



Grant Thornton

Howladar Yunus & Co.

Independent Auditor's Report on the Financial Statements of
"More Information More Accountability (MIMA) Phase II" Project
Implemented by Media Resources Development Initiative (MRDI)
In partnership with The Asia Foundation (TAF)
For the period from 15 June 2023 to 15 February 2024

Chartered Accountants

Member firm of Grant Thornton International Ltd.

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"More Information More Accountability (MIMA) Phase II" Project
Implemented by Media Resources Development Initiative (MRDI)
In partnership with The Asia Foundation (TAF)
For the period from 15 June 2023 to 15 February 2024

Submitted by:
Howladar Yunus & Co.
Chartered Accountants

20 March 2024

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FIRST PART

1. Independent Auditor's Report on the Financial Statements
2. Balance Sheet
3. Statement of Income and Expenditure
4. Statement of Receipts and Payments
5. Notes to the Financial Statements



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

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Opinion

We have audited the financial statements of “More Information More Accountability (MIMA) Phase II” project implemented by Media Resources Development Initiative (MRDI) In partnership with The Asia Foundation (TAF) which comprise the balance sheet as at 15 February 2024, the statement of income and expenditure and statement of receipts and payments for the period then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements give a true and fair view, in all material respects, of the financial position of the project as of 15 February 2024, and of its financial performance and its receipts & payments for the period then ended in accordance with International Financial Reporting Standards (IFRSs) as described in Note- 2.01.

Basis for Opinion

We conducted our audit in accordance with the 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) together with ethical requirement that are relevant to our audit of the financial statements in Bangladesh, and we have fulfilled our 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 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.



Chartered Accountants

Member firm of Grant Thornton International Ltd

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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 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 are 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.

- 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, 20 March 2024
DVC No.: 2403200521AS388447


Project Name: More Information More Accountability (MIMA) Phase II
Implemented by: Media Resources Development Initiative (MRDI)
In partnership with: The Asia Foundation (TAF)
Balance Sheet
As at 15 February 2024

	Notes	As at 15 February 2024 BDT
Assets		
Cash and cash equivalents	3	178,123
		<u>178,123</u>
Fund and Liabilities		
Unutilized donor fund	4	101,831
Reserve fund-bank interest	5	1,292
Provision for expenses	6	75,000
		<u>178,123</u>

The accompanying notes (1-19) form an integral part of these financial statements.

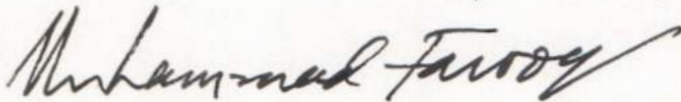


Md. Mominul Islam
Manager, Accounts



Hasibur Rahman
Executive Director

As per our annexed report of same date



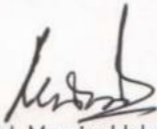
Muhammad Farooq FCA
Managing Partner, Enrolment No. 0521
Howladar Yunus & Co., Chartered Accountants
Firm Registration No.: N/A

Dated: Dhaka, 20 March 2024
DVC No.: 2403200521AS388447

Project Name: More Information More Accountability (MIMA) Phase II
 Implemented by: Media Resources Development Initiative (MRDI)
 In partnership with: The Asia Foundation (TAF)
 Statement of Comprehensive Income-Statement Income and Expenditure
 For the period ended 15 February 2024


	Notes	For the year ended 15 February 2024 BDT
Income		
Grant income	7	3,125,880
		<u>3,125,880</u>
Expenditure		
Planning meeting with JANAK member and Youth groups	9	56,207
Community Mobilization meeting	10	152,596
School awareness campaign	11	217,637
RTK day observation	12	162,032
RTI Online course competition at 8 upzilas	13	204,596
Orientation for NGO on RTI	14	273,515
Reprint Leaflet & Easy learning book on RTI	15	282,000
Follow Bootcamp up Camp for Youth	16	541,103
Programme Team	17	860,223
Programme Operations and management	18	91,800
Overhead Cost	19	284,171
		<u>3,125,880</u>

The accompanying notes (1-19) form an integral part of these financial statements.


 Md. Mominul Islam
 Manager, Accounts


 Hasibur Rahman
 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, 20 March 2024
 DVC No.: 2403200521AS388447

Project Name: More Information More Accountability (MIMA) Phase II
 Implemented by: Media Resources Development Initiative (MRDI)
 In partnership with: The Asia Foundation (TAF)
 Statement of Receipts and Payments
 For the period ended 15 February 2024

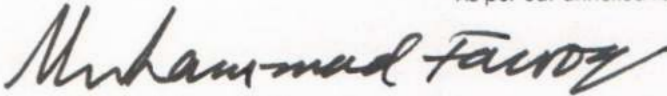
	Notes	For the year ended 15 February 2024 BDT
Opening balance		
Cash at bank		-
Receipts		
Fund from Donor	4.1	3,227,711
Interest on bank deposit	8	1,292
Total receipts		<u>3,229,003</u>
Payments		
Planning meeting with JANAK member and Youth groups	9	56,207
Community Mobilization meeting	10	152,596
School awareness campaign	11	217,637
RTK day observation	12	162,032
RTI Online course competition at 8 upzilas	13	204,596
Orientation for NGO on RTI	14	273,515
Reprint Leaflet & Easy learning book on RTI	15	282,000
Follow Bootcamp up Camp for Youth	16	541,103
Programme Team	17	860,223
Programme Operations and management	18	16,800
Overhead Cost	19	284,171
Total Payments		<u>3,050,880</u>
Closing balances	3.1	178,123
Cash at bank		<u>178,123</u>
		<u>3,229,003</u>

The accompanying notes (1-19) form an integral part of these financial statements.


 Md. Mominul Islam
 Manager, Accounts


 Hasibur Rahman
 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, 20 March 2024
 DVC No.: 2403200521AS388447

Project Name: More Information More Accountability (MIMA) Phase II
Implemented by: Media Resources Development Initiative (MRDI)
In partnership with: The Asia Foundation (TAF)
Notes to the Financial Statements
For the period ended 15 February 2024

1.0 About the organization and project

1.1 About the organization

Media Resources Development Initiative (MRDI) vision's just and open societies where all people enjoy their rights.

Media 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 mission of the organization is to support the development of a strong and independent media that exercises excellence in journalism, and to empower all people including the marginalised to freely enjoy their right to information, working with partners in Bangladesh and beyond.

1.2 About the project

More Information More Accountability (MIMA) Phase II, a eight months project starting from 15 June 2023 to 15 February 2024 funded by The Asia Foundation (TAF). The project aims to improve quality and easy availability of public services for people irrespective of their gender, socio-economic and ethnic identity.

1.3 Objectives of the project

A. Overall objective:

1. Create awareness on RTI and enhance demand for information in the community
2. Facilitate NGOs to comply with the provisions of RTI Act and regulations of proactive disclosure

B. Program Activities:

- i. Planning meeting with JANAK member and Youth groups
- ii. Community Mobilization meeting
- iii. School awareness campaign
- iv. RTK Day observation
- v. RTI Online course competition at 8 upazilas
- vi. JANAK meeting at upazila level
- vii. Orientation for NGO on RTI and Proactive Disclosure
- viii. Reprint of communication and awareness materials
- ix. Follow-up bootcamp for youth



1.4 Project period

Total duration of the project is for nine months covering from 15 June 2023 to 15 February 2024.

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 the preparation of financial statements. ISA 20 have been followed fully while IAS 1 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.

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 staff salary

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 Reporting period

The financial statements of the project cover 09 months starting from 15 June 2023 to 15 February 2024.

2.6 Reporting currency

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



	Notes	As at 15 February 2024 BDT
3 Cash and cash equivalents		
Cash at bank	3.1	178,123
		<u>178,123</u>
3.1 Cash at bank		
Prime Bank Ltd. Asad Gate Branch, Dhaka, A/C # 2138313019522		178,123
Total		<u>178,123</u>
4 Unutilized donor fund		
Opening balance		-
Add: Donor fund received during the period	4.1	3,227,711
Less: Grant income recognised	7	(3,125,880)
Total		<u>101,831</u>
4.1 Fund from Donor		
		Amount BDT
Date of receipts	Installment	
16-Jul-23	1st Installment	887,630
19-Aug-23	2nd Installment	1,082,333
6-Nov-23	3rd Installment	1,057,857
4-Feb-24	4th Installment	199,891
	Total	<u>3,227,711</u>
5 Reserve fund-bank interest		
Opening balance		-
Add: Interest received during the period		1,520
Less: TDS on bank interest		(228)
Total		<u>1,292</u>
6 Provision for expenses		
Opening Balance		-
Provision made during the year	6.1	75,000
Less: Paid during the year		-
Closing Balance		<u>75,000</u>
6.1 Provision made during the year		
Audit Fees		75,000
Total		<u>75,000</u>



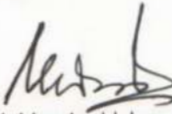
		For the period ended 15 February 2024
		BDT
7	Grant income	
	Grant income	3,125,880
		<u>3,125,880</u>
<p>Amount equivalent to total expenditure incurred for the period has been recognized as grant income for the period according to International Accounting Standard (IAS)-20.</p>		
8	Interest on bank deposit	
	Interest received during the period	1,520
	Less: TDS on bank interest	(228)
	Total	<u>1,292</u>
9	Planning meeting with JANAK member and Youth groups	
	Snacks for Participants	10,363
	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	30,267
	Accommodation for Staff	3,780
	Perdiem for Staff	11,797
	Total	<u>56,207</u>
10	Community Mobilization meeting	
	Community Mobilization meeting	59,205
	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	55,556
	Accommodation for Staff	15,120
	Perdiem for Staff	22,715
	Total	<u>152,596</u>
11	School awareness campaign	
	School Students awareness campaign	89,246
	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	62,523
	Accommodation for Staff	37,368
	Perdiem for Staff	28,500
	Total	<u>217,637</u>
12	RTK day observation	
	School Students awareness campaign	105,000
	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	39,457
	Accommodation for Staff	5,575
	Perdiem for Staff	12,000
	Total	<u>162,032</u>



		For the period ended 15 February 2024
		BDT
13	RTI Online course competition at 8 upzilas	
	Prize for winners (1st Prize)	32,000
	Prize for winners (2nd Prize)	24,000
	Prize for winners (3rd Prize)	16,000
	Prize giving ceremony with District administration	132,596
	Total	204,596
14	Orientation for NGO on RTI	
	Honorarium for Resource persons	30,000
	Travel, accomodation and daily subsistence allowance for resource persons	29,999
	Travel and incidental cost for UNOs	8,000
	Venue	3,185
	Banner	1,830
	Information Kit (Bag, Writing pad, pen & photocopy to presentation Materials)	17,604
	Food for Participants (Snacks and lunch) (Including driver and gun man)	79,666
	Conveyance for participants	76,000
	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	14,155
	Accommodation for Staff	5,576
	Perdiem for Staff	7,500
	Total	273,515
15	Reprint Leaflet & Easy learning book on RTI	
	Easy learning book	207,000
	Leaflet	75,000
	Total	282,000
16	Follow Bootcamp up Camp for Youth	
	Honorarium for resource person	30,000
	Transportation for resource persons, program staff (Vehicle Rent+Fuel+driver allowance+toll)	30,331
	Accommodation for Programme Staff & Resource Person	18,400
	Per diem for Programme Staff & Resource person	18,000
	Venue	35,753
	Food	112,050
	Incidental cost for participants	64,000
	Travel & Perdiem outside venue town	130,950
	Accommodation for participants	57,960
	Information Kits	30,225
	Banner	1,500
	T-Shirts	11,934
	Total	541,103



		For the period ended 15 February 2024
		BDT
17	Programme Team	
	Team leader (ED MRDI, 10% working time)	348,633
	Field Intervention Coordinator	171,012
	Field Intervention Officer	128,259
	Finance Coordinator (20% working time)	212,319
	Total	860,223
18	Programme Operations and management	
	Conveyance and communication at field level and Dhaka office (60% field and 40% Dhaka office)	16,800
	Audit of accounts	75,000
	As per Statement of Comprehensive Income-Income and Expenditure Account	91,800
	Less: Provision made during the year	(75,000)
	As per Statement of Receipts and Payments	16,800
19	Overhead Cost	
	Overhead Cost (10% of total programme cost)	284,171
	Total	284,171


 Md. Mominul Islam
 Manager, Accounts


 Hasibur Rahman
 Executive Director



SECOND PART

6. FD- 4 Form
7. FD-4(1) Statements (Budget Variance-Annexure A/1)
8. Notes to the FD-4 Form
9. Report as per requirement of NGO Affairs Bureau, GoB
10. Annexure-B: Statement of Tax & VAT deduction and deposit
11. Annexure-C: Schedule of property, plant and equipment



FD-4 Form
Certificate issued by CA Firm

I undersigned to certify that our CA Firm, Howladar Yunus & Co., Chartered Accountants has completed the audit of More Information More Accountability (MIMA) Phase II of below mentioned organization's project for the period from 15 June 2023 to 15 February 2024. During the Audit, required books of accounts, bill, voucher and necessary evidence have been verified. According to the audited financial statement, relevant information are as follows:

1. Name of the NGO : **Media Resources Development Initiative (MRDI)**
2. Registration Number : 1962
3. Address [with telephone number, website & email] : 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207. Phone: 02-41022772-4
Website: www.mrdibd.org, E-mail: info@mrdibd.org
4. Name and duration of the project : **More Information More Accountability (MIMA) Phase II** For the period from 15 June 2023 to 15 February 2024
5. Audit period of the project : 15 June 2023 to 15 February 2024
6. Opening balance of the period : Taka Nil
7. Foreign donation received during the audit period : Taka 3,227,711
8. Foreign donation utilized during audit period : Taka 3,125,880
9. Balance of unutilized foreign donation at the end of audit period : Taka 101,831

FD-4/1 statement has been prepared appropriately as per line items of approved budget of the NGO Affairs Bureau.



Declaration

I hereby declare that I have read all the related rules and regulations and all the information in the Statement of Expenditure found true and accurate.



Muhammad Farooq FCA

Managing Partner

Howladar Yunus & Co.

Chartered Accountants

H-14, Rd 16/A, Gulshan-1,

Dhaka, Bangladesh

Dated: Dhaka, 20 March 2024

Project Name: More Information More Accountability (MIMA) Phase II
 Implemented by: Media Resources Development Initiative (MRDI)
 In partnership with: The Asia Foundation (TAF)
 Budget Variance
 For the year ended 15 February 2024

Amount in BDT

Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
1	Planning meeting with JANAK member and Youth groups					
1.1	Snacks for Participants	14,400	10,363	4,037	28%	Spent as per actual requirement
1.2	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	36,000	30,267	5,733	16%	Spent as per actual requirement
1.3	Accommodation for Staff	18,000	3,780	14,220	79%	Spent as per actual requirement
1.4	Perdiem for Staff	18,000	11,797	6,203	34%	Spent as per actual requirement
	Sub-total	86,400	56,207	30,193	35%	
2	Community Mobilization meeting					
2.1	Community Mobilization meeting	80,000	59,205	20,795	26%	Spent as per actual requirement
2.2	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	36,000	55,556	(19,556)	-54%	Spent as per actual requirement
2.3	Accommodation for Staff	18,000	15,120	2,880	16%	Spent as per actual requirement
2.4	Perdiem for Staff	18,000	22,715	(4,715)	-26%	Spent as per actual requirement
	Sub-total:	152,000	152,596	(596)	0%	
3	School awareness campaign					
3.1	School Students awareness campaign	120,000	89,246	30,754	26%	Spent as per actual requirement
3.2	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	72,000	62,523	9,477	13%	Spent as per actual requirement
3.3	Accommodation for Staff	36,000	37,368	(1,368)	-4%	Spent as per actual requirement
3.4	Perdiem for Staff	36,000	28,500	7,500	21%	Spent as per actual requirement
	Sub-total	264,000	217,637	46,363	18%	
4	RTK day observation					
4.1	RTK day observation at project location	120,000	105,000	15,000	13%	Spent as per actual requirement
4.2	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	36,000	39,457	(3,457)	-10%	Spent as per actual requirement
4.3	Accommodation for Staff	18,000	5,575	12,425	69%	Spent as per actual requirement
4.4	Perdiem for Staff	18,000	12,000	6,000	33%	Spent as per actual requirement
	Sub-total	192,000	162,032	29,968	16%	



Project Name: More Information More Accountability (MIMA) Phase II
 Implemented by: Media Resources Development Initiative (MRDI)
 In partnership with: The Asia Foundation (TAF)
 Budget Variance
 For the year ended 15 February 2024

Amount in BDT

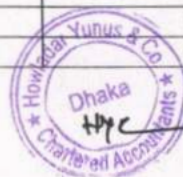
Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
5	RTI Online course competition at 8 upzilas					
5.1	Prize for winners (1st Prize)	32,000	32,000	-	0%	
5.2	Prize for winners (2nd Prize)	24,000	24,000	-	0%	
5.3	Prize for winners (3rd Prize)	16,000	16,000	-	0%	
5.4	Social media campaign	50,000	-	50,000	100%	Budget was not required to utilize
5.5	Prize giving ceremony with District administration	75,000	132,596	(57,596)	-77%	Spent as per actual requirement
5.6	Transportation for staff (Vehicle rent including fuel, toll, & Driver allowance)	18,000	-	18,000	100%	Budget was not required to utilize
5.7	Accommodation for Staff	6,000	-	6,000	100%	Budget was not required to utilize
5.8	Per diem for Staff	9,000	-	9,000	100%	Budget was not required to utilize
	Sub-total	230,000	204,596	25,404	11%	
6	JANAK Meeting at upazila level					
6.1	Meeting Communications Cost	22,400	-	22,400	100%	Budget was not required to utilize
6.2	Tea & Snacks	83,200	-	83,200	100%	Budget was not required to utilize
6.3	Stationery	4,000	-	4,000	100%	Budget was not required to utilize
	Subtotal	109,600	-	109,600	100%	Budget was not required to utilize
7	Orientation for NGO on RTI					
7.1	Honorarium for Resource persons	25,000	30,000	(5,000)	-20%	Spent as per actual requirement
7.2	Travel, accommodation and daily subsistence allowance for resource persons	20,000	29,999	(9,999)	-50%	Spent as per actual requirement
7.3	Travel and incidental cost for UNOs	32,000	8,000	24,000	75%	Spent as per actual requirement
7.4	Venue	10,000	3,185	6,815	68%	Spent as per actual requirement



Project Name: More Information More Accountability (MIMA) Phase II
 Implemented by: Media Resources Development Initiative (MRDI)
 In partnership with: The Asia Foundation (TAF)
 Budget Variance
 For the year ended 15 February 2024

Amount in BDT

Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
7.5	Banner	800	1,830	(1,030)	-129%	The banner was printed from Jashore and at the very last moment it was found it was not matching size of the board of the DC's conference room. Considering the profile of the meeting the project printed another banner
7.6	Information Kit (Bag, Writing pad, pen & photocopy to presentation Materials)	40,500	17,604	22,896	57%	Spent as per actual requirement
7.7	Food for Participants (Snacks and lunch) (Including driver and gun man)	60,000	79,666	(19,666)	-33%	Spent as per actual requirement
7.8	Conveyance for participants	80,000	76,000	4,000	5%	Spent as per actual requirement
7.9	Transportation for staff (Vehicle rent including fuel, toll, & Driver allowance)	27,000	14,155	12,845	48%	Spent as per actual requirement
7.1	Accommodation for Staff	12,000	5,576	6,424	54%	Spent as per actual requirement
7.11	Per diem for Staff	13,500	7,500	6,000	44%	Spent as per actual requirement
	Sub-total	320,800	273,515	47,285	15%	
8	Reprint Leaflet & Easy learning book on RTI					
8.1	Easy learning book	300,000	207,000	93,000	31%	Spent as per actual requirement
8.2	Leaflet	50,000	75,000	(25,000)	-50%	Rate was fixed through the procurement process of MRDI
	Subtotal	350,000	282,000	68,000	19%	
9	Follow Bootcamp up Camp for Youth					
9.1	Honorarium for resource person	15,000	30,000	(15,000)	-100%	Amount was spent after having approval from Donor
9.2	Transportation for resource persons, program staff (Vehicle Rent+Fuel+driver allowance+toll)	48,000	30,331	17,669	37%	Spent as per actual requirement
9.3	Accommodation for Programme Staff & Resource Person	27,000	18,400	8,600	32%	Spent as per actual requirement
9.4	Per diem for Programme Staff & Resource person	22,500	18,000	4,500	20%	Spent as per actual requirement



Project Name: More Information More Accountability (MIMA) Phase II
 Implemented by: Media Resources Development Initiative (MRDI)
 In partnership with: The Asia Foundation (TAF)
 Budget Variance
 For the year ended 15 February 2024

Amount in BDT

Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
9.5	Venue	18,000	35,753	(17,753)	-99%	Amount was spent after having approval from Donor
9.6	Food	120,000	112,050	7,950	7%	Spent as per actual requirement
9.7	Incidental cost for participants	33,000	64,000	(31,000)	-94%	Amount was spent after having approval from Donor
9.8	Travel & Perdiem outside venue town	110,000	130,950	(20,950)	-19%	Amount was spent after having approval from Donor
9.9	Accommodation for participants	36,000	57,960	(21,960)	-61%	Amount was spent after having approval from Donor
9.10	Information Kits	20,000	30,225	(10,225)	-51%	Amount was spent after having approval from Donor
9.11	Banner	1,000	1,500	(500)	-50%	Amount was spent after having approval from Donor
9.12	T-Shirts	13,500	11,934	1,566	12%	Spent as per actual requirement
9.13	Conveyance & Communication for Local Coordinator	10,000	-	10,000	100%	Budget was not required to utilize
	Sub-total	474,000	541,103	(67,103)	-14%	
10	Programme Team					
10.1	Team leader (ED MRDI, 10% working time)	454,725	348,633	106,092	23%	
10.2	Field Intervention Coordinator	170,000	171,012	(1,012)	-1%	Spent as per actual requirement
10.3	Field Intervention Officer	127,500	128,259	(759)	-1%	Spent as per actual requirement
10.4	Finance Coordinator (20% working time)	189,720	212,319	(22,599)	-12%	Spent as per actual requirement
	Sub-total	941,945	860,223	81,722	9%	
11	Programme Operations and management					
11.0	Conveyance and communication at field level and Dhaka office (60% field and 40% Dhaka office)	32,000	16,800	15,200	48%	Spent as per actual requirement
11.1	Audit Fee	75,000	75,000	-	0%	
	Subtotal	107,000	91,800	15,200	14%	



Project Name: More Information More Accountability (MIMA) Phase II
 Implemented by: Media Resources Development Initiative (MRDI)
 In partnership with: The Asia Foundation (TAF)
 Budget Variance
 For the year ended 15 February 2024

Amount in BDT

Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
12	Overhead Cost					
11.0	Overhead Cost (10% of total programme cost)	322,775	284,171	38,604	12%	
	Subtotal	322,775	284,171	38,604	12%	
	Grand Total	3,550,520	3,125,880	424,640	12%	

Total Expenditure as per FD-4/1 (Annexure-A/1)		3,125,880
Less: Current year Provision		(75,000)
Add: Payment for prior year provision		-
Foreign donation paid during audit period		3,050,880

Signature & Seal



Muhammad Farooq FCA
 Managing Partner, Enrolment No. 0521
 Howladar Yunus & Co.,
 Chartered Accountants
 Dated: Dhaka, 20 March 2024

Project: More Information More Accountability (MIMA) Phase II
In partnership with: The Asia Foundation (TAF)
Implemented by: Media Resources Development Initiative (MRDI)
For the period ended 15 February 2024

Notes to FD-4

A. Reconciliation of unutilized fund as per Financial Statements and Cash & Bank Balance

Particulars	Taka
Unutilized Fund as per Financial Statements	101,831
Add: Provision of Expenses	75,000
Add: Reserve fund-bank interest	1,292
Cash and cash equivalents	<u>178,123</u>



**Media Resources Development Initiative (MRDI)
Compliance with Instructions of NGO Affairs Bureau**

Name of the Project : More Information More Accountability (MIMA) Phase II
Audit Period : 15 June 2023 to 15 February 2024
Project Approval No. and Date : Approval No. 03.07.2666.662.68.016.2023-966,
Dated- 15 June 2023

Our observations in compliance with the conditions laid down in the Circular # 03.07.2666.657.43.253.17-2458, dated- 24 December 2023 issued from the NGO Affairs Bureau, Prime Minister's Office, and Government of the People's Republic of Bangladesh is listed below:

Condition-1

CA firm should perform their role with utmost responsibility and independence in case of audit of NGOs. Report has to be issued using MS Excel/Access Software.

Observations and Comments

We have conducted the audit in accordance with International Standards on Auditing (ISAs) and performed our role with utmost responsibility and independence in case during our audit. Report has also been issued using MS Excel/Access Software.

Condition- 2

During the audit of the accounts of NGOs, the audit firm must provide their opinion on whether the project has been implemented in compliance with the Foreign Donations (Voluntary Activities) Regulation Act 2016, FD-6 related to the approval of the project and the terms & conditions of project approval after completion of the audit.

Observations and Comments

During our audit of the accounts, we have checked whether the NGO has implemented the project in the compliance of the requirements of the Foreign Donations (Voluntary Activities) Regulation Act, 2016, FD-6 related to the approval of the project and the terms & conditions of project approval and did not observe any non-compliance.

Condition- 3

The CA firm, along with the audit report, must issue a certificate regarding receipts and expenditures of foreign Donation in form of 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 basis. It means no foreign donation should be shown as negative balance or receivables. In FD-4, total variance between approved budget and actual expenditure 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 project (Annexure-C).

Observations and Comments

The Form of FD-4 along with Annexure-A/1 has been issued in the prescribed format of the Bureau. All the information of Foreign donations in the FD-4 has been provided on cash basis (not accrual basis) and no receivables pertaining to foreign donations have been taken into account. Item wise approved budget as per FD-6, actual amount spent and variance with reasons thereof have been described in Annexure-A/1 of the FD-4.

Condition- 4

Separate audit report should be prepared for each project and the reports should be based on project year (maximum 12 months). If there is any local income/donation in the project, it should be shown in separate column and there has to be comment on the source of those local income/donation in compliance with the guideline of Foreign Donations (Voluntary Activities) Regulation Act 2016. Incomplete comment will be considered as non-compliance.

Observations and Comments

The audit report has been prepared separately for the project " More Information More Accountability (MIMA) Phase II" Project for the period 15 June 2023 to 15 February 2024 with a separate approval of NGOAB vide-03.07.2666.662.68.016.2023-966, Dated- 15 June 2023.The project does not have any local income/donation.

Condition- 5

In the audit report, the goals, objectives, and main activities of the project shall be mentioned briefly and the following information should be mentioned in the prescribed form:

1. Date of enlistment of CA firm for conducting of the 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 release
6. Amount of fund release (including installment)
7. Amount of foreign donation received
8. Whether any withdrawal was made from the mother account before the fund release clearance from Bureau;
Whether foreign donations have been received in the mother account.
9. Audit Year (Project year)
10. Project Area (District, Upazila)
11. Number of beneficiaries



Observations and Comments

The brief project description is as follows:

A. Overall objectives:

The objective of the project-

1. Create awareness on RTI and enhance demand for information in the community
2. Facilitate NGOs to comply with the provisions of RTI Act and regulations of proactive disclosure

B. Program Activities:

- i. Planning meeting with JANAK member and Youth groups
- ii. Community Mobilization meeting
- iii. School awareness campaign
- iv. RTK Day observation
- v. RTI Online course competition at 8 upazilas
- vi. JANAK meeting at upazila level
- vii. Orientation for NGO on RTI and Proactive Disclosure
- viii. Reprint of communication and awareness materials
- ix. Follow-up bootcamp for youth

Specific information pertaining to the project is given below:

Sl. No.	Name of the Implementation Agency	Media Resources Development Initiative (MRDI)
1.	Date of enlistment of CA firm for conducting of the Audit	Circular # 03.07.2666.657.43.253.17-2458 Date- 24 December 2023 Serial No. 66
2.	Name of the Project	More Information More Accountability (MIMA) Phase II
3.	Duration of the project	15 June 2023 to 15 February 2024.
4.	Memo No. & Date of approval of the project	Approval No. 03.07.2666.662.68.016.2023-966, Date: 15 June 2023
5.	Memo No. & Date of fund release	1 st Fund Release approval no. 03.07.2666.662.68.016.2023-966, Date: 15 June 2023 and 2 nd und Release approval no. 03.07.2666.662.68.016.23-122, Date: 17 October 2023



6.	Amount of fund release (including installment)	Total amount of fund/money release of the project by NGOAB and the fund were received from donor by the project through following installments:		
		Date	Mode of Receipt	Amount in Taka
		16-Jul-23	Bank transfer	887,630
		19-Aug-23	Bank transfer	1,082,333
		6-Nov-23	Bank transfer	1,057,857
		4-Feb-24	Bank transfer	199,891
Fund Received during the audit period:			3,227,711	
7.	Amount of foreign donation received	Taka 3,227,711		
8.	Whether any withdrawal was made from the mother account before the fund release clearance from Bureau	No fund was received before NGOAB approval.		
	Whether local donation has been received in the mother account.	No local contribution/donation has been received in mother account.		
9.	Audit year (Project period)	15 June 2023 to 15 February 2024		
10.	Project area (District & Upazilla)	Dhaka, Dhaka City corporation and Jashore district (as per FD 6)		
11.	Number of beneficiaries	2,716 persons		

Condition- 6

Balance Sheet, Income & Expenditure Account, and Receipts & Payments Account should be the part of the audit report and these statements should be signed by the authorized person of the NGO and the Name of the authorized person needs to be mentioned. If in any case the presentation of the Balance Sheet is not required, then an explanation should be included. The auditor should confirm whether the Receipts and Payments Account was prepared based on the ledger items maintained by NGO. In the items where the accumulated amount has been shown, (such as contingency and others), a detailed breakdown should be shown in notes.

Observations and Comments

Balance Sheet, Income & Expenditure Account, and Receipts & Payments Account are part of the audit report and these statements are signed by the authorized person of the NGO and the Name of the authorized person are mentioned. The Receipts & Payments Statement has been prepared in accordance with the ledgers maintained by the NGO. In the notes to the financial statements, breakups for each accumulated amount are provided for the items of the balance sheet, income & Expenditure statements, and receipt payment statements.

Condition- 7

Every page of the NGO's audit report should contain page number. Initial of the authorized person of CA firm along with common seal should be provided in every page of the audit report. However, at the beginning of the report auditor's certificate, Balance Sheet, accounts statements, FD-4 certificate, and report as per TOR should contain the full signature of the auditor. Below the signature of the auditor, full name, designation and enrollment number should be mentioned. NGO's audit reports should have the following sequence:

First part

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

Second part

- FD-4 certificate
- Annexure-A/1
- Notes of FD-4 (if any)
- Report should be prepared in line with TOR of NGOAB (sequence of conditions of the TOR should be followed as it is).

Observations and Comments

Page number has been inserted on every page of the report. Each page of the report is also initialed by us with common seal. Auditor's full signature has been given in Auditor's Report, Balance Sheet, Income and Expenditure Statement, Receipts and Payments Statement, FD-4 and the report prepared as per ToR. Below the signature of the auditor, full name, designation and enrollment number is also mentioned. Audit Report has been prepared serially as follows:

First Part

- Auditor's certificate including scope, opinion, etc.
- Balance Sheet
- Income and Expenditure Statement
- Receipts and Payments Statement
- Notes to Financial Statement

Second Part

- FD-4 Form certificate
- FD-4(1) Statements (Budget Variance-Annexure A/1)
- Notes of FD-4 Form
- Report based on TOR of NGOAB (conditions of TOR exactly followed).
- Annexure-B: Statement of Tax & VAT deduction and deposit
- Annexure-C: Fixed Assets Schedule of the implementing organization



Condition- 8

In the case of multiple years of project 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 the case of the continuous project i.e. the project 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

More Information More Accountability (MIMA) Phase II is a eight months project starting from 15 June 2023 to 15 February 2024. Therefore, the audit period was for eight months.

Condition- 9

After completion of the audit, one copy (Original Copy) of the audit report in a sealed envelope should be sent directly to the Director General (Grade-1), NGO Affairs Bureau, Dhaka.

Observations and Comments

After completion of the audit, one copy (original copy) of the audit report in a sealed envelope will be sent directly to the Director General (Grade-1) of the NGO Affairs Bureau, Dhaka.

Condition- 10

The number and date of the 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 the 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 with this rule.

Observations and Comments

We confirm that under Section-9 of the Foreign Donations (Voluntary Activities) Regulation Act 2016, the organization received all the foreign donations through Southeast Bank PLC, Dhanmondi Branch, Navana Newbury Place (1st Floor), 4/1/A Mirpur Road, Sobanbag, Dhaka, Bangladesh Account No-001211100006616 (Mother account).

Condition- 12

The bank account number approved by the NGO Affairs Bureau for receipt of foreign donation (mother account) including the 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. The date of foreign donation transferred from the mother account to the project account should be



mentioned. Bank reconciliation between mother account and Project account should be checked and to be mentioned whether it is correct.

Observations and Comments

The organization has received foreign donations of an amount of Taka 3,227,711 through the mother account with Southeast Bank PLC., Dhanmondi Branch, Account No-001211100006616 (Mother account). The name of the donor, date, and amount received are given below:

Information of Mother Account			Information of Project Account			Donor	Remarks
Bank Name & Address	Amount of Fund Receipt	Date of Receipt	Bank Name & Address	Amount of fund receipt	Date of Receipt		
Southeast Bank PLC., Dhanmondi Branch	887,630	13-Jul-23	Prime Bank PLC., Asad Gate Branch	887,630	16-Jul-23	The Asia Foundation (TAF)	No reconciliation.
	1,082,333	16-Aug-23		1,082,333	19-Aug-23		
	1,057,857	5-Nov-23		1,057,857	6-Nov-23		
	199,891	3-Feb-24		199,891	4-Feb-24		
Total	3,227,711		Total	3,227,711			

Condition- 13

Donations received in kind/ Commodities should be accounted for after proper valuation and should be shown with the donation received in Form FD-4. Its utilization and the unutilized balance should be shown as per Form FD-5.

Observations and Comments

During the year under audit, the NGO did not receive any donations in Kind/ Commodities, according to the information/documents provided to us.

Condition- 14

The bank interest (exchange gain) on foreign donations should be shown in the accounts separately and 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 should be spent by the NGO on another project.

Observations and Comments

During the audit period of the project (15 June 2023 to 15 February 2024) Bank Interest of Taka 1,292 was earned and shown in the accounts separately and the amount was not spent. It is to be mentioned that no bank interest was refunded to the donor.



Condition- 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 section 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, Stock register, Assets Register and others are maintained properly. The organization kept its financial records of the project with Tally Software.

Condition- 16

It should be reported whether a 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 the loan disbursed from the audited Program, then it should be ensured that the service charge is recorded as receipts.

Observations and Comments

The NGO does not have any Revolving Loan Fund (RLF).

Condition- 17

It should be mentioned whether the NGO has obtained a license from Micro Credit Regulatory Authority (MRA) for implementing micro credit activities.

Observations and Comments

The NGO was not listed with Microcredit Regulatory Authority.

Condition- 18

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

Observations and Comments

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

Condition- 19

It should be mentioned whether any amount of a certain head of account spent beyond budget and adjusted with other head of accounts, or any unapproved amount of expenditure amount has been adjusted with the 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 the 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 the bank account.

Observations and Comments

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

Condition- 21

If the project is implemented through the taking of loan, then the reason for taking the loan with the 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 not taken any loan during the audit period.

Condition- 22

Detailed information along with the approval of the Executive Committee of the NGO should be furnished if the members of the general body or executive committee receive salary or honorarium. Moreover, detailed 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 the project fund except for Executive Director. The Executive Director has received a total amount of Taka 4,841,433 from the organization during the project period out of which Taka 348,633 is received as salary from this project and Taka 4,492,800 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

Based on our assessment and review of the internal control system of the NGO, it appears to be at a satisfactory level.



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 from this project during the year under our audit.

Condition- 25

Comment has to be given whether VAT and IT were properly deducted from the bill/vouchers according to the government laws and regulations and deposited to Government Treasury and whether revenue stamps were affixed on bill/vouchers in respect of the transactions of the project by the organization. The amount of deducted and arrear of VAT and IT against the project expenditure 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
			4	5	6	7	8	9	10	11	
1	2	3	VAT	AIT	VAT	AIT	VAT	AIT	VAT	AIT	12

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 Taka 35,755 for Tax to the Government Treasury and Taka 45,881 for VAT. Details for 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 Act 2023. If any foreign employee is working in the NGO, it should also be mentioned whether the foreign employee pays tax on a regular basis and his last income year's tax assessment has been completed. Due to the significance of VAT and Income tax, the concerned Firm and NGO must disclose the complete information.

Observations and Comments

Media Resources Development Initiative (MRDI) has obtained Tax Identification Number (TIN) 5735-7494-4393. Media Resources Development Initiative (MRDI) as a legal entity submits Income Tax Return as per Income Tax Act 2023 for each year. The organization has also submitted Income Tax Return for the assessment year 2023 - 2024 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) is included with the concerned project. 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 project does not have any Income Generating Activities (IGA).

Condition- 28

It should be reported whether any officer/employee/member of the Executive Committee or the 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 should be given.

Observations and Comments

During the period under audit, no officer/employee/member of the Executive Committee or General Committee of the Media Resources Development Initiative (MRDI) had traveled abroad by using the foreign donation received for the project.

Condition- 29

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

Observations and Comments

No fixed assets purchased under the project for the period ended 15 February 2024. However, the total fixed assets schedule of the NGO as of 30 June 2023 is provided in Annexure-C. It is to be noted that the assets require registration in the name of the NGO is done properly.

Condition- 30

Whether immovable/moveable assets purchased under this project have been sold-out/transferred? If so, whether approval is taken from NGOAB to be reported.

Observations and Comments

No fixed assets/moveable properties were sold/transferred during the audit period, which was purchased under this project.

Condition- 31

The CA firm should issue a 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

No significant issue was identified during our audit period and no management letter has been issued.

Condition- 32

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

Observations and Comments

We conducted the audit of the " More Information More Accountability (MIMA) Phase II" project for the period from 15 June 2023 to 15 February 2024 for eight months.

Condition- 33

A 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

Details of the members of the Executive committee have been shown in the following table:

Sl. No.	Name of the Member	Designation
1.	Farid Hossain	Chair
2.	Hasibur Rahman	Executive Director
3.	Md. Nazrul Islam	Director
4.	Syed Ishtiaque Reza	Director
5.	Sakiul Millat Morshed	Director
6.	Dr. Azizunahar Islam	Director
7.	Mainul Alam	Director
8.	Dr. Shamim Imam	Director
9.	M.B.M. Lutful Hadee, FCA	Director

Condition- 34

It should be mentioned whether all the expenditures relevant to the audit of the project are borne from the project/organization.

Observations and Comments

All the expenditure of the audit of the project has been borne from this project.



Condition- 35

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

Observations and Comments

Howladar Yunus & Co., Chartered Accountants is enlisted with NGO Affairs Bureau by Enlistment/Renewal Memo No: # 03.07.2666.657.43.253.17-2458, dated- 24 December 2023, (Sl. No. 66).

Condition- 36

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

Observations and Comments

Based on our verification on a sample basis, we did not find any indication that the NGO is involved in money laundering and terrorist financing activities.

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 has been involved in the implementation of the project.

Observations and comments

MRDI complied with all the conditions of project approval and involved the local government in the implemented project. Details are as follows:

SL No.	Conditions	Status
1.	The NGO has to involve the concerned District Commissioner & concerned UNO on the project. For this purpose, a copy of FD-6 has to be submitted to District Commissioner and within the following 15 days evidence of agreement of receipt shall be submitted to NGO Affairs Bureau.	Complied
2.	The NGO has to submit an annual progress report after the end of the project year to NGO Affairs Bureau, related District Office.	Will be submitted
3.	The project audit report has to be submitted to the NGO Affairs Bureau and Statistics Department of Bangladesh Bank within 2 (two) months after the project's year-end.	Will be submitted after completion of audit
4.	The NGO has to submit an annual progress report in the 8 (eight) tables mentioned in Paragraph 11 (from 'ka' to 'cha') of Paripatra within 3 (three) months after the project's year-end.	Will be submitted
5.	NGO has to avoid duality in project implementation. NGO cannot choose	Complied



SL No.	Conditions	Status
	beneficiary person/family of other organization/ government conducted project as the beneficiary of this project.	
6.	Income Tax/VAT has to be deducted as per the National Board of Revenue Circular.	Complied
7.	Legal action will be taken against the NGO if the NGO/any project employee/officer is involved in any kind of anti-state/anti-government activity.	Not applicable
8.	If any opinion from the concerned ministry regarding any component of the project is received, then it must be implemented accordingly.	Not applicable
9.	The details of the budget of the project must be uploaded on the website of the organization.	Complied
10.	The release of the remaining 20% of the fund would be considered after submission of progress report along with the evidence of involvement of local administration & summary sheet of the proposed project	Submitted

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 the condition of project approval of NGOAB, the audit has been completed within 2 months from the period end.

Condition- 39

Document Verification Code (DVC) needs to be disclosed in the audit report.

Observations and comments

Document Verification Code (DVC) for this project is 2403200521AS388447, dated- 20 March 2024.



Muhammad Farooq FCA
 Managing Partner, Enrolment No. 0521
 Howladar Yunus & Co.
 Chartered Accountants
 Dated: Dhaka, 20 March 2024

NGO Affairs Bureau Enlistment/Renewal Memo No: # 03.07.2666.657.43.253.17-2458, dated- 24 December 2023, [Sl. No. 66].

Project Name: More Information More Accountability (MIMA) Phase II
 Implemented by: Media Resources Development Initiative (MRDI)
 In partnership with The Asia Foundation (TAF)
 Statement of Tax & VAT deposited for the year ended February 15, 2024

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./ Tracking No.	Date	Challan No./ Tracking No.	Date
1	Planning meeting with JANAK member and Youth groups													
1.1	Snacks for Participants	10,363	480	288	480	288	480	288			T-4	24.08.2023	T-6	24.08.2023
1.2	Transportation for staff (Vehicle rent including fuel, toll, & Driver allowance)	30,267	960	320	960	320	960	320			T-6	26.07.2023	T-5	26.07.2023
1.3	Accommodation for Staff	3,780												
1.4	Perdiem for Staff	11,797												
	Sub-total	56,207	1,440	608	1,440	608	1,440	608	-	-				
2	Community Mobilization meeting													
2.1	Community Mobilization meeting	59,205	2,695	1,617	2,695	1,617	2,695	1,617			T-12	27.09.2023	T-13	27.09.2023
2.2	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	55,556	2,625	875	2,625	875	2,625	875			2324-0012686591	17.10.2023	2324-00126865830	17.10.2023
2.3	Accommodation for Staff	15,120		630		630		630					T-13	27.09.2023
2.4	Perdiem for Staff	22,715												
	Sub-total	152,596	5,320	3,122	5,320	3,122	5,320	3,122	-	-				
3	School awareness campaign													
3.1	School Students awareness campaign	89,246	4,168	2,478	4,168	2,478	4,168	2,478			T-4	24.08.2023	T-6	24.08.2023
3.2	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	62,523	3,360	1,120	3,360	1,120	3,360	1,120			T-5	24.08.2023	T-7	24.08.2023
3.3	Accommodation for Staff	37,368		1,557		1,557		1,557					T-7	24.08.2023
3.4	Perdiem for Staff	28,500												
	Sub-total	217,637	7,528	5,155	7,528	5,155	7,528	5,155	-	-				
4	RTK day observation													
4.1	RTK day observation at project location	105,000												
4.2	Transportation for staff (Vehicle rent including fuel, toll, & Driver allowance)	39,457	1,575	525	1,575	525	1,575	525			2324-0012686591, 2324-0020799672	17.10.2023, 11.12.2023	2324-00126865830, 2324-0020800457	17.10.2023, 11.12.2023
4.3	Accommodation for Staff	5,575		142		142		142					2324-00126865830	17.10.2023
4.4	Perdiem for Staff	12,000												
	Sub-total	162,032	1,575	667	1,575	667	1,575	667	-	-				
5	RTI Online course competition at 8 upzilas													
5.1	Prize for winners (1st Prize)	32,000												
5.2	Prize for winners (2nd Prize)	24,000												
5.3	Prize for winners (3rd Prize)	16,000												
5.4	Social media campaign	-												
5.5	Prize giving ceremony with District administration	132,596	2,254	2,894	2,254	2,894	2,254	2,894			2324-0012686591	17.10.2023	2324-0010068006, 2324-00126865830	02.10.2023, 17.10.2023
5.6	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	-												
5.7	Accommodation for Staff	-												
5.8	Perdiem for Staff	-												
	Sub-total	204,596	2,254	2,894	2,254	2,894	2,254	2,894	-	-				



Project Name: More Information More Accountability (MIMA) Phase II
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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./ Tracking No.	Date	
6	JANAK Meeting at upazila level														
6.1	Meeting Communications Cost	-													
6.2	Tea & Snacks	-													
6.3	Stationery	-													
	Sub-total	-	-	-	-	-	-	-	-	-	-	-	-	-	
7	Orientation for NGO on RTI														
7.1	Honorarium for Resource persons	30,000		3,750		3,750		3,750					T-5	26.07.2023	
7.2	Travel, accomodation and daily subsistence allowance for resource persons	29,999													
7.3	Travel and incidental cost for UNOs	8,000													
7.4	Venue	3,185	189	76	189	76	189	76			T-6	26.07.2023	T-6	26.07.2023	
7.5	Banner	1,830	233	47	233	47	233	47			T-6	26.07.2023	T-5	26.07.2023	
7.6	Information Kit (Bag, Writing pad, pen & photocopy to presentation Materials)	17,604	142	47	142	47	142	47			T-6	26.07.2023	T-5	26.07.2023	
7.7	Food for Participants (Snacks and lunch) (Including driver and gun man)	79,666	2,939	1,763	2,939	1,763	2,939	1,763			T-6	26.07.2023	T-5	26.07.2023	
7.8	Conveyance for participants	76,000													
7.9	Transportation for staff (Vehicle rent including fuel,toll, & Driver allowance)	14,155	720	240	720	240	720	240			T-6	26.07.2023	T-5	26.07.2023	
7.10	Accommodation for Staff	5,576		142		142		142					T-5	26.07.2023	
7.11	Perdiem for Staff	7,500													
	Sub-total	273,515	4,223	6,435	4,223	6,435	4,223	6,435	-	-	-	-	-	-	
8	Reprint Leaflet & Easy learning book on RTI														
8.1	Easy learning book	207,000	14,442	5,776	14,442	5,776	14,442	5,776			T-6, T-6	26.07.2023, 08.08.2023	T-5, T-7	26.07.2023, 08.08.2023	
8.2	Leaflet	75,000	5,232	2,094	5,232	2,094	5,232	2,094			T-6, T-6	26.07.2023, 08.08.2023	T-6, T-7	26.07.2023, 08.08.2023	
	Sub-total	282,000	19,674	7,870	19,674	7,870	19,674	7,870	-	-					
9	Follow Bootcamp up Camp for Youth														
9.1	Honorarium for resource person	30,000		3,000		3,000		3,000						2324-0027923136	14.02.2024
9.2	Transportation for resource persons, program staff (Vehicle Rent+Fuel+driver allowance+toll)	30,331	1,575	525	1,575	525	1,575	525			2324-0027922491	14.02.2024	2324-0027923136	14.02.2024	
9.3	Accommodation for Programme Staff & Resource Person	18,400		320		320		320						2324-0027923136	14.02.2024
9.4	Per diem for Programme Staff & Resource person	18,000													
9.5	Venue	35,753	788	735	788	735	788	735			2324-0027922491	14.02.2024	2324-0027923136	14.02.2024	
9.6	Food	112,050		2,096		2,096		2,096						2324-0027923136	14.02.2024
9.7	Incidental cost for participants	64,000													
9.8	Travel & Perdiem outside venue town	130,950	525		525		175	525			2324-0027922491	14.02.2024	2324-0027923136	14.02.2024	
9.9	Accommodation for participants	57,960				1,008		1,008						2324-0027923136	14.02.2024



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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./ Tracking No.	Date
9.10	Information Kits	30,225	64	779	64	779	64	779			2324-0017385627	14.11.2023	2324-0017384874, 2324-0020800457, 2324-0027923136	14.11.2023, 11.12.2023, 14.02.2023
9.11	Banner	1,500	105	42	105	42	105	42			2324-0027922491	14.02.2024	2324-0027923136	14.02.2024
9.12	T-Shirts	11,934	810	324	810	324	810	324			2324-0020799672	11.12.2023	2324-0020800457	11.12.2023
9.13	Conveyance & Communication for Local Coordinator	-	-	-	-	-	-	-						
	Sub-total	541,103	3,867	9,004	3,867	9,004	3,867	9,004	-	-	-	-	-	-
10	Programme Team													
10.1	Team leader (ED MRDI, 10% working time)	348,633												
10.2	Field Intervention Coordinator	171,012												
10.3	Field Intervention Officer	128,259												
10.4	Finance Coordinator (20% working time)	212,319												
	Sub-total	860,223	-	-	-	-	-	-	-	-	-	-	-	-
11	Programme Operations and management													
11.0	Conveyance and communication at field level and Dhaka office (60% field and 40% Dhaka office)	16,800												
11.1	Audit Fee	75,000												
	Sub-total	91,800	-	-	-	-	-	-	-	-	-	-	-	-
12	Overhead Cost													
	Overhead Cost (10% of total programme cost)	284,171												
	Sub-total	284,171	-	-	-	-	-	-	-	-	-	-	-	-
	Total Project Cost (1 to 12)	3,125,880	45,881	35,755	45,881	35,755	45,881	35,755	-	-	-	-	-	-



Media Resources Development Initiative (MRDI)
Schedule of property, plant and equipment
As at 30 June 2023

Sl. No.	Particulars	Cost				Rate (%)	Depreciation				Written down value
		Opening balance	During the year		Closing balance		Opening balance	During the year		Closing balance	
			Addition	Adjustment /disposal				Charged	Adjustment/ disposal		
			BDT	BDT				BDT	BDT		
1.0	Furniture and fixture:										
1.1	Table	389,665	60,133	19,718	430,080	20%	267,940	89,320	-	357,260	72,820
1.2	Chair, sofa etc.	307,726	68,375	32,541	343,560	20%	228,889	53,461	8,891	273,449	70,111
1.3	Shelf, paper stand, notice board etc.	375,129	31,180	31,180	375,129	20%	323,894	24,821	-	348,715	26,414
1.4	Interior decoration	269,951	-	-	269,951	20%	255,399	7,276	-	262,675	7,276
	Sub-total (A)	1,342,471	159,688	83,439	1,418,720		1,076,122	174,868	8,891	1,242,099	176,621
2.0	Office equipment:										
2.1	Monitoring set up	206,334	-	-	206,334	30%	204,032	2,301	-	206,333	1
2.2	Fax machine, scanner, TV, recorder etc.	49,630	-	10,000	39,630	30%	49,628	-	10,000	39,628	2
2.3	Power generator (Honda)	102,250	-	-	102,250	30%	102,249	-	-	102,249	1
2.4	Electric fans	66,513	6,136	7,936	64,713	30%	57,812	6,593	1,800	62,605	2,108
2.5	Air cooler	706,449	-	48,256	658,193	30%	677,987	21,346	48,256	651,077	7,116
2.6	Telephone and internet connectivity	127,243	-	-	127,243	30%	127,242	-	-	127,242	1
2.7	Camera	170,114	-	113,575	56,539	30%	169,798	314	113,574	56,538	1
2.8	Mobile and telephone set	380,020	1,590	3,250	378,360	30%	326,577	29,350	3,250	352,677	25,683
2.9	Access & Attendance Control Device	55,000	-	-	55,000	30%	49,500	5,499	-	54,999	1
	Sub-total (B)	1,863,553	7,726	183,017	1,688,262		1,764,825	65,403	176,880	1,653,348	34,914
3.0	Computer, printer and multimedia										
3.1	Tower server	180,360	-	-	180,360	33%	180,359	-	-	180,359	1
3.2	Desktop computer	689,290	40,700	54,600	675,390	33%	665,207	64,100	54,600	674,707	683
3.3	Laptop computer	899,149	211,000	221,350	888,799	33%	853,440	255,359	221,350	887,449	1,350
3.4	Laser printer	208,740	48,435	57,140	200,035	33%	194,867	38,897	34,140	199,624	411
3.5	UPS, IPS and stabilizer	244,837	170,000	123,504	291,333	33%	242,256	1,942	112,923	131,275	160,058
3.6	Multimedia projector	191,225	-	-	191,225	33%	191,224	-	-	191,224	1
3.7	Computer networking	78,680	-	-	78,680	33%	78,679	-	-	78,679	1
	Sub-total (C)	2,492,281	470,135	456,594	2,505,822		2,406,032	360,298	423,013	2,343,317	162,505



Media Resources Development Initiative (MRDI)
Schedule of property, plant and equipment
As at 30 June 2023

Sl. No.	Particulars	Cost				Rate (%)	Depreciation				Written down value
		Opening balance	During the year		Closing balance		Opening balance	During the year		Closing balance	
			Addition	Adjustment /disposal				Charged	Adjustment/disposal		
		BDT	BDT	BDT	BDT		BDT	BDT	BDT	BDT	
4.0	Other assets										
4.1	Books	25,930	-	-	25,930	20%	25,929	-	-	25,929	1
4.2	Paintings	40,000	-	-	40,000	20%	39,999	-	-	39,999	1
	Sub-total (D)	65,930	-	-	65,930		65,928	-	-	65,928	2
5.0	Project assets										
5.1	MJF PCAI Project	248,984	-	248,984	-	-	-	-	-	-	-
5.2	MJF BGBS Project	208,975	-	208,975	-	-	-	-	-	-	-
5.3	Fojo IQJB Project	5,424,590	125,124	-	5,549,714	-	-	-	-	-	5,549,714
5.4	TAF JSMA Project	601,898	-	-	601,898	-	-	-	-	-	601,898
5.5	TAF MIMA Project	148,419	-	-	148,419	-	-	-	-	-	148,419
5.6	EU-MSD Project		431,212	-	431,212	-	-	-	-	-	431,212
	Sub-total (E)	6,632,866	556,336	457,959	6,731,243	-	-	-	-	-	6,731,243
	Balance as at 30 June 2023	12,397,101	1,193,885	1,181,009	12,409,977	-	5,312,907	600,569	608,784	5,304,692	7,105,285
	Balance as at 30 June 2022	10,529,245	4,140,965	2,273,109	12,397,101	-	5,422,564	952,436	1,062,093	5,312,907	7,084,194

