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**Independent Auditor's Report on the Financial Statements of
Project Name: Improving Qualitative Journalism in Bangladesh-Phase II
Implemented by: Management and Resources Development Initiative
(MRDI)**

**Funded by: Fojo Media Institute, Linnaeus, Sweden
For the period from September 01, 2020 to August 31, 2021**

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

October 17, 2021

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FIRST PART

**Auditor's Report and
Audited Financial Statements**

Independent Auditor's Report
To the Board of Directors of
Management and Resources Development Initiative (MRDI)
Report on the Audit of the Financial Statements

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Opinion

We have audited the Financial statements of **Improving Qualitative Journalism in Bangladesh-Phase II** project implemented by Management and Resources Development Initiative (MRDI); funded by Fojo Media Institute, Linnaeus University, Sweden. which comprise the balance sheet as at **August 31, 2021**, the Statement of Income and Expenditure and Statement of Receipts and Payments for the year then ended and notes to the financial statements including a summary of significant accounting policies.

In our opinion, the accompanying financial statements give true and fair view of the financial position of the project as at August 31, 2021, and of its financial performance and its Receipts & Payments for the year then ended in accordance with International Financial and Reporting Standards (IFRSs).

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with the IESBA Code and the Institute of Chartered Accountants of Bangladesh (ICAB) Bye Laws. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Management is responsible for the preparation of the financial statements that give a true and fair view in accordance with International Financial and Reporting Standards (IFRSs) and other applicable laws and regulations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.



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- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Muhammad Farooq FCA, Managing Partner, Enrolment No. 0521
Howladar Yunus & Co., Chartered Accountants
Firm Registration No.: N/A

Dated, Dhaka: 17 October 2021

DVC No.: N/A

Project Name: Improving Qualitative Journalism in Bangladesh Phase -II
Implemented by: Management and Resources Development Initiative (MRDI)
In partnership with: Fojo Media Institute, Linnaeus University, Sweden

Balance Sheet
As at 31 August 2021

	Notes	As at 31 August 2021 BDT	As at 31 August 2020 BDT
Assets			
Fixed Asset	Annex-C	2,438,612	1,470,507
Cash and cash equivalents	3	9,261,185	7,356,496
		<u>11,699,797</u>	<u>8,827,003</u>
Fund and Liabilities			
Unutilized donor fund	4	6,906,361	6,537,983
Reserve fund-bank interest	5	362,246	326,894
Provision for expenses	6	1,992,578	491,619
Fixed Asset fund	Annex-C	2,438,612	1,470,507
		<u>11,699,797</u>	<u>8,827,003</u>

The accompanying notes (1-53) form an integral part of these financial statements.


Manager-Finance


Executive Director

As per our annexed report of same date



Muhammad Farooq FCA
Managing Partner, Enrolment No. 0521
Howladar Yunus & Co., Chartered Accountants
Firm Registration No.: N/A

Dated, Dhaka: 17 October 2021
DVC No.: N/A

Project Name: Improving Qualitative Journalism in Bangladesh Phase-II
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with: Fojo Media Institute, Linnaeus University, Sweden
 Statement of Income and Expenditure
 For the year ended 31 August 2021

	Notes	For the year ended	
		31 August 2021	31 August 2020
		BDT	BDT
Income			
Grant income	7	31,289,996	21,888,373
		31,289,996	21,888,373
Expenditure			
Human Resources			
Salaries	9	13,382,772	9,751,714
Festival Allowances	10	1,501,326	1,022,638
MRDI-Overhead	11	4,465,606	3,232,305
Travel & Accommodation	12	225,467	330,554
Investigative Journalism Partnership (IJP)			
IJP Partnership	13	161,208	1,434,209
Training on Investigative Journalism	14	493,997	629,831
Followup Training of Investigative Journalism	15	44,109	-
Investigative Journalism Helpdesk	16	296,000	22,457
Translation of IJ-Handbook	17	790,349	515,000
Media Monitoring	18	323,400	323,400
Advance Training on Fact Checking	19	-	551,416
Interaction Meeting with Academics in Journalism	20	60,378	-
Gatekeeper Engagement Meeting	21	120,544	-
Mentorship Programme			
Mentorship Conclave	22	906,762	847,186
Mentorship Followup	23	69,756	-
Mentorship Support	24	787,375	346,565
Certificate Giving Ceremony of Mentorship Program	25	25,195	4,500
Safety and Security Program & Training			
Safety & Security Training for Journalist- In Dhaka	26	-	494,990
Safety & Security Training for Journalist (Outside)	27	-	178,240
Gatekeeper Engagement Meeting	28	-	113,827
Safety & Security Guideline Publication & Distribution	29	150,301	148,000
Safety & Security Workshop for Female Reporters	30	-	156,112
Sector wide			
Capacity Building for Journalists Association	31	563,455	-
Supporting Broadcast Journalism Conference	32	-	13,740
Viability Study of Independent Media	33	139,974	300,000
Webinar Series of Covid-19	34	201,600	105,063
International Training Program (ITP)	35	393,629	-
ITP-Country Meeting Cost		9,319	-
ITP Workshop for Change Initiative Finalization	36	254,201	-
Feasibility Study on Journalism Training Institute	37	400,000	-
Gender Survey & Guideline Development Cost			
Indicator Setting Meeting of Gender Survey	38	55,252	-
Media Content Monitoring	39	482,233	-
Equipment for Media Monitoring	40	17,311	-
Mapping Study-Gender Equity in Media Regulation	41	350,000	-

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	Notes	For the year ended	
		31 August 2021	31 August 2020
		BDT	BDT
Media Innovation Hub			
Online Training Courses	42	1,379,360	368,627
Website Development	43	264,000	168,050
Training of Trainers of PIB	44	148,625	276,948
Internal Activities			
Anti-Corruption Workshop	45	-	15,000
M&E Training for MRDI	46	-	15,298
Organization Review for MRDI	47	650,000	17,500
Workshop on MRDI Strategy	48	525,572	-
End-Line Evaluation	49	500,000	-
Facility Service for Fojo Staffs	50	420,000	210,000
Audit Fees	51	200,000	165,000
Financial services	52	15,930	8,609
Contingency	53	515,000	121,594
		31,289,996	21,888,373

The accompanying notes (1-53) form an integral part of these financial statements.


Manager-Finance


Executive Director

As per our annexed report of same date



Muhammad Farooq FCA
Managing Partner, Enrolment No. 0521
Howladar Yunus & Co., Chartered Accountants
Firm Registration No.: N/A

Dated, Dhaka: 17 October 2021
DVC No.: N/A

Project Name: Improving Qualitative Journalism in Bangladesh Phase -II
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with: Fojo Media Institute, Linnaeus University, Sweden
 Statement of Receipts and Payments
 For the year ended 31 August 2021

	Notes	For the year ended	
		31 August 2021 BDT	31 August 2020 BDT
Opening balance		7,356,496	3,657,503
Cash at bank		7,356,496	3,657,503
Receipts			
Foreign Grant	4.1	31,805,989	27,772,077
Amount received from MRDI mother account against last year's excess fund		811,083	
Bank interest	8.0	35,352	73,826
Total receipts		40,008,920	31,503,406
Payments			
Human Resources			
Salaries	9	13,382,772	9,736,858
Festival Allowances	10	1,501,326	1,015,210
MRDI-Overhead	11	4,456,778	3,225,620
Investigative Journalism Partnership (IJP)			
Travel & accommodation	12	225,467	330,554
IJP Partnership	13	161,208	1,434,209
Training on Investigative Journalism	14	493,997	629,831
Followup Training of Investigative Journalism	15	44,109	-
Investigative Journalism Helpdesk	16	246,000	22,457
Translation of IJ-Handbook	17	790,349	382,500
Media Monitoring	18	323,400	323,400
Advance Training on Fact Checking	19	-	551,416
Interaction Meeting with Academics in Journalism	20	60,378	-
Gatekeeper Engagement Meeting	21	120,544	-
Mentorship Programme			
Mentorship Conclave	22	906,762	847,186
Mentorship Followup	23	69,756	-
Mentorship Support	24	207,375	346,565
Certificate Giving Ceremony of Mentorship Program	25	25,195	4,500
Safety and Security Program & Training			
Safety & Security Training for Journalist- in Dhaka	26	-	494,990
Safety & Security Training for Journalist (Outside)	27	-	178,240
Gatekeeper Engagement Meeting	28	-	113,827
Safety & Security Guideline Publication & Distribution	29	150,301	148,000
Safety & Security Workshop for Female Reporters	30	-	156,112
Sector wide			
Capacity Building for Journalists Association	31	563,455	-
Supporting Broadcast Journalism Conference	32	-	13,740
Viability Study of Independent Media	33	139,974	150,000
Webinar Series of Covid-19	34	201,600	89,913
International Training Program (ITP)	35	393,629	-
ITP-Country Meeting Cost		9,319	-
ITP Workshop for Change Initiative Finalization	36	254,201	-
Feasibility Study on Journalism Training Institute	37	120,000	-

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	Notes	For the year ended	
		31 August 2021 BDT	31 August 2020 BDT
Gender Survey & Guideline Development Cost			
Indicator Setting Meeting of Gender Survey	38	55,252	-
Media Content Monitoring	39	320,983	-
Equipment for Media Monitoring	40	17,311	-
Mopping Study-Gender Equality in Media Regulation	41	200,000	-
Media Innovation Hub			
Online Training Courses	42	1,379,350	368,627
Website Development	43	264,000	168,050
Training of Trainers of PIB	44	148,625	276,948
Internal Activities			
Anti-Corruption Workshop	45	-	15,000
MGE Training for MRDI	46	-	15,298
Organization Review for MRDI	47	162,500	17,500
Workshop on MRDI Strategy	48	525,572	-
End-Line Evaluation	49	500,000	-
Facility Service for Fojo Staffs	50	420,000	210,000
Audit Fees	51	-	-
Financial services	52	15,930	8,609
Contingency	53	440,000	121,594
Program equipment purchase during the year	Annex-C	968,106	1,470,507
Excess Grant deposited to mother account	4	-	811,083
Provision for Expenses	6	482,211	468,566
Total payments		30,747,735	24,146,910
Closing balances	3.1	9,261,185	7,356,496
Cash at bank		9,261,185	7,356,496
		40,008,920	31,503,406

The accompanying notes (1-53) form an integral part of these financial statements.


Manager-Finance


Executive Director

Project Name: Improving Qualitative Journalism in Bangladesh Phase -II
Implemented by: Management and Resources Development Initiative (MRDI)
In partnership with: Fojo Media Institute, Linnaeus University, Sweden
Notes to the Financial Statements
For the year ended 31 August 2021

1.0 About the organization and project

1.1 About the organization

Management and Resources Development Initiative (MRDI) is a multi-disciplinary, 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 the private domains.

Management and Resources Development Initiative (MRDI) is registered with the Registrar of Joint Stock Companies and Firms, Government of the People's Republic of Bangladesh under the Section 28 of the Company Act 1994 having Incorporation Number is C-544(57)/2003 dated 13 May 2003 as a company limited by guarantee and also registered with the NGO Affairs Bureau having registration number 1962 dated 21 September 2004 under the Foreign Donations Regulation Ordinance 1978 which was renewed on 24 July 2019 for a period of ten years up to 20 September 2029.

The objective of the organization is to endeavor for developing the standards of media, skills and ethics of media professions, physical and mental health and well-being of the people and empowerment of women, adolescents, children, minoring and other marginalized sections of the population.

1.2 About the project

Improving Qualitative Journalism in Bangladesh-Phase II is a twenty seven month project starting from 01 September 2019 to 30 November 2021. The project is funded by the Fojo Media Institute, Linnaeus University, Sweden. The project initially started with a target of improving Media in Bangladesh contributes to strengthened democracy and gender equality, greater respect for human rights and freedom from oppression.

1.3 Objectives of the project

A. Overall objective:

i. Improving Qualitative Journalism in Bangladesh-Phase II aims to improve Media in Bangladesh contribute to strengthened democracy and gender equality, greater respect for human rights and freedom from oppression. The project facilitates implementation of Management and Resources Development Initiative (MRDI) in Dhaka.

ii. Enhancement of journalists as media manager and trainer.



B. Program Activities:

- i. Investigative Journalism Partnership (IJP).
- ii. Training on Investigative Journalism
- iii. Followup Training of Investigative Journalism
- iv. Investigative Journalism Helpdesk
- iv. Translation of IJ-Handbook
- v. Media Monitoring
- vii. Interaction Meeting with Academics in Journalism
- viii. Gatekeeper Engagement Meeting
- ix. Mentorship Programme
- x. Safety & Security Guideline Publication & Distribution
- xi. Capacity building for journalists association
- xii. Viability Study of Independent Media
- xiii. Webinar Series of Covid-19
- xiv. Workshop for Change Initiative Finalization
- xv. Feasibility Study on Journalism Training Institute
- xvi. Indicator Setting Meeting of gender Survey
- xvii. Mapping study - Gender equality in media regulation
- xviii. Online Training Courses
- xix. Website Development
- xx. Training of Trainers of PIB
- xxi. Anti-Corruption Workshop
- xxii. M&E Training for MRDI
- xxiii. Organization Review for MRDI
- xix. Workshop on MRDI Strategy

1.4 Project period

Total duration of the project is for twenty seven months covering from 01 September 2019 to 30 November 2021.

2 Summary of significant accounting policies

2.1 Basis of accounting

The financial statements have been prepared using accrual basis of accounting except statement of receipts and payments. Most of the IFRS are not applicable for the NGO in preparation of financial statements. ISA 20 have been followed fully while IAS 1 and IAS 16 have been partly followed.

2.2 Accounting for grants

International Accounting Standard (IAS) 20 "Accounting for Government Grants and Disclosure of Government Assistance" has been followed during the year under audit for recognition of grant income. Grant amount used to acquire Fixed Asset has been shown as "Fixed Asset Fund".

As per IAS 20, grants received are initially recorded as liability. Grant amount used for project expenses has been recognized as income to the extent of expenses incurred.

2.3 Allocation of common cost

As per decision of the board & practice of the organization, staff salaries and common cost like utilities, printing and stationeries are allocated based on number of exiting projects implemented by the organization.

2.4 Cash and Cash Equivalentents

Cash and Cash Equivalentents for the purpose of the receipts and payments comprises of cash and bank balance. Cash and bank balance includes donations received through donor grants which are available for the use of organization without restrictions.

2.5 Fixed Asset fund

Program equipment purchahsed for the use of project employee and beneficiaries which purchased as per budget line and is shown in Annexure C

2.6 Reporting period

The financial statements of the project cover 12 months starting from 01 September 2020 to 31 August 2021.

2.7 General

Amount rounded off in nearest BDT.

Previous Year's figures and account titles in the financial statements have been reaarenged and reclassified, wherever necessary for the purpose of comparison.

	Notes	31 August 2021	31 August 2020
		BDT	BDT
3 Cash and cash equivalents			
Cash at bank	3.1	9,261,185	7,356,496
		<u>9,261,185</u>	<u>7,356,496</u>
3.1 Cash at bank			
Prime Bank Ltd. Asad Gate Branch, Dhaka, A/C # 2138314003939		9,261,185	7,356,496
		<u>9,261,185</u>	<u>7,356,496</u>
4 Unutilized donor fund			
Opening balance		6,537,983	2,935,869
Add: Non-disbursement of donor fund against previous year's provision		9,408	-
Adjusted Opening Balance		<u>6,547,391</u>	<u>2,935,869</u>
Add: Foreign donation received during the period	4.1	32,617,072	27,772,077
Less: Grant income recognised	7	(31,289,996)	(21,888,373)
Less: Excess grant deposit back to MRDI mother account		-	(811,083)
Less: Program equipment purchase during the year		(968,106)	(1,470,507)
Add (Less): Foreign exchange gain/loss		-	-
Closing Balance		<u>6,906,361</u>	<u>6,537,983</u>

The opening balance of unutilized fund comes from unspent amount of Phase-1 of same project. Approval has been taken from NGOAB in this respect.

Management and Resources Development Initiative (MRDI) has received fund for the implementation of Improving Qualitative Journalism in Bangladesh Phase -II project more than the approved budget vide letter no. 03.07.2666.665.68.102.19-785, dated- 27 July 2020. When the management has identified the issues then they informed the same to the donor by email on 23 August 2020 and NGOAB vide Letter No. MRDI/2020-2021/123, dated- 23 August 2020 and transfer the additional amount of Taka 811,083. Now, this amount is returned back to project account for utilization purpose of this project. Moreover, there was an excess provision in previous year of Taka 9,408 which is reversed back and adjusted with opening balance of unutilized donor fund.

4.1 Foreign Grant

Date of receipts	Installment	Amount USD	Exchange rate	2021	2020
				USD to BDT	BDT
25-Jan-21	1st Installment	34,039.00	83.95	2,857,574	7,833,905
11-Mar-21	2nd Installment	153,733.00	83.95	12,905,944	9,203,717
7-Jul-21	3rd Installment	191,095.54	83.95	16,042,471	10,734,455
Sub-total				31,805,989	27,772,077
Add: Amount received from MRDI mother account against last year's excess fund				811,083	-
Total				32,617,072	27,772,077

5 Reserve fund-bank interest

Opening balance	326,894	253,068
Add: Interest received during the period	39,280	82,028
Less: TDS on bank interest	(3,928)	(8,202)
Add (Less): Foreign exchange gain/loss	-	-
Closing Balance	<u>362,246</u>	<u>326,894</u>

	Notes	31 August 2021	31 August 2020
		BDT	BDT
6 Provision for expenses			
Opening Balance		491,619	468,566
Add: Addition during the year		1,992,578	491,619
		<u>2,484,197</u>	<u>960,185</u>
Less: Paid during the year		482,211	468,566
Less: Adjustment with unutilized donor fund due to Non-disbursement of previous year liabilities		9,408	-
Add (Less): Foreign exchange gain/loss		-	-
Closing Balance		<u>1,992,578</u>	<u>491,619</u>

The above balance made up as follows:

6.1 Provision for expenses			
Data Help Desk Support Cost: Muhammad Saurav Rahman		50,000	-
Organizational Review for MRDI: Honorarium for Expert: Mujahidul Haque		262,500	-
Contingency- Honorarium for Graphic Designer : Md.Golam Mostafa		75,000	-
Media Content Monitoring- Data Entry Operator : Mohammad Jamal		131,250	-
MRDI Communication Strategy-Shakil Md. Faisal		225,000	-
Local Facilitator for Feasibility Study-Tanim Ahmed		280,000	-
Honorarium for mentor			-
Aminur Rashid	100,000		-
Zahid Newaz Khan	100,000		-
Md. Abu Bakar Siddique	100,000	300,000	-
Expenses for Mentees			
Md. Abu Khalid	20,000	-	-
Md. Shohel Mamun	20,000	-	-
Nadia Sharmeen	20,000	-	-
Jesmin Akter	20,000	-	-
Salauddin Ahmed	20,000	-	-
Mursalin Haque Zonaid	20,000	-	-
Md. Adnane Khan	20,000	-	-
Md. Kamruzzaman	20,000	-	-
Fakhrul Islam Harun	20,000	-	-
Md. Sharful Alam	20,000	-	-
Md. Tumjid Hasan Turag	20,000	-	-
Sayeed Arman	20,000	-	-
Muhammad Mukimul Ahsan	20,000	-	-
Omar Faroque	20,000	280,000	-
Mapping study - Gender equality in media regulation-Honorarium for Expert		150,000	-
Media Content Monitoring-TV,Media & Archive Charge: Ferdousi Ahmed		30,000	-
Audit Fees : Howlader Yunus & Co.		200,000	-
DTP design, editing & printing : Transparent		-	132,500
Salary : Executive Director : MRDI		-	14,856
Festival allowance : Executive Director : MRDI		-	7,428
MRDI Overhead : MRDI		8,828	6,685
Online Platform : Hasibur Rahman		-	15,150
Viability Study of Independent Media : Tanim Ahmed		-	150,000
Audit Fees : Howlader Yunus & Co.		-	165,000
		<u>1,992,578</u>	<u>491,619</u>

	Notes	31 August 2021	31 August 2020
		BDT	BDT
7 Grant income			
Grant income		31,289,996	21,888,373
Total		31,289,996	21,888,373
Amount equivalent to total expenditure incurred for the period has been recognized as grant income for the period according to International Accounting Standard (IAS)-20.			
8 Bank Interest			
Interest received during the period		39,280	82,028
Less: TDS on bank interest		(3,928)	(8,202)
Total		35,352	73,826
9 Salaries			
Executive Director		2,265,667	1,119,628
Manager		1,772,600	2,116,800
Manager Implementation		1,708,560	1,628,640
Head of IJ Help Desk		1,771,200	1,690,400
Project Coordinator		906,780	826,000
Logistic Coordinator		376,774	331,368
Finance Controller		374,868	310,986
Finance Manager		984,600	853,200
Sub-Editor		706,200	641,667
RTI Help Desk Officer		248,325	233,025
IT Officer		508,125	-
Principal Investigator		1,048,750	-
Coordinator Gender Study		300,000	-
Media Monitoring Officer (TV & Newspaper)		410,323	-
As per Statement of Income and Expenditure		13,382,772	9,751,714
Less: Provision made during the period		-	14,856
As per Statement of Receipts and Payments		13,382,772	9,736,858



	31 August 2021	31 August 2020
	BDT	BDT
10 Festival Allowances		
Executive Director	472,849	219,646
Manager	159,499	198,000
Manager Implementation	158,200	151,200
Head of IJ Help Desk	164,000	157,000
Project Coordinator	75,566	70,550
Logistic Coordinator	35,568	33,637
Finance Controller	34,710	33,855
Finance Manager	99,000	80,000
Sub-Editor	58,850	55,000
RTI Help Desk Officer	23,250	23,750
IT Officer	47,750	-
Principal Investigator	102,084	-
Coordinator Gender Study	29,166	-
Media Monitoring Officer (TV & Newspaper)	40,834	-
As per Statement of Income and Expenditure	1,501,326	1,022,638
Less: Provision made during the period	-	7,428
As per Statement of Receipts and Payments	1,501,326	1,015,210
11 MRDI-Overhead		
MRDI Overhead	4,465,606	3,232,305
As per Statement of Income and Expenditure	4,465,606	3,232,305
Less: Provision made during the period	8,828	6,685
As per Statement of Receipts and Payments	4,456,778	3,225,620
12 Travel & Accommodation		
MRDI staff local travel	103,018	93,389
MRDI-FOJO Project staff local travel	122,449	151,386
Visa related expenses	-	48,025
Local conveyance & communication Cost (in abroad)	-	37,754
Total	225,467	330,554
13 IJP Partnership		
Accommodation for Expert/ MRDI Staff	-	25,090
Consultant	157,500	367,500
Equipmental Rental for Partnership	3,708	41,160
Expert Honorarium-In Dhaka	-	477,795
Expert Honorarium-Outside Dhaka	-	363,750
Meeting Cost	-	21,174
Perdiem for Expert/ Journalist/MRDI Staffs	-	30,000
Transportation Cost for Expert/MRDI Staffs	-	107,740
Total	161,208	1,434,209

	31 August 2021	31 August 2020
	BDT	BDT
14 Training on Investigative Journalism		
Honorarium for Facilitators	225,000	120,000
Honorarium for Translation of Training Documents	-	36,792
Accommodation	-	111,572
Banner	-	1,500
Certificate	20,000	9,500
Connectivity & Incidental Cost	177,957	67,500
Conveyance & Incidental Cost for Participants	-	60,000
Daily Allowance for Prog. Staff	-	3,150
Food for Participants	-	96,587
Information Kit	-	15,879
Stationery	-	1,275
Transportation	-	60,110
Venue	-	37,950
Translation Cost	71,040	-
Miscellaneous Expenses	-	8,016
Total	493,997	629,831
15 Followup Training of Investigative Journalism		
Connectivity & Incidental Cost of Participant	44,109	-
Total	44,109	-
16 Investigative Journalism Helpdesk		
Data Helpdesk Support	250,000	-
Helpdesk Support Cost	46,000	-
Helpdesk Promotional Expenses	-	22,457
As per Statement of Income and Expenditure	296,000	22,457
Less: Provision made during the period (Data Helpdesk Support)	50,000	-
As per Statement of Receipts and Payments	246,000	22,457
17 Translation of IJ-Handbook		
Honorarium for Translator	250,000	250,000
DTP Design, Editing & Printing	328,000	265,000
Reprint of IJ Handbook	175,000	-
Distribution of Hand Book	37,349	-
As per Statement of Income and Expenditure	790,349	515,000
Less: Provision made during the period	-	132,500
As per Statement of Receipts and Payments	790,349	382,500
18 Media Monitoring		
Newspaper & Archieve Charge	29,400	29,400
TV Clip Archieve Charge	294,000	294,000
Total	323,400	323,400

	31 August 2021	31 August 2020
	BDT	BDT
19 Advance Training on Fact Checking		
Accommodation	-	157,871
Banner	-	1,500
Certificate	-	4,500
Conveyance & Incidental Cost for Participants	-	80,000
Daily Allowance for Program Staffs	-	10,350
Food for Participants	-	140,952
Information Kit	-	19,366
Stationery	-	5,128
Transportation	-	65,833
Venue	-	60,720
Miscellaneous Expenses	-	5,196
Total	-	551,416
20 Interaction Meeting with Academics in Journalism		
Time Cost for Participants	60,378	-
Total	60,378	-
21 Gatekeeper Engagement Meeting		
Honorarium for Gatekeeper	75,000	-
Food & Refreshment	13,486	-
Information Kit	32,058	-
Total	120,544	-
22 Mentorship Conclave		
Honorarium for Facilitators	156,250	80,000
Honorarium for Resource Person	52,500	52,500
Accommodation	163,184	196,580
Banner	1,500	1,500
Conveyance & Incidental Cost	84,000	110,000
Coonectivity & Incidental Cost	73,945	-
Daily Allowance for Prog. Staff	8,100	10,800
Daily Subsistance Allowance	-	14,000
Food for Participants	154,047	198,931
Information Kit	30,723	20,217
Stationery	5,335	4,590
Transportation	-	68,801
Travel for Participants	99,994	6,000
Venue	45,540	76,507
Translation	13,866	-
Meeting Cost of Mentees	7,778	-
Miscellaneous Expenses	10,000	6,760
Total	906,762	847,186

	31 August 2021	31 August 2020
	BDT	BDT
23 Mentorship Followup		
Honorarium for Resource Person	15,000	-
Connectivity & Incidental Cost	54,756	-
Total	69,756	-
24 Mentorship Support		
Expenses for Mentees	487,375	146,565
Honorarium for Mentor	300,000	200,000
As per Statement of Income and Expenditure	787,375	346,565
Less: Provision made during the period	580,000	-
As per Statement of Receipts and Payments	207,375	346,565
25 Certificate Giving Ceromony of Mentorship		
Certificate	10,000	4,500
Food for Participants	15,195	-
Total	25,195	4,500
26 Safety & Security Training for Journalist- in Dhaka		
Accomodation	-	133,584
Banner	-	1,500
Certificate	-	4,500
Conveyance & Incidental Cost	-	82,000
Daily Allowance for Prog. Staff	-	8,100
Food for Participants	-	126,900
Information Kit	-	25,414
Stationery	-	3,386
Transportation	-	54,626
Venue	-	45,540
Miscellaneous Expenses	-	9,440
Total	-	494,990
27 Safety & Security Training for Journalist (Outside)		
Honorarium for Local Coordinator	-	30,000
Honorarium for Resource Person	-	10,000
Certificate for Participants	-	10,000
Connectivity & Incedental Cost	-	122,040
Convey & Comm.Local Coordinator	-	6,200
Total	-	178,240

	31 August 2021	31 August 2020
	BDT	BDT
28 Gatekeeper Engagement Meeting		
Honorarium for Gatekeeper	-	65,000
Banner	-	1,200
Daily Subsistence Allowances	-	3,500
Food & Refreshment	-	15,518
Information Kit	-	20,609
Travel Allowances	-	8,000
Total	-	113,827
29 Safety & Security Guideline Publication & Distribution		
Safety & Security Guideline Publication	135,000	148,000
Distribution Cost	15,301	-
Total	150,301	148,000
30 Safety & Security Workshop for Female Reporters		
Banner	-	1,800
Conveyance & Incidental Cost for Participant	-	32,000
Fees for Facilitator	-	25,000
Food & Refreshment	-	26,450
Information Kit	-	24,862
Venue	-	46,000
Total	-	156,112
31 Capacity Building for Journalists Association		
Law Reporters Forum (LRF)	350,000	-
Women Journalists Network Bangladesh (WJNB)	213,455	-
Total	563,455	-
32 Supporting Broadcast Journalism Conference		
Information Kit	-	1,740
Projector & Sound	-	12,000
Total	-	13,740
33 Viability Study of Independent Media		
DTP Design & Printing Cost	133,100	-
Distribution Cost	6,874	-
Local Facilitator for Viability Study	-	300,000
As per Statement of Income and Expenditure	139,974	300,000
Less: Provision made during the period	-	150,000
As per Statement of Receipts and Payments	139,974	150,000

	31 August 2021	31 August 2020
	BDT	BDT
34 Webinar Series of Covid-19		
Online Platform	161,954	81,779
Equipment & Accessories [Expenses]	39,646	23,284
As per Statement of Income and Expenditure	201,600	105,063
Less: Provision made during the period	-	15,150
As per Statement of Receipts and Payments	201,600	89,913
35 International Training Program (ITP)		
ITP-Coordinator	393,629	-
Total	393,629	-
36 Workshop for Change Initiative Finalization		
Honorarium for Local Facilitator	50,000	-
Accommodation	51,611	-
Food for Participants	84,282	-
Information Kit	3,029	-
Stationery & Supplies	884	-
Transportation Cost	27,710	-
Venue	36,685	-
Total	254,201	-
37 Feasibility Study on Journalism Training Institute		
Local Facilitator for Feasibility Study	400,000	-
As per Statement of Income and Expenditure	400,000	-
Less: Provision made during the period	280,000	-
As per Statement of Receipts and Payments	120,000	-
38 Indicator Setting Meeting of Gender Survey		
Time Cost for Expert	55,252	-
Total	55,252	-
39 Media Content Monitoring		
Data Entry Operator	175,000	-
Newspaper Subscription	67,233	-
TV,Media & Archive Charge	240,000	-
As per Statement of Income and Expenditure	482,233	-
Less: Provision made during the period (Data Entry Operator & TV,Media & Archive Charge)	161,250	-
As per Statement of Receipts and Payments	320,983	-
40 Equipment for Media Monitoring		
Laptop & Rel. Accessories[Expenses]	17,311	-
Total	17,311	-

	31 August 2021	31 August 2020
	BDT	BDT
41 Mapping Study-Gender Equity in Media Regulation		
Honorarium for Expert	350,000	-
Total	350,000	-
Less: Provision made during the period	150,000	-
As per Statement of Receipts and Payments	200,000	-
42 Online Training Courses		
Online Training Courses[Expenses]	1,379,350	368,627
Total	1,379,350	368,627
43 Website Development		
Website Content Development Editing	264,000	168,050
Total	264,000	168,050
44 Training of Trainers of PIB		
Honorarium for Lead Trainer	75,000	75,000
Banner & Certificate	5,180	6,000
Connectivity & Incidental Cost	68,445	-
Honorarium for Resource Person	-	15,000
Incidental Local Travel for Dhaka Trainers	-	78,000
Information Kit	-	21,633
Refreshment	-	49,815
Travel, Accomodation & Perdiem for Outside Dhaka	-	31,500
Total	148,625	276,948
45 Anti-Corruption Workshop		
Honorarium for Resource Person	-	15,000
Total	-	15,000
46 M&E Training for MRDI		
Food & Refreshment	-	14,537
Information Kit	-	761
Total	-	15,298
47 Organization Review for MRDI		
Developing MRDI Communication Strategy	300,000	-
Honorarium for Expert	350,000	-
Honorarium for Facilitator/Interpreter	-	17,500
As per Statement of Income and Expenditure	650,000	17,500
Less: Provision made during the period	487,500	-
As per Statement of Receipts and Payments	162,500	17,500

	31 August 2021 BDT	31 August 2020 BDT
48 Workshop on MRDI Strategy		
Honorarium for Facilitator	75,000	-
Accommodation	128,269	-
Food for Participant	160,751	-
Miscellaneous Expenses	15,230	-
Transportation	70,422	-
Venue	75,900	-
Total	525,572	-
49 End-Line Evaluation		
Local Expert	500,000	-
Total	500,000	-
50 Facility Service for Fojo Staffs		
Facility Service for Fojo Staffs	420,000	210,000
Total	420,000	210,000
51 Audit Fees		
Audit fees	200,000	165,000
As per Statement of Income and Expenditure	200,000	165,000
Less: Provision made during the year	(200,000)	(165,000)
As per Statement of Receipts and Payments	-	-
52 Financial services		
Bank Charges	15,930	8,609
Total	15,930	8,609
53 Contingency		
Contingency	758,373	121,594
Less: Programme equipment purchase [LED TV]	243,373	-
As per Statement of Income and Expenditure	515,000	121,594
Less: Provision made during the year	75,000	-
As per Statement of Receipts and Payments	440,000	121,594

LED TV amount of BDT 243,373 purchase from the project fund for conference room setup from contingency budget head upon the approval from donor (approval dated 05-06-21). But as per nature of expenditure we showed the LED TV amount of BDT 243,373 in fixed assets schedule under Annexure C


Manager-Finance


Executive Director

Project Name: Improving Qualitative Journalism in Bangladesh-Phase II
 Implemented by: Management and Resources Development Initiative (MRDI)
 Schedule of Fixed Assets
 As at 31 August 2021

Sl. No.	Particulars	2021				2020			
		Cost				Cost			
		Opening Balance	During the year		Closing Balance	Opening Balance	During the year		Closing Balance
			Addition	Adjustment			Addition	Adjustment	
BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT		
1	Computer & Peripherals Equipment for IJ Helpdesk								
	Equipment for Training Session	-	-	-	-	-	-	-	
	Laptop	305,567	-	-	305,567	-	-	305,567	
	Sub-total	305,567	-	-	305,567	-	-	305,567	
2	Vedio Conference Equipment								
	CC Camera	23,871	-	-	23,871	-	-	23,871	
	Sony TV	141,966	-	-	141,966	-	-	141,966	
	Web Camera	120,450	-	-	120,450	-	-	120,450	
	UPS	5,147	-	-	5,147	-	-	5,147	
	Laptop ASUS	64,604	-	-	64,604	-	-	64,604	
	Keyboard	2,409	-	-	2,409	-	-	2,409	
	Wood Box for CC Camera & Cable	26,972	-	-	26,972	-	-	26,972	
	Sub-total	385,419	-	-	385,419	-	-	385,419	
3	Webinar Series of Covid-19								
	Web cam	22,788	-	-	22,788	-	-	22,788	
	UPS	22,992	5,746	-	28,738	-	-	22,992	
	Mobile	5,739	-	-	5,739	-	-	5,739	
	UPS	-	-	-	-	-	-	-	
	Sub-total	51,519	5,746	-	57,265	-	-	51,519	
4	Conference Room setup								
	Airconditioner	-	300,340	-	300,340	-	-	-	
	LED TV	-	243,373	-	243,373	-	-	-	
	Conference Setup	-	207,503	-	207,503	-	-	-	
	Sofa	-	17,782	-	17,782	-	-	-	
	Sub-total	-	768,998	-	768,998	-	-	-	
			525,625						



Sl. No.	Particulars	Cost				Cost			
		Opening Balance	During the year		Closing Balance	Opening Balance	During the year		Closing Balance
			Addition	Adjustment			Addition	Adjustment	
BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	
5	Equipment for Media Monitoring-Laptop & Rel.Access				-				-
	Laptop & related Accessories	-	114,741	-	114,741	-	-	-	-
	Sub-total	-	114,741	-	114,741	-	-	-	-
6	Online Traing Courses				-				-
	Desktop video editing panel	235,097	-	-	235,097	-	235,097	-	235,097
	Speaker	18,615	-	-	18,615	-	18,615	-	18,615
	Air cooler	71,153	-	-	71,153	-	71,153	-	71,153
	IPS	386,362	-	-	386,362	-	386,362	-	386,362
	Dehumidifier	16,775	-	-	16,775	-	16,775	-	16,775
	Door Access Control	-	24,600	-	24,600	-	-	-	-
	Online Training Courses-LED Light	-	54,021	-	54,021	-	-	-	-
	Sub-total	728,002	78,621	-	806,623	-	728,002	-	728,002
	Program Equipment Gross Total	1,470,507	968,106	-	2,438,613	-	1,470,507	-	1,470,507

Note: LED TV with an amount of BDT 243,373 has been purchased for conference room setup from contingency budget head upon the approval from Fojo Media Institute. But as per nature of expenditure we showed the LED TV amount of BDT 243,373 in fixed assets schedule.



SECOND PART

**FD-4 Certificate and
Report as per requirement of
NGO Affairs Bureau, GOB**

FD-4 Certificate

Howladar Yunus & Co.
House-14 (Level 4 & 5)
Road-16A, Gulshan-1
Dhaka-1212
Bangladesh
T : +880 2 58815247


We have audited the Financial Statement of "Improving Qualitative Journalism in Bangladesh-Phase II", project of Management and Resources Development Initiative (MRDI) located at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 (NGO Bureau registration # 1962, dated 21 September 2004, and renewed on 24 July 2019) under the Foreign Donations Regulation Act 2016 for the year from September 01, 2020 to August 31, 2021 and examined all relevant books and vouchers and certify that according to the audited financial statements:

- (1) The brought forward Foreign Donations at the beginning of the period September 01, 2020 (Adjusted) was BDT 6,547,391.
- (2) The Foreign Donations amounting to BDT 32,617,072 were received by the organisation during the year from September 01, 2020 to August 31, 2021.
- (3) The Balance of unutilized Foreign Donations by the organisation was BDT 69,06,361. Foreign Donations amounting to BDT 32,258,102 have been utilized for the purposes as shown under "Annexure-A/1"
- (4) Name of the Project: "Improving Qualitative Journalism in Bangladesh-Phase II."

Head of Expenditure Differences	Amount as per Approved budget (BDT)	Amount actually spent (BDT)	Differences (BDT)
As per Annexure - A/1.	42,995,312	32,258,102	10,737,210

(For budget variance, reason for variance, please refer Annexure-A/1 and for foreign donation reconciliation, please refer notes to FD-4)

- (5) Certified that the organization has maintained the accounts of Foreign Donations and records relating thereto in the manner specified as in section 12 of the Foreign Donations (Voluntary Activities) Regulations Act, 2016 read with rule 9 and 12 to the said Act.
- (6) The information furnished above is correct and checked by us.



Muhammad Farooq FCA, Managing Partner, Enrolment No. 0521
Howladar Yunus & Co., Chartered Accountants
Firm Registration No.: N/A

Dated, Dhaka: 17 October 2021

Project Name: Improving Qualitative Journalism in Bangladesh-Phase II
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with: Fojo Media Institute, Linnaeus University, Sweden
 Budget Variance
 For the year ended 31 August 2021

Amount in BDT

SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
1.00	Human Resources					
	Salaries (gross salaries including social security charges and other related costs including MRDI Overhead, local staff)					
	Executive Director (30% working time from Sep'20 to Feb'20) & (46% working time from March-Aug'21 including ITP 7% for Sep'20 to June'21 & 6.32% for July to Aug'21)	2,271,430	2,265,667	5,763	0%	
	Executive Director (Festival allowance)	472,849	472,849	-	0%	
	Manager (Full time)	1,772,604	1,772,600	4	0%	
	Manager (Festival allowance)	137,000	159,499	(22,499)	-16%	Payment was made as per actual payable based on calculation.
	Manager Implementation (Full time)	1,708,560	1,708,560	-	0%	
	Manager Implementation (Festival allowance)	158,200	158,200	-	0%	
	Head of IJ Helpdesk (Full time)	1,771,200	1,771,200	-	0%	
	Head of IJ Helpdesk (Festival allowance)	164,000	164,000	-	0%	
	Project Coordinator (Full time)	906,780	906,780	-	0%	

SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
	Project Coordinator (Festival allowance)	75,565	75,566	(1)	0%	
	Logistic Coordinator (10 days per month)	376,774	376,774	-	0%	
	Logistic Coordinator (Festival allowance)	35,568	35,568	-	0%	
	Finance Controller (30 % working time)	377,946	374,868	3,078	1%	
	Finance Controller (Festival allowance)	35,565	34,710	855	2%	
	Finance Manager (Full time)	984,600	984,600	-	0%	
	Finance Manager (Festival allowance)	99,000	99,000	-	0%	
	Sub Editor -GIJN (Full time)	706,200	706,200	-	0%	
	Sub Editor -GIJN (Festival allowance)	58,850	58,850	-	0%	
	IT Officer (Full time)	508,128	508,125	3	0%	
	IT Officer (Festival Allowances)	47,750	47,750	-	0%	
	RTI Helpdesk Officer (50% working time)	248,325	248,325	-	0%	
	RTI Helpdesk Officer (Festival Allowances)	23,250	23,250	-	0%	
	Principle Investigator,(Partial: Average 6 hours per day)	1,050,000	1,048,750	1,250	0%	
	Principle Investigator (Festival Allowances)	120,000	102,084	17,916	15%	Payment was made as per pro-rata
	Coordinator, Gender Study (Full time)	300,000	300,000	-	0%	
	Coordinator, Gender Study (Festival Allowances)	33,500	29,166	4,334	13%	Payment was made as per pro-rata



SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
	Media Monitoring Officer [2 persons] (Full time)	420,000	410,323	9,677	2%	
	Media Monitoring Officer [2 persons] (Festival Allowances)	47,000	40,834	6,166	13%	Payment was made as per pro-rata
	Total Human resources	14,910,644	14,884,098	26,546	0%	
2.00	Travel & Accommodation					
	MRDI staff, local travel	120,000	103,018	16,982	14%	Spent as per actual requirement.
	MRDI-Fojo project Staff local travel (lumpsum days)	202,500	122,449	80,051	40%	Spent as per actual requirement.
	Total Travel & Accommodation	322,500	225,467	97,033	30%	
3.00	Investigative Journalism Partnership (IJP)					
3.01	IJP Partnership					
	Accommodation for expert/journalists/MRDI Staffs	150,000	-	150,000	100%	Due to covid no physical visit was made by any expert this year. So this budget was not utilized under the IJ partnership.
	Per diem for expert/journalists/MRDI Staffs	120,000	-	120,000	100%	Due to covid no physical visit was made by any expert this year. So this budget was not utilized under the IJ partnership.
	Transportation cost for expert/journalist/MRDI staffs (including vehicle rent, fuel, toll, driver allowance, etc)	525,000	-	525,000	100%	Due to covid no physical visit was made by any expert this year. So this budget was not utilized under the IJ partnership.
	Meeting cost (lumpsum)	75,000	-	75,000	100%	Due to covid no physical visit was made by any expert this year. So this budget was not utilized under the IJ partnership.

SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
	Expert honorarium	750,000	-	750,000	100%	No requisition for expert was made by any IJ partner this year. So this budget was not utilized under the IJ partnership.
	Consultant	157,500	157,500	-	0%	
	Equipments rental, Printing & supply, Research, fixer & Data collection for partnership	300,000	3,708	296,292	99%	Spent as per actual requirement.
	Capacity Building on Digital Transformation for IJ Partnership	500,000	-	500,000	100%	Due to covid capacity Building on Digital Transformation program can not start.
	Total IJP Partnership	2,577,500	161,208	2,416,292	94%	
3.02	Training on Investigative Journalism					
	Honorarium for Facilitators (1 person x 3 days) x 3 training	225,000	225,000	-	0%	
	Translation Cost	108,000	71,040	36,960	34%	Budget utilized as per actual requirement.
	Certificate (3 training)	16,500	20,000	(3,500)	-21%	Budget utilized as per actual requirement.
	Connectivity & Incidental Cost for Participants (14+13+12 persons x 3 days) x 3 training	209,250	177,957	31,293	0	Budget utilized as per actual requirement.
	Sub total Training on Investigative Journalism	558,750	493,997	64,753	12%	



SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
3.03	<i>Followup Training of Investigative Journalism</i>					
	Honorarium for Facilitators	50,000	-	50,000	100%	This budget was not utilized as the project team facilitated the online programme.
	Connectivity & Incidental Cost for Participants (15 persons x 1 day) x 2 training	46,500	44,109	2,391	5%	
	Sub total Followup Training of Investigative Journalism	96,500	44,109	52,391	54%	
3.04	<i>Investigative Journalism Helpdesk</i>					
	Help Desk Support Cost	750,000	46,000	704,000	94%	Budget utilized as per actual requirement.
	Data Help Desk Support Cost	350,000	250,000	100,000	29%	Budget utilized as per actual requirement.
	Sub total Investigative Journalism Helpdesk	1,100,000	296,000	804,000	73%	
3.05	<i>Translation of IJ-Handbook</i>					
	Honorarium for Translator	250,000	250,000	-	0%	
	DTP design, editing & printing	300,000	328,000	(28,000)	-9%	Budget utilized as per actual requirement.
	Reprint of IJ Hand book	215,000	175,000	40,000	19%	Budget utilized as per actual requirement.
	Distribution of hand book	55,000	37,349	17,651	32%	Budget utilized as per actual requirement.
	Sub total Translation of IJ-Handbook	820,000	790,349	29,651	4%	

SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
3.06	Media monitoring					
	Newspaper Archieve charges (7 days x 12 month x 10 media)	29,400	29,400	-	0%	
	TV clip archieve charge (7 days X 12 months X 10 TV)	294,000	294,000	-	0%	
	Sub total Media monitoring	323,400	323,400	-	0%	
3.07	Conference Room Setup Cost					
	Furniutre,Fixtures & Equipment	500,000	525,625	(25,625)	-5%	
	Sub Total Conference Room Setup Cost	500,000	525,625	(25,625)	-5%	
3.08	Interaction Meeting with Academics in Journalism					
	Travel for Participants (From Outside Dhaka participants,7 persons x 2 ways)	49,000	-	49,000	100%	The meeting was held through digital/Zoom platform due to covid-19. So this budget was not utilized.
	Daily Subsistence allowance for outside Dhaka participants (7 persons x 2 days)	49,000	-	49,000	100%	
	Time cost for participants	75,000	60,378	14,622	19%	Budget utilized as per actual requirement.
	Food for participants (20 persons x 1 days)	12,500	-	12,500	100%	The meeting was held through digital/Zoom platform due to covid-19. So this budget was not utilized.
	Information kit (Folder, writing pad, pen & information material)	11,250	-	11,250	100%	
	Sub total Interaction Meeting with Academics in Journalism	196,750	60,378	136,372	69%	



SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
3.09	<i>Gatekeeper Engagement Meeting</i>					
	Time cost for participants	75,000	75,000	-	0%	
	Food for participants including project staffs	12,500	13,486	(986)	-8%	Budget utilized as per actual requirement.
	Information kit (Folder, writing pad, pen & information material)	37,500	32,058	5,442	15%	Budget utilized as per actual requirement.
	Sub total Gatekeeper Engagement Meeting	125,000	120,544	4,456	4%	
	Total Investigative Journalism Fund	6,297,900	2,815,610	3,482,290	55%	
4.00	<i>Mentorship Programme</i>					
4.01	<i>Mentorship Conclave</i>					
	Honorarium for Facilitators	200,000	156,250	43,750	22%	Budget utilized as per actual requirement.
	Honorarium for Resource persons	75,000	52,500	22,500	30%	Budget utilized as per actual requirement.
	Transportation for facilitators, resource persons, Program staff, Participants (Vehicle Rent+Fuel+driver allowance +toll)x 1 conclave	96,000	99,994	(3,994)	-4%	Budget utilized as per actual requirement.
	Information kit (Folder, writing pad, pen & information material)	30,000	30,723	(723)	(0)	Budget utilized as per actual requirement.
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	88,000	45,540	42,460	48%	Budget utilized as per actual requirement.



SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	228,800	154,047	74,753	33%	Budget utilized as per actual requirement.
	Accommodation	220,000	163,184	56,816	26%	Budget utilized as per actual requirement.
	Travel for Participants (From Outside Dhaka participants)	6,000		6,000	100%	The all participants attended in training from Dhaka. So, this budget was unspent.
	Daily Subsistence allowance for outside Dhaka participants	14,000	-	14,000	100%	
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka	96,000	84,000	12,000	13%	Budget utilized as per actual requirement.
	Connectivity & Incidental Cost for Participants	74,400	73,945	455	1%	Budget utilized as per actual requirement.
	Banner (1 mentorship)	3,600	1,500	2,100	58%	Budget utilized as per actual requirement.
	Stationery (1 mentorship)	5,000	5,335	(335)	-7%	
	Daily allowance for programme staffs	10,800	8,100	2,700	25%	Budget utilized as per actual requirement.
	Miscellaneous Expenses	10,000	10,000	-	0%	
	Translation Cost	102,000	13,866	88,134	86%	Budget utilized as per actual requirement.
	Meeting Cost of Mentees [Lunch & Snacks]	25,000	7,778	17,222	69%	Budget utilized as per actual requirement.
	Subtotal Mentorship Conclave	1,284,600	906,762	377,838	29%	
4.02	Mentorship Support					
	Honorarium for mentor	400,000	300,000	100,000	25%	The budget is unspent because we used one internal resources as mentor where payment is not necessary.
	Expenses for mentees	500,000	487,375	12,625	3%	
	Sub-Total Mentorship Support	900,000	787,375	112,625	13%	

SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
4.03	<i>Certificate Giving Ceremony of Mentorship Programme</i>					
	Food & Refreshments	30,000	15,195	14,805	49%	Budget utilized as per actual requirement
	Travel for Participants	18,000	-	18,000	100%	The all participants attended in training from Dhaka. So, this budget was unspend.
	Daily Subsistence allowance for outside Dhaka participants	42,000	-	42,000	100%	
	Certificate (2 Mentorship)	11,000	10,000	1,000	0	Budget utilized as per actual requirement
	Sub-Total Certificate Giving Ceremony of Mentorship Programme	101,000	25,195	75,805	75%	
4.04	<i>Mentorship Follow up</i>					
	Honorarium for Facilitators (1 person x 3 days) x 1 program	75,000	-	75,000	100%	
	Honorarium for Resource persons 6 session x 2 training	90,000	15,000	75,000	83%	Due to Covid-19, mentorship followup training was not possible to organize this year. So we shifted this program in next year on revised budget.
	Transportation for facilitators, resource persons, Program staff, Participants (Vehicle Rent+ Fuel+driver allowance+toll) x 1 training	72,000	-	72,000	100%	
	Information kit (Folder, writing pad, pen & information material)x 1 training	30,000	-	30,000	100%	

SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka x 1 training	66,000	-	66,000	100%	
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner) (25 persons x 3 days) x 1 training	165,000	-	165,000	100%	
	Accommodation (25 persons x 3 nights) x 1 training	172,500	-	172,500	100%	
	Travel for Participants (From Outside Dhaka participants , 2 persons x 2 ways)x 1 training	6,000	-	6,000	100%	
	Daily Subsistence allowance for outside Dhaka participants (2 persons x 2 days)x 1 training	14,000	-	14,000	100%	
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka (12 persons x 3 days)	72,000	-	72,000	100%	
	Connectivity & Incidental Cost for Participants (12 persons x 3 days)	55,800	54,756	1,044	2%	Budget utilized as per actual requirement
	Banner x 1 training	3,600	-	3,600	100%	Due to Covid-19, mentorship followup training was not possible to organize this year. So we shifted this program in next year on revised budget.
	Stationery x 1 training	5,000	-	5,000	100%	



SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
	Daily allowance for programme staffs (5 persons x 3 days)x 1 training	6,750	-	6,750	100%	
	Miscellaneous Expenses x 1 training	10,000	-	10,000	100%	
	Subtotal Mentorship Follow up	843,650	69,756	773,894	92%	
	Total Mentoring programme	3,129,250	1,789,088	1,340,162	43%	
5.00	Safety and Security Program & Training					
5.01	Safety Security Guideline Publication & Distribution					
	Safety Security Guideline Publication (Re print)	175,000	135,000	40,000	23%	Budget utilized as per actual requirement
	Distribution Cost	30,000	15,301	14,699	49%	Budget utilized as per actual requirement
	Sub total Safety Security Guideline Publication & Distribution	205,000	150,301	54,699	27%	
	Total of Safety & Security Program & Training	205,000	150,301	54,699	27%	
6.00	Sector wide					
6.01	Capacity building for journalists association					
	Capacity building for journalists association	700,000	563,455	136,545	20%	Budget utilized as per actual requirement
	Sub Total Capacity building for journalists association	700,000	563,455	136,545	20%	

SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
6.02	<i>Viability Study of Independent Media</i>					
	DTP design, editing & printing of viability study report	201,000	133,100	67,900	34%	Budget utilized as per actual requirement
	Distribution of report	10,000	6,874	3,126	31%	Budget utilized as per actual requirement
	Subtotal Viability Study of Independent Media	211,000	139,974	71,026	34%	
6.03	<i>Webinar Series of Covid-19</i>					
	Online Platform	240,000	161,954	78,046	33%	Budget utilized as per actual requirement
	Equipment & Accessories	100,000	45,392	54,608	55%	Budget utilized as per actual requirement
	Subtotal Webinar Series of Covid-19	340,000	207,346	132,654	39%	
6.04	<i>International Training Program (ITP)</i>					
6.4.1	<i>Coordinator-ITP</i>	400,164	393,629	6,535	2%	Budget utilized as per actual requirement
	Subtotal International Training Program (ITP)	400,164	393,629	6,535	2%	
6.4.2	<i>Country Team Meeting Cost</i>					
	Meeting Cost	38,400	9,319	29,081	76%	Budget utilized as per actual requirement
	Subtotal Country Team Meeting Cost	38,400	9,319	29,081	76%	



SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
6.4.3	Workshop for Change Initiative Finalization					
	Honorarium for Local Facilitator	50,000	50,000	-	0%	Budget utilized as per actual requirement
	Transportation for participants & Facilitator	48,000	27,710	20,290	42%	Budget utilized as per actual requirement
	Accommodation [12 persons x 2 nights]	60,000	51,611	8,389	14%	Budget utilized as per actual requirement
	Food & Refreshment (Breakfast, 2 tea-snacks, lunch and dinner) [12 persons x 2.5 days]	79,200	84,282	(5,082)	-6%	Budget utilized as per actual requirement
	Venue [2 days]	40,000	36,685	3,315	8%	Budget utilized as per actual requirement
	Information Kit [Folder, writing pad & pen etc. [9 sets]	3,600	3,029	571	16%	Budget utilized as per actual requirement
	Stationery & Supplies	4,000	884	3,116	78%	Budget utilized as per actual requirement.
	Miscellaneous Expenses	10,000	-	10,000	100%	Budget was not required to utilize.
	Subtotal Workshop for Change Initiative Finalization	294,800	254,201	40,599	14%	
	Total International Training Program (ITP)	733,364	657,149	76,215	10%	
6.5	Feasibility Study on Journalism Training Institute					
	Local Facilitator for Feasibility Study	400,000	400,000	-		
	Honorarium for Interviewer	125,000	-	125,000	0%	
	Connectivity Cost for Focus Group Discussion (10 persons x 8 FGD)	81,120	-	81,120	100%	Due to covid-19 meeting held digitally.



SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
	Conveyance and communication for local coordinator (1 person x 8 FGD)	24,000	-	24,000	100%	
	Honorarium for Local Coordinator (1 person x 8 FGD)	40,000	-	40,000	100%	
	Subtotal Feasibility Study on Journalism Training Institute	670,120	400,000	270,120	40%	
6.6	GIJN Bangla Service					
	Honorarium for GIJN Editor	750,000	-	750,000	100%	As GIJN Bangla Editor is now a staff of GIJN & directly paid by them . Fojo made a partnership with GIJN to pay directly to GIJN head quarter.
	Subtotal GIJN Bangla Service	750,000	-	750,000	100%	
6.7	Gender Survey & Guideline Development Cost					
6.7.1	Indicator Setting Meeting of gender Survey					
	Time Cost for Expert	50,000	55,252	(5,252)	-11%	
	Food & Refreshment [Lunch & Snacks]	14,000	-	14,000	100%	The meeting was held through digital/Zoom platform due to covid-19. So this budgeted amount was not spent.
	Information Kit	6,000	-	6,000	100%	
	Sub Total Indicator Setting Meeting of gender Survey	70,000	55,252	14,748	21%	



SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
6.7.2	Media Content Monitoring					
	Data Entry Operator (1 person)	175,000	175,000	-	0%	
	Newspaper Subscription (30 days x 15 Media x 6 months)	94,500	67,233	27,267	29%	Budget utilized as per actual requirement
	TV , Media & Archive Charge (30 days X 10 TV X 6 months)	630,000	240,000	390,000	62%	Budget utilized as per actual requirement
	Sub Total Media Content Monitoring	899,500	482,233	417,267	46%	
6.7.3	Focus Group Discussion (FGD)					
	Venue	24,000	-	24,000	100%	The FDG was not conducted as per plan due to covid-19.
	Food	40,500	-	40,500	100%	
	Transportation (Vehicle Rent+Fuel+driver allowance+toll)	144,000	-	144,000	100%	
	Accomodation	90,000	-	90,000	100%	
	Daily allowance	54,000	-	54,000	100%	
	Conveyance for participants	90,000	-	90,000	100%	
	Stationery & Supplies	18,000	-	18,000	100%	
	Conveyance and communication for local coordinator	18,000	-	18,000	100%	
	Honorarium for Local Coordinator	30,000	-	30,000	100%	
	Sub Total Focus Group Discussion (FGD)	508,500	-	508,500	100%	
6.7.4	Equipment for Media Monitoring					
	Desktop & related accosories	150,000	132,052	17,948	12%	Budget utilized as per actual requirement
	Sub Total Equipment for Media Monitoring	150,000	132,052	17,948	12%	



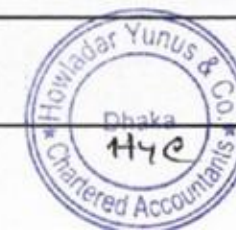
SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
6.7.6	Mapping study - Gender equality in media regulation					
	Honorarium for Expert (Senior lawyer, Academic Lawyer)	400,000	350,000	50,000	13%	Budget utilized as per actual requirement
	Sub Total Mapping study - Gender equality in media regulatio	400,000	350,000	50,000	13%	
	Total Gender Survey & Guideline Development Cost	2,028,000	1,019,537	1,008,463	50%	
	Total Sector wide	5,432,484	2,987,461	2,445,023	45%	
7.00	Media Innovation Hub					
7.01	Online Training Courses					
	Online Training Courses	1,400,000	1,457,971	(57,971)	-4%	Budget utilized as per actual requirement
	Sub Total Online Training Courses	1,400,000	1,457,971	(57,971)	-4%	
7.02	Promotion of Online Training Courses					
	Transportation (Vehicle Rent+Fuel+driver allowance+toll)	180,000	-	180,000	100%	Due to pandemic the movement was retracted and that's why the online training courses can not be completed on time. That is why the promotional events cannot be organized.
	Accommodation	150,000	-	150,000	100%	
	Daily allowance for programme staffs	90,000	-	90,000	100%	
	Venue	80,000	-	80,000	100%	
	Food	200,000	-	200,000	100%	
	Conveyance	160,000	-	160,000	100%	
	Conveyance and communication for local coordinator	24,000	-	24,000	99%	
	Honorarium for Local Coordinator	80,000	-	80,000	100%	



SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
	Information Kit	80,000	-	80,000	100%	
	Meeting cost of local media house	50,000	-	50,000	100%	
	Sub Total Promotion of Online Training Courses	1,094,000	-	1,094,000	100%	
7.03	Website Development					
	Website Content Development Editing	250,000	264,000	(14,000)	-6%	Spent as per actual requirement.
	Sub Total Website Development	250,000	264,000	(14,000)	-6%	
	Total of Media Innovation Hub	2,744,000	1,721,971	1,022,029	37%	
8.00	Training of Trainers of PIB					
	Honorarium for Lead trainer	75,000	75,000	-	0%	
	Banner and certificate	6,000	5,180	820	14%	Spent as per actual requirement.
	Connectivity & Incidental Cost for Participants	68,445	68,445	-	0%	
	Total Training of Trainers of PIB	149,445	148,625	820	0.5%	
9.00	RTI Help Desk & Clinic					
	Suport Cost of RTI Applicant	150,000	-	150,000	100%	Due to pendamic the RTI help desk cannot organize program at the respective media houses.
	Total RTI Help Desk & Clinic	150,000	-	150,000	100%	



SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
10.00	<i>Internal Activities</i>					
10.01	<i>Anti-corruption Workshop</i>			-		
	Honorarium for Resource persons	15,000	-	15,000	100%	Anti corruption workshop held through digital/Zoom platform due to covid-19. Also resources person had not take any honorarium for taking session thorough online.
	Food & Refreshments	10,000	-	10,000	100%	Anti corruption workshop held through digital/Zoom platform due to covid-19.
	Information kit	2,500	-	2,500	100%	
	Sub total Anti-corruption Workshop	27,500	-	27,500	100%	
10.02	<i>M&E Training for MRDI</i>					
	Honorarium for Expert [5 days]	50,000		50,000	100%	This training was not possible to organize due to lack of good resources person to conduct the session efficiently & effectively.
	Food & Refreshments [5 days x 5 person]	20,000		20,000	100%	
	Information kit	5,000		5,000	100%	
	Subtotal M&E Training for MRDI	75,000	-	75,000	100%	
10.03	<i>Organizational Review for MRDI</i>					
	Legal Expert	550,000	-	550,000	100%	We shifted this budget in next year because it will take time to change the memorandum & article of association of MRDI by expert.
	Developing MRDI Communication Strategy	300,000	300,000	-	0%	



SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
	Honorarium for Expert (For accessing the automation requirement)	350,000	350,000	-	0%	
	Subtotal Organizational Review for MRDI	1,200,000	650,000	550,000	46%	
10.04	Workshop on MRDI Strategy					
	Honorarium for Facilitator(1 person x 4 days)	100,000	75,000	25,000	25%	Budget utilized as per actual requirement
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	80,000	75,900	4,100	5%	Budget utilized as per actual requirement
	Transportation for facilitator & Participants (Vehicle Rent+ Fuel+driver allowance+ toll)	100,000	70,422	29,578	30%	Budget utilized as per actual requirement
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner) (20 persons x 4 days)	176,000	160,751	15,249	9%	Budget utilized as per actual requirement
	Accommodation (20 persons x 4 nights)	200,000	128,269	71,731	36%	Budget utilized as per actual requirement
	Stationery & Supplies	5,000		5,000	100%	Budget utilized as per actual requirement
	Miscellaneous Expenses	20,000	15,230	4,770	24%	Budget utilized as per actual requirement
	Subtotal Workshop on MRDI Strategy	681,000	525,572	155,428	23%	
10.05	End-line /External Evaluation					
	Local Expert	500,000	500,000	-	0%	
	Subtotal End-line /External Evaluation	500,000	500,000	-	0%	
	Total of Internal Activities	2,483,500	1,675,572	807,928	33%	



SL. No	Particulars	Budgeted Amount	Actual expenditure	Variance	Variance in %	Reason for variance
11.00	Audit					
	External audit	200,000	200,000	-	-	
	Total Audit	200,000	200,000	-	0%	
	Total before Contingency	36,024,723	26,598,193	9,426,530	26%	
	Program Management Cost					
	MRDI Overhead (30% of the HR)	4,473,193	4,465,606	7,587	0%	
	Contingency	2,047,396	758,373	1,289,023	63%	Budget utilized as per actual requirement
	Facility service for Fojo Staffs	420,000	420,000	-	0%	
	Financial services	30,000	15,930	14,070	0	Budget utilized as per actual requirement
	Sub total Programme Management Cost	6,970,589	5,659,909	1,310,680	19%	
	Grand Total	42,995,312	32,258,102	10,737,210	25%	



Project: Improving Qualitative Journalism in Bangladesh-Phase II
Funded by: Fojo Media Institute, Linnaeus University, Sweden
Implemented by: Management and Resources Development Initiative (MRDI)
For the period ended 31 August 2021

Notes to FD-4

A. Adjusted Opening Balance of Unutilized Fund

Particulars	Taka
Opening Balance of Unutilized Fund as per prior year's FD-4	6,537,983
Add: Non-disbursement of donor fund against previous year's provision	9,408
Adjusted Opening Balance of Unutilized Fund	<u>6,547,391</u>

B. Reconciliation of unutilized fund and Cash & Bank Balance

Particulars	Taka
Unutilized Fund as per Financial Statements	6,906,361
Add: Provision of Expenses	1,992,578
Add: Reserve fund-bank interest	362,246
Cash and cash equivalents	<u>9,261,185</u>



**Project Name: Improving Qualitative Journalism in Bangladesh-Phase II
Implemented by Management and Resources Development Initiative (MRDI)
Compliance with Instructions of NGO Affairs Bureau**

Name of Project : "Improving Qualitative Journalism in Bangladesh-Phase II"
Audit Period : September 01, 2020 to August 31,2021.
Project Approval No. and Date : 1st approval no. 03.07.2666.665.68.102.19-1017
Date: 11-09-2019

1st revised approval no. 03.07.2666.665.68.102.19-356

Date: 25-03-2020.

2nd revised approval no. 03.07.2666.665.68.102.19-785

Date: 27-07-2020.

latest revised approval no. : 3rd revised approval no. 03.07.2666.665.68.102.19-682
Date: 03-03-2021

In addition to our Auditors' Report, we also report as follows, on the specific points required by the NGO Affairs Bureau, vide its circular no. # 03.07.2666.657.43.253.17-51 dated 16 January 2020. This report is prepared based on our examination of the books and records of "Improving Qualitative Journalism in Bangladesh-Phase II" project implemented by Management and Resources Development Initiative (MRDI).

Condition-1

CA firm should maintain most responsible and independent role in case of audit of NGOs.

Observations and Comments

We have conducted the audit with due responsibility, and we kept ourselves fully independent while conducting the audit.

Condition-2

During the audit of NGOs, the audit firm must ensure whether the project has been implemented in compliance with the Foreign Donations (Voluntary Activities) Regulation Act 2016, terms of approval of FD-6 and the terms & conditions of Program approval. CA firm will provide comments in this regard upon carrying-out their audit.

Observations and Comments

The project has been implemented properly as per terms and conditions of "The Foreign Donations (Voluntary Activities) Regulation Act, 2016", project approval memo and FD-6.

Condition-3

The CA firm, along with the audit report, must issue a certificate regarding receipts and expenditures of foreign Donation in form FD-4 and Annexure A/1 prescribed by the Bureau. All information in FD-4



regarding foreign donation should be presented on cash basis not accrual. It means no foreign donation should be shown as negative balance or receivables. In FD-4, approved budget, actual expenditure and variance between these two should be shown in total Taka. Item-wise approved budget, actual expenditure, variance with percentage and reasons for variance should be shown in Annexure A/1. Heads, sub-heads and budget against those mentioned in Annexure A/1 should be in line with approved Program.

Observations and Comments

We have issued a certificate in separate format FD-4 and have enclosed Annexure A/1 as prescribed by the Bureau only for receipts & expenses of foreign donations. All information of foreign donation has been shown in cash basis not accrual basis. Total amount of approved budget, actual expenditures & difference between these two is mentioned in the FD-4 certificate. Details of these, such as approved budget, actual expenditures, variances, and explanation of variances has been mentioned in Annexure-A/1. Budget line item/sub-line item of Annexure-A/1 has been presented as per approved project.

Condition-4

Separate audit report should be prepared for each Program and the reports should be based on Program year (maximum 12 months). If the Program includes any local income/donation, then it should be shown in separate column.

Observations and Comments

Separate audit report has been prepared for the project. The audit report is prepared on the basis of project period. The project period is 12 months, during this period. The program does not include any local income/donation during the year.

Condition-5

In the audit report the aims, objectives and main activities of the project shall be mentioned briefly and true information for the following shall have mentioned in prescribed form depicted below:

1. Date of appointment of CA Firm to conduct audit
2. Name of the project
3. Duration of the project
4. Memo No. & Date of approval of the project
5. Memo No. & Date of fund disbursement
6. Amount of disbursement (including installment)
7. Amount of foreign donation received
8. Whether the amount of foreign donation has been received before receipt of fund clearance from NGO Affairs Bureau
9. Audit Year
10. Project Are
11. Number of Beneficiary

Observations and Comments

The brief project description is as follows:

A. Overall objectives:

The objectives of the project are-

- i. To make high quality report with special emphasis on gender equality, labor rights, corruption and good governance, and environment and climate change, and assist the media and journalists researching on it.
- ii. Networking for institutional and personal capacity building, making thematic forum, training, research, connection with international network, and making plan like study tour and implementation.

B. Program Activities:

- Investigative Journalism Partnership (IJP).
- Training on Investigative Journalism
- Follow-up Training of Investigative Journalism
- Investigative Journalism Helpdesk
- Translation of IJ-Handbook
- Media Monitoring
- Interaction Meeting with Academics in Journalism
- Gatekeeper Engagement Meeting
- Mentorship Program.
- Safety and Security Program & Training
- Safety & Security Guideline Publication & Distribution
- Capacity Building for journalists' association
- Viability Study of Independent Media
- Webinar Series of Covid-19
- Workshop for Change Initiative Finalization
- Feasibility Study on Journalism Training Institute
- Indicator setting Meeting of Gender Survey
- Mapping Study- Gender equality in media regulation
- Online Training Courses
- Website Development
- Training of Trainers of PIB
- Anti-Corruption Workshop

- M & E Training for MRDI
- Organization Review for MRDI
- Workshop on MRDI strategy

Specific information pertaining to the project is given below:

1.	Date of appointment of audit firm to conduct audit	04 August 2021															
2.	Name of the Project Title	"Improving Qualitative Journalism in Bangladesh-Phase II".															
3.	Total period of the project	September 01, 2019 to November 30, 2021 (27 months)															
4.	Project approval reference letter no. and date	1 st approval ref. no. 03.07.2666.665.68.102.19-1017 Date: 11-09-2019 1 st Revised approval ref. no.03.07.2666.665.68.102.19-356 Date: 25-03-2020. 2 nd revised approval 03.07.2666.665.68.102.19-785 Date: 27-07-2020 Latest revised approval no. 03.07.2666.665.68.102.19-682 Date: 03-03-2021															
5.	Fund/money release reference letter no. and date	Ref No: 03.07.2666.665.68.102.19-185 & 03.07.2666.665.68.102.19-584 Date: 08-10-2020 & 03-02-2021 Taka 39,244,237															
6.	Amount of fund/money release (Mention installments)	Total amount of fund/money release in 2 nd year of the project by NGOAB and the fund were received from donor by the project through following installments: <table border="1"> <thead> <tr> <th>Date</th> <th>Mode of Receipt</th> <th>Amount in Taka</th> </tr> </thead> <tbody> <tr> <td>25-01-2021</td> <td>Bank transfer</td> <td>2,857,574</td> </tr> <tr> <td>11-03-2021</td> <td>Bank transfer</td> <td>12,905,944</td> </tr> <tr> <td>07-07-2021</td> <td>Bank transfer</td> <td>16,042,471</td> </tr> <tr> <td colspan="2">Fund Received during the audit period:</td> <td>31,805,989</td> </tr> </tbody> </table>	Date	Mode of Receipt	Amount in Taka	25-01-2021	Bank transfer	2,857,574	11-03-2021	Bank transfer	12,905,944	07-07-2021	Bank transfer	16,042,471	Fund Received during the audit period:		31,805,989
Date	Mode of Receipt	Amount in Taka															
25-01-2021	Bank transfer	2,857,574															
11-03-2021	Bank transfer	12,905,944															
07-07-2021	Bank transfer	16,042,471															
Fund Received during the audit period:		31,805,989															
7.	Received amount of foreign donation	Taka 31,805,989 (excluding opening unutilized Balance BDT 6,537,983)															
8.	Is any money of foreign donation received by mother account before fund/money release order	No fund was received before NGOAB approval.															
9.	Audit year (Project period)	September 01, 2020 to August 31, 2021															
10.	Project area (District & Upazilla)	Dhaka															
11.	Number of beneficiaries	1239															

Condition-6

Balance Sheet, Statement of Income & Expenditure and Receipts & Payments Account should be the part of the audit report and should contain signature of the NGO Management. If in any case the presentation of Financial Position is not mandatory, then an explanation should be included. Auditor should confirm whether the Receipts and Payments Account was prepared based on the ledger items maintained by NGO. In the items where gross amount has been shown, (such as contingency and others), a detail breakdown should be shown in notes.

Observations and Comments

Balance Sheet, Statement of Income & Expenditure and Statement of Receipts & Payments have been incorporated in audit report and signed by respective NGO authority. Statement of Receipts & Payments have been prepared in conformity with the Receipts & Payments line items of the ledger maintained by the NGO. Break-up of expenses are enclosed to notes.

Condition-7

Every page of the NGO audit report should contain page number, initial of authorized person of CA firm and common seal. But auditor's certificate, Statement of Financial Position, accounts statement, FD-4 certificate and report as per ToR should contain full signature of the auditor. Full name, designation and FCA/ACA should be mentioned below the full signature. NGO audit reports should have following sequence:

First part

- Auditor's certificate including scope, opinion, etc.
- Balance Sheet
- Statement of Income & Expenditure
- Statement of Receipts & Payments
- Notes to Financial Statements
- Schedule/Appendix/others

Second part

- FD-4 certificate
- Annex-A/1
- Notes of FD-4 (if any)
- Report based on TOR of NGOAB (conditions of TOR should be exactly followed).

Observations and Comments

Page no. has been inserted in each page of the report. Each page of the report was also initialed by us with common seal. Auditors' signature has been given in Auditors' Report, Balance Sheet, Income and Expenditure Account, Receipts and Payments Account, FD-4 and the report prepared as per ToR. Audit Report has been prepared serially as follows:

First Part

- Auditor's certificate including scope, opinion, etc.
- Balance Sheet
- Statement of Income & Expenditure
- Receipts & Payments Account
- Notes to Financial Statements
- Schedule/Appendix/others

Second Part

- FD-4 certificate
- Annex-A/1
- Notes of FD-4
- Report based on TOR of NGOAB (conditions of TOR should be exactly followed).

Condition-8

In case of multiple years Program audits, the audit report should contain whether it was audited in the earlier year, if yes, whether the report was submitted to the NGOAB. In case of continuous Program i.e. the Program continued in the same name/same type in the earlier year, whether it was audited in the earlier year, if yes, whether the report was submitted to the NGOAB.

Observations and Comments

This is the 2nd year audit of this project ("Improving Qualitative Journalism in Bangladesh-Phase II") and the 1st year audit report was submitted to the NGO Affairs Bureau.

Condition-9

After completion of audit, one copy of audit report in sealed envelope should be sent directly to the Deputy Director (Inspection & Audit), NGO Affairs Bureau, Dhaka. It may be mentioned here this report as received in Inspection & Audit Section directly would be eligible.

Observations and Comments

After completion of audit, one copy (main copy) of audit report under sealed envelope sent directly to Deputy Director (Inspection & Audit) NGO Affairs Bureau, Dhaka. Noted that, audit report received directly from CA firm will be acceptable for verification in NGO Affairs Bureau.

Condition-10

The number and date of first registration of the NGO with NGOAB should be mentioned along with the latest date of renewal of registration.

Observations and Comments

The NGO's first registration No. 1962, dated 21 September 2004, under the Foreign Donation (Voluntary Activities) Regulation Act, 2016 renewed on 24 July 2019 for 10 years which will expire on 20 September 2029.

Condition-11

As per Section-9 of Foreign Donations (Voluntary Activities) Regulation Act 2016, all foreign donations of an NGO shall be received by a single bank account. It should be reported whether the NGO has received all the foreign donations in a single Bank Account as per the said rule. The name of the Bank, Account number and Amount should be mentioned if the foreign donation has been received through more than one Bank Account non-complying this rule.

Observations and Comments

The organization maintains one bank account to receive all foreign donations as per section 9 of the Foreign Donations (Voluntary Activities) Regulation Act, 2016.

Condition-12

The bank account number approved by the NGO Affairs Bureau for receipt of foreign donation (mother account) including name of the Bank and its Branch, amount of donation received during the concerned project year along with date and name of the donor should be mentioned. Date of foreign donation transferred from mother account to project account should be mentioned. Bank reconciliation of mother account and Project account should be checked and to be mentioned whether it is correct.

Observations and Comments

Details of approved bank account:

A. Mother Account by NGO Affairs Bureau to receive foreign donations:

Name of the Bank: Southeast Bank Limited.

Name of the Bank Branch: Dhanmondi Branch

Bank A/C Number: 001211100006616

Name of the Donor: Fojo Media Institute, Linnaeus University, Sweden

Received amount with date:

Particulars	Amount in BDT
Grant Received from Fojo Media Institute, Linnaeus University, Sweden	
21-01-2021	2,857,574
01-03-2021	12,905,944
30-06-2021	16,042,471
Total	31,805,989

B. Project Account:

Name of the Bank: Prime Bank Ltd.

Name of the Bank Branch: Asad Gate Branch

Bank A/C Number: 2138314003939

Name of Account	Name of Bank & Branch	Account Number	Closing Balance BDT (as per bank statement)
MRDI-FOJO	Prime Bank Limited, Asad Gate Branch	2138314003939	9,538,790.68

Detail of fund transfer from mother account to project account:

Date	Amount (BDT)
26-01-2021	2,857,574
11-03-2021	12,905,944
07-07-2021	16,042,471
Total	31,805,989

All the above balances have been reconciled and confirmed with bank certificates.

Conditon-13

Donations received in kind should be accounted for after proper valuation and shown in Form FD-4. The portion utilized, and the unutilized balance should be submitted as per Form FD-5.

Observations and Comments

The organization has not received any goods in kind for the project as grant.

Conditon-14

The bank interest/exchange gain on foreign donations should be shown in the accounts separately. It should be mentioned whether permission has been obtained from the NGO Affairs Bureau for use of it. The said bank interest cannot be refunded to the donor. If necessary, it is to be spent by the NGO in another project.

Observations and Comments

During the year under audit, the project has earned Bank Interest amount to taka 35,352 and no exchange gain under this project. Bank interest shown in separate head and the entity does not use this bank interest during our audit period. The bank interest will be utilized after obtaining permission from NGOAB.

Conditon-15

It should be reported whether the accounts of NGO are maintained under double entry system of book keeping and cash book, bank book, ledger book, stock register, fixed asset register and other registers are maintained properly in line with Section-12 of Foreign Donations (Voluntary Activities) Regulation Act 2016.



Observations and Comments

As per rules 12 of The Foreign Donations (Voluntary Activities) Regulation Act 2016, the organization has maintained its accounts according to the double entry system and books of accounts like Cash Book or Bank Book, Ledger Book, Stock register, Assets Register and others are maintained properly. The project kept its financial records in Tally Software.

Conditon-16

It should be reported whether separate Revolving Loan Fund (RLF) for each donor (including earlier Programs) is maintained and whether RLF is audited by independent auditors each year. If RLF from Foreign Donation is not recorded separately and loan disbursed from audited Program, then it should be ensured that the service charge is recorded as receipts.

Observations and Comments

The NGO has not operated the Revolving Loan Fund (RLF) with the Foreign Donation Fund.

Condition-17

It should be mentioned that whether the NGO has obtained license from Micro Credit Regulatory Authority (MRA) for implement of micro credit activities against foreign donation money.

Observations and Comments

The NGO was not listed with micro credit regulatory authority.

Condition-18

If any expenditure is made in foreign currency out of the receipt of donation, detail description should be given in the report.

Observations and Comments

Organization has not incurred any expenditure in foreign currency during the period under audit.

Condition-19

It should be mentioned whether any amount of certain head of account spent beyond budget and adjusted with other head of accounts or any unapproved amount of expenditures amount has been adjusted with regular head of expenditures. If yes, whether approval was obtained from NGOAB in support of the excess expenditures.

Observations and Comments

On the basis of the information available to us, and the results of our review of the books of accounts which was conducted on a sample basis, during the period under audit, the project expenditures have not been adjusted to avoid budget overrun in one-line item with surplus budget in another line item.

Condition-20

Whether any amount of the salaries and allowances of the officer/ staff and other expenses above Taka 10,000 were paid through bank account.

Observations and Comments

During the audit period, we observed that salary and benefits of the staff and other expenses in all cases excess of Tk. 10,000 are paid in account payee cheque or Bank transfer.

Condition-21

If the Program is implemented through taking of loan, then the reason of taking loan with, source of loan and the information regarding prior approval of NGOAB and approval of Executive Committee of the NGO should be furnished.

Observations and Comments

The project has taken no loan during the year.

Condition-22

Detail information along with approval of Executive Committee of the NGO should be furnished if the members of general body or executive committee receive salary or honorarium. Moreover, detail information of salary / remuneration should be given if the Chief Executive of the Program received any full/part salary/ honorarium from the audited Program and other Programs.

Observations and Comments

No member of the Board of Directors of the NGO has received any pay and allowances or honorarium from project fund except for Executive Director. Executive Director has received a total amount of BDT 6,954,547 from the programs of which BDT 2,738,516 is received as salary from this project and BDT 4,216,031 as salary from other projects of MRDI during the period under Audit.

Condition-23

It should be mentioned whether the internal control system of the organization is satisfactory or not.

Observations and Comments

On the basis of the documents delivered to us and review of the financial control system of the NGO, the internal controls of the NGO is satisfactory.

Condition-24

Whether any money is refunded to the donor, if refunded, whether approval is taken from NGOAB, details are to be given.

Observations and Comments

No amount has been refunded to the Donor Agency during the year under our audit.

Condition-25

Whether Tax and VAT were properly deducted from the bill/vouchers according to the government laws and regulations and deposited to Government Treasury and revenue stamp were affixed on bill/vouchers in respect of the transactions of the project by the organization. The amount of VAT and IT deducted and arrear against the project should be mentioned as per the following format:

Sl. No.	Detail of expenditure with subhead as per Annexure A/1	Amount of expenditure	Deductible Amount	Deducted amount		Deposited to Government Treasury		Arrear amount		Treasury/ Mushak Challan no. date, Bank name & Branch
				5	6	7	8	9	10	
1	2	3	4	VAT	AIT	VAT	AIT	VAT	AIT	

Observations and Comments

Based on the results of our audit of transactions, carried out on a sample basis, in our opinion, Income Tax and VAT have been deducted at source from payments against bills/vouchers and have been duly deposited into the Treasury. Revenue stamps have also been affixed in applicable cases. During the year, the NGO deposited BDT 681,039 for Tax to the Government Treasury and BDT 207,067 for VAT. Details for the VAT and TAX are referred to Annexure-B.

Condition-26

It should be reported whether the NGO, as a legal entity, submits income tax return to NBR every year as per Income Tax Ordinance 1984. If any foreign employee is working in the NGO, it should also be mentioned that whether the foreign employee pays tax on regular basis and his last income year's tax assessment has been completed.

Observations and Comments

Management and Resources Development Initiative (MRDI) has obtained Tax Identification Number (TIN) 5735-7494-4393. Management and Resources Development Initiative (MRDI) as a legal entity submits Income Tax Return as per Income Tax Ordinance 1984 for each year. The organization has also submitted Income Tax Return for the assessment year 2020 - 2021 to the National Board of Revenue in accordance with the Income Tax Ordinance, 1984. No foreign employee is working in the NGO under this project.

Condition-27

The audit report should state whether any Income Generating Activities (IGA) are included as an ongoing Program of the organization. If so, mention whether taxes are paid properly on income from such IGA with the name of the source or whether the organization has collected any Income Tax Exemption Certificate from the NBR.

Observations and Comments

The NGO does not have any income Generating Activities (IGA) under this project.

Condition-28

It should be reported whether any officer/employee/member of Executive Committee or General Committee went on foreign travel by availing, air ticket/any other facility by utilizing the funds received from foreign sources. If so, the details of such travel and whether permission from NGO Affairs Bureau was taken in respect of the travel.

Observations and Comments

During the period under audit, no employee of Management and Resources Development Initiative (MRDI) had traveled abroad by using the foreign donation received for the project.

Condition-29

The audit report should contain description of Fixed Assets (along with value) owned by NGO and it should be mentioned whether relevant fixed assets/deed/office rent agreement/donated land/ vehicle and other assets reported in the accounts are in the name of the NGO.

Observations and Comments

The list of fixed assets purchased under the project of year ended 31 August 2021 is given in Annexure-C.

Condition - 30

Whether immovable/moveable assets purchased by program money has been sold-out/transferred? If so whether it is approved by NGOAB.

Observations and Comments

No fixed assets /moveable property were sold/ transferred during the audit period under this project.

Condition-31

The audit firm should issue management letter mentioning the irregularities/ ineligible cost/unauthorized expenditure/unapproved budgeted expenditure to the management of the organization after completion of the audit. A copy of the management letter should be submitted to Deputy Director (Inspection & Audit). It should be mentioned if such report is not required.

Observations and Comments

We have issued a management letter to the top management of the organization and a copy of the Management letter has been sent to Deputy Director (Inspection & Audit) of NGOAB with the Auditor's report.

Condition-32

CA Firm cannot consecutively audit same NGO for more than five (5) years. For this reason, the CA Firm should certify that they did not audit the audited NGO consecutively for more than five (5) years.

Observations and Comments

We conducted the audit of "Improving Qualitative Journalism in Bangladesh-Phase II" project for the second time i.e. this is our second year as auditor of the project.

Condition-33

List of the members of the organization's Executive Committee/Governing Body/Management Committee is to be enclosed in the audit report.

Observations and Comments

List of the members of the Board of Directors is given below:

Sl. No.	Name of the Member	Designation
1.	Farid Hossain (Acting)	Chairman
2.	Hasibur Rahman	Executive Director
3.	Rokia Afzal Rahman	Director
4.	Inam Ahmed	Director
5.	Md. Nazrul Islam	Director
6.	M. Emamul Haque	Director
7.	Syed Ishtiaque Reza	Director
8.	Sakiul Millat Morshed	Director
9.	Kajal Kanti Sengupta	Director

Condition-34

It should be mentioned whether all the expenses for audit of the Program is paid by the organization from the Program.

Observations and Comments

All audit related expenses of the project were charged to the project.

Condition-35

The audit report should contain the memorandum number with date of firm's enlistment and renewal.

Observations and Comments

We, Howladar Yunus & Co., Chartered Accountants are enlisted with NGOAB under Sl. No # 39 vide their memo ref. 03.07.2666.657.043.253.17-51 dated- 16 January 2020.

Condition-36

The auditor should include opinion on whether the entity's all financial transactions are free from money laundering and terrorist financing activities.

Observations and comments

During our audit, nothing has come to our attention regarding the involvement of MRDI with money laundering or terrorist financing.

Condition-37

Detail opinion along with evidence should be given on whether the conditions of approval of the project have been dully followed and the local administration have been involved in implementation of the project.

Observations and comments

MRDI followed all the conditions of project approval and involved local government for implemented project. Details are as follows:

SL No.	Conditions	Status
1.	The NGO has to inform concerned District Commissioner about implementation of the project. For this purpose, copy of FD-6 has to be submitted to District Commissioner.	Complied
2.	The NGO has to submit annual progress report to NGO Affairs Bureau, related District Office.	Complied
3.	The project audit report has to be submitted to NGO Affairs Bureau and Statistics Department of Bangladesh Bank within 2 (two) months after project's year end.	Complied
4.	The NGO has to submit annual progress report in the 8 (eight) tables mentioned in Paragraph 11 (from 'ka' to 'cha') of Paripatra within 3 (three) months after project's year end.	Complied
5.	NGO has to avoid duality in project implementation. NGO cannot choose beneficiary person/family of other organization/ government conducted project as beneficiary of this project.	Complied
6.	Income Tax/VAT has to be deducted as per National Board of Revenue Circular.	Complied
7.	The NGO has to relate NGO Affairs Bureau or local government for arranging Meeting, Seminar and Workshop for the project activities.	Complied
8.	The NGO has to submit Certification from Deputy Commissioner, Dhaka	Complied
9.	If any correction or change is suggested by related ministry about any component of the project, then it must be corrected accordingly.	N/A
10.	Copy of FD-6 has to be submitted to Deputy Commissioner, Dhaka	Complied
11.	Rigid action will be taken if the NGO or any project employee/officer involve in any kind of anti-government activity.	N/A

Condition-38

It should be mentioned whether the audit has been completed within the deadline, if not, logical reason for the delay to be mentioned.

Observations and comments

As per condition of project approval of NGOAB, audit report has to be submitted within 2 months from the period end.



Muhammad Farooq FCA, Managing Partner, Enrolment No. 0521
Howladar Yunus & Co., Chartered Accountants
Firm Registration No.: N/A

Dated, Dhaka: 17 October 2021

DVC No.: N/A

Project Name: Improving Qualitative Journalism in Bangladesh- Phase II
 Implemented by: Management and Resources Development Initiative (MRDI)
 In partnership with Fojo Media Institute, Linnaeus University, Sweden
 Statement of Tax & VAT deposited for the year ended August 31, 2021

Amount in BDT

Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
1	Human Resources													
	Salaries													
	Executive Director (46% working time)	2,265,667	-	-	-	-	-	-	-	-	-	-	-	-
	Executive Director (Festival allowance)	472,849	-	-	-	-	-	-	-	-	-	-	-	-
	Manager (Full time)	1,772,600	-	-	-	-	-	-	-	-	-	-	-	-
	Manager (Festival allowance)	159,499	-	-	-	-	-	-	-	-	-	-	-	-
	Manager Implementation (Full time)	1,708,560	-	78,994	-	78,994	-	78,994	-	-			T-01,11,02,01,65,01,13	31-01-21,07-03-21, 31-03-21,11-05-21,02-06-21, 27-06-21,18-08-21,31-08-21
	Manager Implementation (Festival allowance)	158,200	-	-	-	-	-	-	-	-	-	-	-	-
	Head of IJ Helpdesk (Full time)	1,771,200	-	-	-	-	-	-	-	-	-	-	-	-
	Head of IJ Helpdesk (Festival allowance)	164,000	-	-	-	-	-	-	-	-	-	-	-	-
	Project Coordinator (Full time)	906,780	-	5,312	-	5,312	-	5,312	-	-			T-05,20,01,01,11,02,01,65,01,13	03-11-20, 22-12-20,03-01-21, 31-01-21,07-03-21, 31-03-21,11-05-21,2-06-21, 27-06-21,18-08-21,31-08-21
	Project Coordinator (Festival allowance)	75,566	-	-	-	-	-	-	-	-	-	-	-	-
	Logistic Coordinator (10 days per month)	376,774	-	-	-	-	-	-	-	-	-	-	-	-
	Logistic Coordinator (Festival allowance)	35,568	-	-	-	-	-	-	-	-	-	-	-	-
	Finance Controller (30 % working time)	374,868	-	-	-	-	-	-	-	-	-	-	-	-
	Finance Controller (Festival allowance)	34,710	-	-	-	-	-	-	-	-	-	-	-	-
	Finance Manager (Full time)	984,600	-	-	-	-	-	-	-	-	-	-	-	-
	Finance Manager (Festival allowance)	99,000	-	-	-	-	-	-	-	-	-	-	-	-
	Sub Editor -GJN (Full time)	706,200	-	14,808	-	14,808	-	14,808	-	-			T-05,20,01,01,11,02,01,65,01,13	03-11-20, 22-12-20,03-01-21, 31-01-21,07-03-21, 31-03-21,11-05-21,2-06-21,27-06-21,18-08-21,31-08-21
	Sub Editor -GJN (Festival allowance)	58,850	-	-	-	-	-	-	-	-	-	-	-	-
	IT Officer (Full time)	508,125	-	-	-	-	-	-	-	-	-	-	-	-
	IT Officer (Festival Allowances)	47,750	-	-	-	-	-	-	-	-	-	-	-	-
	RTI Helpdesk Officer (50% working time)	248,325	-	-	-	-	-	-	-	-	-	-	-	-
	RTI Helpdesk Officer (Festival Allowances)	23,250	-	-	-	-	-	-	-	-	-	-	-	-
	Principle Investigator,(Partial: Average 6 hours per day)	1,048,750	-	-	-	-	-	-	-	-	-	-	-	-
	Principle Investigator (Festival Allowances)	102,084	-	2,000	-	2,000	-	2,000	-	-			T-01,13	18-08-21,31-08-21
	Coordinator, Gender Study (Full time)	300,000	-	-	-	-	-	-	-	-	-	-	-	-
	Coordinator, Gender Study (Festival Allowances)	29,166	-	-	-	-	-	-	-	-	-	-	-	-
	Media Monitoring Officer[2 persons] (Full time)	410,323	-	-	-	-	-	-	-	-	-	-	-	-
	Media Monitoring Officer[2 persons] (Festival Allowances)	40,834	-	-	-	-	-	-	-	-	-	-	-	-
	Total Human resources	14,884,098	-	101,114	-	101,114	-	101,114	-	-				



Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
3	Travel & Accommodation													
	Travel costs, MRDI staff													
	MRDI staff, local travel	103,018	-	-	-	-	-	-	-	-	-			
	MRDI-Fojo project Staff local travel (lumpsum days)	122,449	10,455	2,091	10,455	2,091	10,455	2,091	-	-	T-02,06,14	31-01-21,19-07-21,18-08-21,31-08-21	T-01,05	31-01-21,19-07-21
	Total Travel & Accommodation	225,467	10,455	2,091	10,455	2,091	10,455	2,091	-	-				
3	Investigative Journalism Partnership (IJP)													
3.1	IJP Partnership													
	Expert honorarium	-												
	Consultant	157,500	20,544	13,696	20,544	13,696	20,544	13,696	-	-	T-06	03-11-20	T-05	03-11-20
	Equipments rental, Printing & supply, Research, fixer & Data collection for partnership	3,708	-	108	-	108	-	108	-	-			T-05	22-12-20
	Sub total Investigative Journalism Partnership (IJP)	161,208	20,544	13,804	20,544	13,804	20,544	13,804	-	-				
3.2	Training on Investigative Journalism													
	Honorarium for Facilitators	225,000	-	22,500	-	22,500	-	22,500	-	-			T-01, 01	31-01-21, 07-03-21
	Translation Cost	71,040	9,266	6,177	9,266	6,177	9,266	6,177	-	-	T-15, 10,66	16-02-21,31-03-21,27-06-21	T-15, 11,65	16-02-21, 31-03-21,27-06-21
	Certificate	20,000	1,396	372	1,396	372	1,396	372	-	-	T-15,66	16-02-22,27-06-21	T-15,65	16-02-22,27-06-21
	Connectivity & incidental Cost for Participants	177,957	-	-	-	-	-	-	-	-				
	Sub total Training on Investigative Journalism	493,997	10,662	29,049	10,662	29,049	10,662	29,049	-	-				
3.3	Followup Training of Investigative Journalism													
	Connectivity & incidental Cost for Participants (15 persons x 1 day) x 2 training	44,109	-	-	-	-	-	-	-	-				
	Sub total Followup Training of Investigative Journalism	44,109	-	-	-	-	-	-	-	-				
3.4	Investigative Journalism Helpdesk													
	Help Desk Support Cost	46,000	-	-	-	-	-	-	-	-				
	Data Help Desk Support Cost	250,000	-	20,000	-	20,000	-	20,000	-	-			T-02, 65,05,01	11-05-21, 24-06-21,19-07-21,18-08-21
	Sub total Investigative Journalism Helpdesk	296,000	-	20,000	-	20,000	-	20,000	-	-				
	Less: Provision made during the period	50,000	-	-	-	-	-	-	-	-				
	Total Translation of IJ Handbook as per R&P Statement	246,000	-	20,000	-	20,000	-	20,000	-	-				
3.5	Translation of IJ-Handbook													
	Honorarium for Translator	250,000	-	25,000	-	25,000	-	25,000	-	-			T-01,02	31-01-21,11-05-21
	DTP design, editing & printing	328,000	22,884	7,628	22,884	7,628	22,884	7,628	-	-	T-66,14	27-06-21, 31-08-21	T-2,65,13	11-05-21,27-06-21,31-08-21
	Reprint of IJ Hand book	175,000	12,210	3,256	12,210	3,256	12,210	3,256	-	-	T-3	11-05-21	T-2	11-05-21
	Distribution of hand book	37,349	4,036	404	4,036	404	4,036	404	-	-	T-01,66	24-11-20,27-06-21	T-02,65	24-11-20,27-06-21
	Sub total Translation of IJ-Handbook	790,349	39,130	36,288	39,130	36,288	39,130	36,288	-	-				
3.6	Media monitoring													
	Newspaper Archive charges (7 days x 12 month x 10 media)	29,400	-	-	-	-	-	-	-	-				
	TV clip archive charge (7 days X 12 months X 10 TV)	294,000	-	-	-	-	-	-	-	-				
	Sub total Media monitoring	323,400	-	-	-	-	-	-	-	-				

Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
3.7	Conference Room Setup Cost													
	Furniture, Fixtures & Equipment	525,625	15,425	9,794	15,425	9,794	15,425	9,794	-	-	T-3	11-05-21	T-2,34	11-05-21,21-06-21
	Sub Total Conference Room Setup Cost	525,625	15,425	9,794	15,425	9,794	15,425	9,794	-	-				
3.8	Interaction Meeting with Academics in Journalism													
	Time cost for participants	60,378	-	6,000	-	6,000	-	6,000	-	-			T-34	21-06-21
	Sub total Interaction Meeting with Academics in Journalism	60,378	-	6,000	-	6,000	-	6,000	-	-				
3.9	Gatekeeper Engagement Meeting													
	Time cost for participants	75,000	-	7,500	-	7,500	-	7,500	-	-			T-04, T-2,01	17-11-19, 19-03-20,02-06-21
	Food for participants including project staffs	13,486	-	-	-	-	-	-	-	-			T-02,T-13, T-7, T-8	19-03-20, 08-06-20, 24-08-20
	Information kit (Folder, writing pad, pen & information material)	32,058	2,093	1,395	2,093	1,395	2,093	1,395	-	-	T-1	02-06-21	T-2	02-06-21
	Sub total Gatekeeper Engagement Meeting	120,544	2,093	8,895	2,093	8,895	2,093	8,895	-	-				
	Total Investigative Journalism Fund	2,765,610	87,854	123,830	87,854	123,830	87,854	123,830	-	-				
4.00	Mentorship Programme													
4.1	Mentorship Conclave													
	Honorarium for Facilitators	156,250	-	15,625	-	15,625	-	15,625	-	-			T-20,01,65,24	03-01-21,02-06-21,27-06-21,28-06-21
	Honorarium for Resource persons	52,500	-	5,250	-	5,250	-	5,250	-	-			T-65,24	27-06-21,28-06-21
	Transportation for facilitators, resource persons, Program staff, Participants (Vehicle Rent+Fuel+driver allowance+toll)	99,994	8,790	1,758	8,790	1,758	8,790	1,758	-	-	T-6	19-07-21	T-5	19-07-21
	Information kit (Folder, writing pad, pen & information material)	30,723	398	599	398	599	398	599	-	-			T-2	11-05-21
	Venue (With sound system & other facilities)	45,540	-	1,980	-	1,980	-	1,980	-	-			T-5	19-07-21
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	154,047	-	6,698	-	6,698	-	6,698	-	-			T-5	19-07-21
	Accommodation	163,184	-	7,095	-	7,095	-	7,095	-	-			T-5	19-07-21
	Conveyance and incidental cost for participants of Dhaka & Outside Dhaka	84,000	-	-	-	-	-	-	-	-				
	Connectivity & Incidental Cost for Participants	73,945	-	-	-	-	-	-	-	-	T-09	05-02-20	T-10	05-02-20
	Banner	1,500	105	28	105	28	105	28	-	-	T-66	27-06-21	T-65	27-06-21
	Stationery	5,335	30	155	30	155	30	155	-	-			T-2	11-05-21
	Daily allowance for programme staffs	8,100	-	-	-	-	-	-	-	-				
	Miscellaneous Expenses	10,000	-	-	-	-	-	-	-	-				
	Translation Cost	13,866	1,809	1,206	1,809	1,206	1,809	1,206	-	-	T-02	02-06-21	T-01	02-06-21
	Meeting Cost of Mentees (Lunch & Snacks)	7,778	-	-	-	-	-	-	-	-				
	Sub-total of per Mentorship Conclave	906,762	11,132	40,394	11,132	40,394	11,132	40,394	-	-				
4.2	Mentorship Support													
	Honorarium for mentor	300,000	-	-	-	-	-	-	-	-				
	Expenses for mentees	487,375	2,129	486	2,129	486	2,129	486	-	-	T-03	11-05-21	T-02	11-05-21
	Sub-total per Mentorship Support	787,375	2,129	486	2,129	486	2,129	486	-	-				
	Less: Provision made during the year	580,000	-	-	-	-	-	-	-	-				
	Total Mentorship Support as per R & P Statement	207,375	2,129	486	2,129	486	2,129	486	-	-				



Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
4.3	Certificate Giving Ceremony of Mentorship Programme													
	Food & Refreshments	15,195	1,032	413	1,032	413	1,032	413	-	-	T-66	27-06-21	T-65	21-06-21
	Travel for Participants	-	-	-	-	-	-	-	-	-	T-09	05-02-20	T-10	05-02-20
	Daily Subsistence allowance for outside Dhaka participants	-	-	-	-	-	-	-	-	-				
	Certificate	10,000	698	186	698	186	698	186			T-15,66	16-02-21,27-06-21	T-15,65	16-02-21,27-06-21
	Sub-total of Certificate Giving Ceremony	25,195	1,730	599	1,730	599	1,730	599	-	-				
4.4	Mentorship Follow up													
	Honorarium for Resource persons	15,000	-	1,500	-	1,500	-	1,500	-	-			T-15	16-02-21
	Connectivity & Incidental Cost for Participants	54,756	-	-	-	-	-	-	-	-				
	Sub-total of Certificate Giving Ceremony	69,756	-	1,500	-	1,500	-	1,500	-	-				
	Total Mentorship Programme	1,209,088	14,991	42,979	14,991	42,979	14,991	42,979	-	-				
5	Safety and Security Program & Training													
5.1	Safety Security Guideline Publication & Distribution													
	Safety Security Guideline Publication (Re print)	135,000	9,418	2,512	9,418	2,512	9,418	2,512	-	-	T-03	11-05-21	T-02	11-05-21
	Distribution Cost	15,301	1,049	104	1,049	104	1,049	104	-	-	T-98,14	27-06-21,31-08-21	T-66,13	27-06-21,31-08-21
	Sub-total of Safety and Security Training for Journalist	150,301	10,467	2,616	10,467	2,616	10,467	2,616	-	-				
	Total of Safety & Security Program & Training	150,301	10,467	2,616	10,467	2,616	10,467	2,616	-	-				
6.00	Sector wide													
6.1	Capacity building for journalists association													
	Capacity building for journalists association	563,455	1,437	9,670	1,437	9,670	1,437	9,670	-	-	T-14	31-08-21	T-13	31-08-21
	Sub-total of Capacity building for journalists association	563,455	1,437	9,670	1,437	9,670	1,437	9,670	-	-				
6.2	Viability Study of Independent Media													
	DTP design, editing & printing of viability study report	133,100	11,409	4,869	11,409	4,869	11,409	4,869	-	-	T-02,10	31-01-21, 31-03-21	T-01,11	31-01-21, 31-03-21
	Distribution of report	6,874	885	89	885	89	885	89	-	-	T-11	31-03-21	T-11	31-03-21
	Sub total of Viability Study of Independent Media	139,974	12,294	4,958	12,294	4,958	12,294	4,958	-	-				
6.3	Webinar Series of Covid-19													
	Online Platform	161,954	-	-	-	-	-	-	-	-				
	Equipment & Accessories	45,392	4,703	1,476	4,703	1,476	4,703	1,476	-	-	T-06,T-02,33	03-11-21,02-06-21,21-06-21	T-05,01,34	03-11-21,02-06-21,21-06-21
	Sub total of Webinar Series of Covid-19	207,346	4,703	1,476	4,703	1,476	4,703	1,476	-	-				
6.4	International Training Program (ITP)													
6.4.1	Coordinator-ITP	393,629	-	-	-	-	-	-						
	Sub total of Coordinator-ITP	393,629	-	-	-	-	-	-						
6.4.2	Country Team Meeting Cost													
	Meeting Cost	9,319	-	-	-	-	-	-						
	Subtotal Country Team Meeting Cost	9,319	-	-	-	-	-	-						



Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
6.4.3	Workshop for Change Initiative Finalization													
	Honorarium for Local Facilitator	50,000	-	5,000	-	5,000	-	5,000	-	-			T-11	31-03-21
	Transportation for participants & Facilitator	27,710	2,490	498	2,490	498	2,490	498	-	-	T-10	31-03-21	T-11	31-03-21
	Accommodation	51,611	-	2,244	-	2,244	-	2,244	-	-	T-02	07-03-21	T-01	07-03-21
	Food & Refreshment (Breakfast, 2 tea-snacks, lunch and dinner)	84,282	-	3,664	-	3,664	-	3,664	-	-	T-02	07-03-21	T-01	07-03-21
	Venue	36,685	-	1,595	-	1,595	-	1,595	1,595	1,595	T-02	07-03-21	T-01	07-03-21
	Information Kit (Folder, writing pad & pen etc.)	3,029	237	95	237	95	237	95	-	-	T-02	07-03-21	T-01	07-03-21
	Stationery & Supplies	684	-	-	-	-	-	-	-	-				
	Subtotal Workshop for Change Initiative Finalization	254,201	2,727	13,096	2,727	13,096	2,727	13,096	-	-				
	Total Workshop for Change Initiative Finalization	657,149	2,727	13,096	2,727	13,096	2,727	13,096	-	-				
6.5	Feasibility Study on Journalism Training Institute													
	Local Facilitator for Feasibility Study	400,000	-	12,000	-	12,000	-	12,000	-	-			T-24	28-06-21
	Less: Provision made during the year	280,000												
	Subtotal Feasibility Study on Journalism Training Institute as per R&P Statement	120,000	-	12,000	-	12,000	-	12,000	-	-				
6.7	Gender Survey & Guideline Development Cost													
6.7.1	Indicator Setting Meeting of gender Survey													
	Time Cost for Expert	55,252	-	5,500	-	5,500	-	5,500	-	-			T-2	11-05-21
	Sub Total Indicator Setting Meeting of gender Survey	55,252	-	5,500	-	5,500	-	5,500	-	-				
6.7.2	Media Content Monitoring													
	Data Entry Operator	175,000	-	4,375	-	4,375	-	4,375	-	-			T-65	27-06-21
	Newspaper Subscription	67,233	-	-	-	-	-	-	-	-				
	TV, Media & Archive Charge	240,000	-	-	-	-	-	-	-	-				
	Sub Total Media Content Monitoring	482,233	-	4,375	-	4,375	-	4,375	-	-				
	Less: Provision made during the year	161,250												
	Subtotal Media Content Monitoring as per R&P Statement	320,983	-	4,375	-	4,375	-	4,375	-	-				
6.7.3	Equipment for Media Monitoring													
	Desktop & related accessories	132,052	700	2,071	700	2,071	700	2,071	-	-	T-2	02-06-21	T-34	21-06-21
	Sub Total Equipment for Media Monitoring	132,052	700	2,071	700	2,071	700	2,071	-	-				
6.7.4	Mapping study - Gender equality in media regulation													
	Honorarium for Expert	350,000	-	20,000	-	20,000	-	20,000	-	-			T-1,34,13	02-06-21, 21-06-21, 31-08-21
	Sub Total Mapping study - Gender equality in media regulation	350,000	-	20,000	-	20,000	-	20,000	-	-				
	Less: Provision made during the year	150,000												
	Subtotal Mapping study - Gender equality in media regulation as per R&P Statement	200,000	-	20,000	-	20,000	-	20,000	-	-				
	Gender Survey & Guideline Development Cost	708,287	700	31,946	700	31,946	700	31,946	-	-				
	Total Sector wide	2,396,211	21,861	73,146	21,861	73,146	21,861	73,146	-	-				
7.00	Media Innovation Hub													
7.1	Online Training Courses													
	Online Training Courses	1,457,971	15,168	132,214	15,168	132,214	15,168	132,214	-	-	T-05, 21,15,02,05	22-12-20, 03-01-21, 21,16-02-21,07-03-21,	T-06,20,15,01,02,01,34,5,01	22-12-20, 03-01-21, 16-02-21,07-03-21, 11-05-21,02-06-21,21-06-21, 19-07-21,18-08-21
	Subtotal of Online Training Courses	1,457,971	15,168	132,214	15,168	132,214	15,168	132,214	-	-				



Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
7.2	Promotion of Online Training Courses													
	Promotion of Online Training Courses													
	Subtotal of Promotion of Online Courses	-	-	-	-	-	-	-	-	-	-	-	-	-
7.3	Website Development													
	Website Content Development Editing	264,000	31,304	24,470	31,304	24,470	31,304	24,470	-	-	T-02	18-08-21	T-01,13	18-08-21, 31-08-21
	Sub total of Website Development	264,000	31,304	24,470	31,304	24,470	31,304	24,470	-	-				
	Total of Media Innovation Hub	1,721,971	46,472	156,684	46,472	156,684	46,472	156,684	-	-				
8.00	Training of Trainers of PIB													
	Honorarium for Lead trainer	75,000	-	7,500	-	7,500	-	7,500	-	-			T-02	24-11-20
	Banner and certificate	5,180	349	93	349	93	349	93	-	-	T-01	10-11-20	T-02	24-11-20
	Connectivity & Incidental Cost for Participants	68,445	-	-	-	-	-	-	-	-				
	Sub total of Training of Trainers of PIB	148,625	349	7,593	349	7,593	349	7,593	-	-				
9	RTI Help Desk & Clinic													
	Help Desk Promotional & Support Expenses													
	Sub total of RTI Help Desk & Clinic	-	-	-	-	-	-	-	-	-				
10	Internal Activities													
10.1	Organizational Review for MRDI													
	Legal Expert													
	Developing MRDI Communication Strategy	300,000	-	7,500	-	7,500	-	7,500	-	-			T-34	21-06-21
	Honorarium for Expert	350,000	-	8,750	-	8,750	-	8,750	-	-			T-2	11-05-21
	Subtotal of Organizational Review for MRDI	650,000	-	16,250	-	16,250	-	16,250	-	-				
	Less: Provision made during the year	487,500												
	Subtotal Organizational Review for MRDI as per RSP Statement	162,500	-	16,250	-	16,250	-	16,250	-	-				
10.2	Workshop on MRDI Strategy													
	Honorarium for Facilitator(1 person x 4 days)	75,000	-	7,500	-	7,500	-	7,500	-	-			T-01	31-01-21,31-03-21
	Venue (With sound system & other facilities) Hope foundation training centre, Savar, Dhaka	75,900	-	3,300	-	3,300	-	3,300	-	-			T-01,11	31-01-21,31-03-21
	Transportation for facilitator & Participants (Vehicle Rent+Fuel+driver allowance+ toll)	70,422	6,030	1,206	6,030	1,206	6,030	1,206	-	-	T-02,10	31-01-21,31-03-21	T-01,11	31-01-21,31-03-21
	Food for participants (Breakfast, 2 tea-snacks, lunch and dinner)	160,751	-	6,879	-	6,879	-	6,879	-	-			T-01,11	31-01-21,31-03-21
	Accommodation	128,269	-	5,577	-	5,577	-	5,577	-	-			T-01,	31-01-21,31-03-21
	Miscellaneous Expenses	15,230	-	-	-	-	-	-	-	-				
	Subtotal of Workshop on MRDI Strategy	525,572	6,030	24,462	6,030	24,462	6,030	24,462	-	-				
10.3	End-line /External Evaluation													
	Local Expert	500,000	-	50,000	-	50,000	-	50,000	-	-			T-34,13	21-06-21,31-08-21
	Subtotal End-line /External Evaluation	500,000	-	50,000	-	50,000	-	50,000	-	-				
	Total of Internal Activities	1,188,072	6,030	90,712	6,030	90,712	6,030	90,712	-	-				
11.00	Audit													
	Audit fees	200,000	-	-	-	-	-	-	-	-				
	Total Audit Fees	200,000	-	-	-	-	-	-	-	-				
	Less: Provision made during the year	200,000												
	Total Audit Fees as per RSP Statement	-	-	-	-	-	-	-	-	-				
	Total Programme Cost	24,689,443	198,479	600,765	198,479	600,765	198,479	600,765	-	-				
12.00	Total Program Management Cost													
	MRDI Overhead (30% of the HR: Human Resources)	4,465,606	-	-	-	-	-	-	-	-				
	Less: Provision made during the year	8,828	-	-	-	-	-	-	-	-				
	Total MRDI Overhead as per R & P Statement	4,456,778	-	-	-	-	-	-	-	-				

Sl. No.	Head of expenditures	Actual expenses	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
	Contingency	758,373	-	48,636	-	48,636	-	48,636	-	-			T-1,34,5,13	02-06-21, 21-06-21, 19-07-21, 31-08-21
	Less: Provision made during the year	75,000	-	-	-	-	-	-	-	-				
	Total Contingency as per R&P Statement	683,373	-	48,636	-	48,636	-	48,636	-	-				
	Facility service for Fojo Staffs	420,000	-	-	-	-	-	-	-	-				
	Financial Services	15,930	-	-	-	-	-	-	-	-				
	Total Program Management Cost	5,576,081	-	48,636	-	48,636	-	48,636	-	-				
	Grand Total excluding provision for Outstanding Expenses	30,265,524	198,479	649,401	198,479	649,401	198,479	649,401	-	-				
	Provision for Outstanding Expenses	491,619	8,588	31,638	8,588	31,638	8,588	31,638			T-06,	03-11-20	T-06,01	03-11-20, 31-01-21
	Grand Total	30,757,143	207,067	681,039	207,067	681,039	207,067	681,039	-	-				

Note:

1. Reconciliation of Actual Expenditures as Annexure-A/1

Grand Total excluding provision for Outstanding Expenses	30,265,524
Provision for Outstanding Expenses	1,992,578
Actual Expenditures as Annexure-A/1	32,258,102

2. Payment of relevant Tax and VAT on the amount of provision was not made during the year. These will be paid the relevant payment will be made. However, tax and VAT on the expenditures which were provided earlier year was paid during the year.

