

Howladar Yunus & Co.

CHARTERED ACCOUNTANTS

MRD/

Oct - 2012

To

July - 2013

11

**Independent Auditor's Report on the Financial Statement
"Mainstreaming CSR to address poverty (MCAP)
of Management & Resources Development Initiative
Funded by Manusher Jonno Foundation (MJF)
For the Period of 1 October 2012 to 31 July 2013**

**Independent Auditor's Report on the Financial Statements of
"Mainstreaming CSR to address poverty (MCAP)"
A project of Management & Resources Development Initiative (MRDI)
Funded by Manusher Jonno Foundation (MJF)
For the Period of 1 October 2012 to 31 July 2013**

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

31 October 2013

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Howladar Yunus & Co.

Transmittal Letter

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Ms. Shaheen Anam
Executive Director,
Manusher Jonno Foundation (MJF),
Road # 1, Block - F, House # 122,
Banani Model Town,
Dhaka -1213.

31 October 2013

Dear Ms. Anam,

Reports on the audit of "Mainstreaming CSR to Address Poverty (MCAP)" Implemented by "MRDI" for the period from 1 October 2012 to 31 July 2013.

We have the pleasure to inform you that we have completed the audit of the financial statements of the aforesaid project implemented by MRDI, for the period from 1 October 2012 to 31 July 2013. Now we would like to attach herewith our observations on the said audit in line with the Terms of reference.

The accompanying reports consists of our audit opinion on the affairs of the **"Mainstreaming CSR to Address Poverty (MCAP)"** Implemented by **"MRDI"** for the period from 1 October 2012 to 31 July 2013 and the Management letter thereon containing our detailed observations with reference to the TOR and suggestions for improvement of accounting procedures and internal controls system that came to our notice during the period of our examination of the financial statements of MRDI. These matters are offered as constructive suggestions for the consideration of management as part of the ongoing process of modifying and improving accounting controls and other financial and administrative practices and procedures.

We take this opportunity to express our appreciation for the courtesies and cooperation extended to our representatives during the course of our audit. We would be pleased to discuss further our suggestions, comments, and assist in their implantation if you consider appropriate.

Yours faithfully,



Chartered Accountants

Howladar Yunus & Co.

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Independent Auditor's Report on the Financial Statements

We have audited the accompanying Financial Statements of the project titled **Mainstreaming CSR to Address Poverty (MCAP)** implemented by "MRDI" which comprise the balance sheet as at 31 July 2013 and the statements of Income and Expenditure, Statement of Receipts and Payments for the period from 1 October 2012 to 31 July 2013 and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Bangladesh Financial Reporting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Bangladesh standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depended on the auditors judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the Balance Sheet of the project run by MRDI as at 31 July 2013 and its Statement of Income and Expenditure and its Statement of Receipts and Payments for the year then ended in accordance with Bangladesh Financial Reporting Standards.



Chartered Accountants

Dated: Dhaka
31 October, 2013

MJF Funded organization: Management and Resources Development Initiative (MRDI)
Project : Mainstreaming CSR to Address Poverty (MCAP)
BALANCE SHEET
As at July 31, 2013

Particulars	Notes	2013 Taka	2012 Taka
Property and Assets:			
Current Assets			
Cash in Hand and cash at Bank	3	21,293	2,235,174
Advance	4	-	966,237
Fund Receivable from MJF	5	1,002,797	-
Fixed Assets	6	546,210	546,210
Total Assets		1,570,300	3,747,621
Fund & Liabilities:			
Unutilised Fund	5	-	3,201,411
Loan from MRDI	7	311,000	-
Outstanding Liabilities	8	713,090	-
Fixed Assers Fund	9	546,210	546,210
Total Fund & Liabilities:		1,570,300	3,747,621

The Annexed notes form an integral part of this financial statement


Accounts Manager


Manager Finance


Executive Director

Signed as per our annexed report of even date


Chartered Accountants

Dated: Dhaka
31 October 2013

MJF Funded organization: Management and Resources Development Initiative (MRDI)
Project : Mainstreaming CSR to Address Poverty (MCAP)
Statement of Income & Expenditure
For the period of October 01, 2012 to 31 July 2013

Particulars	Notes	2013 Taka	2012 Taka
Income:			
Grant Income			
Total Income	10	10,770,408	9,930,587
Expenditure:		10,770,408	9,930,587
Salary & Benefits	13	2,206,419	2,543,965
Office rent	14	545,000	453,644
Utilities	15	102,991	123,940
Office Maint/Repair and Cleaning Materials	16	28,000	44,984
Office Stationeries, Printing & Supplies	17	40,000	53,522
Travel, Lodging & perdiem for Administrative purpose	18	134,508	88,198
Staff Recruitment & Bank charge	19	2,896	3,246
Communication	20	17,700	25,200
Beneficiaries Training/Meeting/Workshop/Annual Conference	21	5,406,070	3,414,644
Additional Fund Activities	22	2,039,418	2,974,337
Overhead	23	247,406	204,907
Total Expenditure		10,770,408	9,930,587

The Annexed notes form an integral part of this financial statement


Accounts Manager


Manager Finance


Executive Director

Signed as per our annexed report of even date


Chartered Accountants

Dated: Dhaka
31 October 2013

MJF Funded organization: Management and Resources Development Initiative (MRDI)
Project : Mainstreaming CSR to Address Poverty (MCAP)
Statement of Receipts and Payments
For the period of October 01, 2012 to July 31, 2013

Particulars	Notes	2013 Taka	2012 Taka
Opening Balance			
Cash in Hand			
Cash at Bank		5,200	4,490
Advance		2,229,974	4,010,523
		966,237	63,300
Receipts:			
Grant Received			
Bank Interest	11.00	6,489,334	9,039,864
Loan from MRDI	12.00	76,866	92,721
		311,000	
Total		10,078,611	13,210,898
Payment:			
Salary & Benefits		1,753,327	2,543,965
Office rent		490,500	453,644
Utilities		81,745	123,940
Office Maint/Repair and Cleaning Materials	16.00	28,000	44,984
Office Stationeries, Printing & Supplies	17.00	40,000	53,522
Travel, Lodging & per diem for Administrative purpose	18.00	129,008	88,198
Staff Recruitment & Bank charge	19.00	2,896	3,246
Communication	20.00	17,700	25,200
Programme Materials, Supplies & Equipment		-	78,900
Beneficiaries Training/ Meeting/ Workshop/ Annual Conference		5,288,570	3,414,644
Additional Fund Activities	22.00	2,039,418	2,974,337
Overhead		186,154	204,907
Total Payments		10,057,318	10,009,487
Closing Balance			
Cash in Hand and Bank Balance		21,293	2,235,174
Advance			966,237
Total		10,078,611	13,210,898

The Annexed notes from an integral part of this financial statement


Accounts Manager


Manager Finance


Executive Director

Signed as per our annexed report of even date


Chartered Accountants

Dated: Dhaka
31 October 2013

Management and Resources Development (MRDI)
"Mainstreaming CSR to Address Poverty (MCAP)"
Funded by: Manusher Jonno Foundation
Notes to the Financial Statements
As on dated July 31, 2013

1.00 Background Material Information:

1.01 About the Organization

Management and Resources Development Initiative (MRDI) established in the year 2003, registered with the office of the Register of Joint Stock Companies and Firms. Government of the PR Bangladesh under Companies Act 1994 vide certificate of Incorporation No. c-544(57)/2003 dated 13 May 2003. Management and Resources Development Initiative (MRDI) a multi disciplinary, not for profit, non government organization, as well as a company limited by guarantee is engaged to wide spectrum of social development activities and seeks to render consultancy and technical assistance to national organizations, both in the public and private sectors. The development objectives of MRDI include upholding and strengthening standards of mass media professionals. Developing modern event management services. Enhancing physical and mental well being of the people, specifically those who need them most. Augmenting empowerment of women, adolescents' children, minority and other vulnerable/marginalized section of the population, development of people's education and skill.

1.02 About the Project:

1.03 Objective of the Project:

The main objectives of the project are as follows:

- To address poverty reduction issues through effective utilization of CSR funds as a sustainable source of development fund; and
- To create an enabling environment for social development by improving coordination between development actors including CBOs/social networks and private institutions/enterprises at national and community levels.

2.00 Significant Accounting policies:

2.01 Basis of Accounting:

The financial statements of the project have been prepared in accordance with Bangladesh Accounting Standards under Historical cost convention.



Correspondent firm of Grant Thornton International Ltd.

2.02 Accounting for Grant

Bangladesh Accounting Standard (BAS) 20 "Accounting for Government Grants and Disclosure of Government Assistance" has been followed during the year under audit for recognition of grant income. Accordingly accounting adjustments and effects for the prior years have been considered in these accounts. As per BAS 20, grants received are initially recorded as liability. Grant amount used to acquire fixed assets has been shown as "Fixed Assets Fund". Grant amount used for project expenses has been recognized as income to the extent of expenses incurred.

2.03 Fixed Asset:

No depreciation is charged on Furniture, Fixture and Equipment.

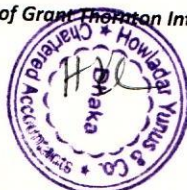
2.04 General:

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



Note	Particulars	2013 Tk	2012 Tk
3.00	Cash in Hand and Cash at Bank		
	Cash in Hand		
	Cash at Bank		5,200
	Total	<u>21,293</u>	<u>2,229,974</u>
		<u>21,293</u>	<u>2,235,174</u>
	The balance held Prime Bank Ltd. Asadgate, Dhaka under Account # 13831060000188.		
4.00	Advance		
	Green World Communication		
	a) Md. Mizanur Rahman	-	899,087
	b) AHM Reaz Mahtamud	-	57,000
	Total	<u>-</u>	<u>10,150</u>
		<u>-</u>	<u>966,237</u>
5.00	Unutilized fund / (Fund Receivable from MJF)		
	Opening balance	3,201,411	4,078,313
	Fund Received from MJF	6,489,334	9,039,864
	Bank Interest	76,866	92,721
	Fund Available for used	<u>9,767,611</u>	<u>13,210,898</u>
	Less: Transferred to MJF grant for revenue expenditure (Note-9)	10,770,408	9,930,587
	Less: Transferred to fixed asset fund for the purchase of fixed assets (Note-10)	-	78,900
		<u>(1,002,797)</u>	<u>3,201,411</u>
	The negative balance of Taka 1,002,797 under Unutilized fund represent the Fund Receivable from MJF which was subsequently received from MJF.		
6.00	Fixed Asset		
	Opening	546,210	467,310
	Addition	-	78,900
	Total	<u>546,210</u>	<u>546,210</u>
	For detailed list of Fixed Asset please refer annexed -B		
7.00	Loan from MRDI		
	Loan was taken for maintaining the expenditures of the Month of July, 2013 which was subsequently paid by MJF.	<u>311,000</u>	<u>-</u>
8.00	Outstanding Liabilities		
	Salary & Benefits for Admin. Staff	211,480	-
	Salary & Benefits for Program Staff	241,612	-
	Office Rent	54,500	-
	Utilities	21,246	-
	Travel, Lodging & Perdiem	5,500	-
	News Letter Publication	117,500	-
	Overhead	61,252	-
	Total	<u>713,090</u>	<u>-</u>

The amount represent the expenditure of July, 2013 which was subsequently paid by MJF.



Note	Particulars	2013 Tk	2012 Tk
9.00	Fixed Asset Fund		
	Opening		
	Add: Transferred from MJF Grant for the purchase of fixed assets (Note-5)	546,210	467,310
	Total	546,210	78,900
10.00	Grant Income		
	Transferred from MJF grant for revenue expenditure (Note-5)	10,770,408	9,930,587
11.00	Grant Received from MJF		
	23 October -2012 (Q-19)	4,484,711	3,363,974
	05 February -2013 (Q-20)	1,454,623	1,583,547
	07 May 2013(Q-21)	550,000	2,375,036
	Total	6,489,334	9,039,864
12.00	Bank Interest		
	31 December --2012	51,643	45,036
	30 June --2013	25,223	47,685
	Total	76,866	92,721
13.00	Salary & Benefits		
	Admin staff		
	Program Coordinator ED-MRDI	411,784	444,224
	Accounts Manager	362,362	381,597
	Support Staff	91,002	92,236
	Programme staff		
	Project Anchor	263,538	335,412
	Team Leader	263,538	335,412
	Program Manager	598,950	646,140
	Program Officer	149,884	156,165
	Program Officer	65,361	152,779
	Total	2,206,419	2,543,965
14.00	Office Rent		
	Office rent	545,000	453,644
	Total	545,000	453,644
15.00	Utilities		
	Electricity	32,180	40,056
	Telephone	9,785	8,981
	Mobile bill- Program Coordinator ED-MRDI	18,021	25,613
	Mobile bill -Accounts Manager	5,400	7,200
	Internet bill	37,605	42,090
	Total	102,991	123,940
16.00	Office Maint/Repair and Cleaning Materials		
	Office maintenance	16,000	28,700
	Cleaning materials	12,000	16,284
	Total	28,000	44,984



Note	Particulars	2013 Tk	2012 Tk
17.00	Office Stationeries, Printing & Supplies		
	Office Stationery and supplies	40,000	53,522
	Total	40,000	53,522
18.00	Travel, Lodging & perdiem for Administrative purpose		
	Local Conveyance		
	Transportation	49,500	51,580
	Accommodation	51,058	16,190
	Daily Allowances	17,550	8,748
	Total	16,400	11,680
19.00	Staff Recruitment & Bank charge	134,508	88,198
	Bank charge	2,896	3,246
	Total	2,896	3,246
20.00	Communication		
	Mobile telephone allowance -Team Leader	4,500	6,000
	Mobile telephone bill- Program Manager	9,000	12,000
	Mobile telephone bill- Program Officer	4,200	7,200
	Total	17,700	25,200
21.00	Beneficiaries Training/Meeting/Workshop/Annual Conference		
	Advocacy Meeting in Community -Project staff		218,081
	Advocacy Meeting in Community-Project staff & Corporate House		
	Implementation	236,563	40,907
	Television Talkshow	225,890	190,000
	News Letter (Bulletin) publication	562,488	1,038,310
	Orientation of 15 NGO	377,444	104,895
	Lobby Meeting with Corporate house	(4,500)	111,748
	Negotiations Meeting With MRDI & Implementation Organisation		89,583
	CSR lessons learnt document		152,858
	Orientation of CSR Desk in charge	859,870	520,000
	SRO Review		203,279
	Launching of Lesson Learn document	80,000	104,479
	Assist develop CSR chapter in university curriculum	303,976	
	Consultant Meeting to develop CSRchapter in university curriculum	820,000	
	Policy dialogue with NBR(Chittagong)	43,216	
	Inauguration programme at Bhola		197,410
	Follow up visit to the Sundarbans by corporate representative	145,285	
	Inauguration at Basatpur, Jessore	775,092	
	Advocacy Meeting & Meeting with Implementing organizations	(2,000)	365,619
	Hand book of CSR strategy	431,165	77,475
	Cross Learning Visit	412,953	
	Total	138,628	
		5,406,070	3,414,644



Note	Particulars	2013 Tk	2012 Tk
22.00	Additional Fund Activities		
	Meeting in Community (Project staff)	230,834	
	Field Monitoring visit for project Staff		3,301
	Meeting in Community (Project staff)		48,408
	Center and Training cost (Sewing)	1,030,880	1,316,161
	Program support cost (Sewing)	62,157	38,377
	Pond re-excavation and Setting up filtering device	497,437	255,964
	Oven Distribution		552,675
	Salary and Fee	218,110	700,589
	Product Launching of GAO SWAPNA		58,862
	Total	2,039,418	2,974,337
23.00	Overhead		
	(3% on total cost except additional fund.)	247,406	204,907
		247,406	204,907


Accounts Manager


Manager Finance


Executive Director



Executive Summary:

1. During our verification the total expenditure of the partner organization was Taka 10,770,408 as against budgeted provision was Taka 11,261,378 thus overall expenditure was lower (higher) by 4%.
2. During the period MRDI received grant amounting to Taka 6,489,334 from MJF which was deposited in the mother account duly and transferred the same to the project account. The entire amount received has been debited in the cash book out of which Taka 10,770,408 was spent by the project. We observe some delay while transferring fund from the Mother account to Project account.
3. On completion, the project has fixed assets Taka 546,210 and Cash at bank Taka 21,293 which are transferable to MJF.

Recommendation:

- MRDI may consider establishment of internal audit division for improvement of internal check system.
- MJF may have specific policy about the use of fixed assets acquired out of the grant disbursed to the organization in addition to unspent fund balance at the close of the project.
- MRDI should comply with the provision of DOA, Financial and all applicable laws i.e. ITO 1984 and VAT 1991.
- The PO should have separate budget for Staff training.



Management Letter

Details of Audit Findings and Management Response

1. To check whether the accounts, records, systems, documents and statements are maintained as required by the agreement between the Auditee and the Manusher Jonno Foundation including the budget provision thereof and guidelines provided by Manusher Jonno within ambit of the agreement.

Whether the accounts, records, systems, documents and statements are maintained as required under budget provision? Quote the reference date of budget and cite budget variance with comment on the variances if any.

As per section 9.02 of DOA, a maximum of 10% budget realignment may be allowed in the line item allocation without changing the bottom line budget. In extreme cases written approval must be obtained for expenditure exceeding 10% budget realignment in cash budget head. During our verification the total the total expenditure of the partner organization was Taka 10,770,408 as against budgeted provision was Taka 11,261,378 thus overall expenditure was lower (higher) by 4%.

2. To Check whether the funds are utilized efficiently and effectively on project related activities and all the expenditures are incurred properly for Project implementation purpose that is the project activities funded by Manusher Jonno.

- A) Whether any Fund was transferred to General Account or any other account from mother account? Quote the reference of the agreement on this matter. In case, there exists any negative answer, give instances.

Please refer serial number 1 above for our observation.

- B) Whether Salary, Honorarium and overhead of other project paid from this project? In case, there exists any positive answer, give instances.

No

- B) Whether Fund received from MJF was deposited in the mother account in the first instance and transferred to project account correctly. Mention the date and amount of Fund received from MJF and transferred to Project account. Quote the reference of the agreement on this matter. In case, there exists any negative answer, give instances.

As per section 4.01 of DOA & 4.02 the PO shall maintain a separate interest bearing account with a scheduled bank in Bangladesh in the name of the Project. On verification we observe that MRDI is maintaining one separate bank accounts in Prime Bank Ltd, Asad Gate branch Dhaka for the project. During the period MRDI received grant amounting to Taka 6,489,334

from MJF which was deposited in the mother account duly and transferred the same to the project account. The entire amount received has been debited in the cash book of the project out of which Taka 10,770,408 was spent by the project. We observe some delay while transferring from the Mother account to Project account. The details of grant receipt and transfer to project account are given below:

Particulars	Amount	Received by Mother Account	Date of deposit in the project bank account	Date of deposit in the cash book	Delay in the receipt of fund	Management Response
19 th installment	4,484,711	23-10-12	29-10-12	23-10-12	6 days	Delayed for Eid-ul-Azha holiday.
20 th Installment	1,454,623	03-02-13	06-02-13	05-02-13	3 days	Time required for clearance.
21 th Installment	550,000	06-05-13	07-05-13	07-05-13	1 day	Time required for clearance.
22 th Installment (Subsequently received)	1,003,279	01-08-13	04-08-13	04-08-13	3 days	2&3 Feb, 2013 was Friday and Saturday.

Recommendation

- We recommend that the management should be more careful in relation to transferring fund from mother account to project account on time.
- 3. **To check whether all the expenditures are incurred properly for Project implementation purpose that is the project activities.**
 - A) **Whether all expenditures incurred properly for Project implementation purpose that is for the project activities?**
We do not have any adverse comment on this.
 - B) **Whether there exist any adverse budget variances?**
Please refer serial number 1 above for our observation.
- 4. **To check whether the advance balances shown in the accounts of the Auditee are in agreement with the books of accounts of Manusher Jonno project.**

The advance against expenditure shown in the accounts of the Auditee is in agreement with the amount shown in the ledger of PO.



5. **To check the internal control system of the Auditee and report weakness, if any.**
We observe that the internal control system of the MRDI is generally satisfactory.

6. **Verification of the current and fixed assets purchased/received under this grants and checks whether they correspond to the approved budget and exists as per record and documents and verify that those were used exclusively for the project purpose as intended.**

There was no addition of fixed assets during the year.

7. **Preparation of the budget variance statement and analyze the variances both in terms of line item and bottom line amounts and check whether necessary prior written approval has been taken from appropriate authority in case of deviation from the approved budget.**

While verifying the budget variances and analyzing them both in terms of line item and bottom line amounts we observe that most of expenses are incurred within the budget limit. For details please refer Annex-A.

8. **To check the provision for expenses (accruals), that is whether there were sound justifications for accrued expenses reported to MJF if any. The auditor should check the subsequent position of the accruals at the time of conducting the audit.**

During the year Taka 713,090 was provided against outstanding expenses as of 31 July 2013 which duly approved by MJF and paid subsequently.

9. **Verification of the transactions is to be focused on the following points:**

- A) **Checking the validity of the vouchers and original bills/documents.**

During our verification of bill voucher we observe that proper supporting evidences are attached with Dr & Cr voucher in most of the cases. All supporting document are original, valid and properly approved by authorized persons.

- B) **Checking of all local contracts entered into by the Auditee if any.**

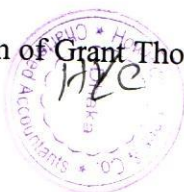
The organization did not have any local contract during the period of our audit.

- C) **Checking the correctness of all the books of account, statements, reports, documents and the booking of all incomes and expenses etc.**

All the books of account, statements, reports, documents and the booking of all incomes and expenses etc are correct.

- D) **Checking the adjustment of unspent balance of fund, if any, as per DOA or agreement between the Auditee and Manusher Jonno Foundation.**

Unspent balance remains in the bank account which is subsequently adjusted against the fund received for the next period.



10. Closing assets of the project transferable to MJF:

After completion of the project, the project has the following assets which were transferable to MJF as on **31.07.2013**. The details are as follows:

Name of the assets	Amount as on 31.07.2013 [project close date]
Fixed Assets	546,210
Cash at Bank	21,293



Annexure-A

MJF Funded organization: Management and Resources Development Initiative (MRDI)
Project : Mainstreaming CSR to Address Poverty (MCAP)
Statement of Budget Variance

For the period from 01 October 2012 to 31 July 2013

Description	Total Budget	Actual Expenditure	Variance	%
ADMINISTRATIVE:				
Salary & Benefits for admin staff				
Program Coordinator ED-MRDI				
Accounts Manager	411,784	411,784	-	-
Support Staff	362,362	362,362	-	-
Sub total	91,005	91,002	3	0
Office Rent	865,151	865,148	3	0
Office rent				
Sub total	545,000	545,000	-	-
Utilities	545,000	545,000	-	-
Electricity				
Telephone	31,488	32,180	(692)	(2)
Mobile bill- Program Coordinator	10,041	9,785	256	3
Mobile bill -Accounts Manager	23,089	18,021	5,068	22
Internet bill	5,400	5,400	-	-
Sub total	36,570	37,605	(1,035)	(3)
Office Maint/Repair and Cleaning Materials	106,588	102,991	3,597	3
Office maintenance				
Cleaning materials	16,000	16,000	-	-
Sub total	12,000	12,000	-	-
Office Stationeries, Printing & Supplies	28,000	28,000	-	-
Office Stationery and supplies				
Sub total	40,000	40,000	-	-
Travel, Lodging & perdiem for Administrative purpose	40,000	40,000	-	-
Local Conveyance				
Transportation	48,000	49,500	(1,500)	(3)
Accommodation	51,660	51,058	602	1
Daily Allowances	24,580	17,550	7,030	29
Sub total	17,840	16,400	1,440	8
Staff Recruitment & Bank charge	142,080	134,508	7,572	5
Bank charge				
Sub total	5261	2,896	2,365	45
TOTAL ADMIN. COST	5,261	2,896	2,365	45
	1,732,080	1,718,543	13,537	1

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Description	Total Budget	Actual Expenditure	Variance	%
PROGRAMMATIC:				
Salaries & Benefits for program staff			-	
Project Anchor			-	
Team Leader	263,538	263,538	-	-
Program Manage	263,538	263,538	-	-
Program Officer	598,950	598,950	-	-
Program Officer	149,884	149,884	-	-
Sub total	65,361	65,361	-	-
1,341,271	1,341,271	1,341,271	-	-
Communication (Programme management)			-	
Mobile telephone allowance -Team Leader	4,500	4,500	-	-
Mobile telephone bill- Program Manager	9,000	9,000	-	-
Mobile telephone bill- Program Officer	5,100	4,200	900	18
Sub total	18,600	17,700	900	5
Advocacy Meeting in Community (Project staff & Corporate House)			-	
Accommodation	24,660	24,660	-	-
Daily Allowances	22,687	18,501	4,186	18
Transportation	237,069	193,402	43,667	18
Sub total	284,416	236,563	47,853	17
Implementation for 5 Intervention			-	
Honorarium field coordinator			-	
Livelihood programme for women-Basatpur	50,000	50,000	-	-
School infrastructure development programme in off shore areas Bhola	60,000	60,000	-	-
Conveyance & Communication			-	
Livelihood programme for women-Basatpur -Jessore	25,000	25,000	-	-
School infrastructure development programme in off shore areas Bhola	60,000	60,000	-	-
Accommodation for field coordinator	895	895	-	-
Transportation for field coordinator	2,775	2,775	-	-
Daily Allowance for field coordinator	4,720	4,720	-	-
Sign Board	22,500	22,500	-	-
Sub total	225,890	225,890	-	-
Television Talkshow (6 Episode) 1st Phase			-	
Production and On-air time	323,000	323,000	-	-
Newspaper Advertisement	87,768	87,768	-	-
Publication of TV Talk Show Compilation			-	-
Graphic designer	20,000	20,000	-	-
Editor	20,000	20,000	-	-
Printing & Publication	81,720	81,720	-	-
DVD with Printing with cover	30,000	30,000	-	-
Sub total	562,488	562,488	-	-



Description	Total Budget	Actual Expenditure	Variance	%
News Letter publication (1500 Copies X 2 Issues)				
Honorarium of Graphic Designer	60,000	60,000	-	-
News Letter Publication with Envelope	330,000	292,500	37,500	11
Postage & Distribution	27,448	24,944	2,504	9
Sub total	417,448	377,444	40,004	10
Orientation of 15 NGO (5 Dhaka & 10 out side of Dhaka.- 2 days)				
Honorarium for Resources Persons	-	(4,500)	4,500	-
Sub total	-	(4,500)	4,500	
CSR lessons learnt document				
Honorarium of Writer	150,000	150,000	-	-
Travel for writer	14,760	14,760	-	-
Accommodation for writer.	300	300	-	-
Daily Allowances for writer	3,450	3,450	-	-
Success story	449,750	449,750	-	-
Printing & Publication	238,800	238,800	-	-
Postage & Distribution	2,810	2,810	-	-
Sub total	859,870	859,870	-	-
SRO Review				
Honorarium conv & comm for Interviewer	80,000	80,000	-	-
Sub total	80,000	80,000	-	-
Launching of Lessons Learnt document				
Venue	60,000	60,000	-	-
Lunch & Tea	206,860	206,860	-	-
Invitation card printing & Envelope	5,000	5,000	-	-
Sound system	14,000	14,000	-	-
Banner	5,000	5,000	-	-
Accommodation	400	400	-	-
Transportation	8,236	8,236	-	-
Daily Allowances	4,480	4,480	-	-
Sub total	303,976	303,976	-	-
Assist develop CSR chapter in university curriculum				
Honorarium for Lead consultant	140,000	140,000	-	-
Honorarium for consultant	100,000	100,000	-	-
Honorarium for Associate	25,000	25,000	-	-
Honorarium for MRDI's consultant	280,000	280,000	-	-
Honorarium for Faculty Team Leader	125,000	125,000	-	-
Honorarium for Faculty Team Member	150,000	150,000	-	-
Sub total	820,000	820,000	-	-



Description	Total Budget	Actual Expenditure	Variance	%
Consultant Meeting to develop CSR chapter in university curriculum			-	
Honorarium for Academic	35,000	35,000	-	-
Lunch & Tea	5,200	5,200	-	-
Information material	3,016	3,016	-	-
Sub total	43,216	43,216	-	-
Inauguration programme at Bhola			-	-
Accommodation	1,800	1,800	-	-
Daily Allowances	4,935	4,935	-	-
Transportation	17,100	17,100	-	-
Food	55,200	55,200	-	-
Programme Cost	43,050	43,050	-	-
Transportation	10,500	10,500	-	-
Conveyance for Journalist	10,200	10,200	-	-
Sub total	2,500	2,500	-	-
Follow up visit to the Sundarbans by corporate representative	145,285	145,285	-	-
Accommodation	65,520	61,520	4,000	6
Food	78,445	68,121	10,324	13
Transportation	240,981	210,139	30,842	13
Transportation	107,500	99,299	8,201	8
Fair	332,000	317,000	15,000	5
Sub total	18,177	19,013	(836)	(5)
Inauguration at Basatpur, Jessore	842,623	775,092	67,531	8
Transportation			-	
Sub total		(2,000)	2,000	
Advocacy Meeting & Meeting with Implementing organizations		(2,000)	2,000	
Accommodation	68,170	52,330	15,840	23
Daily Allowances	57,360	48,400	8,960	16
Transportation	359,207	330,435	28,772	8
Sub total	484,737	431,165	53,572	11
Hand book of CSR strategy (1 Meeting)			-	
Honorarium for Expert	200,000	200,000	-	-
Honorarium for Academic	25,000	25,000	-	-
Venue	7,000	7,000	-	-
Lunch & Tea	12,334	12,334	-	-
Publication			-	-
Graphic designer	20,000	20,000	-	-
Editor	20,000	20,000	-	-
Printing & Publication	101,250	101,250	-	-
Postage & Distribution	10,000	2,369	7,631	76
Honorarium of reviewer	25,000	25,000	-	-
Sub total	420,584	412,953	7,631	2



Description	Total Budget	Actual Expenditure	Variance	%
Cross Learning Visit (2 visits)				
Sundarban (Visit Basatpur)				
Accommodation		-	-	
Daily Allowances	5,250	5,250	-	-
Food	4,480	4,480	-	-
Transportation	19,035	19,035	-	-
Transportation	10,660	10,660	-	-
Basatpur (Visit Sundarban)	13,570	13,570	-	-
Accommodation		-	-	-
Accommodation	7,560	7,560	-	-
Daily Allowances	-	-	-	-
Food	5,440	5,440	-	-
Transportation	17,483	17,483	-	-
Transportation	29,950	29,950	-	-
Transportation-Launch	11,200	11,200	-	-
Sub total	14,000	14,000	-	-
Additional Fund Activities	138,628	138,628	-	-
Meeting in Community (Project staff)				
Accommodation		-	-	
Daily Allowances	31,400	28,827	2,573	8
Transportation	18,160	12,640	5,520	30
Sub total	183,923	189,367	(5,444)	(3)
Center and Training cost (Sewing)	233,483	230,834	2,649	1
Center In-Charge			-	
Trainer's COST	58,500	58,500	-	-
Night guard	323,000	326,000	(3,000)	(1)
Trainee allowance	27,000	27,000	-	-
Training materials	143,730	143,730	-	-
Working Capital sewing program	85,650	85,650	-	-
Sub total	390,000	390,000	-	-
Program support cost (Sewing)	1,027,880	1,030,880	(3,000)	(0)
Phone/Mobile			-	
Conveyance	6,500	3,950	2,550	39
House rent or repair an existing house	12,597	8,657	3,940	31
Maintenance	13,500	13,500	-	-
Sub total	50,571	36,050	14,521	29
Safe Water Supply	83,168	62,157	21,011	25
Pond re-excavation and Setting up filtering device				
Pond re-excavation		-	-	
Site preparation with soil and shade of woos and tin	172,380	172,380	-	-
Tube well	91,050	91,050	-	-
Tanks-2 layers-Gazi Tank	25,095	25,095	-	-
Water filtering materials	44,200	44,200	-	-
Accessories	97,350	97,350	-	-
Expert fees for Installation	11,850	11,850	-	-
Material Transportation from Khulna	35,360	35,360	-	-
Sub total	20,152	20,152	-	-
	497,437	497,437	-	-



Description	Total Budget	Actual Expenditure	Variance	%
Salary and Fee				
Programme officer			-	
Fees Green World Communication Ltd.	65,361	65,361	-	
Sub total	152,001	152,749	(748)	(0)
Total of Additional Fund Activities	217,362	218,110	(748)	(0)
Evaluation, Survey, Assessment	2,059,330	2,039,418	19,912	1
Annual Audit Report			-	
Final Evaluation	20,000		20,000	100
Sub total	200,000		200,000	100
	220,000	-	220,000	100
Total Program Cost (Excluding Additional Fund Activity)	7,209,032	6,765,041	443,991	6
Total Admin & Program Cost (Excluding Additional Fund Activity)	8,941,112	8,483,584	457,528	5
Other Admin. & Program Cost			-	
Overhead	260,936	247,406	13,530	5
Sub total	260,936	247,406	13,530	5
Total Admin Cost (including Overhead)	1,993,016	1,965,949	27,067	1
Total Program Cost including Contingency & Additional Fund Activity	9,268,362	8,804,459	463,903	5
GRAND TOTAL IN BDT	11,261,378	10,770,408	490,970	4



Name of the organization: Management and Resources Development Initiative (MRDI)
Funded by: Manusher Jonno Foundation

Name of the Report: List of Assets (Phase-wise)
As of 31 July 2013

1st Phase: Project Period (April'2007- March'2010)

Sl. No.	Asset ID. No.	Name of the Asset	Cost in BDT (MJF portion)	Location (Head Office, Project Office, Partner - specify the location)	Current Condition/Status			Remarks
					Sold	Write Off	Out of order/Des troied (pls specify)	
3	MRDI-246/OE/Camera/02-MCAP-01	DIGITAL CAMERA	113,575	MRDI's Office				
4	MRDI-247/OE/Laptop/03-MCAP-02	LAPTOP	96,641	MRDI's Office				
5	MRDI-248/OE/Computer/15-MCAP-01	COMPUTER	70,863	MRDI's Office	Sale of Damaged UPS			
6	MRDI-249/OE/Printer/03-MCAP-01	PRINTER	25,840	MRDI's Office				
7--14	MRDI-250-257/FF/Shelf-35-42-MCAP-1-8	NEWS PAPER STORING STAND	64,000	MRDI's Office				
15	MRDI-258/FF/Almira-3-MCAP-01	STEEL ALMIRA	12,355	MRDI's Office				
16-21	MRDI-259-264 /FF/Chair-55-60-MCAP-1-6	CHAIR	18,357	MRDI's Office				
22	MRDI-358 /FF/Almira-4-MCAP-02	STEEL ALMIRA	16,179	MRDI's Office				
A.	Sub Total		417,810					

2nd Phase: Project Period (April'10- July'13)



Sl. No.	Asset ID. No.	Name of the Asset	Cost in BDT (MJF portion)	Location (Head Office, Project Office, Partner - specify the location)	Current Condition/Status			Remarks
					Sold	Write Off	Out of order/Des troied (pls specify)	
23	MRDI-359/ OE/Computer/23-MCAP-02	COMPUTER	49,500	MRDI's Office				
24	MRDI-390/OE/Laptopr/09-MCAP-03	LaptopWith Wireless Mouse,UPSand Print Sarver	78,900	N/A			Stolen	
B	Sub Total		964,020					
C	Grand Total(A+B)		1,381,830					






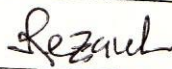
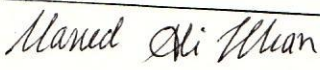
Exit Meeting Note

Date of Meeting : 19 September, 2013
 Place of Meeting : MRDI Office
 Audit Period : 01 October, 2012 to 31 July, 2013
 Period of visit : 15 September, 2013 to 19 September, 2013

The following observation are discussed and shared in the meeting and obtained responses from the NGO management.

S.L.#	Summary of Observation	NGO management Comments/ Response
1.	The project was closed on 31 July 2013 and we carry out the audit after completion of the project activities. As a result we could not verify the activities physically.	
2.	Delay in transfer of fund from mother account to project account.	There was no intentional delay in transferring fund. Transfer delayed for 19 th installment due to Eid holiday. For other installments days required for bank clearance.
3.	To safeguard cash in hand and fixed assets is inadequate as there exists no insurance coverage.	The issue of Insurance coverage is not mentioned in the deed of agreement (DOA) between MJF and MRDI. So we have not taken any insurance policy for cash and fixed assets.

Name and Signature of the Exit Meeting Participants:

Name	Designation with Organization	Signature
Hasibur Rahman	Executive Director, MRDI	
Md. Abdul Gofur	Manager Finance, MRDI	
Sk. Shaniaz Ahmed	Accounts Manager, MRDI	
Md. Rezaul Islam	Audit In charge, Howladar Yunus & Co.	
Masud Ali Khan	Auditor, Howladar Yunus & Co.	

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Annexure-D

Follow –up of prior year audit findings and subsequent position:

Sl.#	Head of audit findings	Present status
1.	No Observation	Not Applicable

Correspondent firm of Grant Thornton International Ltd

