinion on the statements of accounts the project. We are responsible for the direction, supervision and performance of the audit . We remain solely responsible for our audit opinion.

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.


Dated, 12 OCT 2020
Dhaka


Snehasish Mahmud & Co.
Chartered Accountants

Better Governance For Better Services (BGBS)
Implemented by Management and Resources Development Initiative (MRDI)
Supported by Manusher Jonno Foundation (MJF)
Funded by Department for International Development (DFID)
Balance Sheet
As at 30 June 2020

In Taka	Notes	30-Jun-20	30-Jun-19
Current assets			
Cash & cash equivalents	4	892,663	886,148
Advance for field office	5	-	9,400
Current assets		892,663	895,548
Total assets		892,663	895,548
Fund account			
Project fund	6	117,663	895,548
Accounts payable	7	775,000	-
Total fund account		892,663	895,548

The annexed notes from 1 to 18 form an integral part of these statements of accounts



 Finance & Admin Officer
 MJF-Project


 Manager, Finance
 MRDI


 Executive Director
 MRDI

As per our annexed report of same date

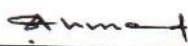
Dated, **21 OCT 2020**
 Dhaka
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 Snehasish Mahmud & Co.
 Chartered Accountants

Better Governance For Better Services (BGBS)
Implemented by Management and Resources Development Initiative (MRDI)
Supported by Manusher Jonno Foundation (MJF)
Funded by Department for International Development (DFID)
Statement of Income & Expenditure
For the year ended 30 June 2020

In Taka	Notes	01 July 2019 to 30 June 2020	01 Jan 2019 to 30 June 2019
Grant income	6.01	8,898,004	1,905,309
Total income		8,898,004	1,905,309
Expenditure			
Fixed assets	8	67,140	141,835
Salary	9	2,764,365	998,212
Office rent	10	660,000	260,791
Utilities	11	84,400	32,742
Office main/repair and cleaning material	12	16,654	13,563
Office stationeries,printing & supplies	13	38,241	22,498
Travel, lodging & peridium	14	50,309	13,612
Recruitment, bank charge & audit fee	15	3,830	1,155
Beneficiaries training /meeting /workshop	16	5,092,593	419,156
Staff development & capacity building	17	5,743	1,745
Gender Mainstreaming	18	114,729	-
Total expenditures		8,898,004	1,905,309
Total surplus/(deficit) of fund		-	-

The annexed notes from 1 to 18 form an integral part of these statements of accounts

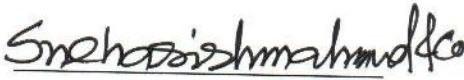

Finance & Admin Officer
 MJF-Project


Manager, Finance
 MRDI


Executive Director
 MRDI

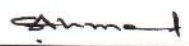
As per our annexed report of same date

Dated, **21 OCT 2020**
 Dhaka 


Snehasish Mahmud & Co.
 Chartered Accountants

Better Governance For Better Services (BGBS)
Implemented by Management and Resources Development Initiative (MRDI)
Supported by Manusher Jonno Foundation (MJF)
Funded by Department for International Development (DFID)
Statement of Receipts and Payments
For the year ended 30 June 2020

In Taka	01 July 2019 to 30 June 2020	01 Jan 2019 to 30 June 2019
Opening balance		
Cash in hand	5,000	-
Cash at bank	881,148	-
Total opening balance	886,148	-
Advance & Field office Petty cash	9400	
Fund received from MJF	8,092,363	2,795,419
Loan received from general Account	-	5,000
Unpaid Obligations	775,000	-
Bank interest	27,756	5,438
Total receipts with opening balance	9,790,667	2,805,857
Payment		
Furniture, fixture & equipment	67,140	141,835
Return general accounts loan	-	5,000
Salary	2,764,365	998,212
Office rent	660,000	260,791
Utilities	84,400	32,742
Office main/repair and cleaning material	16,654	13,563
Office stationeries,printing & supplies	38,241	22,498
Travel,lodging & perdium	50,309	13,612
Recruitment, bank charge & audit fee	3,830	1,155
Beneficiaries training /meeting /materials/orientation	5,092,593	419,156
Staff development & capacity building	5,743	1,745
Advance for field office	-	9,400
Gender Mainstreaming	114,729	-
Total payments	8,898,004	1,919,709
Balance after total payments	892,663	886,148
Cash in hand	7,992	5,000
Cash at bank	884,671	881,148
Closing balance	892,663	886,148


Finance & Admin Officer
 MJF-Project


Manager, Finance
 MRDI


Executive Director
 MRDI

Dated, **21 OCT 2020**
 Dhaka



Better Governance For Better Services (BGBS)
Implemented by Management and Resources Development Initiative (MRDI)
Supported by Manusher Jonno Foundation (MJF)
Funded by Department for International Development (DFID)
Notes to the Statements of Accounts
For the year ended 30 June 2020

1 Background of the organization

Management and Resources Development Initiative (MRDI) is a multidisciplinary, Not for Profit, Non-Government Organization engaged to a wide spectrum of social development activities and seeks to render services to national and international organizations, both in the public and the private sector. MRDI is registered with the office of the Registrar of the Joint Stock Companies and Firms, Government of the People's Republic of Bangladesh under Section 28 of the Companies Act 1994 having incorporation # C-544 (57)/2003 dated 13 May 2003 as a Company limited by guarantee. It is also registered with the NGO affairs Bureau having registration # 1962 dated 21 September 2004 under the Foreign Donations Regulation Ordinance 1978 which was subsequently renewed on 24 July 2019 for a period of 10 years up to 20 September 2029.

1.1 Objective of the project

The objective of the organization is to endeavour 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, minority and other marginalized sections of the population.

1.2 Program and activities

- 1) Activate/form JANAK, a citizen support group for popularizing the RTI.
- 2) Introduce RTI E&M learning certified course for Youth - mobile and web based RTI learning course.
- 3) Boot camp for RTI E&M learning course certified youth.
- 4) RTI Camp and follow-up camp.
- 5) Campaign among school students.
- 6) Conduct social audit on service delivery.
- 7) Nationwide promotion of RTI help desk.
- 8) Develop template on web-based disclosure for ministries.
- 9) Communication strategy on WBPA.
- 10) Develop modules of the RTI training manual for self-administered online/visual training for the DOs of NGOs.
- 11) Conduct political mapping on RTI implementation.
- 12) Conduct youth perception survey on RTI.
- 13) Study on 2nd generation Citizen Charter.
- 14) Advocacy for forming Parliamentary Caucus on RTI.



2 Basis of Preparation

2.1 Statement of compliance

The statements of accounts have been prepared in accordance with Finance and Accounting policies of MRDI and with the requirements of the Deed of Agreement (DoA) with the donor and other applicable laws and regulations.

Other regulatory compliances

MRDI is also required to comply with the following major Acts, Ordinances and other applicable laws and regulations:

The Income Tax Ordinance 1984

The Income Tax Rules 1984

Value Added Tax and Supplementary Duty Act, 2012

Value Added Tax and Supplementary Duty Rules, 2016

2.2 Basis of measurement

The financial statements have been prepared on historical cost convention.

2.3 Basis of preparation

The statements of accounts except for statement of receipts and payments information has been presented on accrual basis of accounting.

2.4 Presentation and functional currency and level of precision

The statements of accounts are presented in Bangladesh Taka (Taka/Tk), which is the organization's functional currency. All financial information presented in Taka and has been rounded off to the nearest integer.

2.5 Reporting period

The Statements of Accounts covered the period from 01 July 2019 to 30 June 2020. Comparative information have been disclosed in respect of previous period for all amounts reported in the Statements of Accounts.

3 Significant accounting policies

3.1 Grant

The grant is recognized as income when it is received and MRDI complies with the conditions attaching to it. Grants that compensate for expenses incurred are recognized as revenue in the statement of income and expenditure on a systematic basis in the same period in which the expenses are incurred against approved donor budget.

3.2 Bank interest

Bank interest is recognized as income when it is probable that the economic benefit will be received to the entity and the amount is measurable.

3.3 Cash and cash equivalents

Cash and cash equivalents represent cash at bank held and available for use of the MRDI without any restriction at the closing date.

3.4 Income and expenses

All income and expenses are recognized on accrual basis.



4 Cash & cash equivalents

In Taka	Notes	30-Jun-20	30-Jun-19
Cash in hand	4.1	7,992	5,000
Cash at bank	4.2	884,671	881,148
Closing balance		892,663	886,148

4.1 Cash in hand

In Taka	Notes	30-Jun-20	30-Jun-19
Cash in head office		4,107	5,000
Cash in project office		3,885	-
Closing balance		7,992	5,000

4.2 Cash at bank

In Taka	Notes	30-Jun-20	30-Jun-19
Prime Bank ltd (A/C-2138313015421)		884,671	881,148
Closing balance		884,671	881,148

5 Advance for field office

In Taka	Notes	30-Jun-20	30-Jun-19
Roksana Yasmin		-	4,400
S. M Arifujman		-	5,000
Closing balance		-	9,400

6 Project fund

In Taka	Notes	30-Jun-20	30-Jun-19
Unutilized fund	6.01	117,663	895,548
Closing balance		117,663	895,548

6.01 Unutilized fund

In Taka	Notes	30-Jun-20	30-Jun-19
Opening balance		895,548	-
Fund received from MJF	6.02	8,092,363	2,795,419
Bank interest		27,756	5,438
Loan received from general fund		-	5,000
Transferred to MJF grant for revenue expenditure		(8,898,004)	(1,905,309)
Loan refund		-	(5,000)
Closing balance		117,663	895,548

6.02 Fund received from MJF

In Taka	Notes	30-Jun-20	30-Jun-19
Date of received			
7-Aug-19		1,894,889	-
17-Nov-19		2,509,201	-
5-Feb-20		3,122,418	-
22-Jun-20		565,855	-
7-Mar-19		-	1,507,809
29-May-19		-	1,287,610
Total		8,092,363	2,795,419



7 Accounts payable

In Taka	Notes	30-Jun-20	30-Jun-19
Unpaid obligations		775,000	-
Closing balance		775,000	-

8 Fixed assets

In Taka	Notes	30-Jun-20	30-Jun-19
Table		26,725	-
Chair		40,415	-
Laptop		-	82,000
Computer & accessories		-	59,835
Total		67,140	141,835

9 Salary and benefits

In Taka	Notes	30-Jun-20	30-Jun-19
Executive director		231,300	94,500
Project coordinator		824,319	329,526
Finance & admin Officer		574,125	189,375
Training & documentation		510,333	168,333
Field intervention		318,958	105,208
Project facilitator		176,830	58,770
Support staff		128,500	52,500
Total		2,764,365	998,212

10 Office rent

In Taka	Notes	30-Jun-20	30-Jun-19
Head office		540,000	220,791
Field office		120,000	40,000
Total		660,000	260,791

11 Utilities

In Taka	Notes	30-Jun-20	30-Jun-19
Electricity		46,000	15,000
Phone fax, email, courier		38,400	17,742
Total		84,400	32,742

12 Office main/repair and cleaning material

In Taka	Notes	30-Jun-20	30-Jun-19
Office maintenance		9,273	4,081
Cleaning materials		7,381	9,482
Total		16,654	13,563

13 Office stationeries, printing & supplies

In Taka	Notes	30-Jun-20	30-Jun-19
Office stationery		38,241	22,498
Total		38,241	22,498



14 Travel, lodging & peridium for admin purpose

In Taka	Notes	30-Jun-20	30-Jun-19
Local conveyence		30,761	10,140
Local conveyence (Field office)		19,548	3,472
Total		50,309	13,612

15 Recruitment, bank charge & audit fees

In Taka	Notes	30-Jun-20	30-Jun-19
Bank charge		3,830	1,155
Total		3,830	1,155

16 Beneficiaries training / meeting / materials/ orientation

In Taka	Notes	30-Jun-20	30-Jun-19
Active/reform/form Jagroto Nagarik Committee at upazilla		-	48,940
Orientation of JANAK		-	201,089
JANAK metting at upazila		-	9,875
Project presentation metting		-	3,855
RTK day observation		134,555	-
Organizing RTI Camp		293,921	-
Camp inauguration		358,050	-
Youth persepsion survey on RTI		498,520	-
Mobilize youth for promoting RTI		868,385	-
Orientation of JANAK (2 Orientation in Jessore)		34,156	-
JANAK Metting at upazila		46,111	-
Modules of the manual for self-administered online/virtual trainin		670,718	-
School Students awareness campaign.		9,460	-
Easy learning book on RTI		322,750	-
Awareness raising materials		150,000	-
Advocacy for Parliamentary Caucus on RTI:		158,380	-
Orientation for Government officials on RTI, WBPA		347,281	-
Policy interaction meeting with NGO Chief executive in Dhaka &		218,188	-
Develop template on web based information disclosure distric po		150,000	-
Conduct political mapping on RTI implementation		175,169	-
RTI Expert support		150,000	-
Promoting RTI help desk		357,700	20,850
Support mechanism for information requester		555	1,425
Project briefing to DC & UNO		-	96,382
Coordination & supervision visit by ED & project officer		148,694	36,740
Total		5,092,593	419,156

17 Staff development & capacity building

In Taka	Notes	30-Jun-20	30-Jun-19
Capacity development trainning for project		5,743	1,745
Total		5,743	1,745



18 Gender mainstreaming

In Taka	Notes	30-Jun-20	30-Jun-19
Honorarium for Resource persons		10,000	-
Traveling for Resource persons		19,817	-
Perdium for Resource persons		2,377	-
Venue		639	-
Banner		548	-
Information Kit (Bag, Writing pad, pen & photocopy to presentati		9,165	-
Food for Participants		14,349	-
Conveyance for participants		31,000	-
Orientation for elected female-Travel for Staff		18,469	-
Orientation for elected female-Lodging for Staff		3,565	-
Orientation for elected female-Perdium for Staff		4,800	-
Total		114,729	-



Better Governance For Better Services (BGBS)
Implemented by Management and Resources Development Initiative (MRDI)
Supported by Manusher Jonno Foundation (MJF)
Funded by Department for International Development (DFID)
Statement of Budget Variance
For the period from 01 July 2019 to 30 June 2020

HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
A	Administrative Purpose					
40	Salaries & Benefits					
40.1	Executive Director	173,475	173,475	-	100%	
40.2	Office Support Staff	96,375	96,375	-	100%	
Total of Salaries & Benefits (HD # 40)		269,850	269,850	-	100%	
41	Office Rent					
41.1	Office Rent	135,000	135,000	-	100%	
Total of Office Rent (HD # 41)		135,000	135,000	-	100%	
42	Utilities					
42.1	Electricity, Service Charge, Gas, Water	9,000	8,250	750	92%	
42.2	Internet, telephone	6,000	6,000	-	100%	
Total of Utilities (HD # 42)		15,000	14,250	750	95%	
43	Repair, Maintenance & Cleaning Materials					
43.1	Repair & Maintenance	3,010	3,010	-	100%	
43.2	Cleaning Materials	3,415	3,415	-	100%	
Total of Repair, Maintenance & Cleaning Materials (HD # 43)		6,425	6,425	-	100%	
44	Stationeries, Printing & Supplies					
44.1	Stationeries & Supplies	4,000	4,000	-	100%	
Total of Stationeries, Printing & Supplies (HD # 44)		4,000	4,000	-	100%	
46	Recruitment, Bank Charge & Audit Fees					
46.1	Audit Fees	-	-	-		
46.2	Bank Charge	4,060	3,830	230	94%	
Total of Recruitment, Bank Charge & Audit Fees (HD # 46)		4,060	3,830	230	94%	
Total Admin Cost		434,335	433,355	980	100%	
B	Programatic Purpose					
50	Salaries & Benefits					
50.1	Executive Director	57,825	57,825	-	100%	



HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
50.2	Project Coordinator	824,319	824,319	-	100%	
50.3	Finance & Admin Officer	574,125	574,125	-	100%	
50.4	Training & Documentation Officer	510,333	510,333	-	100%	
50.5	Field intervention coordinator	318,958	318,958	-	100%	
50.6	Project Facilitator	176,830	176,830	-	100%	
50.7	Office Support Staff	32,125	32,125	-	100%	
50.8	Maternity Replacement	-	-	-		
Total of Salaries & Benefits (HD # 50)		2,494,515	2,494,515	-	100%	
51	Office Rent					
51.1	MRDI Office	405,000	405,000	-	100%	
51.2	Field Office	120,000	120,000	-	100%	
Total of Office Rent (HD # 51)		525,000	525,000	-	100%	
52	Utilities					
52.1	Electricity, Service Charge, Gas, Water	27,000	24,750	2,250	92%	
52.2	Internet	18,000	18,000	-	100%	
52.3	Staff Mobile Expenses	14,400	14,400	-	100%	
52.4	Field office Electricity, Service Charge, Gas, Water	13,000	13,000	-	100%	
52.5	Postage (field office)	-	-	-		
Total of Utilities (HD # 52)		72,400	70,150	2,250	97%	
53	Repair, Maintenance & Cleaning Materials					
53.1	Repair & Maintenance	4,497	4,497	-	100%	
53.2	Cleaning Materials	3,731	3,731	-	100%	
53.3	Field office Repair & Maintenance	1,766	1,766	-	100%	
53.4	Field office Cleaning Materials	235	235	-	100%	
Total of Repair, Maintenance & Cleaning Materials (HD # 53)		10,229	10,229	-	100%	
54	Stationeries, Printing & Supplies					
54.1	Stationeries & Supplies	24,569	28,549	(3,980)	116%	
54.2	Field office Stationeries & Supplies	5,692	5,692	-	100%	
Total of Stationeries, Printing & Supplies (HD # 54)		30,261	34,241	(3,980)	113%	
55	Furniture, Fixture & Equipment					
55.1	Computer & Accessories	-	-	-	0%	
55.2	Printer for field office	-	-	-	0%	
55.3	UPS	-	-	-	0%	
55.4	Laptop	-	-	-	0%	



HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
55.5	Table	26,725	26,725	-	100%	
55.6	Chair	40,415	40,415	-	100%	
Total of Furniture, Fixture & Equipment (HD # 55)		67,140	67,140	-	100%	
57	Travel, Lodging & Periderm					
57.1	Local conveyance	30,761	30,761	-	100%	
57.2	Local conveyance(Field office)	19,548	19,548	-	100%	
Total of Travel, Lodging & Perdiem (HD # 57)		50,309	50,309	-	100%	
58	Staff Development & Capacity Building					
58.1	Capacity Development Training for Project Staff (MJF)	5,743	5,743	-	100%	
Total of Staff Development & Capacity Building (HD # 58)		5,743	5,743	-	100%	
59	Evaluation, Survey, Assessment					
59.1	Final Evaluation	-	-	-	0%	
Total of Evaluation, Survey, Assessment (HD # 59)		-	-	-	0%	
Total salary & operation cost		3,689,932	3,690,682	(750)	100%	
60	Training, Meeting & Material for Beneficiaries					
60A	COVID-19 activities	-	-	-	0%	
60A.1	Food support	-	-	-	0%	
60A.1.1		-	-	-	0%	
Total of food support (HD # 60A 1)		-	-	-	0%	
60A.2	Livelihood Support	-	-	-	0%	
60A.2.1		-	-	-	0%	
Total of livelihood support (HD # 60A 2)		-	-	-	0%	
60A.3	COVID-19 related advocacy	-	-	-	0%	
60A.3.1	Essay competition for children on Covid at Jashore	-	-	-	0%	
60A.3.1.1	Honorarium of Judge & Bkash charge Tk 224/-	-	-	-	0%	
60A.3.1.2	Prize for winners (8 Upazilas x 3 winners)	-	-	-	0%	
	1st Prize	-	-	-	0%	
	2nd Prize	-	-	-	0%	
	3rd Prize	-	-	-	0%	
	Bkash charge	-	-	-	0%	
	Online announcement/ Boosting	-	-	-	0%	



HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
60A	Sms campaign	-	-	-	0%	
	Sub-total	-	-	-	0%	
60A 3.2	Online session on safety of Journalist					
60A	Honorarium for resource person	-	-	-	0%	
60A 3.2.2	Connectivity Cost, stationery and others for participants	-	-	-	0%	
60A 3.2.3	Communication cost for project staff	-	-	-	0%	
60A 3.2.4	Connectivity charge for project staffs (4 Staffs x Tk.100/-)	-	-	-	0%	
	Sub-total	-	-	-	0%	
60A 3.3	Distance learning facility charge	-	-	-		
	Zoom Purchase	-	-	-	0%	
	Sub-total	-	-	-	0%	
60A 3.4	Distance learning session with JANAK members for creating Covid awarress					
60A 3.4.1	Connectivity Cost, stationery and others for participants	-	-	-	0%	
60A 3.4.2	Connectivity Cost for project staffs	-	-	-	0%	
60A 3.4.3	Honorarium for resource persons	-	-	-	0%	
	Sub Total:	-	-	-	0%	
60A 3.5	Meet the Mothers (Meetings)					
60A 3.5.1	Connectivity Cost and wage compensation for participants	-	-	-	0%	
60A 3.5.2	Honorarium for resource person	-	-	-	0%	
60A 3.5.3	Connectivity cost for project staff	-	-	-	0%	
	Sub Total:	-	-	-	0%	
	Total of COVID-19-Advocacy	-	-	-	0%	
	Total of COVID-19 activities(HD 60A)	-	-	-	0%	
60B	Non-COVID activities					
60B.1	Community support group for ensuring marginalized people's rights					
60B.1	Active/reform/form Jagroto Nagorik Committee	-	-	-	0%	
60B.1.1	Snacks for Participants	-	-	-	0%	



HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
WB.1.2	Active/reform/form for Janak-Travel for Staff	-	-	-	0%	
WB.1.3	Active/reform/form for Janak-Lodging for Staff	-	-	-	0%	
WB.1.4	Active/reform/form for Janak-Perdium for Staff	-	-	-	0%	
Sub total		-	-	-	0%	
WB.2	Orientation of JANAK (2 orientation in Jashore)					
WB.2.1	Venue	-	-	-	0%	
WB.2.2	Food for participants (2 tea-snacks, lunch)	-	-	-	0%	
WB.2.3	Information Kit (Bag, Writing pad, pen)	-	-	-	0%	
WB.2.4	Banner	-	-	-	0%	
WB.2.5	Conveyance (including breakfast and dinner for participants as they will come from long distance)	-	-	-	0%	
WB.2.6	ID Card for forum Member	14,261	14,261	-	100%	
WB.2.7	Orientation of JANAK-Travel for Staff	19,895	19,895	-	100%	
WB.2.8	Orientation of JANAK-Lodging for Staff	-	-	-	0%	
WB.2.9	Orientation of JANAK-Perdium for Staff	-	-	-	0%	
Sub total		34,156	34,156	-	100%	
WB.3	JANAK Meeting at upazilla level					
WB.3.1	Meeting Communications Cost	14,400	14,400	-	100%	
WB.3.2	Tea & Snacks	31,711	31,711	-	100%	
Sub total		46,111	46,111	-	100%	
-	Mobilize youth for promoting RTI	-	-	-		
WB.4	Introduce RTI certification course through E & M learning course for Youth					
WB.4.1	Mobile Application Development (android & ios)	525,675	525,675	-	100%	



HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
01B.4.2	Online Module Development (webbased)	342,710	342,710	-	100%	
01B.4.3	Hosting (Android & iOS)	-	-	-	0%	
01B.4.4	Hosting (Web based solution)	-	-	-	0%	
01B.4.5	Design for Social Media campaign	-	-	-	0%	
01B.4.6	News paper advertisement	-	-	-	0%	
01B.4.7	Award	-	-	-	0%	
Sub total		868,385	868,385	-	100%	
01B.5	Organize Boot camp for certified youth in Dhaka					
01B.5.1	Honorarium for Resource persons	-	-	-	0%	
01B.5.2	Transportation for resource persons and staff (Vehicle Rent+Fuel+driver allowance+toll)	-	-	-	0%	
01B.5.3	Information kit (Bag, writing pad, pen & information material)	-	-	-	0%	
01B.5.4	Venue (With sound system & other facilities) Proshika HRDC, Manikganj	-	-	-	0%	
01B.5.5	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	-	-	-	0%	
01B.5.6	Travel for participant	-	-	-	0%	
01B.5.7	Accommodation	-	-	-	0%	
01B.5.8	Daily allowance	-	-	-	0%	
01B.5.9	Banner	-	-	-	0%	
01B.5.10	Stationery	-	-	-	0%	
01B.5.11	Certificate	-	-	-	0%	
01B.5.12	Service & support in Training venue	-	-	-	0%	
Sub total		-	-	-	0%	
01B.6	Workshop in Public and private universities introducing governance tools					
-	Dhaka (2 workshop)					
01B.6.1	Honorarium for Resource persons	-	-	-	0%	
01B.6.2	Information kit (Shoulder bag, writing pad, pen)	-	-	-	0%	
01B.6.3	Food/ Snacks for participants	-	-	-	0%	
01B.6.4	T- Shirt	-	-	-	0%	



HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
00B.65	Banner & Festoon	-	-	-	0%	
00B.66	Service & support in Training venue	-	-	-	0%	
Sub total		-	-	-	0%	
00B.7	Youth persepshion survey on RTI					
00B.7.1	Honorarium for consultant	150,000	150,000	-	100%	
00B.7.2	Venue for FGD	16,271	16,271	-	100%	
00B.7.3	Snacks for Participants	16,437	16,437	-	100%	
00B.7.4	Stationaries	4,403	4,403	-	100%	
00B.7.5	Conveyance for participants	30,600	30,600	-	100%	
00B.7.6	Questionnaire survey	205,000	205,000	-	100%	
00B.7.7	Report publication & Distribution	-	-	-	0%	
00B.7.8	Study team-Perdium for consultant	-	-	-	0%	
00B.7.9	Study team-Travel	37,740	37,740	-	100%	
00B.7.10	Study team-Lodging	24,469	24,469	-	100%	
00B.7.11	Study team-Perdium	13,600	13,600	-	100%	
Sub total		498,520	498,520	-	100%	
Improvement on citizen' right of access to information and services increased among people, particularly the vulnerable and marginalized groups						
00B.8	Community Mobilization					
00B.8.1	Community Mobilization meeting	-	-	-	0%	
Sub total		-	-	-	0%	
	RTI Camp and follow-up camp:					
00B.9	Camp inauguration					
00B.9.1	Inauguration Expenses	291,829	291,829	-	100%	
00B.9.2	Banner, festoon & decoration	9,747	9,747	-	100%	
00B.9.3	Honorarium for Technical expert (CIC, IC, Secretary, C&R, CD)	5,000	5,000	-	100%	
00B.9.4	Traveling for Technical expert	40,387	40,387	-	100%	
00B.9.5	Perdiem for Technical expert & their PS and Gunman	11,087	11,087	-	100%	
Sub total		358,050	358,050	-	100%	
00B.10	Organizing RTI Camp					
00B.10.1	Honorarium for Resource persons	32,000	32,000	-	100%	
00B.10.2	Traveling for Resource persons	9,598	9,598	-	100%	
00B.10.3	Lodging for Resource persons	7,980	7,980	-	100%	
00B.10.4	Perdiem for Resource persons	12,000	12,000	-	100%	
00B.10.5	Conveyance for participants	15,000	15,000	-	100%	
00B.10.6	Wage compension for participants	45,000	45,000	-	100%	



HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
60B.10.7	Food & refreshment for Programme	59,139	59,139	-	100%	
60B.10.8	Sound System for Programme	-	-	-	0%	
60B.10.9	Venue for Programme	7,544	7,544	-	100%	
60B.10.10	Banner, festoon & decoration	3,668	3,668	-	100%	
60B.10.11	Information Kits	13,726	13,726	-	100%	
60B.10.12	RTI Camp-Travel for Staff	46,586	46,586	-	100%	
60B.10.13	RTI Camp-Lodging for Staff	22,800	22,800	-	100%	
60B.10.14	RTI Camp-Perdium for Staff	18,880	18,880	-	100%	
Sub total		293,921	293,921	-	100%	
60B.11	Press Conference					
60B.11.1	Venue	-	-	-	0%	
60B.11.2	Information kit	-	-	-	0%	
60B.11.3	Tea & snacks	-	-	-	0%	
60B.11.4	Sound System for Programme	-	-	-	0%	
60B.11.5	Banner	-	-	-	0%	
60B.11.6	Press Conference-Travel for Staff	-	-	-	0%	
60B.11.7	Press Conference-Lodging for Staff	-	-	-	0%	
60B.11.8	Press Conference-Perdium for Staff	-	-	-	0%	
60B.11.9	Transportation for Journalist (Vehicle Rent+Fuel+driver allowance)	-	-	-	0%	
60B.11.10	Conveyance for participants	-	-	-	0%	
Sub total		-	-	-	0%	
60B.12	Follow up orientation of camp participant					
60B.12.1	Conveyance for participants	-	-	-	0%	
60B.12.2	Wage compension for participants	-	-	-	0%	
60B.12.3	Food & refreshment for Programme	-	-	-	0%	
60B.12.4	Followup expenditure of RTI camp	-	-	-	0%	
60B.12.5	Venue for Programme	-	-	-	0%	
60B.12.6	Sound System for Programme	-	-	-	0%	
60B.12.7	Banner	-	-	-	0%	
60B.12.8	Information Kits	-	-	-	0%	
60B.12.9	Follow up camp-Travel for Staff	-	-	-	0%	
60B.12.10	Follow up camp-Lodging for Staff	-	-	-	0%	
60B.12.11	Follow up camp-Perdium for Staff	-	-	-	0%	
Sub total		-	-	-	0%	



HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
60B.13	Information disclosutre through wall writing and frame Banner					
60B.13.1	Information disclosure through wall writing	-	-	-	0%	
60B.13.2	Information disclosure through frame Banner	-	-	-	0%	
Sub total		-	-	-	0%	
60B.14	RTK day observation					
60B.14.1	RTK day observation at project location (Program to be finalized in consultation with MJF)	80,216	80,216	-	100%	
60B.14.2	Central RTK day participation with IC	54,339	54,339	-	100%	
Sub total		134,555	134,555	-	100%	
60B.15	Modules of the manual for self-administered online/virtual training for NGO DOs					
60B.15.1	Devoloping online Educational Materials	573,218	573,218	-	100%	
60B.15.2	LMS platform subscription	-	-	-	0%	
60B.15.3	Of line Module printing	97,500	97,500	-	100%	
Sub total		670,718	670,718	-	100%	
60B.16	School Students awareness campaign.					
60B.16.1	School Students awareness campaign.	9,460	9,460	-	100%	
Sub total		9,460	9,460	-	100%	
60B.17	Assessment on 2nd generation Citizen Charter					
60B.17.1	Honorium for expert	-	-	-	0%	
60B.17.2	Trevel. Lodging & Perdiun (As per prior approval from MJF)	-	-	-	0%	
Sub total		-	-	-	0%	
60B.18	Easy learning book on RTI					
60B.18.1	Printing (design & Printing)	322,750	322,750	-	100%	
Sub total		322,750	322,750	-	100%	
60B.19	Awareness raising materials					



HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
60B.19.1	Sticker -Design,production and distribution of awareness raising materials (Design content and number will be finalized in consultation through a workshop and finally by MJF)	150,000	150,000	-	100%	
Sub total		150,000	150,000	-	100%	
60B.20	Advocacy for Parliamentary Caucus on RTI:					
60B.20.1	Advocacy for Parliamentary Caucus on RTI (detail budget to be finalized in consultation with speaker and IC after identifying methodologies and prior approval from MJF)	158,380	158,380	-	100%	
Sub total		158,380	158,380	-	100%	
Capacity of grassroots level service providers on citizens' right of access to information, whistle blower protection act and grievance redress system						
60B.21	Orientation for Government officials on RTI, WBPA					
60B.21.1	Honorarium for Resource persons	18,000	18,000	-	100%	
60B.21.2	Traveling for Resource persons	26,339	26,339	-	100%	
60B.21.3	Perdiem for Resource persons	4,500	4,500	-	100%	
60B.21.4	Venue	2,300	2,300	-	100%	
60B.21.5	Banner	2,245	2,245	-	100%	
60B.21.6	Information Kit (Bag, Writing pad, pen & photocopy to presentation Materials)	40,805	40,805	-	100%	
60B.21.7	Food for Participants	80,092	80,092	-	100%	
60B.21.8	Conveyance (including breakfast and dinner for participants as they will come from long distance)	173,000	173,000	-	100%	
Sub total		347,281	347,281	-	100%	
	Use social accountability tools for betterment of service					
60B.22	Conduct social audit on service delivery					



HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
60B.22.1	Conduct social audit and public hearing (detail budget to be finalized in consultation with MJF after identifying methodologies including Staff Travel.Lodging & perdium)	-	-	-	0%	
Sub total		-	-	-	0%	
	Promoting governance tools among NGO					
60B.23	Policy interaction meeting with NGO Chief executive in Dhaka & ToT on Governance tools					
60B.23.1	Resource Person	20,000	20,000	-	100%	
60B.23.2	Venue (The Daily Star)	80,500	80,500	-	100%	
60B.23.3	Lunch & Tea (13 NGO Chief executive in Dhaka and jashore + 13 X 2 NGO staff from each organisation)	63,411	63,411	-	100%	
60B.23.4	Information kit	23,102	23,102	-	100%	
60B.23.5	Banner	1,500	1,500	-	100%	
60B.23.6	Accommodation for NGO Executive from Jessore and 2 staff	9,600	9,600	-	100%	
60B.23.7	Travel for for NGO Executive from Jessore and 2 staff	12,475	12,475	-	100%	
60B.23.8	Perdium for participants from jashore	7,600	7,600	-	100%	
Sub total		218,188	218,188	-	100%	
	Technical support for ministries and division					
60B.24	Develop template on web based information disclosure distric portal					
60B.24.1	Honorarium for expert	150,000	150,000	-	100%	
60B.24.2	Trevel. Lodging & Perdiun (As MJF policy)	-	-	-	0%	
60B.24.4	Methodology finalization meeting	-	-	-	0%	
	Template handover ceremony	-	-	-	0%	



HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
60B.24.3	Handover ceremony at Cabinet Division (Including snacks, information kit)	-	-	-	0%	
Sub total		150,000	150,000	-	100%	
60B.25	Developing communication strategy for cabinet division:					
	Strategy on WBPA	-	-	-	0%	
60B.25.1	Honorarium for communication expert	-	-	-	0%	
	Strategy handover ceremony	-	-	-	0%	
60B.25.2	Handover ceremony at Cabinet Division	-	-	-	0%	
Sub total		-	-	-	0%	
60B.26	Project presentation meeting					
60B.26.1	Snacks & Information kit (Paper made folder, writing pad, pen and photocopy materials)	-	-	-	0%	
Sub total		-	-	-	0%	
60B.27	Conduct political mapping on RTI implementation					
60B.27.1	Honorarium for expert	-	-	-	0%	
60B.27.2	Key informant interview (by external interviewer)	-	-	-	0%	
60B.27.3	Honorarium Document reviewer	-	-	-	0%	
60B.27.4	Local conveyance for expert	-	-	-	0%	
60B.27.5	Content sharing meeting (Including lunch, venue, information kit & expert honorarium)	-	-	-	0%	
60B.27.6	DTP Design & printing	-	-	-	0%	
60B.27.7	Distribution	-	-	-	0%	
60B.27.8	Conduct political mapping-Travel for expert & Project team	138,388	138,388	-	100%	
60B.27.9	Conduct political mapping-Lodging for expert & project team	18,701	18,701	-	100%	
60B.27.10	Conduct political mapping-Per Diem for expert & project team	18,080	18,080	-	100%	
-	Report desimanation workshop					
60B.27.11	Honorarium for moderator	-	-	-	0%	



HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
60B.27.12	Venue parliament	-	-	-	0%	
60B.27.13	Infomation Kit	-	-	-	0%	
60B.27.14	Lunch and tea	-	-	-	0%	
60B.27.15	Time cost for parliamentarian and experts	-	-	-	0%	
60B.27.16	Banner	-	-	-	0%	
Sub total		175,169	175,169	-	100%	
60B.28	RTI Expert support				0%	
60B.28.1	Honorarium for expert	150,000	150,000	-	100%	
Sub total		150,000	150,000	-	100%	
60B.29	Promoting RTI Help desk					
60B.29.1	Sticker and rickshaw paint printing & distribution	107,500	107,500	-	100%	
60B.29.2	RTI helpdesk officer (Partisial)	250,200	250,200	-	100%	
Sub total		357,700	357,700	-	100%	
60B.30	Support mechanism for information requesters					
60B.30.1	Support to project beneficiary/applicant and others (including travel, lodging, per diem and cost of information. It is a continious process, if any balance will be remaining then it will be shifted to next quarter.)	555	555	-	100%	
Sub total		555	555	-	100%	
60B.31	Project briefing to DC & UNO (at project locations)					
60B.31.1	Honorarium for Technical expert from IC and CD	-	-	-	0%	
60B.31.2	Traveling for Technical expert	-	-	-	0%	
60B.31.3	Perdiem for Technical expert	-	-	-	0%	
60B.31.4	Venue	-	-	-	0%	
60B.31.5	Information kit	-	-	-	0%	
60B.31.6	Lunch & Tea	-	-	-	0%	
60B.31.7	Conveyance for participants (UNO & DO,s)	-	-	-	0%	
60B.31.8	Banner	-	-	-	0%	




HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
60B.31.9	Project briefing to media and DC & UNO-Travel for Staff	-	-	-	0%	
60B.31.10	Project briefing to media and DC & UNO-Lodging for Staff	-	-	-	0%	
60B.31.11	Project briefing to media and DC & UNO-Perdium for Staff	-	-	-	0%	
Sub total		-	-	-	0%	
60B.32	Coordination & Supervision Visit by ED and project staff					
60B.32.1	ED Visit-Travel	75,043	75,043	-	100%	
60B.32.2	ED Visit-Lodging	18,246	18,246	-	100%	
60B.32.3	ED Visit-Perdium	15,200	15,200	-	100%	
60B.32.4	Dhaka office Staff-Travel	-	-	-	0%	
60B.32.5	Dhaka office Staff-Lodging	9,170	9,170	-	100%	
60B.32.6	Dhaka office Staff-Perdium	7,200	7,200	-	100%	
60B.32.7	Field staff-Travel	10,150	10,150	-	100%	
60B.32.8	Field staff-Lodging	4,245	4,245	-	100%	
60B.32.9	Field staff-Perdium	9,440	9,440	-	100%	
Sub total		148,694	148,694	-	100%	
Total on non-COVID program activity		5,092,593	5,092,593	-	100%	
Total of training, meeting and material for beneficiary(Head # 60)		5,092,593	5,092,593	-	100%	
61	Gender Mainstreaming					
61.10	Gender Audit	-	-	-	0%	
	Orientation for elected female representative of LGU on RTI					
61.20	Honorarium for Resource persons	10,000	10,000	-	100%	
61.30	Traveling for Resource persons	19,817	19,817	-	100%	
61.40	Perdiem for Resource persons	2,377	2,377	-	100%	
61.50	Venue	639	639	-	100%	
61.60	Banner	548	548	-	100%	
61.70	Information Kit (Bag, Writing pad, pen & photocopy to presentation Materials)	9,165	9,165	-	100%	
61.80	Food for Participants	14,349	14,349	-	100%	
61.90	Conveyance for participants	31,000	31,000	-	100%	
61.10	Orientation for elected female-Travel for Staff	18,469	18,469	-	100%	

HD #	Head of Expenditure	Approved Budget 01.07.2019 - 30.06.2020	Actual Expenditure (BDT) 01.07.2019 - 30.06.2020	Variance		Remarks
				Variance (TK)	Variance (%)	
A	B	D	E	F=D-E	G=E/D	
61.11	Orientation for elected female- Lodging for Staff	3,565	3,565	-	100%	
61.12	Orientation for elected female- Perdium for Staff	4,800	4,800	-	100%	
61.13	Community Mobilization meeting	-	-	-	0%	
Total of Gender Mainstreaming (HD # 61)		114,729	114,729	-	100%	
Total Program Cost (before contingency)		5,207,322	5,207,322	-	100%	
Total of salary, operation and program cost(before contingency)		8,897,254	8,898,004	(750)	100%	
63	Contingency					
63.1	Contingency (1%)	-	-	-	0%	
Total of Contingency (HD # 61)		-	-	-	0%	
Total Program Cost (including contingency)		5,207,322	5,207,322	-	100%	
GRAND TOTAL COST		8,897,254	8,898,004	(750)	100%	

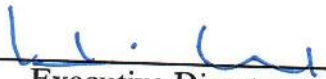


Better Governance For Better Services (BGBS)
Implemented by Management and Resources Development Initiative (MRDI)
Supported by Manusher Jonno Foundation (MJF)
Funded by Department for International Development (DFID)
Reconciliation of Outstanding Grant Balance
As at 30 June 2020

Particulars	Amount Taka	Amount Taka
Fund Inflow from MJF		
Opening balance		
Cash in hand	5,000	
Cash at bank	881,148	
		886,148
Fund inflow during the year		
Date of fund receipt:		
7-Aug-19	1,894,889	
17-Nov-19	2,509,201	
5-Feb-20	3,122,418	
22-Jun-20	565,855	
Unpaid Obligations	775,000	
Advance & Field office Petty cash	9,400	
Bank interest	27,756	
A. Total inflow		8,904,519
Fund outflow due to expenditure occurred during the year		
Fund outflow by revenue expenditure (excluding depreciation)	8,898,004	
Loan Return	-	
B. Total outflow		8,898,004
C. Net inflow as on 30 June 2020 (A-B)		892,663
D. Closing balance as on 30 June 2020		
Cash in hand	7,992	
Cash at bank	884,671	
Total available fund		892,663


Finance & Admin Officer
MJF-Project


Manager, Finance
MRDI


Executive Director
MRDI

Dated, 21 OCT 2020
Dhaka



Better Governance For Better Services (BGBS)
Implemented by Management and Resources Development Initiative (MRDI)
Supported by Manusher Jonno Foundation (MJF)
Funded by Department for International Development (DFID)
Bank Reconciliation Report (BRR)


Period ending : 30 June 2020


Name of Bank: Prime Bank Ltd
Asad Gate Branch

Bank Account Name: MRDI-MJF-BGBS

Bank Account No. 2138313015421

Particulars		Amount in BDT
1	Balance as per bank statement: 30-Jun-20	884,671
2	Deposits in Transit :	
2.a	Total Deposits in transit :	-
3	Sub-Total (Line 1 + 2a)	884,671
4	Outstanding Checks:	
	<u>Date :</u> <u>CQ #</u> <u>Amount</u>	<u>in Tk.</u>
4.a	Total Outstanding Checks:	-
5	Balance as per Bank Book	884,671


Finance & Admin Officer
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Better governance for better services (BGBS)
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Funded by Department for International Development (DFID)

Schedule of Fixed Assets

As at 30 June 2020

Sl. No.	Asset ID. No.	Name of asset	Details			Current Condition/Status	
			Description (Make & Model)	SOURCE	COST (in BDT)	Location	Remarks (Present Condition Good/Fair/P)
1	MRDI-572/ CPM/Printer-16-MJF-BGBS-1	Printer	VNCW721703	MRDI-MJF-BGBS	9,135	MRDI-Jashore Office	Good Condition
2	MRDI-573/CPM/Computer-33-MJF-BGBS-2	Computer	SN-4CE8361T6S	MRDI-MJF-BGBS	40,700	MRDI-Office	Good Condition
3	MRDI-574/CPM/Laptop-26-MJF-BGBS-3	Laptop	S/N:5CG90220PY	MRDI-MJF-BGBS	41,000	MRDI-Jashore Office	Good Condition
4	MRDI-575/CPM/Laptop-27-MJF-BGBS-4	Laptop	S/N:5CG8519FHI	MRDI-MJF-BGBS	41,000	MRDI-Office	Good Condition
5	MRDI-576/CPM/UPS-44-MJF-BGBS-5	UPS	S/L -E1807063354	MRDI-MJF-BGBS	5,000	MRDI-Office	Good Condition
6	MRDI-577/CPM/UPS-45-MJF-BGBS-6	UPS	S/L -E1807063353	MRDI-MJF-BGBS	5,000	MRDI-Jashore Office	Good Condition
7	MRDI-604/FF/HO/2019 /Chair-132-BGBS-7	Chair	Visitor Chair M #CFV 2213 Black Rexine FR	MRDI-MJF-BGBS	8,083	MRDI-Office	Good
8	MRDI-605/FF/HO/2019 /Chair-133-BGBS-8	Chair	Visitor Chair M #CFV 2213 Black Rexine FR	MRDI-MJF-BGBS	8,083	MRDI-Office	Good
9	MRDI-606/FF/HO/2019 /Chair-134-BGBS-9	Chair	Visitor Chair M #CFV 2213 Black Rexine FR	MRDI-MJF-BGBS	8,083	MRDI-Office	Good



Sl. No.	Asset ID. No.	Name of asset	Details			Current Condition/Status	
			Description (Make & Model)	SOURCE	COST (in BDT)	Location	Remarks (Present Condition Good/Fair/P)
10	MRDI-607/FF/HO/2019 /Chair-135-BGBS-10	Chair	Visitor Chair M #CFV 2213 Black Rexine FR	MRDI-MJF-BGBS	8,083	MRDI-Office	Good
11	MRDI-608/FF/HO/2019 /Chair-136-BGBS-11	Chair	Visitor Chair M #CFV 2213 Black Rexine FR	MRDI-MJF-BGBS	8,083	MRDI-Office	Good
12	MRDI-609/FF/HO/2019 /Table-47-BGBS-12	Table	Model # FCM 6903 MDF, WN Color # MDF Walnut	MRDI-MJF-BGBS	26,725	MRDI-Office	Good
Total					208975		



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