

Auditors' Report  
On  
The Financial Statements  
Of

**Better Governance for Better Services**

A Project

**Implemented By: Management and Resources  
Development Initiative (MRDI)**

**Supported By: Manusher Jonno Foundation (MJF)**

**Funded By: Foreign, commonwealth & Development  
Office (FCDO)**

For the period from July 01, 2020 to June 30, 2021

**Better governance for better services (BGBS)**  
A Project

**Implemented By: Management and Resources Development Initiative (MRDI)**

**Supported by: Manusher Jonno Foundation (MJF)**

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## **AUDITORS' REPORT**

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

#### **Opinion**

We have audited the financial statements of "**Better Governance For Better Services**" a project of **Management and Resources Development Initiative (MRDI)** Supported By: Manusher Jonno Foundation (MJF) which comprise the Statement of Financial Position as at June 30, 2021 and the Statement of Comprehensive Income, the Statement of Receipts and Payments Account for the period from July 01, 2020 to June 30, 2021 and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements are prepared in accordance with the 'Modified Cash Basis of Accounting' give a true and fair view of the state of the affairs of the project and it's project activities, statement of financial position of the project as on June 30, 2021 and the statement of comprehensive income and its statement of Receipts and Payments for the period under reference.

#### **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 from the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with International Financial Reporting Standards (IFRS) and 'Modified Cash Basis of Accounting' as applicable 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 also 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.

#### **Auditors' 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 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 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.

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#### **Principal Office :**

Ahsan Zamir FCA  
2/2, Purana Paltan (1st Floor),  
Dhaka-1000, Bangladesh  
Telephone: 02-955 1900, Fax: 02-957 0054  
E-mail: ahsanzamir.dhk@gmail.com

**1**

#### **Branch Office:**

Pear Ali FCA  
13A/7A, (2nd Floor), Babor Road,  
Mohammadpur, Dhaka-1207, Bangladesh  
Telephone: 02-581 52378,  
E-mail: bpsk2008@gmail.com



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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, 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 auditors' 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 auditors' report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that gives a true and fair view.

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.

Dated: Dhaka  
October 10, 2021



**Ahsan Zamir FCA**  
Partner  
**Ahsan Zamir & Co.**  
Chartered Accountants

**Principal Office :**

Ahsan Zamir FCA  
2/2, Purana Paltan (1st Floor),  
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E-mail: bpsk2008@gmail.com

**Better governance for better services (BGBS)**

A Project

**Implemented By: Management and Resources Development Initiative (MRDI)**

**Supported by: Manusher Jonno Foundation (MJF)**

**Funded by: Foreign, Commonwealth & Development Office (FCDO)**

**Statement of Financial Position**

As at June 30, 2021

| PARTICULARS                         | NOTES | AMOUNT IN BDT  |                |
|-------------------------------------|-------|----------------|----------------|
|                                     |       | 30-Jun-21      | 30-Jun-20      |
| <b>A. Non Current Assets:</b>       | Sch-A | <b>208,975</b> | <b>208,975</b> |
| Fixed Asset                         |       | 208,975        | 208,975        |
| <b>B. Current Assets:</b>           |       | <b>152,292</b> | <b>892,663</b> |
| Cash & Bank Balance                 | 4.00  | 152,292        | 892,663        |
| <b>C. Current Liabilities:</b>      | 6.00  | -              | <b>775,000</b> |
| <b>D. Net Current Assets: (B-C)</b> |       | <b>152,292</b> | <b>117,663</b> |
| <b>Net Assets (A+D)</b>             |       | <b>361,267</b> | <b>326,638</b> |
| <b>REPRESENTED BY:</b>              |       |                |                |
| Unutilised/ Unspent Fund            | 5.00  | 152,292        | 117,663        |
| Non Current Assets Fund             | Sch-A | 208,975        | 208,975        |
| <b>Total</b>                        |       | <b>361,267</b> | <b>326,638</b> |

The accompanying notes form an integral part of this financial statement.

  
**Deputy Manager, Accounts**  
MRDI

  
**Manager Finance**  
MRDI

  
**Executive Director**  
MRDI

This is the Statement of Financial Position referred to in our separate report of even date.

Dated: Dhaka  
October 10, 2021

  
**Ahsan Zamir FCA**  
Partner  
**Ahsan Zamir & Co.**  
Chartered Accountants

**Better governance for better services (BGBS)**

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**Supported by: Manusher Jonno Foundation (MJF)**

**Funded by: Foreign, Commonwealth & Development Office (FCDO)**

**Statement of Comprehensive Income**

For the period from July 01, 2020 to June 30, 2021

| PARTICULARS                                     | NOTES | AMOUNT IN BDT.                    |                                   |
|---|-------|-----------------------------------|-----------------------------------|
|   |       | July 01, 2020 to<br>June 30, 2021 | July 01, 2019 to<br>June 30, 2020 |
| <b>INCOME:</b>                                  |       |                                   |                                   |
| Grant Received                                  | 7.00  | 4,212,782                         | 8,898,004                         |
| <b>Grand Total</b>                              |       | <b>4,212,782</b>                  | <b>8,898,004</b>                  |
| <b>EXPENDITURE:</b>                             |       |                                   |                                   |
| <b>ADMINISTRATIVE COST</b>                      |       |                                   |                                   |
|   |       | <b>426,731</b>                    | <b>433,355</b>                    |
| Salaries & Benefits                             | 8.00  | 261,967                           | 269,850                           |
| Office Rent                                     | 9.00  | 135,000                           | 135,000                           |
| Utilities                                       | 10.00 | 13,567                            | 14,250                            |
| Repair, Maintenance & Cleaning Materials        | 11.00 | 8,274                             | 6,425                             |
| Stationeries, Printing & Supplies               | 12.00 | 4,000                             | 4,000                             |
| Recruitment, Bank Charge & Audit Fees           | 13.00 | 3,923                             | 3,830                             |
|   |       | -                                 | -                                 |
| <b>PROGRAMATIC COST</b>                         |       |                                   |                                   |
|   |       | <b>3,786,051</b>                  | <b>8,464,649</b>                  |
| Salaries & Benefits                             | 14.00 | 2,180,707                         | 2,494,515                         |
| Office Rent                                     | 15.00 | 525,000                           | 525,000                           |
| Utilities                                       | 16.00 | 67,132                            | 70,150                            |
| Repair, Maintenance & Cleaning Materials        | 17.00 | 9,988                             | 10,229                            |
| Furniture, Fixture & Equipment                  | 18.00 | -                                 | 67,140                            |
| Stationeries, Printing & Supplies               | 19.00 | 18,269                            | 34,241                            |
| Travel, Lodging & Periderm                      | 20.00 | 22,681                            | 50,309                            |
| Staff development and Capacity Building         | 21.00 | -                                 | 5,743                             |
| Training, Meeting & Material for Beneficiaries' | 22.00 | 962,274                           | 5,207,322                         |
| <b>Total Expenditure</b>                        |       | <b>4,212,782</b>                  | <b>8,898,004</b>                  |

The accompanying notes form an integral part of this financial statement.

  
**Deputy Manager, Accounts**  
MRDI

  
**Manager Finance**  
MRDI

  
**Executive Director**  
MRDI

This is the Statement of Comprehensive Income referred to in our separate report of even date.

Dated: Dhaka  
October 10, 2021

  
**Ahsan Zamir FCA**  
Partner  
**Ahsan Zamir & Co.**  
Chartered Accountants



**Better governance for better services (BGBS)**  
A Project  
**Implemented By: Management and Resources Development Initiative (MRDI)**  
**Supported by: Manusher Jonno Foundation (MJF)**  
**Funded by: Foreign, Commonwealth & Development Office (FCDO)**

**Statement of Receipts and Payments**  
For the period from July 01, 2020 to June 30, 2021

| PARTICULARS                                     | NOTES | AMOUNT IN BDT.                 |                                |
|---|-------|--------------------------------|--------------------------------|
|   |       | July 01, 2020 to June 30, 2021 | July 01, 2019 to June 30, 2020 |
| <b>Opening Balance</b>                          |       | <b>892,663</b>                 | <b>886,148</b>                 |
| Cash at Bank                                    |       | 884,671                        | 881,148                        |
| Cash in Hand                                    |       | 7,992                          | 5,000                          |
| <b>RECEIPTS:</b>                                |       | <b>4,247,411</b>               | <b>8,904,519</b>               |
| Advance and field office petty cash             |       | -                              | 9,400                          |
| Grant Received                                  | 7.00  | 4,245,071                      | 8,092,363                      |
| Bank Interest                                   |       | 2,340                          | 27,756                         |
| Unpaid Obligations                              | 6.00  | -                              | 775,000                        |
| <b>TOTAL RECEIPTS</b>                           |       | <b>5,140,074</b>               | <b>9,790,667</b>               |
| <b>PAYMENTS:</b>                                |       |                                |                                |
| <b>ADMINISTRATIVE COST</b>                      |       | <b>426,731</b>                 | <b>433,355</b>                 |
| Salaries & Benefits                             | 8.00  | 261,967                        | 269,850                        |
| Office Rent                                     | 9.00  | 135,000                        | 135,000                        |
| Utilities                                       | 10.00 | 13,567                         | 14,250                         |
| Repair, Maintenance & Cleaning Materials        | 11.00 | 8,274                          | 6,425                          |
| Stationeries, Printing & Supplies               | 12.00 | 4,000                          | 4,000                          |
| Recruitment, Bank Charge & Audit Fees           | 13.00 | 3,923                          | 3,830                          |
| <b>PROGRAMATIC COST</b>                         |       | <b>4,561,051</b>               | <b>8,464,649</b>               |
| Salaries & Benefits                             | 14.00 | 2,180,707                      | 2,494,515                      |
| Office Rent                                     | 15.00 | 525,000                        | 525,000                        |
| Utilities                                       | 16.00 | 67,132                         | 70,150                         |
| Repair, Maintenance & Cleaning Materials        | 17.00 | 9,988                          | 10,229                         |
| Furniture, Fixture & Equipment                  | 18.00 | -                              | 67,140                         |
| Stationeries, Printing & Supplies               | 19.00 | 18,269                         | 34,241                         |
| Travel, Lodging & Periderm                      | 20.00 | 22,681                         | 50,309                         |
| Staff development and Capacity Building         | 21.00 | -                              | 5,743                          |
| Training, Meeting & Material for Beneficiaries' | 22.00 | 962,274                        | 5,207,322                      |
| Unpaid Obligations                              | 6.00  | 775,000                        | -                              |
| <b>TOTAL PAYMENTS</b>                           |       | <b>4,987,782</b>               | <b>8,898,004</b>               |
| <b>Closing Balance</b>                          |       | <b>152,292</b>                 | <b>892,663</b>                 |
| Cash at Bank                                    | 4.02  | 147,057                        | 884,671                        |
| Cash in Hand                                    | 4.01  | 5,235                          | 7,992                          |
| <b>GRAND TOTAL</b>                              |       | <b>5,140,074</b>               | <b>9,790,667</b>               |

The accompanying notes form an integral part of this financial statement.

  
**Deputy Manager, Accounts**  
MRDI

  
**Manager Finance**  
MRDI

  
**Executive Director**  
MRDI

This is the Statement of Comprehensive Income referred to in our separate report of even date.

Dated: Dhaka  
October 10, 2021

  
**Ahsan Zamir FCA**  
Partner  
**Ahsan Zamir & Co.**  
Chartered Accountants

## Better governance for better services (BGBS)

A Project

Implemented By: Management and Resources Development Initiative (MRDI)

Supported by: Manusher Jonno Foundation (MJF)

Notes to the Financial Statements

For the period ended on June 30, 2021

Form an integral part of the Financial Statements

### 1.00 LEGAL STATUS AND NATURE OF THE ORGANISATION: Disclosure under IAS-1 "Presentation of Financial Statements"

#### Domicile, Legal Form and Registration:

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 of 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 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 as follows:

| Particulars                                  | Registration Number | Date of Registration | Date of Last Renewal | Effective Form |
|--|---------------------|----------------------|----------------------|----------------|
| NGO Affairs Bureau                           | 1962                | 21/09/2004           | 21/09/2019           | 21/09/2019     |
| Registrar of Joint Stock Companies and Firms | C-544(57)/2003      | 13/05/2003           | N/A                  | N/A            |

**Project Name: Better governance for better services (BGBS)**

#### Address of the registered office and Principal place of project activities:

The place of registered office is House No. 8/19, Sir Syed Road (3<sup>rd</sup> Floor), Block A, Mohammadpur, Dhaka-1207. While principal place of project activities is:

| District | Upazila       |
|----------|---------------|
| Jashore  | Abhaynagar    |
|          | Bagnerpara    |
|          | Chaugaccha    |
|          | Jashore Sadar |
|          | Jhikargachha  |
|          | Keshabpur     |
|          | Manirampur    |
|          | Sharsha       |

#### Project Background:

The project will pursue advocacy and capacity development of the target beneficiaries and stakeholders which will ultimately improve quality and fairness of the delivery of public services. The expected result is to bring about changes in the mindset, awareness level and attitude of the providers, beneficiaries and policy planners. The beneficiaries and stakeholders of the demand and supply ends at the local level (UP, upazila and district), central level (Cabinet Division and ministries) and regulatory body (Information Commission and Anti-Corruption Commission) will develop capacity to apply and respond to the governance tools through the interventions of the project. Communication strategies on WBPA will be developed for the Cabinet Division to facilitate them in popularizing these governance tools among employees and citizens. The WBPA communication strategy will also help Anti-Corruption Commission to get genuine complaints





against corruption. Under its Annual Performance Appraisal of ministries, the Cabinet Division is keen to look into the proactive disclosure of information. Having capacity of measuring proactive disclosure of the ministries and divisions, the applicant organization feels the need for a common policy guideline and this project proposes to develop a template for the guideline.

**Project Activities:**

- Activate/form JANAK, a citizen support group for popularizing the RTI.
- Introducing RTI E&M learning certified course for Youth – mobile and web based RTI learning course.
- RTI camp and follow-up camp.
- Campaign among school students.
- Nationwide promotion of RTI help desk.
- Develop template on web-based disclosure for ministries.
- Develop modules of the RTI training for self-administrated online/visual training for the DOs of NGOs
- Conduct youth perception survey on RTI.
- Advocacy for forming Parliamentary Caucus on RTI.

**Objective of the Project:**

The objective of the organization is to endeavor for developing the standards of media, skills, and their 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.

**Financing Sources:**

This project is financed by foreign donated fund from "**Department for International Development (DFID)**" which is currently known as "**Foreign, Commonwealth & Development Office (FCDO)**" which came into effect from September 2020.

**2.00 SIGNIFICANT ACCOUNTING POLICIES:**

Disclosure under IAS-1 "Presentation of Financial Statements"

**2.01 Basis of Preparation:**

The financial statement has been prepared based on historical cost convention and other applicable laws and regulations and all expenditure have been accounted on 'Modified Cash Basis of Accounting.

**2.02 Function and Presentation Currency:**

The financial statements are presented in Bangladesh Tk (BDT) which is the organization's functional currency.

**2.03 Recognition and General Policy:**

Grant was recognized as income over the period necessary to match them with the related cost, for which their intended to compensate on a systematic basis to comply with the International Accounting Standards (IAS) 20- Accounting for Government Grants and Disclosure of Government Assistance.

**2.04 Comparative financial information:**

Comparative financial information has been presented in respect of the previous (1 July 2019 to 30 June 2020) year for all amounts reported in the financial statement both on the face of the financial statements and in the notes.



2.05 **Statement of compliance**

The statement of accounts have been prepared in accordance with Finance and Accounting policies of MRDI and with 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 following major Acts, Ordinance and other applicable laws and regulations:

- The Income Tax Ordinance 1984
- The Income Tax Rules 1984
- Value Added Tax and Supplementary Duty Act, 2012

**3.00 ADDITIONAL INFORMATION OF FINANCIAL STATEMENTS:**

**Responsibility for preparation and presentation of financial statements:**

The management of the organization is responsible for preparation and presentation of financial statements as per the provision of "The framework for the preparation of financial statements" issued by IASB.

**3.01 Preparation of Financial Statements:**

- i. Financial statements of the project cover the period from 01, July 2020 to 30, June 2021.
- ii. Figures have been rounded off to the nearest Taka.



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A Project  
**Implemented By: Management and Resources Development Initiative (MRDI)**  
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**Notes to the Financial Statements**  
For the period from July 01, 2020 to June 30, 2021

| S.N.        | Particulars   | AMOUNT IN BDT.                    |                                   |
|-------------|---|-----------------------------------|-----------------------------------|
|             |   | July 01, 2020 to<br>June 30, 2021 | July 01, 2019 to<br>June 30, 2020 |
| <b>4.00</b> | <b>Cash &amp; Bank Balance:</b>                             |                                   |                                   |
|             | This is arrived at as under                                 |                                   |                                   |
| 4.01        | <b>Cash in Hand</b>   | <b>5,235</b>                      | <b>7,992</b>                      |
|             | Cash in Head Office   | 1,260                             | 4,107                             |
|             | Cash in Project Office                                      | 3,975                             | 3,885                             |
| 4.02        | <b>Cash at Bank, Prime Bank Ltd , A/C no: 2138313015421</b> | <b>147,057</b>                    | <b>884,671</b>                    |
|             | <b>Balance as on 30.06.2021</b>                             | <b>152,292</b>                    | <b>892,663</b>                    |

**Cash at Bank: Tk. 147,057**

We have verified the above balance and found agreed with bank statement upon bank reconciliation. The Project bank A/C NO 2138313015421 is maintained with Prime Bank Limited, Asad Gate Branch.

**5.00 Unutilised/ Unspent Fund**

|  |                |                |
|--|----------------|----------------|
| <b>Opening Balance</b>                                 | <b>117,663</b> | <b>895,548</b> |
| Add: Fund Received from MJF                            | 4,245,071      | 8,092,363      |
| Add: Bank Interest                                     | 2,340          | 27,756         |
| Less: Transferred to MJF grant for revenue expenditure | 4,212,782      | 8,898,004      |
| <b>Closing Balance</b>                                 | <b>152,292</b> | <b>117,663</b> |

**6.00 Accounts Payable:**

This is arrived as under:

|                                    |                |                |
|------------------------------------|----------------|----------------|
| <b>Opening Balance</b>             | <b>775,000</b> | -              |
| Add: Unpaid Obligations            | -              | 775,000        |
| Less: Paybles paid during the year | 775,000        | -              |
| <b>Closing Balance</b>             | <b>-</b>       | <b>775,000</b> |

**7.00 Grant Received**

This is composed as under

| Date of receipt | Amount in TK.    |                  |
|-----------------|------------------|------------------|
| 27-Jul-20       | 674,358          | -                |
| 14-Sep-20       | 408,428          | -                |
| 23-Sep-20       | 216,550          | -                |
| 14-Oct-20       | 199,314          | -                |
| 11-Nov-20       | 870,371          | -                |
| 11-Feb-21       | 901,719          | -                |
| 29-Apr-21       | 974,331          | -                |
| 22-Jun-20       | -                | 565,855          |
| 5-Feb-20        | -                | 3,122,418        |
| 17-Nov-19       | -                | 2,509,201        |
| 7-Aug-19        | -                | 1,894,889        |
| <b>Total</b>    | <b>4,245,071</b> | <b>8,092,363</b> |





| S.N. | Particulars | AMOUNT IN BDT.                    |                                   |
|------|-------------|-----------------------------------|-----------------------------------|
|      |             | July 01, 2020 to<br>June 30, 2021 | July 01, 2019 to<br>June 30, 2020 |

**EXPENDITURE**

**ADMINISTRATIVE COST**

This is arrived as under

|   |                |                |
|---|----------------|----------------|
| <b>8.00 Salaries &amp; Benefits</b>                       | <b>261,967</b> | <b>269,850</b> |
| Executive Director  | 168,217        | 173,475        |
| Office Support Staff                                      | 93,750         | 96,375         |
| <b>9.00 Office Rent</b>                                   | <b>135,000</b> | <b>135,000</b> |
| Office Rent   | 135,000        | 135,000        |
| <b>10.00 Utilities</b>                                    | <b>13,567</b>  | <b>14,250</b>  |
| Electricity, Service Charge, Gas, Water                   | 7,567          | 8,250          |
| Internet, telephone                                       | 6,000          | 6,000          |
| <b>11.00 Repair, Maintenance &amp; Cleaning Materials</b> | <b>8,274</b>   | <b>6,425</b>   |
| Repair & Maintenance                                      | 2,124          | 3,010          |
| Cleaning Materials  | 6,150          | 3,415          |
| <b>12.00 Stationeries, Printing &amp; Supplies</b>        | <b>4,000</b>   | <b>4,000</b>   |
| Stationeries & Supplies                                   | 4,000          | 4,000          |
| <b>13.00 Recruitment, Bank Charge &amp; Audit Fees</b>    | <b>3,923</b>   | <b>3,830</b>   |
| Bank Charge   | 3,923          | 3,830          |
| <b>TOTAL ADMINISTRATIVE COST</b>                          | <b>426,731</b> | <b>433,355</b> |

**PROGRAMATIC COST**

This is arrived as under

|   |                  |                  |
|---|------------------|------------------|
| <b>14.00 Salaries &amp; Benefits</b>                      | <b>2,180,707</b> | <b>2,494,515</b> |
| Executive Director  | 56,072           | 57,825           |
| Project Coordinator                                       | 593,385          | 824,319          |
| Finance & Admin Officer                                   | 562,500          | 574,125          |
| Training & Documentation Officer                          | 437,500          | 510,333          |
| Field intervention coordinator                            | 312,500          | 318,958          |
| Project Facilitator                                       | 187,500          | 176,830          |
| Office Support Staff                                      | 31,250           | 32,125           |
| <b>15.00 Office Rent</b>                                  | <b>525,000</b>   | <b>525,000</b>   |
| MRDI Office   | 405,000          | 405,000          |
| Field Office  | 120,000          | 120,000          |
| <b>16.00 Utilities</b>                                    | <b>67,132</b>    | <b>70,150</b>    |
| Electricity, Service Charge, Gas, Water                   | 22,702           | 24,750           |
| Internet  | 18,000           | 18,000           |
| Staff Mobile Expenses                                     | 14,400           | 14,400           |
| Field office Electricity, Service Charge, Gas, Water      | 12,000           | 13,000           |
| Postage   | 30               | -                |
| <b>17.00 Repair, Maintenance &amp; Cleaning Materials</b> | <b>9,988</b>     | <b>10,229</b>    |
| Repair & Maintenance                                      | 3,558            | 4,497            |
| Cleaning Materials  | 6,035            | 3,731            |
| Field office Repair & Maintenance                         | 395              | 1,766            |
| Field office Cleaning Materials                           | -                | 235              |
| <b>18.00 Furniture, Fixture &amp; Equipment</b>           | <b>-</b>         | <b>67,140</b>    |
| Table   | -                | 26,725           |
| Chair   | -                | 40,415           |



| S.N.         | Particulars   | AMOUNT IN BDT.                    |                                   |
|--------------|---|-----------------------------------|-----------------------------------|
|              |   | July 01, 2020 to<br>June 30, 2021 | July 01, 2019 to<br>June 30, 2020 |
| <b>19.00</b> | <b>Stationeries, Printing &amp; Supplies</b>  | <b>18,269</b>                     | <b>34,241</b>                     |
|              | Stationeries & Supplies   | 14,632                            | 28,549                            |
|              | Field office Stationeries & Supplies  | 3,637                             | 5,692                             |
| <b>20.00</b> | <b>Travel, Lodging &amp; Periderm</b>   | <b>22,681</b>                     | <b>50,309</b>                     |
|              | Local conveyance  | 19,505                            | 30,761                            |
|              | Local conveyance( Field office)   | 3,176                             | 19,548                            |
| <b>21.00</b> | <b>Staff development and Capacity Building</b>  | -                                 | <b>5,743</b>                      |
|              | Capacity building training for project stuff (MJF)  | -                                 | 5,743                             |
| <b>22.00</b> | <b>Training, Meeting &amp; Material for Beneficiaries'</b>                                | <b>962,274</b>                    | <b>5,207,322</b>                  |
|              | This is arrived as under  |                                   |                                   |
| 22.01        | <b>Essay Competition for Children on Covid</b>  | <b>80,977</b>                     | -                                 |
|              | Honorarium for Judge  | 26,000                            | -                                 |
|              | Prize for Winners   | 54,000                            | -                                 |
|              | Online Announcement/Boosting  | 977                               | -                                 |
| 22.02        | <b>Online Session on Safety of Journalists</b>  | <b>34,299</b>                     | -                                 |
|              | Honorarium for Resource Persons   | 5,000                             | -                                 |
|              | Connectivity Cost, Stationery, & Others   | 28,899                            | -                                 |
|              | Communication Cost (Staff)  | 200                               | -                                 |
|              | Connectivity Charge (Staff)   | 200                               | -                                 |
| 22.03        | <b>Distance Learning Facility Charge</b>  | <b>4,489</b>                      | -                                 |
|              | Zoom Purchase   | 4,489                             | -                                 |
| 22.04        | <b>Distance Learning Session with JANAK Member</b>  | <b>107,177</b>                    | -                                 |
|              | Connectivity Cost, Stationery & Others  | 107,177                           | -                                 |
| 22.05        | <b>Meet the Mothers</b>   | <b>70,840</b>                     | -                                 |
|              | Connectivity Cost and Wage Compensation F   | 60,840                            | -                                 |
|              | Honorarium for Resource Persons   | 10,000                            | -                                 |
| 22.06        | <b>Orientation of JANAK (2 orientation in Jashore)</b>                                    | -                                 | <b>34,156</b>                     |
|              | ID card for forum members   | -                                 | 14,261                            |
|              | Orientation of JANAK-Travel for Staff   | -                                 | 19,895                            |
| 22.07        | <b>JANAK Meeting at upazilla level</b>  | <b>6,738</b>                      | <b>46,111</b>                     |
|              | Meeting Communications Cost   | 2,400                             | 14,400                            |
|              | Tea & Snacks  | 4,338                             | 31,711                            |
| 22.08        | <b>Mobilize youth for promoting RTI</b>   | <b>265,407</b>                    | <b>1,366,905</b>                  |
|              | This is arrived as under  |                                   |                                   |
|              | <b>Introduce RTI certification course through<br/>E &amp; M learning course for Youth</b> | <b>153,659</b>                    | <b>868,385</b>                    |
|              | Mobile Application Development (android & ios)  | -                                 | 525,675                           |
|              | Online Module Development (webbased)  | -                                 | 342,710                           |
|              | Design for Social Media Campaign  | 16,500                            | -                                 |
|              | Award   | 137,159                           | -                                 |



| S.N.  | Particulars  | AMOUNT IN BDT.                    |                                   |
|-------|--|-----------------------------------|-----------------------------------|
|       |  | July 01, 2020 to<br>June 30, 2021 | July 01, 2019 to<br>June 30, 2020 |
|       | <b>Youth persepsion survey on RTI</b>  | <b>111,748</b>                    | <b>498,520</b>                    |
|       | Report Publication & Distribution  | 111,748                           | -                                 |
|       | Honorarium for consultant  | -                                 | 150,000                           |
|       | Venue for FGD  | -                                 | 16,271                            |
|       | Snacks for Participants  | -                                 | 16,437                            |
|       | Stationaries   | -                                 | 4,403                             |
|       | Conveyance for participants  | -                                 | 30,600                            |
|       | Questionaire survey  | -                                 | 205,000                           |
|       | Study team-Travel  | -                                 | 37,740                            |
|       | Study team-Lodging   | -                                 | 24,469                            |
|       | Study team-perdium   | -                                 | 13,600                            |
| 22.09 | <b>Awareness of citizen right of access to information and services increased among people, particularly the excluded and marginalized group</b>                               | -                                 | <b>1,427,116</b>                  |
|       | This is arrived as under   |                                   |                                   |
|       | <b>RTI camp and follow-up camp:</b>  |                                   |                                   |
|       | <b>Camp inauguration</b>   | -                                 | <b>358,050</b>                    |
|       | Inaugration Expenses   | -                                 | 291,829                           |
|       | Banner, festoon & decoration   | -                                 | 9,747                             |
|       | Honorarium for Technical expert<br>(CIC,IC,Secretary,C&R,CD)   | -                                 | 5,000                             |
|       | Traveling for Technical Expert   | -                                 | 40,387                            |
|       | Perdium for technical expert and their PS and Gunman   | -                                 | 11,087                            |
|       | <b>Organizing RTI Camp</b>   | -                                 | <b>293,921</b>                    |
|       | Honorarium for Resource persons  | -                                 | 32,000                            |
|       | Traveling for Resource persons   | -                                 | 9,598                             |
|       | Lodging for Resource persons   | -                                 | 7,980                             |
|       | Perdiem for Resource persons   | -                                 | 12,000                            |
|       | Conveyance for participants  | -                                 | 15,000                            |
|       | Wage compension for participants   | -                                 | 45,000                            |
|       | Food & refreshment for Programme   | -                                 | 59,139                            |
|       | Sound System for Programme   | -                                 | -                                 |
|       | Venue for Programme  | -                                 | 7,544                             |
|       | Banner, festoon & decoration   | -                                 | 3,668                             |
|       | Information Kits   | -                                 | 13,726                            |
|       | RTI Camp-Travel for Staff  | -                                 | 46,586                            |
|       | RTI Camp-Lodging for Staff   | -                                 | 22,800                            |
|       | RTI Camp-Perdium for Staff   | -                                 | 18,880                            |
|       | <b>RTK day observation</b>   | -                                 | <b>134,555</b>                    |
|       | RTK day observation at project location (Program to be finalized in consultation with MJF )  | -                                 | 80,216                            |
|       | Central RTK day participation with IC  | -                                 | 54,339                            |
|       | <b>School Students awareness campaign.</b>   | -                                 | <b>9,460</b>                      |
|       | School Students awareness campaign.  | -                                 | 9,460                             |
|       | <b>Easy learning book on RTI</b>   | -                                 | <b>322,750</b>                    |
|       | Printing ( design & Printing)  | -                                 | 322,750                           |
|       | <b>Awareness raising materials</b>   | -                                 | <b>150,000</b>                    |
|       | 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                           |





| S.N.  | Particulars  | AMOUNT IN BDT.                 |                                |
|-------|--|--------------------------------|--------------------------------|
|       |  | July 01, 2020 to June 30, 2021 | July 01, 2019 to June 30, 2020 |
|       | <b>Advocacy for Parliamentary Caucus on RTI:</b>   | -                              | <b>158,380</b>                 |
|       | 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                        |
| 22.10 | <b>Capacity of grassroots level service providers on citizens' right of access to information, whistle blower protection act and grievance redress system</b>            | -                              | <b>347,281</b>                 |
|       | This is arrived as under   |                                |                                |
|       | <b>Orientation for Government officials on RTI, WBPA</b>   | -                              | <b>347,281</b>                 |
|       | Honorarium for Resource persons  | -                              | 18,000                         |
|       | Traveling for Resource persons   | -                              | 26,339                         |
|       | Perdiem for Resource persons   | -                              | 4,500                          |
|       | Venue  | -                              | 2,300                          |
|       | Banner   | -                              | 2,245                          |
|       | Information Kit (Bag, Writing pad, pen & photocopy to presentation Materials)  | -                              | 40,805                         |
|       | Food for Participants  | -                              | 80,092                         |
|       | Conveyance (including breakfast and dinner for participants as they will come from long distance)  | -                              | 173,000                        |
| 22.11 | <b>Promoting governance tools among NGO</b>  | <b>344,522</b>                 | <b>1,722,330</b>               |
|       | This is arrived as under   |                                |                                |
|       | <b>Policy interaction meeting with NGO Chief executive in Dhaka &amp; ToT on Governance tools</b>  | -                              | <b>218,188</b>                 |
|       | Resource Person  | -                              | 20,000                         |
|       | Venue (The Daily Star)   | -                              | 80,500                         |
|       | Lunch & Tea ( 13 NGO Chief executive in Dhaka and jashore + 13 X 2 NGO staff from each organisation)   | -                              | 63,411                         |
|       | Information kit  | -                              | 23,102                         |
|       | Banner   | -                              | 1,500                          |
|       | Accommodation for NGO Executive from Jessore and 2 staff   | -                              | 9,600                          |
|       | Travel for for NGO Executive from Jessore and 2 staff  | -                              | 12,475                         |
|       | Perdium for participants from jashore  | -                              | 7,600                          |
|       | <b>Develop template on web based information disclosure distric portal</b>   | -                              | <b>150,000</b>                 |
|       | Honorarium for expert  | -                              | 150,000                        |
|       | <b>Conduct political mapping on RTI implementation</b>   | -                              | <b>175,169</b>                 |
|       | Conduct political mapping-Travel for expert & Project team   | -                              | 138,388                        |
|       | Conduct political mapping-Lodging for expert & project team  | -                              | 18,701                         |
|       | Conduct political mapping-Per Diem for expert & project team   | -                              | 18,080                         |
|       | <b>RTI Expert support</b>  | -                              | <b>150,000</b>                 |
|       | Honorarium for expert  | -                              | 150,000                        |
|       | <b>Follow Up Orientation of Camp Participant</b>   | <b>68,459</b>                  | -                              |
|       | Conveyance for Participant   | 2,700                          | -                              |
|       | Wage Compension for Participant  | 8,100                          | -                              |
|       | Food & Refreshment   | 8,498                          | -                              |
|       | Banner   | 707                            | -                              |
|       | Information Kits   | 7,966                          | -                              |
|       | Travel for Staff   | 25,080                         | -                              |
|       | Lodging for Staff  | 8,208                          | -                              |
|       | Perdium for Staff  | 7,200                          | -                              |



| S.N.  | Particulars   | AMOUNT IN BDT.                    |                                   |
|-------|---|-----------------------------------|-----------------------------------|
|       |   | July 01, 2020 to<br>June 30, 2021 | July 01, 2019 to<br>June 30, 2020 |
|       | <b>Modules of the manual for self-administered online /virtual training for NGO DOs</b> | <b>56</b>                         | <b>670,718</b>                    |
|       | Devolping online Educational Materials  | -                                 | 573,218                           |
|       | Of line Module printing   | 56                                | 97,500                            |
|       | <b>Develop template on web based information disclosure distric portal</b>              | <b>20,000</b>                     | <b>-</b>                          |
|       | Methodology Finalization Meeting  | 20,000                            | -                                 |
|       | <b>Promoting RTI Help desk</b>  | <b>250,700</b>                    | <b>357,700</b>                    |
|       | Sticker and rickshaw paint printing & distribution                                      | -                                 | 107,500                           |
|       | RTI helpdesk officer  | 250,700                           | 250,200                           |
|       | <b>Support mechanism for information requesters</b>                                     | <b>5,307</b>                      | <b>555</b>                        |
|       | Support to project beneficiary/applicant and others                                     | 5,307                             | 555                               |
| 22.12 | <b>Coordination &amp; Supervision Visit by ED</b>                                       | <b>47,825</b>                     | <b>148,694</b>                    |
|       | ED Visit-Travel   | 34,288                            | 75,043                            |
|       | ED Visit-Lodging  | 7,137                             | 18,246                            |
|       | ED Visit-Perdium  | 6,400                             | 15,200                            |
|       | Dhaka office Staff-Lodging  | -                                 | 9,170                             |
|       | Dhaka office Staff-Perdium  | -                                 | 7,200                             |
|       | Field staff-Travel  | -                                 | 10,150                            |
|       | Field staff-Lodging   | -                                 | 4,245                             |
|       | Field staff-Perdium   | -                                 | 9,440                             |
| 22.13 | <b>Gender Mainstreaming</b>   |                                   |                                   |
|       | <b>Orientation for elected female representative of LGU on RTI</b>                      | <b>-</b>                          | <b>114,729</b>                    |
|       | Honorarium for Resource persons   | -                                 | 10,000                            |
|       | Traveling for Resource persons  | -                                 | 19,817                            |
|       | Perdiem for Resource persons  | -                                 | 2,377                             |
|       | Venue   | -                                 | 639                               |
|       | Banner  | -                                 | 548                               |
|       | Information Kit (Bag,Writing pad, pen & photocopy to presentation Materials)            | -                                 | 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                             |
|       | <b>Total Expenditure for Programatic Purpose</b>  | <b>3,786,051</b>                  | <b>8,464,649</b>                  |
|       | <b>Grand Total Expenditure</b>  | <b>4,212,782</b>                  | <b>8,898,004</b>                  |





**Better governance for better services (BGBS)****Implimented By:** Management and Resources Development Initiative (MRDI)**Supported by:** Manusher Jonno Foundation (MJF)**Funded by:** Foreign, commonwealth & Development Office (FCDO)**Project Number:** 19224**Date of project Approval with Ref:** January 01, 2019 (Ref: 101)

September 30, 2020 (Ref: rev/epr#028)

**Project Area:** Dhaka, Jashore**Total Project Budget:** Tk. 24,973,248**Project Budget Under Audit:** Tk. 4,272,011**Project Period:** January 01, 2019 to December 31, 2021**Audit Period:** July 2020 to June 2021**Annexure A-1**

| Sl. No.                          | Particulars  | Approved Budget  | Actual Spent     | Variance      | %          | Reasons for Variance |
|----------------------------------|--|------------------|------------------|---------------|------------|----------------------|
| <b>ADMINISTRATIVE COST</b>       |  |                  |                  |               |            |                      |
| <b>40.00</b>                     | <b>Salaries &amp; Benefits</b>                       | <b>265,642</b>   | <b>261,967</b>   | <b>3,675</b>  | <b>1%</b>  |                      |
| 40.10                            | Executive Director                                   | 170,579          | 168,217          | 2,362         | 1%         |                      |
| 40.20                            | Office Support Staff                                 | 95,063           | 93,750           | 1,313         | 1%         |                      |
| <b>41.00</b>                     | <b>Office Rent</b>                                   | <b>135,000</b>   | <b>135,000</b>   | <b>-</b>      | <b>0%</b>  |                      |
| 41.10                            | Office Rent  | 135,000          | 135,000          | -             | 0%         |                      |
| <b>42.00</b>                     | <b>Utilities</b>                                     | <b>14,317</b>    | <b>13,567</b>    | <b>750</b>    | <b>5%</b>  |                      |
| 42.10                            | Electricity, Service Charge, Gas, Water              | 8,317            | 7,567            | 750           | 9%         |                      |
| 42.20                            | Internet, telephone                                  | 6,000            | 6,000            | -             | 0%         |                      |
| <b>43.00</b>                     | <b>Repair, Maintenance &amp; Cleaning Materials</b>  | <b>8,074</b>     | <b>8,274</b>     | <b>(200)</b>  | <b>-2%</b> |                      |
| 43.10                            | Repair & Maintenance                                 | 2,074            | 2,124            | (50)          | -2%        |                      |
| 43.20                            | Cleaning Materials                                   | 6,000            | 6,150            | (150)         | -3%        |                      |
| <b>44.00</b>                     | <b>Stationeries, Printing &amp; Supplies</b>         | <b>4,000</b>     | <b>4,000</b>     | <b>-</b>      | <b>0%</b>  |                      |
| 44.10                            | Stationeries & Supplies                              | 4,000            | 4,000            | -             | 0%         |                      |
| <b>46.00</b>                     | <b>Recruitment, Bank Charge &amp; Audit Fees</b>     | <b>7,118</b>     | <b>3,923</b>     | <b>3,195</b>  | <b>45%</b> |                      |
| 46.20                            | Bank Charge  | 7,118            | 3,923            | 3,195         | 45%        |                      |
| <b>TOTAL ADMINISTRATIVE COST</b> |  | <b>434,151</b>   | <b>426,731</b>   | <b>7,420</b>  | <b>2%</b>  |                      |
| <b>PROGRAMATIC COST</b>          |  |                  |                  |               |            |                      |
| <b>50.00</b>                     | <b>Salaries &amp; Benefits</b>                       | <b>2,215,093</b> | <b>2,180,707</b> | <b>34,386</b> | <b>2%</b>  |                      |
| 50.10                            | Executive Director                                   | 56,860           | 56,072           | 788           | 1%         |                      |
| 50.20                            | Project Coordinator                                  | 605,920          | 593,385          | 12,535        | 2%         |                      |
| 50.30                            | Finance & Admin Officer                              | 570,375          | 562,500          | 7,875         | 1%         |                      |
| 50.40                            | Training & Documentation Officer                     | 443,625          | 437,500          | 6,125         | 1%         |                      |
| 50.50                            | Field intervention coordinator                       | 316,875          | 312,500          | 4,375         | 1%         |                      |
| 50.60                            | Project Facilitator                                  | 189,750          | 187,500          | 2,250         | 1%         |                      |
| 50.70                            | Office Support Staff                                 | 31,688           | 31,250           | 438           | 1%         |                      |
| <b>51.00</b>                     | <b>Office Rent</b>                                   | <b>525,000</b>   | <b>525,000</b>   | <b>-</b>      | <b>0%</b>  |                      |
| 51.10                            | MRDI Office  | 405,000          | 405,000          | -             | 0%         |                      |
| 51.20                            | Field Office   | 120,000          | 120,000          | -             | 0%         |                      |
| <b>52.00</b>                     | <b>Utilities</b>                                     | <b>69,452</b>    | <b>67,132</b>    | <b>2,320</b>  | <b>3%</b>  |                      |
| 52.10                            | Electricity, Service Charge, Gas, Water              | 24,952           | 22,702           | 2,250         | 9%         |                      |
| 52.20                            | Internet   | 18,000           | 18,000           | -             | 0%         |                      |
| 52.30                            | Staff Mobile Expenses                                | 14,400           | 14,400           | -             | 0%         |                      |
| 52.40                            | Field office Electricity, Service Charge, Gas, Water | 12,000           | 12,000           | -             | 0%         |                      |
| 52.50                            | Postage  | 100              | 30               | 70            | 70%        |                      |
| <b>53.00</b>                     | <b>Repair, Maintenance &amp; Cleaning Materials</b>  | <b>10,108</b>    | <b>9,988</b>     | <b>120</b>    | <b>1%</b>  |                      |
| 53.10                            | Repair & Maintenance                                 | 3,380            | 3,558            | (178)         | -5%        |                      |
| 53.20                            | Cleaning Materials                                   | 5,833            | 6,035            | (202)         | -3%        |                      |
| 53.30                            | Field office Repair & Maintenance                    | 695              | 395              | 300           | 43%        |                      |
| 53.40                            | Field office Cleaning Materials                      | 200              | -                | 200           | 100%       |                      |





| Sl. No.                                 | Particulars   | Approved Budget | Actual Spent   | Variance     | %          | Reasons for Variance |
|---|---|-----------------|----------------|--------------|------------|----------------------|
| <b>ADMINISTRATIVE COST</b>              |   |                 |                |              |            |                      |
| <b>54.00</b>                            | <b>Stationeries, Printing &amp; Supplies</b>  | <b>19,417</b>   | <b>18,269</b>  | <b>1,148</b> | <b>6%</b>  |                      |
| 54.10                                   | Stationeries & Supplies   | 15,100          | 14,632         | 468          | 3%         |                      |
| 54.20                                   | Field office Stationeries & Supplies  | 4,317           | 3,637          | 680          | 16%        |                      |
| <b>57.00</b>                            | <b>Travel, Lodging &amp; Periderm</b>   | <b>28,791</b>   | <b>22,681</b>  | <b>6,110</b> | <b>21%</b> |                      |
| 57.10                                   | Local conveyance  | 20,615          | 19,505         | 1,110        | 5%         |                      |
| 57.20                                   | Local conveyance( Field office)   | 8,176           | 3,176          | 5,000        | 61%        |                      |
| <b>60.00</b>                            | <b>Training, Meeting &amp; Material for Beneficiaries'</b>                              |                 |                |              |            |                      |
| <b>60A.3.1</b>                          | <b>Essay Competition for Children on Covid</b>  | <b>80,977</b>   | <b>80,977</b>  | <b>-</b>     | <b>0%</b>  |                      |
| 60A.3.1.1                               | Honorarium for Judge  | 26,000          | 26,000         | -            | 0%         |                      |
| 60A.3.1.2                               | Prize for Winners   | 54,000          | 54,000         | -            | 0%         |                      |
| 60A.3.1.3                               | Online Announcement/Boosting  | 977             | 977            | -            | 0%         |                      |
| <b>60A.3.2</b>                          | <b>Online Session on Safety of Journalists</b>  | <b>34,299</b>   | <b>34,299</b>  | <b>-</b>     | <b>0%</b>  |                      |
| 60A.3.2.1                               | Honorarium for Resource Persons   | 5,000           | 5,000          | -            | 0%         |                      |
| 60A.3.2.2                               | Connectivity Cost, Stationery, & Others   | 28,899          | 28,899         | -            | 0%         |                      |
| 60A.3.2.3                               | Communication Cost (Staff)  | 200             | 200            | -            | 0%         |                      |
| 60A.3.2.4                               | Connectivity Charge (Staff)   | 200             | 200            | -            | 0%         |                      |
| <b>60A.3.3</b>                          | <b>Distance Learning Facility Charge</b>  | <b>4,489</b>    | <b>4,489</b>   | <b>-</b>     | <b>0%</b>  |                      |
| 60A.3.3.1                               | Zoom Purchase   | 4,489           | 4,489          | -            | 0%         |                      |
| <b>60A.3.4</b>                          | <b>Distance Learning Session with JANAK Member</b>                                      | <b>107,177</b>  | <b>107,177</b> | <b>-</b>     | <b>0%</b>  |                      |
| 60A.3.4.1                               | Connectivity Cost, Stationery & Others  | 107,177         | 107,177        | -            | 0%         |                      |
| <b>60A.3.5</b>                          | <b>Meet the Mothers</b>   | <b>70,840</b>   | <b>70,840</b>  | <b>-</b>     | <b>0%</b>  |                      |
| 60A.3.5.1                               | Connectivity Cost and Wage Compensation F   | 60,840          | 60,840         | -            | 0%         |                      |
| 60A.3.5.2                               | Honorarium for Resource Persons   | 10,000          | 10,000         | -            | 0%         |                      |
| <b>60.30</b>                            | <b>JANAK Meeting at upazilla level</b>  | <b>6,738</b>    | <b>6,738</b>   | <b>-</b>     | <b>0%</b>  |                      |
| 60.3.1                                  | Meeting Communications Cost   | 2,400           | 2,400          | -            | 0%         |                      |
| 60.3.2                                  | Tea & Snacks  | 4,338           | 4,338          | -            | 0%         |                      |
| <b>Mobilize youth for promoting RTI</b> |   |                 |                |              |            |                      |
| <b>60.40</b>                            | <b>Introduce RTI certification course through E &amp; M learning course for Youth</b>   | <b>153,659</b>  | <b>153,659</b> | <b>-</b>     | <b>0%</b>  |                      |
| 60.4.5                                  | Design for Social Media Campaign  | 16,500          | 16,500         | -            | 0%         |                      |
| 60.4.7                                  | Award   | 137,159         | 137,159        | -            | 0%         |                      |
| <b>60.70</b>                            | <b>Youth persepsion survey on RTI</b>   | <b>111,748</b>  | <b>111,748</b> | <b>-</b>     | <b>0%</b>  |                      |
| 60.7.7                                  | Report Publication & Distribution   | 111,748         | 111,748        | -            | 0%         |                      |
| <b>60.12</b>                            | <b>Follow Up Orientation of Camp Participant</b>  | <b>68,459</b>   | <b>68,459</b>  | <b>-</b>     | <b>0%</b>  |                      |
| 60.12.1                                 | Conveyance for Participant  | 2,700           | 2,700          | -            | 0%         |                      |
| 60.12.2                                 | Wage Compension for Participant   | 8,100           | 8,100          | -            | 0%         |                      |
| 60.12.3                                 | Food & Refreshment  | 8,498           | 8,498          | -            | 0%         |                      |
| 60.12.7                                 | Banner  | 707             | 707            | -            | 0%         |                      |
| 60.12.8                                 | Information Kits  | 7,966           | 7,966          | -            | 0%         |                      |
| 60.12.9                                 | Travel for Staff  | 25,080          | 25,080         | -            | 0%         |                      |
| 60.12.10                                | Lodging for Staff   | 8,208           | 8,208          | -            | 0%         |                      |
| 60.12.11                                | Perdium for Staff   | 7,200           | 7,200          | -            | 0%         |                      |
| <b>60.15</b>                            | <b>Modules of the manual for self-administered online /virtual training for NGO DOs</b> | <b>56</b>       | <b>56</b>      | <b>-</b>     | <b>0%</b>  |                      |
| 60.15.3                                 | Of line Module printing   | 56              | 56             | -            | 0%         |                      |
| <b>60.24</b>                            | <b>Develop template on web based information disclosure distric portal</b>              | <b>20,000</b>   | <b>20,000</b>  | <b>-</b>     | <b>0%</b>  |                      |
| 60.24.4                                 | Methodology Finalization Meeting  | 20,000          | 20,000         | -            | 0%         |                      |



| Sl. No.                               | Particulars   | Approved Budget  | Actual Spent     | Variance      | %           | Reasons for Variance |
|---------------------------------------|---|------------------|------------------|---------------|-------------|----------------------|
| <b>ADMINISTRATIVE COST</b>            |   |                  |                  |               |             |                      |
| 60.29                                 | <b>Promoting RTI Help desk</b>                                      | <b>259,100</b>   | <b>250,700</b>   | <b>8,400</b>  | <b>3%</b>   |                      |
| 60.29.2                               | RTI helpdesk officer  | 259,100          | 250,700          | 8,400         | 3%          |                      |
| 60.30                                 | <b>Support mechanism for information requesters</b>                 | <b>4,632</b>     | <b>5,307</b>     | <b>(675)</b>  | <b>-15%</b> |                      |
| 60.30.1                               | Support to project beneficiary/applicant and others                 | 4,632            | 5,307            | (675)         | -15%        |                      |
| 60.32                                 | <b>Coordination &amp; Supervision Visit by ED and project staff</b> | <b>47,825</b>    | <b>47,825</b>    | <b>-</b>      | <b>0%</b>   |                      |
| 60.32.1                               | ED Visit-Travel   | 34,288           | 34,288           | -             | 0%          |                      |
| 60.32.2                               | ED Visit-Lodging  | 7,137            | 7,137            | -             | 0%          |                      |
| 60.32.3                               | ED Visit-Perdium  | 6,400            | 6,400            | -             | 0%          |                      |
| <b>TOTAL PROGRAMATIC COST</b>         |   | <b>3,837,860</b> | <b>3,786,051</b> | <b>51,809</b> | <b>1%</b>   |                      |
| <b>GRAND TOTAL EXPENDITURE IN BDT</b> |   | <b>4,272,011</b> | <b>4,212,782</b> | <b>59,229</b> | <b>1%</b>   |                      |



**Better governance for better services (BGBS)**

A Project

**Implemented By: Management and Resources Development Initiative (MRDI)**

**Supported by: Manusher Jonno Foundation (MJF)**

**Funded by: Foreign, Commonwealth & Development Office (FCDO)**

**Reconciliation of Outstanding Grant Balance**

As at June 30, 2021

| Particulars   | Amount<br>Taka   |
|---|------------------|
| <b>Fund Inflow from MJF</b>                               |                  |
| <b>Opening Balance</b>                                    |                  |
| Cash at Bank  | 884,671          |
| Cash in Hand  | 7,992            |
| <b>A. Opening Balance as on 1 July 2020</b>               | <b>892,663</b>   |
| <b>B. Fund Inflow during the year</b>                     |                  |
|   | <b>4,247,411</b> |
| 27-Jul-20   | 674,358          |
| 14-Sep-20   | 408,428          |
| 23-Sep-20   | 216,550          |
| 14-Oct-20   | 199,314          |
| 11-Nov-20   | 870,371          |
| 11-Feb-21   | 901,719          |
| 29-Apr-21   | 974,331          |
| Bank Interest Received                                    | 2,340            |
| <b>C. Total Inflow (A+B)</b>                              | <b>5,140,074</b> |
| <b>D. Fund outflow due to expenditure during the year</b> |                  |
|   | <b>4,987,782</b> |
| Fund outflow by expenditure (excluding depreciation)      | 4,987,782        |
| <b>E. Net Inflow as on 30 June 2021 (C-D)</b>             | <b>152,292</b>   |
| <b>Closing Balance</b>                                    |                  |
| Cash at Bank  | 147,057          |
| Cash in Hand  | 5,235            |
| <b>F. Closing Balance as on 30 June 2021</b>              | <b>152,292</b>   |

  
**Deputy Manager, Accounts**  
MRDI

  
**Manager Finance**  
MRDI

  
**Executive Director**  
MRDI



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**Funded by: Foreign, commonwealth & Development Office (FCDO)**

**Schedule of Fixed Assets**

As at 30 June 2021

Schedule - A

| Sl. No.      | Asset ID. No. | Serial No                              | 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/JO/2019/<br>Printer-16-MJF-BGBS-1  | VNCW721703                                     | 9,135                     | MRDI-Jashore Office  |                                 |           | Good Condition  |         |
| 2            | MRDI-573      | CPM/HO/2019/<br>Computer-33-MJF-BGBS-2 | SN-4CE8361T6S                                  | 40,700                    | MRDI-Office  |                                 |           | Good Condition  |         |
| 3            | MRDI-574      | CPM/JO/2019/<br>Laptop-26-MJF-BGBS-3   | S/N:5CG90220PY                                 | 41,000                    | MRDI-Jashore Office  |                                 |           | Good Condition  |         |
| 4            | MRDI-575      | CPM/HO/2019/<br>Laptop-27-MJF-BGBS-4   | S/N:5CG8519FHI                                 | 41,000                    | MRDI-Office  |                                 |           | Good Condition  |         |
| 5            | MRDI-576      | CPM/HO/2019/<br>UPS-44-MJF-BGBS-5      | S/L -E1807063354                               | 5,000                     | MRDI-Office  |                                 |           | Good Condition  |         |
| 6            | MRDI-577      | CPM/JO/2019/<br>UPS-45-MJF-BGBS-6      | S/L -E1807063353                               | 5,000                     | MRDI-Jashore Office  |                                 |           | Good Condition  |         |
| 7            | MRDI-604      | FF/HO/2019/<br>Chair-132-BGBS-7        | Visitor Chair M #CFV 2213<br>Black Rexine FR   | 8,083                     | MRDI-Office  |                                 |           | Good Condition  |         |
| 8            | MRDI-605      | FF/HO/2019/<br>Chair-133-BGBS-8        | Visitor Chair M #CFV 2213<br>Black Rexine FR   | 8,083                     | MRDI-Office  |                                 |           | Good Condition  |         |
| 9            | MRDI-606      | FF/HO/2019/<br>Chair-134-BGBS-9        | Visitor Chair M #CFV 2213<br>Black Rexine FR   | 8,083                     | MRDI-Office  |                                 |           | Good Condition  |         |
| 10           | MRDI-607      | FF/HO/2019/<br>Chair-135-BGBS-10       | Visitor Chair M #CFV 2213<br>Black Rexine FR   | 8,083                     | MRDI-Office  |                                 |           | Good Condition  |         |
| 11           | MRDI-608      | FF/HO/2019/<br>Chair-136-BGBS-11       | Visitor Chair M #CFV 2213<br>Black Rexine FR   | 8,083                     | MRDI-Office  |                                 |           | Good Condition  |         |
| 12           | MRDI-609      | FF/HO/2019/<br>Table-47-BGBS-12        | Model # FCM 6903 MDF,<br>WN Color # MDF Walnut | 26,725                    | MRDI-Office  |                                 |           | Good Condition  |         |
| <b>Total</b> |               |  |  | <b>208,975</b>            |  |                                 |           |   |         |



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**Funded by: Foreign, Commonwealth & Development Office (FCDO)**

**Bank Reconciliation Report (BRR)**

As at June 30, 2021

**Name of Bank: Prime Bank Limited**

**Bank Account Name : MRDI-MJF-BGBS**

**Bank Account Number:2138313015421**

|   |                 |                   | <b>Amount in BDT.</b> |
|---|-----------------|-------------------|-----------------------|
| <b>1. Balance as per Bank Statement</b> |                 |                   | <b>147,057</b>        |
| 2. Deposit in Transit:                  |                 |                   |                       |
| <u>Date:</u>                            | <u>Slip #</u>   | <u>Amount</u>     |                       |
| 2.a.Total Deposits in Transit:          |                 |                   | BDT. -                |
| 3. Sub Total (Line 1+2a):               |                 |                   | 147,057               |
| 4. Outstanding Cheque:                  |                 |                   |                       |
| <u>Date:</u>                            | <u>Cheque #</u> | <u>Amount Tk.</u> |                       |
| 4.a Total Outstanding Cheque:           |                 |                   | BDT. -                |
| 5. Adjusted Bank Balance (3-4a)         |                 |                   | <b>147,057</b>        |
| 6. Book balance (4 of Bank Recap)       |                 |                   | <b>147,057</b>        |
| <b>Difference:</b>                      |                 |                   | <b>-</b>              |

  
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MRDI

  
**Manager Finance**  
MRDI

  
**Executive Director**  
MRDI