



**Snehasish
Mahmud & Co.**

**Snehasish Mahmud & Co.
Chartered Accountants**

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Auditors' Report & Statement of Accounts of the project
Promoting Citizens' Access to Information (PCAI)
Implemented by MRDI
Supported by Manusher Jonno Foundation (MJF)
funded by Department for International Development (DFID)
For the period from 01 January 2017 to 31 March 2017

**Auditors' Report & Statement of Accounts of the project
Promoting Citizens' Access to Information (PCAI)
Implemented by MRDI
Supported by Manusher Jonno Foundation (MJF)
Funded by Department for International Development (DFID)
For the period from 01 January 2017 to 31 March 2017**

**Auditors' Report to the Management of
Promoting Citizens' Access to Information (PCAI)
Implemented by MRDI
Supported by Manusher Jonno Foundation (MJF)
Funded by Department for International Development (DFID)**

We have audited the accompanying statement of accounts of "Promoting Citizens' Access to Information (PCAI)" a project of MRDI, supported by Manusher Jonno Foundation (MJF) funded by Department for International Development (DFID) which comprise of the balance sheet as at 31 March 2017 and the related statement of income and expenditure as well as statement of receipts and payments for the period from 1 January 2017 to 31 March 2017 and a summary of significant accounting policies and other explanatory information.

The Statement of Accounts of the project, Promoting Citizens' Access to Information (PCAI), for 15 months period ended 31 December 2016 was audited by Hoda Vasi Chowdhury & Co., Chartered Accountants, whose report date was 04 April 2017 and expressed an unqualified opinion.

Management's Responsibility for the statement of accounts

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement of accounts. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the statement of accounts, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the project's preparation and fair presentation of the statement of accounts 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 project'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 statement of accounts.

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 statement of accounts prepared in accordance with Generally Accepted Accounting Principle (GAAP), give a true and fair view of the state of the project's affairs as at 31 March 2017 and of the result of its operation and its statements of receipts and payments for the period from 1 January 2017 to 31 March 2017 in accordance with Notes 2 and 3 to the statement of accounts.

We also report that:

- i) we have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit and made due verification thereof;
- ii) in our opinion, proper books of account as required by law have been maintained by the project so far as it appeared from our examination of these books; and
- iii) the project's balance sheet and statement of income and expenditure dealt with by the report are in agreement with the books of account.

Dated, 26 DEC 2017
Dhaka
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Snehasish Mahmud & Co.
Snehasish Mahmud & Co.
Chartered Accountants

Name of the project: Promoting Citizens' Access to Information (PCAI)

Implemented by: MRDI

Supported by: Manusher Jonno Foundation (MJF)

Funded by: Department for International Development (DFID)


Balance Sheet

In Taka	Notes	31 Mar 2017	31 Dec 2016
Assets			
Cash & cash equivalent	4	-	12,034
Advance	5	-	3,000
Receivable from MJF	6	60,190	24,966
Total assets		60,190	40,000
Fund			
Project fund	6	-	-
Total fund		-	-
Loan from General Fund	7	60,190	40,000
Current liabilities		60,190	40,000
Total fund & liabilities		60,190	40,000

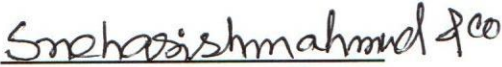
The annexed notes from 1 to 16 form an integral part of these financial statements


Accounts Coordinator
MJF-Project


Manager Finance
MRDI


Executive Director
MRDI
As per our report of same date

Dated, 26 DEC 2017
Dhaka



Snehasish Mahmud & Co.
Chartered Accountants

Name of the project: Promoting Citizens' Access to Information (PCAI)

Implemented by: MRDI

Supported by Manusher Jonno Foundation (MJF)

Funded by: Department for International Development (DFID)


Statement of Income & Expenditure

In Taka	Notes	01 Jan 17 to 31 Mar 17	01 Oct 15 to 31 Dec 16
Grant income		763,406	7,821,367
Total income		763,406	7,821,367
Salary and benefits	8	493,386	3,534,089
Office rent	9	126,788	981,012
Utilities	10	28,500	160,693
Repair, Maintenance and Cleaning Materials	11	4,742	51,822
Office stationeries, printing & supplies	12	5,733	36,491
Recruitment & Audit Fees	13	2,365	7,434
Travel, lodging & premium for programmatic job	14	8,831	599,038
Training, Meeting & Material for Beneficiaries	15	93,061	2,356,163
Total project cost		763,406	7,726,742
Overhead	16	-	94,625
Total Expenditure from Donor Fund		763,406	7,821,367
Excess/(Deficit) of income over expenditure transferred to donor utilization fund		-	-

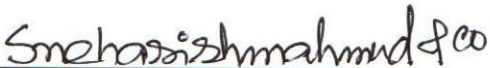
The annexed notes from 1 to 16 form an integral part of these financial statements


Accounts Coordinator
MJF-Project


Manager Finance
MRDI


Executive Director
MRDI
As per our report of same date

Dated, 26 DEC 2017
Dhaka



Snehashish Mahmud & Co.
Chartered Accountants

Name of the project: Promoting Citizens' Access to Information (PCAI)


Implemented by: MRDI

Supported by: Manusher Jonno Foundation (MJF)

Funded by: Department for International Development (DFID)

Statement of Receipts and Payments

In Taka	Notes	01 Jan 17 to 31 Mar 17	01 Oct 15 to 31 Dec 16
Opening Balance			
Cash in hand		1,880	5,000
Cash at bank		10,154	733,395
Advance		3,000	136,600
Fund received from MJF		728,182	6,884,753
Loan from General Fund		100,190	55,000
Bank interest		-	36,653
Total available balance		843,406	7,851,401
Total payment			
Salaries and benefits	8	493,386	3,534,089
Office rent	9	126,788	981,012
Utilities	10	28,500	160,693
Repair, Maintenance and Cleaning Materials	11	4,742	51,822
Stationeries, Printing & Supplies	12	5,733	36,491
Furniture Fixture & Equipment	13	-	7,434
Recruitment & Audit Fees	13	2,365	-
Travel, Lodging & periderm	14	8,831	599,038
Training, Meeting & Material for Beneficiaries	15	93,061	2,356,163
Overhead cost	16	-	94,625
Loan Repayment to General Fund	7	80,000	15,000
Total payment		843,406	7,836,367
Closing Balance		-	15,034
Closing balance represents			
Cash in hand		-	1,880
Cash at bank		-	10,154
Advance		-	3,000
Closing balance		-	15,034



Accounts Coordinator
MJF-Project



Manager Finance
MRDI



Executive Director
MRDI

Dated, 26 DEC 2017
Dhaka



Name of the project: Promoting Citizens' Access to Information (PCAI)

Implemented by: MRDI

Supported by Manusher Jonno Foundation (MJF)

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Notes to the statement of accounts

As at and for the period from 1 January 2017 to 31 March 2017

1.00 About the organization and the project

1.01 About the organization

A Development Organization Management and Research Development Initiative (MRDI) was established in 2004 and registered under the Foreign Donation regulation Ordinance of 1978 & the NGO Affairs Bureau, no. 1962, dated 21-09-2004, 8/19 sir-syed road (4th floor), block-A, Mohammadpur, Dhaka-1207. MRDI, a multi-disciplinary organization, not for profit, non-government organization as well as a company limited by guarantee, is engaged in a wide spectrum of social development activities and seeks to render services to national and international organizations both in the public and private domains. To endeavor for developing the standard of media, skill and ethics of the media professionals, physical and mental health and well being of the people and empowerment of the women, adolescents, children, minority and other marginalized sections of population.

1.02 About the project

Manusher Jonno Foundation (MJF) and Management and Resource Development Initiative (MRDI) entered into an agreement on 01 August 2013 to implement a project titled "Promoting Citizen 'Access to information (PCAI)". The largest amendment of that agreement was made on 26 May 2016; however, this amendment of DOA is retrospectively effected from 01 April 2016. The goal of the project is to promote access to information for the people by keeping the demand - supply chain of information rolling.

The largest approved budget for the project is BDT 24,701,906. The actual disbursement to the MRDI is limited to BDT 24,596,906. The remaining balance of BDT 105,000 is supposed to be spent by MJF for project evaluation and audit purpose. The total duration of the project is 41 months starting from 01 August 2013 and ending on 31 December 2016. Against the current year budget of BDT 781,351 MRDI has received BDT 763,306, on the contrary, an aggregate amount of BDT 17,945 has been spent during the period under review.

1.03 Major objectives

The main objectives of the project are as follows;

To sensitize authorities and beneficiaries about demand for and supply of information;

To develop capacity of information seekers and providers under RTA Act.



2 Basis of preparation

2.1 Statement of compliance

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

Other regulatory compliances

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

The Income Tax Ordinance 1984

The Income Tax Rules 1984

The Value Added Tax Act 1991

The Value Added Tax Rules 1991

2.2 Basis of measurement

The statement of accounts have been prepared on historical cost convention.

2.3 Basis of preparation

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

2.4 Presentation and functional currency and level of precision

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

2.5 Reporting period

Previous year accounts have been prepared for 1 October 2015 to 31 December 2016 and this year statement of accounts covered the period from 1 January 2017 to 31 March 2017. As per management instruction and hence, comparative figures are not comparable to each other here.

3 Significant accounting policies

3.1 Grant

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

3.2 Bank interest

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



3.3 Cash and cash equivalents

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

3.4 Income and expenses

All income and expenses are recognized on accrual basis.

3.5 General

- i) Figures has been rounded off to nearest taka.
- ii) Figures in brackets denotes negative.



4	Cash & cash equivalent		
	In Taka	31-Mar-17	31-Dec-16
	Cash in hand	-	1,880
	Cash at bank	-	10,154
	Closing balance	-	12,034

5	Advance		
	In Taka	31-Mar-17	31-Dec-16
	SM Arifuzzaman	-	3,000
	Closing balance	-	3,000

6	Project fund			
	In Taka	Notes	31-Mar-17	31-Dec-16
	Opening balance		(24,966)	874,995
	Fund received from MJF	6.01	728,182	6,884,753
	Bank interest		-	36,653
	Transfer to the statement of income & expenditure		(763,406)	(7,821,367)
	Closing balance		(60,190)	(24,966)

6.01 Fund received from MJF

During the year, MRDI received fund from MJF through its mother account # 01211100006616 with Southeast Bank Ltd., Dhanmondi Branch and then transferred the fund to project Bank account # SND 13831060024716 with Prime Bank Ltd., Asad Gate Branch, Dhaka by the following installments:

Date of received	Mode of payment	31-Mar-17	31-Dec-16
29 November 2015	Bank Transfer	-	2,378,595
28 January 2016	Bank Transfer	-	1,068,571
22 May 2016	Bank Transfer	-	1,238,650
01 August 2016	Bank Transfer	-	1,670,241
28 November 2016	Bank Transfer	-	528,696
31 January 2017	Bank Transfer	728,182	-
Total		728,182	6,884,753

7 Loan from General Fund

	In Taka	31-Mar-17	31-Dec-16
	Opening Balance	40,000	-
	Addition During the period	100,190	55,000
	Adjustment during the year	(80,000)	(15,000)
	Closing balance	60,190	40,000



8 Salary and benefits

In Taka	31-Mar-17	31-Dec-16
Executive Director (Admin)	30,267	163,105
Executive Director(Program)	90,798	489,300
Accounts Coordinator (Admin)	16,032	164,398
Accounts Coordinator (program)	69,348	657,628
Program Coordinator	100,380	742,584
Training & Monitoring Coordinator (Partial)	84,591	513,211
Support Staff (Admin)	8,811	47,481
Support Staff (Program)	20,559	110,791
Field Intervention Coordinator	72,600	645,591
Total	493,386	3,534,089

9 Office rent

In Taka	31-Mar-17	31-Dec-16
Head office (Admin)	10,350	81,750
Head office (Program)	93,150	735,750
Field office	23,288	163,512
Total	126,788	981,012

10 Utilities

In Taka	31-Mar-17	31-Dec-16
Administrative Purpose (Note-10.1)	2,400	12,300
Programmatic Purpose (Note:10.2)	26,100	148,393
Total	28,500	160,693

10.1 Administrative Purpose

In Taka	31-Mar-17	31-Dec-16
Electricity, Service charge, gas bill, water	900	4,800
Telephone, Mobile, Internet	1,500	7,500
Total	2,400	12,300

10.2 Programmatic Purpose

In Taka	31-Mar-17	31-Dec-16
Electricity, Service charge, gas bill, water	8,100	43,200
Telephone, Mobile, Internet	13,500	67,500
Mobile phone Expenses for field coordinator	600	7,600
Internet bill for field coordinator	-	4,309
Field office utility Bills (Electricity & water)	1,500	12,784
Staff Mobile Expenses	2,400	13,000
Total	26,100	148,393



11 Office main/repair and cleaning material

In Taka	31-Mar-17	31-Dec-16
Administrative Purpose (Note-11.1)	343	9,822
Programmatic Purpose (Note-11.2)	4,399	42,000
Total	4,742	51,822

11.1 Administrative Purpose

In Taka	31-Mar-17	31-Dec-16
Office maintenance	70	1,263
Cleaning materials	273	1,365
Furniture & Equipment Maintenance	-	7,194
Total	343	9,822

11.2 Programmatic Purpose

In Taka	31-Mar-17	31-Dec-16
Office maintenance	611	12,751
Cleaning materials	2,108	11,138
Furniture & Equipment Maintenance	1,680	11,976
Field Office maintenance	-	5,378
Field office Cleaning materials	-	757
Total	4,399	42,000

12 Office stationeries, printing & supplies

In Taka	31-Mar-17	31-Dec-16
Administrative Purpose	600	4,766
Programmatic Purpose (Note-12.1)	5,133	31,725
Total	5,733	36,491

12.1 Programmatic Purpose

In Taka	31-Mar-17	31-Dec-16
Office Stationery and supplies	5,133	27,964
Field office Stationery & Supply	-	3,761
Total	5,133	31,725

13 Recruitment & Audit Fees

In Taka	31-Mar-17	31-Dec-16
Bank Charge	2,365	-
Furniture Fixture & Equipment	-	7,434
Total	2,365	7,434



14 Travel, lodging & premium for programmatic job

In Taka	31-Mar-17	31-Dec-16
Travel (Note-14.1)	-	333,331
Lodging (Note-14.2)	-	89,915
Periderm (Note- 14.3)	-	103,100
Local Conveyance (Note-14.4)	8,831	72,692
Total	8,831	599,038

14.1 Travel

In Taka	31-Mar-17	31-Dec-16
Travel- Follow on Camp	-	33,686
Travel-Field Supervision visit of PC	-	32,530
Travel-Field Intervention Coordinator Dhaka visit	-	8,280
Travel-Public Event on RTI awareness	-	38,147
Travel-Field visit of Executive Director	-	220,688
Total	-	333,331

14.2 Lodging

In Taka	31-Mar-17	31-Dec-16
Lodging- Follow on Camp	-	10,635
Lodging -Field Supervision visit of PC	-	33,190
Lodging -Field Intervention Coordinator Dhaka visit	-	1,050
Lodging-Public Event on RTI awareness	-	6,840
Lodging -Field visit of ED	-	38,200
Total	-	89,915

14.3 Periderm

In Taka	31-Mar-17	31-Dec-16
Periderm- Follow on Camp	-	15,420
Periderm -Field Supervision visit of PC	-	33,440
Periderm -Field Intervention Coordinator Dhaka visit	-	4,320
Periderm-Public Event on RTI awareness	-	9,360
Periderm-Field visit of ED	-	40,560
Total	-	103,100

14.4 Local Conveyance

In Taka	31-Mar-17	31-Dec-16
Local Conveyance for MRDI Dhaka office	6,335	36,579
Local Conveyance for field office (Fuel for Motor cycle)	2,496	36,113
Total	8,831	72,692



15 **Training, Meeting & Material for Beneficiaries**

In Taka	31-Mar-17	31-Dec-16
Day observance at upazilla level	-	179,026
Meeting of Citizen forum on RTI	2,204	38,965
Follow up Support to Govt Official	-	21,128
Public Event on RTI awareness	90,857	407,833
RTI Camp	-	1,141,465
Follow on Camp	-	64,976
Orientation for UNOs & designated officers on RTI	-	102,402
Debate Festival on RTI	-	400,368
Total	93,061	2,356,163

16 **Overhead & Contingency**

In Taka	31-Mar-17	31-Dec-16
Overhead	-	94,625
Total	-	94,625



Name of the project: Promoting Citizens' Access to Information (PCAI)

Implemented by: MRDI

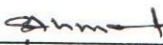
Supported by Manusher Jonno Foundation (MJF)

Funded by Department for International Development (DFID)

Bank Reconciliation Report (BRR)

As at 31 March 2017

Particulars	Amount in Taka						
Balance as per bank statement	-						
Deposits in transit:							
<table border="1"><thead><tr><th>Date</th><th>CQ No</th><th>Amount</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Date	CQ No	Amount				
Date	CQ No	Amount					
Total deposits in transit	-						
Sub-Total	-						
Outstanding cheques:							
<table border="1"><thead><tr><th>Date</th><th>CQ No</th><th>Amount.</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Date	CQ No	Amount.				
Date	CQ No	Amount.					
Total outstanding checks	-						
Balance as per bank book	-						


Accounts Coordinator
MJF-Project


Manager Finance
MRDI


Executive Director
MRDI

Dated, 26 DEC 2017
Dhaka



Name of the project: Promoting Citizens' Access to Information (PCAI)

Implemented by: MRDI


Supported by Manusher Jonno Foundation


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Statement of Fund Reconciliation

As at 31 March, 2017

Particulars	Amount in Taka
Fund inflow during the year	
Opening Balance	12,034
Advance	3,000
Fund Received during the period	728,182
Loan received from general fund	100,190
A. Total Fund Inflow	843,406
Fund outflow during the year	
Fund outflow by revenue expenditure	763,406
Loan Repayment to general fund	80,000
Fund outflow due to fixed asset purchase during the year	-
B. Total Outflow	843,406
C. Net inflow as on 31 March 2017 (A-B)	-
D. Closing balance as on 31 March 2017	
Cash in hand	-
Cash at bank	-
Closing balance	-


Accounts Coordinator
MJF-Project


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Dated, 26 DEC 2017
Dhaka



Name of the project: Promoting Citizens' Access to Information (PCAI)

Implemented by: MRDI

Supported by Manusher Jonno Foundation (MJF)

Funded by Department for International Development (DFID)

Statement of Budget Variance

For the period from 1 January 2017 to 31 March 2017

HD #	Head of Expenditure	Total Approved Budget (BDT) From 1st Jan'17 To 31st Mar'17	Actual Expenditure From 1st Jan'17 To 31st Mar'17	Variance		Remarks
				Amount in Tk.	%	
A	B	C	D	E=D-C	F=E/C	
A	Administrative Purpose					
40.00	Salaries & Benefits					
40.01	Executive Director (partial)	30,267	30,267	-	0%	
40.02	Accounts Coordinator	16,032	16,032	-	0%	
40.03	Support staff	8,811	8,811	-	0%	
	Total of Salaries & Benefits (HD # 40)	55,110	55,110	-	0%	
41.00	Office Rent					
41.01	Office rent	10,350	10,350	-	0%	
	Total of Office Rent (HD # 41)	10,350	10,350	-	0%	
42.00	Utilities					
42.01	Electricity, Service charge, gas bill, water	900	900	-	0%	
42.02	Telephone, Mobile, Internet	1,500	1,500	-	0%	
	Total of Utilities (HD # 42)	2,400	2,400	-	0%	
43.00	Repair, Maintenance and Cleaning Materials					
43.01	Office maintenance	273	70	(203)	-74%	
43.02	Cleaning materials	273	273	-	0%	
43.03	Furniture & Equipment Maintenance	-	0	-	0%	
	Total of Repair, Maintenance & Cleaning Materials (HD # 43)	546	343	(203)	-37%	
44.00	Stationeries, Printing & Supplies					



HD #	Head of Expenditure	Total Approved Budget (BDT) From 1st Jan'17 To 31st Mar'17	Actual Expenditure From 1st Jan'17 To 31st Mar'17	Variance		Remarks
				Amount in Tk.	%	
44.01	Office Stationery and supplies	600	600	-	0%	
	Total of Stationeries, Printing & Supplies (HD # 44)	600	600	-	0%	
46.00	Recruitment & Audit Fees					
46.01	Recruitment	-	0	-	0%	
46.02	Audit Fees	-	0	-	0%	
46.03	Bank Charge	500	2,365	1,865	373%	
	Total of Recruitment & Audit Fees (HD # 46)	500	2,365	1,865	373%	
	TOTAL ADMIN. COST	69,506	71,168	1,662	2%	
B	Programmatic Purpose					
50.00	Salaries & Benefits for program staff					
50.01	Executive Director (Partial)	90,798	90,798	-	0%	
50.02	Technical Expert (Partial)	-	-	-	0%	
50.03	Programme Coordinator	101,040	100,380	(660)	-1%	
50.04	Training & Monitoring Coordinator (75% Working time)	84,591	84,591	-	0%	
50.05	Accounts Coordinator	70,566	69,348	(1,218)	-2%	
50.06	Support staff	20,559	20,559	-	0%	
50.07	Field Intervention Coordinator	72,600	72,600	-	0%	
	Total of Salaries & Benefits (HD # 50)	440,154	438,276	(1,878)	0%	
51.00	Office Rent					
51.01	Office rent	93,150	93,150	-	0%	
51.02	Rent for field office	23,289	23,289	-	0%	
	Total of Office Rent (HD # 51)	116,439	116,439	-	0%	
52.00	Utilities					
52.01	Electricity, Service charge, gas bill, water	8,100	8,100	-	0%	
52.02	Telephone, Mobile, Internet	13,500	13,500	-	0%	



HD #	Head of Expenditure	Total Approved Budget (BDT) From 1st Jan'17 To 31st Mar'17	Actual Expenditure From 1st Jan'17 To 31st Mar'17	Variance		Remarks
				Amount in Tk.	%	
52.03	Mobile phone Expenses for field coordinator	600	600	-	0%	
52.04	Internet bill for field coordinator	-	-	-	0%	
52.05	Field office utility Bills (Electricity & water)	2,500	1500	(1,000)	-40%	
52.06	Staff Mobile Expenses	2,400	2,400	-	0%	
	Total of Utilities (HD # 52)	27,100	26,100	(1,000)	-4%	
53.00	Repair, Maintenance and Cleaning Materials					
53.01	Office maintenance	2,451	611	(1,840)	-75%	
53.02	Cleaning materials	2,451	2,108	(343)	-14%	
53.03	Furniture & Equipment Maintenance	1,700	1,680	(20)	-1%	
53.04	Field Office maintenance	500	-	(500)	-100%	
53.05	Field Office Cleaning materials	200	-	(200)	-100%	
	Total of Repair, Maintenance & Cleaning Materials (HD # 53)	7,302	4,399	(2,903)	-40%	
54.00	Office Stationeries, Printing & Supplies					
54.01	Office Stationery and supplies	5,400	5,133	(267)	-5%	
54.02	Field office Stationery & Supply	1,000	-	(1,000)	-100%	
	Total of Stationeries, Printing & Supplies (HD # 54)	6,400	5,133	(1,267)	-20%	
55.00	Furniture Fixture & Equipment					
57.00	Travel, Lodging & periderm					
57.01	Travel					
57.01.01	Travel-Baseline survey (Vehicle rent)	-	-	-	0%	
57.01.02	Travel-Perception survey on Section 7 (Vehicle rent)	-	-	-	0%	
57.01.03	Travel-2-day training for govt.officials-(Vehicle rent)	-	-	-	0%	
57.01.04	Travel-Follow up support to Govt. officials (Vehicle rent)	-	-	-	0%	



HD #	Head of Expenditure	Total Approved Budget (BDT) From 1st Jan'17 To 31st Mar'17	Actual Expenditure From 1st Jan'17 To 31st Mar'17	Variance		Remarks
				Amount in Tk.	%	
57.01.05	Travel-RTI Camp-(Vehicle rent)	-	-	-	0%	
57.01.06	Travel-Follow on Camp (Vehicle rent)	-	-	-	0%	
57.01.07	Travel-Preintervention Meeting at Upozila	-	-	-	0%	
57.01.08	Travel-Inception Meeting at Upozila & formation of Citizen forum	-	-	-	0%	
57.01.09	Travel-Day-long orientation of Forum Member at district level	-	-	-	0%	
57.01.10	Travel-Field Supervision visit of PC	-	-	-	0%	
57.01.11	Travel-Field Intervention Coordinator Dhaka visit (Bus)	-	-	-	0%	
57.01.12	Travel-Public Event on RTI awareness	-	-	-	0%	
57.01.13	Travel-Field visit of Executive Director	-	-	-	0%	
57.01.14	Travel-Orientation for Teachers on RTIA	-	-	-	0%	
57.02	Lodging				0%	
57.02.01	Lodging -Baseline survey	-	-	-	0%	
57.02.02	Lodging -Perception survey on Section 7	-	-	-	0%	
57.02.03	Lodging -2-day training for govt.officials	-	-	-	0%	
57.02.04	Lodging -Follow up support to Govt.officials	-	-	-	0%	
57.02.05	Lodging -RTI Camp	-	-	-	0%	
57.02.06	Lodging -Follow on Camp	-	-	-	0%	
57.02.07	Lodging -Preintervention Meeting at Upozila	-	-	-	0%	
57.02.08	Lodging -Inception Meeting at Upozila & formation of Citizen forum	-	-	-	0%	
57.02.09	Lodging -Day-long orientation of Forum Member at district level	-	-	-	0%	
57.02.10	Lodging -Field Supervision visit of PC	-	-	-	0%	



HD #	Head of Expenditure	Total Approved Budget (BDT) From 1st Jan'17 To 31st Mar'17	Actual Expenditure From 1st Jan'17 To 31st Mar'17	Variance		Remarks
				Amount in Tk.	%	
57.02.11	Lodging -Field Intervention Coordinator Dhaka visit	-	-	-	0%	
57.02.12	Lodging -Public Event on RTI awareness	-	-	-	0%	
57.02.13	Lodging -Field visit of ED	-	-	-	0%	
57.02.14	Lodging-Orientation for Teachers on RTIA	-	-	-	0%	
57.03	Periderm				0%	
57.03.01	Periderm -Baseline survey	-	-	-	0%	
57.03.02	Periderm -Perception survey on Section 7	-	-	-	0%	
57.03.03	Periderm -2-day training for govt.officials	-	-	-	0%	
57.03.04	Periderm -Follow up support to Govt.officials	-	-	-	0%	
57.03.05	Periderm -RTI Camp	-	-	-	0%	
57.03.06	Periderm -Follow on Camp	-	-	-	0%	
57.03.07	Periderm -Preintervention Meeting at Upozila	-	-	-	0%	
57.03.08	Periderm -Inception Meeting at Upozila & formation of Citizen forum	-	-	-	0%	
57.03.09	Periderm -Day-long orientation of Forum Member at district level	-	-	-	0%	
57.03.10	Periderm -Field Supervision visit of PC	-	-	-	0%	
57.03.11	Periderm -Field Intervention Coordinator Dhaka visit	-	-	-	0%	
57.03.12	Periderm -Public Event on RTI awareness	-	-	-	0%	
57.03.13	Periderm-Field visit of ED	-	-	-	0%	
57.03.14	Periderm-Orientation for Teachers on RTIA	-	-	-	0%	
57.04	Local Conveyance					
57.04.01	Local Conveyance for MRDI Dhaka office	9,000	6,335	(2,665)	-30%	
57.04.02	Local Conveyance for field office (Fuel cost for Motor cycle)	3,750	2496	(1,254)	-33%	

HD #	Head of Expenditure	Total Approved Budget (BDT) From 1st Jan'17 To 31st Mar'17	Actual Expenditure From 1st Jan'17 To 31st Mar'17	Variance		Remarks
				Amount in Tk.	%	
	Total of Travel, Lodging & Periderm (HD # 57)	12,750	8,831	(3,919)	-31%	
59.01	Perception survey on Section 7	-	-	-	0%	
59.02.01	National Consultation on Section 7	-	-	-	0%	
59.03.01	Training Content on " RTI Act for Govt. offic	-	-	-	0%	
59.03.02	2-day training for govt.officials focusing RTI Act	-	-	-	0%	
59.03.03	Technical Assistance provided to Ministries	-	-	-	0%	
59.03.04	Training Content for " ToT on RTI "	-	-	-	0%	
59.03.05	ToT on RTI (Govt. official & NGO,s)	-	-	-	0%	
59.04.01	Follow up support to Govt.officials	-	-	-	0%	
59.04.02	Day observation at District & upazila level	-	-	-	0%	
59.04.03	Public Event on RTI awareness	-	-	-	0%	
59.04.03.01	Stage & Decoration	-	-	-	0%	
59.04.03.02	Banner	-	-	-	0%	
59.04.03.03	Leaflet / Sticker	-	-	-	0%	
59.04.03.04	Display Materials	-	-	-	0%	
59.04.03.05	Crest for RTI Champion	-	-	-	0%	
59.04.03.06	Fees for Upazilla level Coordinator	-	-	-	0%	
59.04.03.07	Event	-	-	-	0%	
59.04.03.08	Janak refreshers	-	-	-	0%	
59.04.03.09	Community Mobilization Meeting	24,000	23,031	(969)	-4%	
59.04.03.10	School Programme	24,000	23,264	(736)	-3%	
59.04.03.11	Travel-School program of PC	4,000	1,310	(2,690)	-67%	
59.04.03.12	Lodging -School program of PC	3,600	1,140	(2,460)	-68%	
59.04.03.13	Periderm -School program of PC	3,200	1,120	(2,080)	-65%	

HD #	Head of Expenditure	Total Approved Budget (BDT) From 1st Jan'17 To 31st Mar'17	Actual Expenditure From 1st Jan'17 To 31st Mar'17	Variance		Remarks
				Amount in Tk.	%	
59.04.03.14	Travel-Community Mobilization Meeting of ED with staff	24,000	27,432	3,432	14%	
59.04.03.15	Lodging -Community Mobilization Meeting of ED with staff	7,200	6,840	(360)	-5%	
59.04.03.16	Periderm-Community Mobilization Meeting of ED with staff	7,200	6,720	(480)	-7%	
	Sub total	97,200	90,857	(6,343)	-7%	
59.05	Filing & tracking request under RTI Act	-		-	0%	
59.05.01	Pre-intervention Meeting at Upzilla	-		-	0%	
59.05.02	Inception Meeting at Upzilla and formation of Citizen forum	-		-	0%	
59.05.03	Day-long orientation of Citizen forum members on RTI at District Level	-		-	0%	
59.05.04	Meeting of Citizen forum on RTI					
59.05.04.01	Meeting Communication cost	1,200	1,200	(0)	0%	
59.05.04.02	Tea & Snacks	3,300	1,004	(2,296)	-70%	
	Sub total	4,500	2,203	(2,297)	-51%	
59.05.05	RTI Camp	-	-	-	0%	
59.05.06	Follow on Camp	-	-	-	0%	
59.06.01	Training Content for designated officers of five ministry & divisions	-	-	-	0%	
59.06.02	Training for designated officers of five ministries & departments	-	-	-	0%	
59.07	Project Presentation Meeting with Govt Officials & Journalists	-	-	-	0%	
59.08	RTI Orientation for Secondary school Teachers	-	-	-	0%	
59.09	Cultural groups formation	-	-	-	0%	

HD #	Head of Expenditure	Total Approved Budget (BDT) From 1st Jan'17 To 31st Mar'17	Actual Expenditure From 1st Jan'17 To 31st Mar'17	Variance		Remarks
				Amount in Tk.	%	
59.10	View exchange Meeting & IDP handover to Cabinet division	-	-	-	0%	
59.11	Orientation for UNOs and its designated officers on RTI	-	-	-	0%	
59.12	Debate Festival on RTI	-	-	-	0%	
	Total of Training, Meeting & Material for Beneficiaries (HD # 59)	101,700	93,060	(8,640)	-8%	
60	Evaluation, Survey, Assessment	-	-	-	0%	
	Total Program Cost (before Overhead & Contingency)	711,845	692,238	(19,607)	-3%	
	Total Admin & Program Cost (before Overhead & Contingency)	781,351	763,406	(17,945)	-2%	
61.00	Overhead & Contingency	-	-	-	0%	
61.01	Overhead	-	-	-	0%	
61.02	Contingencies	-	-	-	0%	
	Total of Overhead & Contingency (HD # 61)	-	-	-	0%	
	Total Program Cost (including Overhead & Contingency)	711,845	692,238	(19,607)	-3%	
	GRAND TOTAL COST	781,351	763,406	(17,945)	-2%	

