



Howladar Yunus & Co.
CHARTERED ACCOUNTANTS

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**Management and Resources
Development Initiative (MRDI)**

**Funded by
United Nations Children's Fund (UNICEF)**

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**Financial Statements
Of
“Building Capacity of Journalists
on Ethical Child Reporting”
For the period from 19 July 2009 to 30 September 2010**

**A project of
Management and Resources
Development Initiative (MRDI)**

**Funded by
The United Nations Children’s Fund (UNICEF)**

**Submitted by
Howladar Yunus & Co.
Chartered Accountants**

24 November 2010



Howladar Yunus & Co.

CHARTERED ACCOUNTANTS
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Dhaka-1000, Bangladesh

Auditors' Report

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We have audited the accompanying Financial Statement of the project titled "Building Capacity of Journalists on Ethical Child Reporting" implemented by Management and Resources Development Initiative (MRDI) as of 30 September 2010. These financial statements are the responsibility of the management of Management and Resources Development Initiative (MRDI). Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Bangladesh Standard on Auditing (BSA). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the aforementioned statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the said statement. An audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above presents fairly, in all material respects, the financial position of the said project as of 30 September, 2010 and the results of its operations and its receipts and payments for the period from 19 July 2009 to 30 September 2010.

Howladar Yunus & Co.
Chartered Accountants

Dated, Dhaka
24 November 2010

MANAGEMENT AND RESOURCES DEVELOPMENT INITIATIVE (MRDI)
PROJECT: BUILDING CAPACITY OF JOURNALISTS ON ETHICAL CHILD REPORTING
BALANCE SHEET
AS ON 30 SEPTEMBER 2010

	Note	<u>Amount in Taka</u>
<u>Assets:</u>		
Cash in hand		13,475
Cash at Bank		51,104
Fund : Excess of Expenditure over Income		2,358
Fund Resceivable from UNICEF		1,393,102
Total		<u>1,460,039</u>
<u>Liabilities:</u>		
Loan from MRDI		1,175,000
Fund Refundable to UNICEF	6.00	245,039
Outstanding Audit fees		40,000
Total		<u>1,460,039</u>

The annexed notes form an integral part of the financial Statements


(Md. Abdul Gofur)
Manager, Finance & Admin


(Hasibur Rahman)
Executive Director

Signed as per our annexed report of even date


Howladar Yunus & Co.
Chartered Accountants

Dated: Dhaka
24 November 2010

MANAGEMENT AND RESOURCES DEVELOPMENT INITIATIVE (MRDI)
PROJECT: BUILDING CAPACITY OF JOURNALISTS ON ETHICAL CHILD REPORTING
INCOME & EXPENDITURE ACCOUNT
FOR THE PERIOD FROM 19 JULY 2009 TO 30 SEPTEMBER 2010


	Notes	Amount in Taka
<u>INCOME:</u>		
Grant from UNICEF	4.00	6,544,455
MRDI Contribution	5.00	344,350
Interest on Bank Deposit		11,425
	Total	6,900,230
<u>EXPENDITURE:</u>		
Content Analysis/Baseline Survey of Selected Media:	7.00	902,213
Training Module Development:	8.00	689,651
Capacity Building of Journalists:	9.00	2,781,519
Handbook on Journalistic Ethics	10.00	355,000
Personnel and Administrative Cost:	11.00	2,174,205
Total Cost		6,902,588
Excess of Income over Expenditure		(2,358)
Total		6,900,230

The annexed notes form an integral part of the financial Statements


(Md. Abdul Gofur)
Manager, Finance & Admin


(Hasibur Rahman)
Executive Director

Signed as per our annexed report of even date


Howladar Yunus & Co.
Chartered Accountants

Dated: Dhaka
24 November 2010

MANAGEMENT AND RESOURCES DEVELOPMENT INITIATIVE (MRDI)
PROJECT: BUILDING CAPACITY OF JOURNALISTS ON ETHICAL CHILD REPORTING
RECEIPTS & PAYMENTS ACCOUNT
FOR THE PERIOD FROM 19 JULY 2009 TO 30 SEPTEMBER 2010

	Note no.	Amount in Taka
RECEIPTS:		
Grant from UNICEF	4.00	5,396,392
MRDI Contribution	5.00	29,500
Interest on Bank Deposit		11,425
Loan from MRDI		1,175,000
Total		6,612,317
PAYMENTS:		
Content Analysis/Baseline Survey of Selected Media	7.00	890,363
Training Module Development	8.00	686,651
Capacity Building of Journalists	9.00	2,781,519
Handbook on Journalistic ethics on child Reporting	10.00	355,000
Personnel & Administrative cost	11.00	1,834,205
Total Payment		6,547,738
Cash and Bank Balances		
STD A/C # 13831020011650 with Prime Bank Ltd.		51,104
Asad Gate Branch, Dhaka		
Cash in hand		13,475
Total		6,612,317

The annexed notes form an integral part of the financial Statements


(Md. Abdul Gofur)
Manager, Finance & Admin


(Hasibur Rahman)
Executive Director

Signed as per our annexed report of even date


Howladar Yunus & Co.
Chartered Accountants

Dated: Dhaka
24 November 2010

1.00 Legal form & Significant Accounting Principles:

a) Legal form of the Organization:

Management and Resources Development Initiative (MRDI) a multidisciplinary Not for Profit, Non-Government Organization engaged to a wide spectrum of social development activities and seeks to render services to national and international organizations, both in the public and the private sector. MRDI is registered with the office of the Registrar of the Joint Stock Companies & Firms, Government of the People's Republic of Bangladesh under Section 28 of the Companies Act, 1994 having incorporation # C-544 (57)/2003 dated May 13, 2003 as a Company limited by guarantee. It is also registered with the NGO affairs Bureau having registration # 1962 dated 21-09-2004 under the Foreign Donations Regulation Ordinance 1978. Which was renewed on November 19, 2009.

b) Objective of the Project:

- 1.0 To identify the gaps in compliance of ethical standard of child reporting over print and electronic media.
- 2.0 To increase capacity of journalists on ethics of child reporting.
- 3.0 To create an enabling environment in the media houses in practicing high standard of journalistic ethics on child reporting.

2.00 Accounting policies

a) Basis of accounting

The accounts have been prepared in a going concern basis under generally accepted accounting principles on historical cost convention and accrual basis.

3.00 General :

- a) The figures in the financial statement represent amount in Taka.
- b) The financial statements cover the period from from 19 July 2009 to 30 September 2010 including extension period.



MANAGEMENT AND RESOURCES DEVELOPMENT INITIATIVE (MRDI)
PROJECT: BUILDING CAPACITY OF JOURNALISTS ON ETHICAL CHILD REPORTING
NOTES TO ACCOUNT FOR THE PERIOD FROM 19 JULY 2009 TO 30 SEPTEMBER 2010

4.00 Grant from UNICEF

Received in three Installments

On 08.09.2009	1,530,500	
On 27.12.2009	733,800	
On 27.03.2010	3,296,275	5,560,575
		<hr/>

Less: Unutilized Fund

Refunded against 1st Installment	164,183	(164,183)
		<hr/>
Refundable against 2nd Installment	2,198	
Refundable against 3rd Installment	242,841	(245,039)
		<hr/>
		5,151,353
Add: Fund Receivable against 4th Installment		1,393,102
Total Grant of UNICEF		<hr/> 6,544,455 <hr/>

5.00 MRDI Contribution

5.01 Direct Cash Contribution

Amount paid as Local Conveyance for Participants to Participants from districts town of the Division over UNICEF approved budget under:

Orientations for Correspondents (Division Level)

For Khulna Division	7,500
For Rajshahi Division	7,000
For Barisal Division	7,500
For Chittagong Division	7,500
	<hr/>
	29,500

5.02 Centrally paid & Providing service

Indicator Setting Meeting (Venue & Food)	7,050
Media Content Monitoring (centrally paid)	1,800
Focus Group Discussion (Venue)	3,000
Module Review & finalization Meeting (Venue)	3,000
Personnel Salary & benefit (centrally paid)	180,000
Administrative & office Maintenance (centrally paid)	120,000
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	314,850

Total MRDI Contribution

344,350



MANAGEMENT AND RESOURCES DEVELOPMENT INITIATIVE (MRDI)
PROJECT: BUILDING CAPACITY OF JOURNALISTS ON ETHICAL CHILD REPORTING
NOTES TO ACCOUNT FOR THE PERIOD FROM 19 JULY 2009 TO 30 SEPTEMBER 2010

6.00 Fund Refundable to UNICEF	
Unutilized fund Refundable against 2nd Installment	2,198
Unutilized fund Refundable against 3rd Installment	242,841
	<u>245,039</u>
7.00 CONTENT ANALYSIS/BASELINE SURVEY OF SELECTED MEDIA	
7.01 Content analysis/baseline survey team	
Principle Investigator	300,000
Co-Principle Investigator	300,000
	<u>600,000</u>
7.02 Indicator Setting Meeting	
Food	4,050
Venue	3,000
	<u>7,050</u>
7.02 Media Content Monitoring	
Salary for monitoring experts (Full time)	60,000
Newspaper Subscription for clipping	16,653
Data Entry Operator (Full time)	30,000
	<u>106,653</u>
MRDI Contribution	1,800
	<u>108,453</u>
7.03 Stakeholders interview	
Orientation for Interviewer	
Travel allowance for Interviewer from Division	6,000
Daily allowance & incidental allowance	24,000
Food for Orientation (2 Tea-snacks & Lunch)	2,711
Interview of media Gatekeepers	11,250
Interview of media Reporters	40,000
	<u>83,961</u>
7.04 Focus Group Discussion (FGD)	
Venue (MRDI Conference Room)	
Food (Tea-snacks & Lunch)	4,970
Travel (Journalists from Division-level)	6,000
Daily allowance (journaliat from division level)	16,000
Fees for participants	9,000
Equipment Rental (1 Laptop & 1 Multi media Projector)	6,000
	<u>41,970</u>
MRDI Contribution	3,000
	<u>44,970</u>
7.05 Review secondary materials	
Cost for materials collection	6,584
	<u>6,584</u>



MANAGEMENT AND RESOURCES DEVELOPMENT INITIATIVE (MRDI)
PROJECT: BUILDING CAPACITY OF JOURNALISTS ON ETHICAL CHILD REPORTING
NOTES TO ACCOUNT FOR THE PERIOD FROM 19 JULY 2009 TO 30 SEPTEMBER 2010

7.06 Draft report sharing workshop

Venue (UNICEF conference room)	
Information Kit (Folder, writing pad, pen & material)	17,705
Travel (Journalists from Division-level)	6,000
Daily allowance (Journalist from division level)	16,000
Food for Workshop (Tea-snacks & 1 Lunch)	11,490
	<u>51,195</u>
Amount for Income & Expenditure Account	<u>902,213</u>
Less: MRDI Contribution	(11,850)
Amount for Receipts & Payment Account	<u>890,363</u>

8.00 TRAINING MODULE DEVELOPMENT

8.01 Training Module development

Fee for Team leader	225,000
Fee for Team Member	300,000
Meeting of Module Development Team (Tea & food)	606
	<u>525,606</u>

8.02 Module Review & Finalizing Meeting

Fee for academician	50,000
Fee for Issue Experts	100,000
Food (For 15 Participants)	5,045
Equipment Rental (1 Laptop & 1 Multi media Projector)	6,000
	<u>161,045</u>
MRDI Contribution	3,000
	<u>164,045</u>

Amount for Income & Expenditure Account	<u>689,651</u>
Less: MRDI Contribution	(3,000)
Amount for Receipts & Payment Account	<u>686,651</u>

9.00 CAPACITY BUILDING OF JOURNALISTS

9.01 5 In-house Training (Divisional Level)

Fee for Resource persons	250,000
Daily subsistence allowance for Resource persons	77,000
Fee for Local Coordinator (10 days)	50,000
Information kit (Folder, writing pad, pen & material)	94,552
Food for participants (2 tea-snacks and lunch)	162,000
Venue (With sound system & equipments)	40,000
Banner	12,500
Travel (Journalists from district towns of the division)	37,000
Daily allowance (Journalists from district towns of the division)	256,700



MANAGEMENT AND RESOURCES DEVELOPMENT INITIATIVE (MRDI)
PROJECT: BUILDING CAPACITY OF JOURNALISTS ON ETHICAL CHILD REPORTING
NOTES TO ACCOUNT FOR THE PERIOD FROM 19 JULY 2009 TO 30 SEPTEMBER 2010

Conveyance (Journalists from divisional town)	38,700
Local Conveyance and Communication Certificate	10,000
Photo Documentation	35,625
Transportation for Program Staffs and resource persons (Vehicle Rent+)	10,000
Daily subsistence allowance for Program Staffs	98,540
Equipment Rental (1 Laptop & 1 Multi media Projector)	66,000
	90,000
	<u><u>1,328,617</u></u>
9.02 5 Orientations for Correspondents (Division Level)	
Fee for Resource persons	200,000
Daily subsistence allowance for Resource persons	44,000
Fee for Local Coordinator (10 days)	50,000
Venue (With sound system)	20,000
Banners	12,500
Information kit (Folder, writing pad, pen & material)	94,551
Food for participants (2 tea-snacks and lunch)	81,300
Travel (Journalists from district towns of the division)	50,000
Daily allowance for participant	120,000
Local Conveyance for Participants	74,000
Local Conveyance and Communication	10,000
Photo Documentation	10,000
Transportation for Program Staffs and resource persons	93,846
Daily subsistence allowance for Program Staffs	44,000
Equipment Rental	60,000
	<u><u>964,197</u></u>
9.03 10 In-house Consultation Meetings with National Media	
Fee for Resource persons	270,000
Food (tea-snacks and lunch)	75,000
Information kit (Folder, writing pad, pen & material)	89,705
Equipment Rental (1 Laptop & 1 Multi media Projector)	54,000
	<u><u>488,705</u></u>
Total	<u><u>2,781,519</u></u>
10.00 HANDBOOK ON JOURNALISTIC ETHICS ON CHILD REPORTING	
Handbook on Journalistic ethics	
Fee for writer	200,000
Fee for Translator (In English)	75,000
Fee for Editor (Bangla)	50,000
Fee for Graphic designer	30,000
	<u><u>355,000</u></u>



MANAGEMENT AND RESOURCES DEVELOPMENT INITIATIVE (MRDI)
PROJECT: BUILDING CAPACITY OF JOURNALISTS ON ETHICAL CHILD REPORTING
NOTES TO ACCOUNT FOR THE PERIOD FROM 19 JULY 2009 TO 30 SEPTEMBER 2010

11.00 PERSONNEL & ADMINISTRATIVE COST

11.01 Personnel Salaries and Benefits


Team Leader (Partial)	360,000
Coordinator (Partial)	240,000
Project Manager (Full Time)	420,000
Manager, Accountant (Partial)	360,000
	<u>1,380,000</u>
Add: MRDI Contribution for Coordinator	180,000
	<u>1,560,000</u>

11.02 Administrative & office maintenance Cost

Office Rent (Partial)	248,387
Telephone, Mobilephone, Internet, Postage etc. (Partial)	57,097
Stationeries & office supplies (50%)	36,756
Utilities (Electricity, Gas & Water) (50%)	111,965
	<u>454,205</u>
Add: MRDI Contribution for Office Rent	120,000
Add: Outstanding Audit fee &	40,000
	<u>614,205</u>

Amount for Income & Expenditure Account	2,174,205
Less: MRDI Contribution & Outstanding Audit fee	(340,000)
Amount for Receipts & Payment Account	<u>1,834,205</u>


(Md. Abdul Gofur)
Manager, Finance & Admin


(Hasibur Rahman)
Executive Director



MANAGEMENT AND RESOURCES DEVELOPMENT INITIATIVE (MRDI)

2/9 Sir Syed Road, Mohammadpur, Dhaka-1207

PROJECT: BUILDING CAPACITY OF JOURNALISTS ON ETHICAL CHILD REPORTING

Statement of Budget Variance for the period from 19 July 2009 to 30 September 2010

SI	Particulars	Budget BDT	Actual Amount BDT	Variance BDT
	Receipts :			
1	Grant from UNICEF	6,632,025	6,544,455	87,570
2	MRDI Contribution	314,850	344,350	(29,500)
3	Interest on Bank Deposit	-	11,425	(11,425)
	Total	6,946,875	6,900,230	46,645
A	CONTENT ANALYSIS/BASELINE SURVEY OF SELECTED MEDIA			
1.00	Content analysis/baseline survey team			
1.01	Principle Investigator	300,000	300,000	-
1.02	Co-Principle Investigator	300,000	300,000	-
	Sub-total:	600,000	600,000	-
2.00	Indicator Setting Meeting (1 Meetings)			
2.01	Food (Tea-snacks & Lunch)	4,050	4,050	-
2.02	Venue (MRDI Conference Room)	3,000	3,000	-
	Sub-total:	7,050	7,050	-
3.00	Media Content Monitoring			
3.01	Salary for monitoring experts (Full time)	60,000.00	60,000	-
3.02	Newspaper Subscription for clipping	10,800.00	16,653	(5,853)
3.03	Cableline Subscription	1,800.00	1,800	-
3.04	Data Entry Operator (Full time)	30,000.00	30,000	-
	Sub-total:	102,600	108,453	(5,853)
4.00	Stakeholders interview			
	Orientation for Interviewer			
4.01	Travel allowance for Interviewer from Division	6,000	6,000	-
4.02	Daily allowance & incidental allowance	24,000	24,000	-
4.03	Food for Orientation (2 Tea-snacks & Lunch)	5,250	2,711	2,539
4.04	Interview of media Gatekeepers	11,250	11,250	-
4.05	Interview of media Reporters	40,000	40,000	-
	Sub-total:	86,500	83,961	2,539
5.00	Focus Group Discussion (FGD)			
5.01	Venue (MRDI Conference Room)	3,000	3,000	-
5.02	Food (Tea-snacks & Lunch)	5,250	4,970	280
5.03	Travel (Journalists from Division-level)	6,000	6,000	-
5.04	Daily allowance (journaliat from division level)	16,000	16,000	-




5.05	Fees for participants	10,000	9,000	1,000
5.06	Equipment Rental (1 Laptop & 1 Multi media Projector)	6,000	6,000	-
	Sub-total:	46,250	44,970	1,280
6.00	<i>Review secondary materials</i>			
6.01	Cost for materials collection	20,000	6,584	13,416
	Sub-total:	20,000	6,584	13,416
7.00	Draft report sharing workshop			
7.01	Venue (UNICEF conference room)	-	-	-
7.02	Information Kit (Folder, writing pad, pen & material)	17,500	17,705	(205)
7.03	Travel (Journalists from Division-level)	6,000	6,000	-
7.04	Daily allowance (Journaliat from division level)	16,000	16,000	-
7.05	Food for Workshop (Tea-snacks & 1 Lunch)	12,000	11,490	510
	Sub-total:	51,500	51,195	305
B	TRAINING MODULE DEVELOPMENT			
8.00	<i>Training Module development</i>			
8.01	Fee for Team leader	225,000	225,000	-
8.02	Fee for Team Member	300,000	300,000	-
8.03	Meeting of Module Development Team (Tea & food)	6,300	606	5,694
8.04	Documentation	6,000	-	6,000
	Sub-total:	537,300	525,606	11,694
9.00	<i>Module Review & Finalizing Meeting</i>			
9.01	Fee for academician	50,000	50,000	-
9.02	Fee for Issue Experts	100,000	100,000	-
9.03	Venue (MRDI Conference Room)	3,000	3,000	-
9.04	Food (For 15 Participants)	5,250	5,045	205
9.05	Equipment Rental (1 Laptop & 1 Multi media Projector)	6,000	6,000	-
	Sub-total:	164,250	164,045	205
C	CAPACITY BUILDING OF JOURNALISTS			
10.00	5 In-house Training (Divisional Level)			
10.01	Fee for Resource persons	250,000	250,000	-
10.02	Daily subsistence allowance for Resource persons	99,000	77,000	22,000
10.03	Fee for Local Coordinator (10 days)	50,000	50,000	-
10.04	Information kit (Folder, writing pad, pen & material)	75,000	94,552	(19,552)
10.05	Food for participants (2 tea-snacks and lunch)	150,000	162,000	(12,000)
10.06	Venue (With sound system & equipments)	40,000	40,000	-
10.07	Banner	12,500	12,500	-
10.08	Travel (Journalists from district towns of the division)	37,500	37,000	500
10.09	Daily allowance (Journalists from district towns of the division)	270,000	256,700	13,300
10.10	Conveyance (Journalists from divisional town)	45,000	38,700	6,300
10.11	Local Conveyance and Communication	10,000	10,000	-
10.12	Certificate	37,625	35,625	2,000

10.13	Photo Documentation	10,000	10,000	-
10.14	Transportation for Program Staffs and resource persons (Vehicle Rent+Fuel+driver allowance+toll)	100,000	98,540	1,460
10.15	Daily subsistence allowance for Program Staffs	66,000	66,000	-
10.16	Equipment Rental (1 Laptop & 1 Multi media Projector)	90,000	90,000	-
	Sub-total:	1,342,625	1,328,617	14,008
11.00	5 Orientations for Correspondents (Division Level)			
11.01	Fee for Resource persons	200,000	200,000	-
11.02	Daily subsistence allowance for Resource persons	66,000	44,000	22,000
11.03	Fee for Local Coordinator (10 days)	50,000	50,000	-
11.04	Venue (With sound system)	20,000	20,000	-
11.05	Banners	12,500	12,500	-
11.06	Information kit (Folder, writing pad, pen & material)	75,000	94,551	(19,551)
11.07	Food for participants (2 tea-snacks and lunch)	75,000	81,300	(6,300)
11.08	Travel (Journalists from district towns of the division)	50,000	50,000	-
11.09	Daily allowance for participant (Journalists from district towns of the division)	120,000	120,000	-
11.10	Local Conveyance for Participants (Journalists from district towns)	37,500	74,000	(36,500)
11.11	Local Conveyance and Communication	10,000	10,000	-
11.12	Photo Documentation	10,000	10,000	-
11.13	Transportation for Program Staffs and resource persons (Vehicle Rent+Fuel+driver allowance+toll)	100,000	93,846	6,154
11.14	Daily subsistence allowance for Program Staffs	44,000	44,000	-
11.15	Equipment Rental (1 Laptop & 1 Multi media Projector)	60,000	60,000	-
	Sub-total:	930,000	964,197	(34,197)
12.00	10 In-house Consultation Meetings with National Media			
12.01	Fee for Resource persons	300,000	270,000	30,000
12.02	Food (tea-snacks and lunch)	75,000	75,000	-
12.03	Information kit (Folder, writing pad, pen & material)	100,000	89,705	10,295
12.04	Equipment Rental (1 Laptop & 1 Multi media Projector)	60,000	54,000	6,000
	Sub-total:	535,000	488,705	46,295



D	HANDBOOK ON JOURNALISTIC ETHICS ON CHILD REPORTING			
13.00	Handbook on Journalistic ethics			
13.01	Fee for writer	200,000	200,000	-
13.02	Fee for Translator (In English)	75,000	75,000	-
13.03	Fee for Editor (Bangla)	50,000	50,000	-
13.04	Fee for Graphic designer	30,000	30,000	-
	Sub-total:	355,000	355,000	-
E	PERSONNEL & ADMINISTRATIVE COST			
14.00	Personnel Salaries and Benefits¹			
14.01	Team Leader (Partial)	360,000	360,000	-
14.02	Coordinator (Partial)	420,000	420,000	-
14.03	Project Manager (Full Time)	420,000	420,000	-
14.04	Manager, Accountant (Partial)	360,000	360,000	-
	Sub-total:	1,560,000	1,560,000	-
	TOTAL PROGRAMME COST	6,338,075	6,288,383	49,692
15.00	Administrative & office maintenance Cost			
15.01	Office Rent (Partial)	360,000	368,387	(8,387)
15.02	Telephone, Mobilephone, Internet, Postage etc. (Partial)	60,000	57,097	2,903
15.03	Stationeries & office supplies (50%)	48,000	36,756	11,244
15.04	Utilities (Electricity, Gas & Water) (50%)	100,800	111,965	(11,165)
15.05	Audit fees	40,000	40,000	-
	TOTAL ADMINISTRATIVE COST	608,800	614,205	(5,405)
	Grand Total	6,946,875	6,902,588	44,287
	Deficit		(2,358)	2,358


Md. Abdul Gofur
Manager, Finance & admin


Hasibur Rahman
Executive Director

