

**Auditors' Report & Audited Statements of Accounts  
Better Governance For Better Service  
Implemented by MRDI  
Supported by Manusher Jonno Foundation (MJF)  
unded by Department for International Development (DI  
For the period 01 January 2019 to 30 June 2019**

**Auditors' Report & Audited Statements of Accounts**  
**Better Governance For Better Service**  
**Implemented by MRDI**  
**Supported by Manusher Jonno Foundation (MJF)**  
**Funded by Department for International Development (DFID)**  
**For the period 01 January 2019 to 30 June 2019**

**Independent Auditors' Report to the management of  
Better Governance For Better Service  
Implemented by 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 Service (BGBS) Project hereinafter referred to as "the project", implemented by 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 2019, the related statement of income & expenditure and statement of receipt and payment for the period from 01 January 2019 to 30 June 2019, 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 2019, and of the result of its operation and its receipts and payments for the period from 01 January 2019 to 30 June 2019 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.

### **Independence and Other Ethical Responsibilities**

We are independent of the 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 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.

### **Report on other Requirements**

We also report the following:

- a) we have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit and made due verification thereof;
- b) in our opinion, proper books of account as required by MJF have been kept by the Partner Organization (PO) so far as it appeared from our examination of those books; and
- c) the project's financial position and statement of comprehensive income dealt with by the report are in agreement with the books of account.

Dated,  
Dhaka *smc*

*Snehasish Mahmud & Co.*  
**Snehasish Mahmud & Co.**  
Chartered Accountants

Better Governance For Better Service (BGBS)  
 Implemented by MRDI  
 Supported by Manusher Jonno Foundation (MJF)  
 Funded by Department for International Development (DFID)  
 Statement of Financial Position  
 As at 30 June 2019

In Taka	Notes	30-Jun-19
<b>Current assets</b>		
Cash & cash equivalents	4	886,148
Advance for field office	6	9,400
<b>Current assets</b>		<b>895,548</b>
<b>Total assets</b>		<b>895,548</b>
<b>Fund account</b>		
Project fund	6	895,548
<b>Total fund account</b>		<b>895,548</b>

*The annexed notes from 1 to 17 form an integral part of these statements of accounts*

  
 Accounts Officer  
 MJF-Project

  
 Manager, Finance  
 MRDI

  
 Executive Director  
 MRDI

As per our report of same date

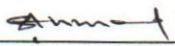
Dated,  
 Dhaka

  
 Snehasish Mahmud & Co.  
 Chartered Accountants

**Better Governance For Better Service (BGBS)**  
**Implemented by MRDI**  
**Supported by Manusher Jonno Foundation (MJF)**  
**Funded by Department for International Development (DFID)**  
**Statement of Income & Expenditure**  
**For the period from 01 January 2019 to 30 June 2019**

In Taka	Notes	01 Jan 2019 to 30 June 2019
Grant income	6.01	1,905,309
<b>Total income</b>		<b>1,905,309</b>
Fixed assets	7	141,835
Salary	8	998,212
Office rent	9	260,791
Utilities	10	32,742
Office main/repair and cleaning material	11	13,563
Office stationeries, printing & supplies	12	22,498
Travel, lodging & peridium	13	13,612
Recruitment, bank charge & audit fee	14	1,155
Beneficiaries training / meeting / workshop	15	419,156
Staff development & capacity building	17	1,745
<b>Total payment</b>		<b>1,905,309</b>
<b>Total surplus/(deficit) of fund</b>		<b>-</b>

*The annexed notes from 1 to 17 form an integral part of these statements of accounts*

  
**Accounts Officer**  
MJF-Project

  
**Manager, Finance**  
MRDI

  
**Executive Director**  
MRDI

As per our report of same date

**Dated,**  
**Dhaka**


  
**Snehasish Mahmud & Co.**  
Chartered Accountants



**Better Governance For Better Service (BGBS)**  
**Implemented by MRDI**  
**Supported by Manusher Jonno Foundation (MJF)**  
**Funded by Department for International Development (DFID)**  
**Statement of Receipt and Payment**  
**For the period from 01 January 2019 to 30 June 2019**

In Taka	Note	01 Jan 2019 to 30 June 2019
Opening balance		
Cash in hand		-
Cash at bank		-
<b>Total opening balance</b>		<b>-</b>
Fund received from MJF		2,795,419
Loan received from general Account		5,000
Bank interest		5,438
<b>Total receipts with opening balance</b>		<b>2,805,857</b>
Furniture, fixture & equipment	7	141,835
Return general accounts loan		5,000
Salary	8	998,212
Office rent	9	260,791
Utilities	10	32,742
Office main/repair and cleaning material	11	13,563
Office stationeries,printing & supplies	12	22,498
Travel,lodging & perdium	13	13,612
Recruitment, bank charge & audit fee	14	1,155
Beneficiaries training /meeting /materials/orientation	15	419,156
Staff development & capacity building	17	1,745
Advance for field office	5	9,400
<b>Total payment</b>		<b>1,919,709</b>
<b>Balance after total payment</b>		<b>886,148</b>
Cash in hand		5,000
Cash at bank		881,148
<b>Cash &amp; cash equivalents</b>	<b>4</b>	<b>886,148</b>

*The annexed notes from 1 to 17 form an integral part of these statements of accounts*

  
**Accounts Officer**  
 MJF-Project

  
**Manager, Finance**  
 MRDI

  
**Executive Director**  
 MRDI

**Dated,**  
**Dhaka**



**Better Governance For Better Service (BGBS)**  
**Implemented by MRDI**  
**Supported by Manusher Jonno Foundation (MJF)**  
**Funded by Department for International Development (DFID)**  
**Notes to the Statements of Accounts**  
**For the period from 01 January 2019 to 30 June 2019**

**1 Background of the organization**

A Development Organization Management and Research Development Initiative (MRDI) was established in 2004 and registered under the Foreign Donation regulation Ordinance of 1978 & the NGO Affairs Bureau, no. 1962, dated 21-09-2004,8/19 sir-Syed road (3th floor), block-A, Mohammadpur, Dhaka-1207. MRDI , a multi-disciplinary organization, 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 private domains. To endeavor for developing the standard of media, skill and ethics of the media professionals, physical and mental health and well being of the people and empowerment of the women, adolescents, children, minority and other marginalized sections of population.

**1.1 Objective of the project**

Improve transparency and accountability of public service institutes by keeping the demand-supply chain of information and service increasingly operative.

**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
- The Value Added Tax Act 1991
- The Value Added Tax Rules 1991

### **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 receipt and payment information has been presented on cash 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 January 2019 to 30 June 2019.

## **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 cash basis.

4	<b>Cash &amp; cash equivalents</b>		
	<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
	Cash in hand		
	Project office		5,000
	Cash at bank		
	Prime Bank ltd (A/C-2138313015421)		881,148
	<b>Closing balance</b>		<b>886,148</b>
5	<b>Advance for field office</b>		
	<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
	Roksana Yasmin		4,400
	S. M Arifujman		5,000
	<b>Closing balance</b>		<b>9,400</b>
6	<b>Project fund</b>		
	<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
	Unutilized fund	6.01	895,548
	<b>Closing balance</b>		<b>895,548</b>
6.01	<b>Unutilized fund</b>		
	<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
	Opening balance		-
	Fund received from MJF	6.02	2,795,419
	Bank interest		5,438
	Loan received from general fund		5,000
	Transferred to MJF grant for revenue expenditure		(1,905,309)
	Loan refund		(5,000)
	<b>Closing balance</b>		<b>895,548</b>
6.02	<b>Fund received from MJF</b>		
	<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
	Date of received		
	7-Mar-19		1,507,809
	29-May-19		1,287,610
	<b>Total</b>		<b>2,795,419</b>
7	<b>Fixed assets</b>		
	<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
	Laptop		82,000
	Computer & accessories		59,835
	<b>Total</b>		<b>141,835</b>





**8 Salary and benefits**

<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
Executive director		94,500
Project coordinator		329,526
Finance & admin Officer		189,375
Training & documentation		168,333
Field intervention		105,208
Project facilitator		58,770
Support staff		52,500
<b>Total</b>		<b>998,212</b>

**9 Office rent**

<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
Head office		220,791
Field office		40,000
<b>Total</b>		<b>260,791</b>

**10 Utilities**

<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
Electricity		15,000
Phone fax, email, courier		17,742
<b>Total</b>		<b>32,742</b>

**11 Office main/repair and cleaning material**

<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
Office maintenance		4,081
Cleaning materials		9,482
<b>Total</b>		<b>13,563</b>

**12 Office stationeries, printing & supplies**

<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
Office stationery		22,498
<b>Total</b>		<b>22,498</b>

**13 Travel, lodging & peridium for admin purpose**

<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
Local conveyence		10,140
Local conveyence (Field office)		3,472
<b>Total</b>		<b>13,612</b>

**14 Recruitment, bank charge & audit fees**

<b>In Taka</b>	<b>Note</b>	<b>30 June 2019</b>
Audit fees		-
Bank charge		1,155
<b>Total</b>		<b>1,155</b>

**15 Beneficiaries training / meeting / materials/ orientation**

In Taka	Note	30 June 2019
Active/reform/form Jagroto Nagarik Committee at upazilla		48,940
Orientation of JANAK	15.01	201,089
JANAK metting at upazila		9,875
Project presentation metting		3,855
Promoting RIT help desk		20,850
Support mechanism for information requester		1,425
Project briefing to DC & UNO		96,382
Coordination & supervision visit by ED & project officer		36,740
<b>Total</b>		<b>419,156</b>

**15.01 Orientation of JANAK**

In Taka	Note	30 June 2019
Venue		10,000
Food for participants		35,000
Information kits		30,700
Banner		1,600
Conveyence		88,000
ID card		10,884
Orientation of JANAK-Travel for staff		8,105
Orientation of JANAK-Lodging for staff		7,200
Orientation of JANAK-Perdium for staff		9,600
<b>Total</b>		<b>201,089</b>

**17 Staff development & capacity building**

In Taka	Note	30 June 2019
Capacity development trainning for project		1,745
<b>Total</b>		<b>1,745</b>



Better Governance For Better Service (BGBS)  
Implemented by MRDI  
Supported by Manusher Jonno Foundation (MJF)  
Funded by Department for International Development (DFID)  
Statement of Budget Variance  
For the period from 01 January 2019 to 30 June 2019

HD #	Head of Expenditure	Total Approved Budget (BDT)	Actual Expenditure (BDT)	Verience		Remarks
				Amount in Tk.	%	
A	B	C	D	E=D-C	F=E/C	G
A	Administrative Purpose					
40	Salaries & Benefits					
40.1	Executive Director	74,250	70,875	(3,375)	-5%	
40.2	Office Support Staff	41,250	39,375	(1,875)	-5%	
Total of Salaries & Benefits		115,500	110,250	(5,250)	-5%	
41	Office Rent					
41.1	Office Rent	56,250	55,198	(1,052)	-2%	
Total of Office Rent		56,250	55,198	(1,052)	-2%	
42	Utilities					
42.1	Electricity, Service Charge, Gas, Water	3,750	3,750	-	0%	
42.2	Internet, telephone	2,500	2,500	-	0%	
Total of Utilities		6,250	6,250	-	0%	
43	Repair, Maintenance & Cleaning Materials					
43.1	Repair & Maintenance	2,500	15	(2,485)	-99%	
43.2	Cleaning Materials	2,500	2,611	111	4%	
Total of Repair, Maintenance & Cleaning Materials		5,000	2,626	(2,374)	-47%	
44	Stationeries, Printing & Supplies					
44.1	Stationeries & Supplies	5,000	5,000	-	0%	
Total of Stationeries, Printing & Supplies		5,000	5,000	-	0%	
46	Recruitment, Bank Charge & Audit Fees					
46.1	Audit Fees					
46.2	Bank Charge	6,000	1,155	(4,845)	-81%	
Total of Recruitment, Bank Charge & Audit Fees		6,000	1,155	(4,845)	-81%	
Total Admin Cost		194,000	180,479	(13,521)	-7%	

B	Programmatic Purpose					
50	Salaries & Benefits					
50.1	Executive Director	24,750	23,625	(1,125)	-5%	



HD #	Head of Expenditure	Total Approved Budget (BDT)	Actual Expenditure (BDT)	Verience		Remarks
				Amount in Tk.	%	
50.2	Project Coordinator	356,400	329,526	(26,874)	-8%	
50.3	Finance & Admin Officer	247,500	189,375	(58,125)	-23%	
50.4	Training & Documentation Officer	220,000	168,333	(51,667)	-23%	
50.5	Field intervention coordinator	137,500	105,208	(32,292)	-23%	
50.6	Project Facilitator	82,500	58,770	(23,730)	-29%	
50.7	Office Support Staff	13,750	13,125	(625)	-5%	
<b>Total of Salaries &amp; Benefits</b>		<b>1,082,400</b>	<b>887,962</b>	<b>(194,438)</b>	<b>-18%</b>	
<b>51</b>	<b>Office Rent</b>					
51.1	MRDI Office	168,750	165,593	(3,157)	-2%	
51.2	Field Office	50,000	40,000	(10,000)	-20%	
<b>Total of Office Rent</b>		<b>218,750</b>	<b>205,593</b>	<b>(13,157)</b>	<b>-6%</b>	
<b>52</b>	<b>Utilities</b>					
52.1	Electricity, Service Charge, Gas, Water	11,250	11,250	-	0%	
52.2	Internet	7,500	7,500	-	0%	
52.3	Staff Mobile Expenses	6,000	4,742	(1,258)	-21%	
52.4	Field office Electricity, Service Charge, Gas, Water	5,000	3,000	(2,000)	-40%	
52.5	Postage ( field office)	500	-	(500)	-100%	
<b>Total of Utilities</b>		<b>30,250</b>	<b>26,492</b>	<b>(3,758)</b>	<b>-12%</b>	
<b>53</b>	<b>Repair, Maintenance &amp; Cleaning Materials</b>					
53.1	Repair & Maintenance	2,500	4,066	1,566	63%	
53.2	Cleaning Materials	2,500	3,086	586	23%	
53.3	Field office Repair & Maintenance	1,500	3,500	2,000	133%	
53.4	Field office Cleaning Materials	1,000	285	(715)	-72%	
<b>Total of Repair, Maintenance &amp; Cleaning Materials</b>		<b>7,500</b>	<b>10,937</b>	<b>3,437</b>	<b>46%</b>	
<b>54</b>	<b>Stationeries, Printing &amp; Supplies</b>					
54.1	Stationeries & Supplies (including cartige,printing,photocopy, etc.)	15,000	15,006	6	0%	
54.2	Field office Stationeries & Supplies (including printer cartridge, printing,photocopy,etc)	6,000	2,492	(3,508)	-58%	





HD #	Head of Expenditure	Total Approved Budget (BDT)	Actual Expenditure (BDT)	Verience		Remarks
				Amount in Tk.	%	
Total of Stationeries, Printing & Supplies		21,000	17,498	(3,502)	-17%	
55	Furniture, Fixture & Equipment					
55.1	Computer & Accessories	45,000	40,700	(4,300)	-10%	
55.2	Printer for field office	12,000	9,135	(2,865)	-24%	
55.3	UPS	10,000	10,000	-	0%	
55.4	Laptop	80,000	82,000	2,000	3%	
55.5	Table	40,000		(40,000)	-100%	
55.6	Chair	24,000		(24,000)	-100%	
Total of Furniture, Fixture & Equipment		211,000	141,835	(69,165)	-33%	
57	Travel, Lodging & Periderm					
57.1	Local conveyance	12,500	10,140	(2,360)	-19%	
57.1	Local conveyance( Field office)	15,000	3,472	(11,528)	-77%	
Total of Travel, Lodging & Perdiem		27,500	13,612	(13,888)	-51%	
58	Staff Development & Capacity Building					
58.1	Capacity Development Training for Project Staff (MJF)	40,000	1,745.00	(38,255)	-96%	
Total of Staff Development & Capacity Building		40,000	1,745	(38,255)	-96%	
60	Training, Meeting & Material for Beneficiaries'					
60.1	Active/reform/form Jagroto Nagorik Committee					
60.1.1	Snacks for Participants	6,000	5,435	(565)	-9%	
60.1.2	Active/reform/form for Janak-Travel for Staff	52,000	29,465	(22,535)	-43%	
60.1.3	Active/reform/form for Janak-Lodging for Staff	21,600	6,840	(14,760)	-68%	
60.1.4	Active/reform/form for Janak-Perdium for Staff	19,200	7,200	(12,000)	-63%	
Sub total		98,800	48,940	(49,860)	-50%	
60.2	Orientation of JANAK					
60.2.1	Venue	10,000	10,000	-	0%	
60.2.2	Food for participants (2 tea-snacks, lunch)	35,000	35,000	-	0%	



HD #	Head of Expenditure	Total Approved Budget (BDT)	Actual Expenditure (BDT)	Verience		Remarks
				Amount in Tk.	%	
60.2.3	Information Kit (Bag, Writing pad, pen )	30,000	30,700	700	2%	
60.2.4	Banner	1,600	1,600	-	0%	
60.2.5	Conveyance (including breakfast and dinner for participants as they will come from long distance)	88,000	88,000	-	0%	
60.2.6	ID Card for forum Member	26,400	10,884	(15,516)	-59%	
60.2.7	Orientation of JANAK-Travel for Staff	28,000	8,105	(19,895)	-71%	
60.2.8	Orientation of JANAK-Lodging for Staff	7,200	7,200	-	0%	
60.2.9	Orientation of JANAK-Perdium for Staff	9,600	9,600	-	0%	
<b>Sub total</b>		<b>235,800</b>	<b>201,089</b>	<b>(34,711)</b>	<b>-15%</b>	
<b>60.3</b>	<b>JANAK Meeting at upazilla level</b>					
60.3.1	Meeting Communications Cost	8,000	4,800	(3,200)	-40%	
60.3.2	Tea & Snacks	10,400	5,075	(5,325)	-51%	
<b>Sub total</b>		<b>18,400</b>	<b>9,875</b>	<b>(8,525)</b>	<b>-46%</b>	
<b>60.4</b>	<b>Introduce RTI certification course through E &amp; M learning course for Youth</b>					
60.4.1	Mobile Application Development (android & ios)	200,000	-	(200,000)	-100%	
60.4.2	Online Module Development (webbased)	200,000	-	(200,000)	-100%	
<b>Sub total</b>		<b>400,000</b>	<b>-</b>	<b>(400,000)</b>	<b>-100%</b>	
<b>60.26</b>	<b>Project presentation meeting</b>					
60.26.1	Snacks & Information kit (Paper made folder, writing pad, pen and photocopy materials)	20,000	3,855	(16,145)	-81%	
<b>Sub total</b>		<b>20,000</b>	<b>3,855</b>	<b>(16,145)</b>	<b>-81%</b>	
<b>60.29</b>	<b>Promoting RTI Help desk</b>					



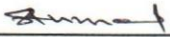
HD #	Head of Expenditure	Total Approved Budget (BDT)	Actual Expenditure (BDT)	Verience		Remarks
				Amount in Tk.	%	
60.29.1	Sticker and rickshaw paint printing & distribution (Design content & number will be finalized in consultation with MJF)	50,000	-	(50,000)	-100%	
60.29.2	RTI helpdesk officer (Partisial)	125,000	20,850	(104,150)	-83%	
<b>Sub total</b>		175,000	20,850	(154,150)	-88%	
<b>60.3</b>	<b>Support mechanism for information requesters</b>					
60.30.1	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.)	10,000	1,425	(8,575)	-86%	
<b>Sub total</b>		<b>10,000</b>	<b>1,425</b>	<b>(8,575)</b>	<b>-86%</b>	
<b>60.31</b>	<b>Project briefing to DC &amp; UNO (at project locations)</b>					
60.31.1	Honorarium for Technical expert from IC and CD	10,000	8,000	(2,000)	-20%	
60.31.2	Traveling for Technical expert	16,000	8,000	(8,000)	-50%	
60.31.3	Perdiem for Technical expert	6,000	1,500	(4,500)	-75%	
60.31.4	Venue	5,000	1,600	(3,400)	-68%	
60.31.5	Information kit	6,250	3,525	(2,725)	-44%	
60.31.6	Lunch & Tea	12,000	12,374	374	3%	
60.31.7	Conveyance for participants (UNO & DO,s)	32,000	32,000	-	0%	
60.31.8	Banner	1,000	332	(668)	-67%	
60.31.9	Project briefing to media and DC & UNO-Travel for Staff	16,000	21,071	5,071	32%	
60.31.10	Project briefing to media and DC & UNO-Lodging for Staff	3,600	3,420	(180)	-5%	

HD #	Head of Expenditure	Total Approved Budget (BDT)	Actual Expenditure (BDT)	Verience		Remarks
				Amount in Tk.	%	
60.31.11	Project briefing to media and DC & UNO-Perdium for Staff	4,800	4,560	(240)	-5%	
<b>Sub total</b>		<b>112,650</b>	<b>96,382</b>	<b>(16,268)</b>	<b>-14%</b>	
<b>60.32</b>	<b>Coordination &amp; Supervision Visit by ED and project staff</b>					
60.32.1	ED Visit-Travel	42,000	18,572	(23,428)	-56%	
60.32.2	ED Visit-Lodging	14,400	3,568	(10,832)	-75%	
60.32.3	ED Visit-Perdium	14,400	3,600	(10,800)	-75%	
60.32.4	Dhaka office Staff-Travel	12,000	-	(12,000)	-100%	
60.32.5	Dhaka office Staff-Lodging	9,600	-	(9,600)	-100%	
60.32.6	Dhaka office Staff-Perdium	9,600	-	(9,600)	-100%	
60.32.7	Field staff-Travel	8,000	4,620	(3,380)	-42%	
60.32.8	Field staff-Lodging	4,800	1,340	(3,460)	-72%	
60.32.9	Field staff-Perdium	6,400	5,040	(1,360)	-21%	
<b>Sub total</b>		<b>121,200</b>	<b>36,740</b>	<b>(84,460)</b>	<b>-70%</b>	
<b>Total of Training, Meeting &amp; Material for Beneficieries</b>		<b>1,191,850</b>	<b>419,156</b>	<b>(772,694)</b>	<b>-65%</b>	
<b>Total Program Cost (before contingency)</b>		<b>2,830,250</b>	<b>1,724,830</b>	<b>(1,105,420)</b>	<b>-39%</b>	
<b>Total Admin &amp; Program Cost (eligible for contingency calculation)</b>		<b>3,024,250</b>	<b>1,905,309</b>	<b>(1,118,941)</b>	<b>-37%</b>	
<b>63</b>	<b>Contingency</b>					
63.1	Contingency (1%)	30,243	-	(30,243)	-100%	
<b>Total of Contingency</b>		<b>30,243</b>	<b>-</b>	<b>(30,243)</b>	<b>-100%</b>	
<b>Total Program Cost</b>		<b>2,860,493</b>	<b>1,724,830</b>	<b>(1,135,663)</b>	<b>-40%</b>	
<b>GRAND TOTAL</b>		<b>3,054,493</b>	<b>1,905,309</b>	<b>(1,149,184)</b>	<b>-38%</b>	



Better Governance For Better Service (BGBS)  
Implemented by MRDI  
Supported by Manusher Jonno Foundation (MJF)  
Funded by Department for International Development (DFID)  
Reconciliation of Outstanding Grant Balance  
As at 30 June 2019

	Amount Taka	Amount Taka
<b>Fund Inflow from MJF</b>		
Opening balance		
Cash in hand	-	
Cash at bank	-	
		-
<b>Fund inflow during the year</b>		
Date of fund receipt: 3/7/2019	1,507,809	
Date of fund receipt: 5/29/2019	1,287,610	
Loan receive from any other source (if any)	5,000	
Other income-Bank interest (if any)	5,438	
<b>A. Total inflow</b>		<b>2,805,857</b>
<b>Fund outflow due to expenditure occurred during the year</b>		
Fund outflow by revenue expenditure (excluding depreciation)	1,905,309	
Loan Return	5,000	
<b>B. Total outflow</b>		<b>1,910,309</b>
<b>C. Net inflow as on 30 June 2019 (A-B)</b>		<b>895,548</b>
<b>D. Closing balance as on 30 June 2019</b>		
Cash in hand	5,000	
Cash at bank	881,148	
Advance for field office	9,400	
<b>Total available fund</b>		<b>895,548</b>

  
\_\_\_\_\_  
Accounts Officer  
MJF-Project

  
\_\_\_\_\_  
Manager, Finance  
MRDI

  
\_\_\_\_\_  
Executive Director  
MRDI

Dated,  
Dhaka





**Better Governance For Better Service (BGBS)**  
**Implemented by MRDI**  
**Supported by Manusher Jonno Foundation (MJF)**  
**Funded by Department for International Development (DFID)**  
**Bank Reconciliation Report (BRR)**

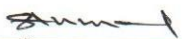
Period ending : 30 June 2019

Name of Bank: Prime Bank Ltd


Bank Account Name: MRDI-MJF-BGBS

Bank Account No. 2138313015421

Particulars		Amount in BDT
1	Balance as per bank statement: 30-Jun-19	881,148
2	Deposits in Transit :	
2.a	Total Deposits in transit :	-
3	Sub-Total (Line 1 + 2a)	881,148
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	881,148

  
\_\_\_\_\_  
Accounts Officer  
MJF-Project

  
\_\_\_\_\_  
Manager, Finance  
MRDI

  
\_\_\_\_\_  
Executive Director  
MRDI

Dated,  
Dhaka



**Better Governance For Better Service (BGBS)**  
**Implemented by MRDI**  
**Supported by Manusher Jonno Foundation (MJF)**  
**Funded by Department for International Development (DFID)**  
**Schedule of Fixed Assets**  
**As at 30 June 2019**

Sl. No.	Asset ID. No.		Serial No (Note 1)*	Name of the Asset	Cost In BDT (MJF Portion)	Location (Head Office, Project Office, Partner - specify the location)	Current Condition/Status (Note)			Remarks
							Sold	Write Off	Out of order/Destroyed/Good Condition (pls specify)	
1	MRDI-572	CPM/Printer-16-MJF-BGBS-1	VNCW721703	Printer	9,135	MRDI-Jashore Office			Good Condition	
2	MRDI-573	CPM/Computer-33-MJF-BGBS-2	SN-4CE8361T6S	Computer	40,700	MRDI-Office			Good Condition	
3	MRDI-574	CPM/Laptop-26-MJF-BGBS-3	S/N:5CG90220PY	Laptop	41,000	MRDI-Jashore Office			Good Condition	
4	MRDI-575	CPM/Laptop-27-MJF-BGBS-4	S/N:5CG8519FHI	Laptop	41,000	MRDI-Office			Good Condition	
5	MRDI-576	CPM/UPS-44-MJF-BGBS-5	S/L - E1807063354	UPS	5,000	MRDI-Office			Good Condition	
6	MRDI-577	CPM/UPS-45-MJF-BGBS-6	S/L - E1807063353	UPS	5,000	MRDI-Jashore Office			Good Condition	
<b>Total</b>					<b>141,835</b>					

