



Grant Thornton

Howladar Yunus & Co.

Independent Auditor's Report on the Financial Statements of
"Training for Journalists from Marginalized and Disenfranchised
Communities" Project
Implemented by Media Resources Development Initiative (MRDI)
In partnership with Global Investigative Journalism Network (GIJN)
For the period from 13 November 2023 to 31 January 2024

Chartered Accountants

Member firm of Grant Thornton International Ltd.

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"Training for Journalists from Marginalized and Disenfranchised
Communities" Project
Implemented by Media Resources Development Initiative (MRDI)
In partnership with Global Investigative Journalism Network (GIJN)
For the period from 13 November 2023 to 31 January 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

Howladar Yunus & Co.
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Opinion

We have audited the financial statements of "Training for Journalists from Marginalized and Disenfranchised Communities" project implemented by Media Resources Development Initiative (MRDI) in partnership with Global Investigative Journalism Network (GIJN) which comprise the balance sheet as at 31 January 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 31 January 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- 2.1.

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

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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.: 2403200521AS260561

Project Name: Training for Journalists from Marginalized and Disenfranchised Communities

Implemented by: Media Resources Development Initiative (MRDI)
In partnership with: Global Investigative Journalism Network (GIJN)

Balance Sheet
As at 31 January 2024

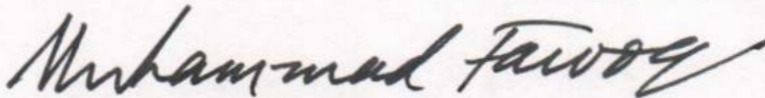
	Notes	As at 31 January 2024 BDT
Assets		
Cash and cash equivalents	3	12,034
		<u>12,034</u>
Fund and Liabilities		
Unutilized donor fund	4	12,034
		<u>12,034</u>

The accompanying notes (1-6) 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

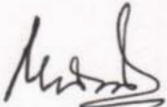
Dated: Dhaka, 20 March 2024
DVC No.: 2403200521AS260561

Project Name: Training for Journalists from Marginalized and Disenfranchised Communities

Implemented by: Media Resources Development Initiative (MRDI)
In partnership with: Global Investigative Journalism Network (GIJN)
Statement of Comprehensive Income-Statement Income and Expenditure
For the period ended 31 January 2024

		For the year ended 31 January 2024
	Notes	BDT
Income		
Grant income	5	353,016
		<u>353,016</u>
Expenditure		
3 days Training session for journalists from the marginalised and disenfranchised communities	6	
Fee for course facilitator		60,000
Fee for resource persons		60,000
Venue & sound (MRDI conference room)		30,000
Food for participants (2-times tea & snacks and lunch)		24,782
Travel for outside Dhaka participants		6,000
Half board accommodation for outside Dhaka participants		24,500
Conveyance for participants from Dhaka		22,500
Information kits		17,534
Connectivity cost for participants		7,700
Service charge		100,000
		<u>353,016</u>

The accompanying notes (1-6) 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

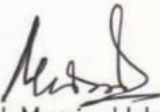

Muhammad Farooq FCA
Managing Partner, Enrolment No. 0521
Howladar Yunus & Co., Chartered Accountants
Firm Registration No.: N/A

Dated: Dhaka, 20 March 2024
DVC No.: 2403200521AS260561

Project Name: Training for Journalists from Marginalized and Disenfranchised Communities
 Implemented by: Media Resources Development Initiative (MRDI)
 In partnership with: Global Investigative Journalism Network (GIJN)
 Statement of Receipts and Payments
 For the period ended 31 January 2024

	Notes	For the year ended 31 January 2024 BDT
Opening balance		
Cash at bank		-
Receipts		
Fund from Donor	4.1	365,050
Total receipts		365,050
Payments		
3 days Training session for journalists from the marginalised and disenfranchised communities		
Fee for course facilitator		60,000
Fee for resource persons		60,000
Venue & sound (MRDI conference room)		30,000
Food for participants (2 times tea & snacks and lunch)		24,782
Travel for outside Dhaka participants		6,000
Half board accommodation for outside Dhaka participants		24,500
Conveyance for participants from Dhaka		22,500
Information kits		17,534
Connectivity cost for participants		7,700
Service charge		100,000
Total Payments		353,016
Closing balances	3.1	12,034
Cash at bank		12,034
		365,050

The accompanying notes (1-6) 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.: 2403200521AS260561

Project Name: Training for Journalists from Marginalized and Disenfranchised Communities

Implemented by: Media Resources Development Initiative (MRDI)

In partnership with: Global Investigative Journalism Network (GIJN)

Notes to the Financial Statements

As of and for the period ended 31 January 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

Training for Journalists from Marginalized and Disenfranchised Communities is a two months nineteen days project starting from 13 November 2023 to 31 January 2024. The project is funded by Global Investigative Journalism Network (GIJN). The project aims to build capacity for young journalists from the marginalised and disenfranchised communities.

1.3 Objectives of the project

A. Overall objective:

To build capacity for young journalists from the marginalised and disenfranchised communities.

B. Program Activities:

i. 3 days Training session for journalists from the marginalised and disenfranchised communities

ii. Residential training for gatekeepers of digital platform

1.4 Project period

Total duration of the project is for two months nineteen days covering from 13 November 2023 to 31 January 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 period 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 Equivalent

Cash and Cash Equivalent 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 two months nineteen days starting from 13 November 2023 to 31 January 2024.

2.6 Reporting currency

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

2.7 General

Amount rounded off in nearest BDT.




For the period ended 31 January 2024 BDT

5	Grant income	
	Grant income	353,016
		<u>353,016</u>

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.

6	3 days Training session for journalists from the marginalised and disenfranchised communities	
	Fee for course facilitator	60,000
	Fee for resource persons	60,000
	Venue & sound (MRDI conference room)	30,000
	Food for participants (2 times tea & snacks and lunch)	24,782
	Travel for outside Dhaka participants	6,000
	Half board accommodation for outside Dhaka participants	24,500
	Conveyance for participants from Dhaka	22,500
	Information kits	17,534
	Connectivity cost for participants	7,700
	Service charge	100,000
	Total	<u><u>353,016</u></u>


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 Training for journalists from marginalized and disenfranchised communities of below mentioned organization's project for the period from 13 November 2023 to 31 January 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 : **Training for journalists from marginalized and disenfranchised communities**
For the period from 13 November 2023 to 31 January 2024
5. Audit period of the project : 13 November 2023 to 31 January 2024
6. Opening balance of the period : Taka Nil
7. Foreign donation received during the audit period : Taka 365,050
8. Foreign donation utilized during audit period : Taka 353,016
9. Balance of unutilized foreign donation at the end of audit period : Taka 12,034

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

Date: Dhaka, 20 March 2024

Project Name: Training for journalists from marginalized and disenfranchised communities
 Implemented by: Media Resources Development Initiative (MRDI)
 In partnership with: Global Investigative Journalism Network (GIJN)
 Budget Variance
 For the year ended 31 January 2024

Amount in BDT

Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
1	3 days Training session for journalists from the marginalised and disenfranchised communities					
1.1	Fee for course facilitator	60,000	60,000	-	0%	
1.2	Fee for resource persons	60,000	60,000	-	0%	
1.3	Venue & sound (MRDI conference room)	30,000	30,000	-	0%	
1.4	Food for participants (2 times tea & snacks and lunch)	29,250	24,782	4,468	15%	Spent as per actual requirement
1.5	Travel for outside Dhaka participants	6,000	6,000	-	0%	
1.6	Half board accommodation for outside Dhaka participants	24,500	24,500	-	0%	
1.7	Conveyance for participants from Dhaka	27,000	22,500	4,500	17%	Spent as per actual requirement
1.8	Information kits	15,000	17,534	(2,534)	-17%	Spent as per actual requirement
1.9	Connectivity cost for participants	8,800	7,700	1,100	13%	Spent as per actual requirement
1.10	Certificate for participants	4,500	-	4,500	100%	Budget was not required to utilize
1.11	Service charge	100,000	100,000	-	0%	
	Grand Total	365,050	353,016	12,034	3%	

Total Expenditure as per FD-4/1 (Annexure-A/1)		353,016
Less: Current year Provision		-
Add: Payment for prior year provision		-
Foreign donation paid during audit period		353,016

Signature & Seal



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

Project: Training for journalists from marginalized and disenfranchised communities
In partnership with: Global Investigative Journalism Network (GIJN)
Implemented by: Media Resources Development Initiative (MRDI)
For the period ended 31 January 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	12,034
Add: Provision of Expenses	-
Add: Reserve fund-bank interest	-
Cash and cash equivalents	<u>12,034</u>



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

Name of the Project : Training for Journalists from Marginalized and Disenfranchised Communities
Audit Period : 13 November 2023 to 31 January 2024
Project Approval No. and Date : Approval No. 03.07.2666.662.69.045.2022-179,
Dated- 22 November 2023
1st revised approval: 03.07.2666.666.69.045.2022-330,
Dated-09 January 2024

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 " Training for Journalists from Marginalized and Disenfranchised Communities" Project for the period from 13 November 2023 to 31 January 2024 with a separate approval of NGOAB vide-03.07.2666.662.69.045.2022-179, Dated- 22 November 2023 and 1st revised approval : 03.07.2666.666.69.045.2022-330, Dated- 09 January 2024. 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-

To build capacity for young journalists from the marginalized and disenfranchised communities.

B. Program Activities:

- i. 3 days Training session for journalists from the marginalized and disenfranchised communities
- ii. Residential training for gatekeepers of digital platform

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	Training for Journalists from Marginalized and Disenfranchised Communities						
3.	Duration of the project	13 November 2023 to 31 January 2024						
4.	Memo No. & Date of approval of the project	Approval No. 03.07.2666.662.69.045.2022-179, Date: 22 November 2023 and 1 st revised approval: 03.07.2666.666.69.045.2022-330, Dated 09-January-2024						
5.	Memo No. & Date of fund release	Approval No. 03.07.2666.662.69.045.2022-179, Date: 22 November 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: <table border="1"><thead><tr><th>Date</th><th>Mode of Receipt</th><th>Amount in Taka</th></tr></thead><tbody><tr><td>24-January-24</td><td>Bank transfer</td><td>365,050</td></tr></tbody></table>	Date	Mode of Receipt	Amount in Taka	24-January-24	Bank transfer	365,050
Date	Mode of Receipt	Amount in Taka						
24-January-24	Bank transfer	365,050						
7.	Amount of foreign donation received	Taka 365,050						
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)	13 November 2023 to 31 January 2024
10.	Project area (District & Upazilla)	Dhaka, Dhaka City corporation (as per FC 1)
11.	Number of beneficiaries	07 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

Training for Journalists from Marginalized and Disenfranchised Communities is a two months nineteen days project starting from 13 November 2023 to 31 January 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 365,050 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 Core Account			Donor Name	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	365,050	23-01-2024	Prime Bank PLC., Asad Gate Branch	365,050	24-01-2024	Global Investigative Journalism Network (GIJN)	The full amount received in mother accounts was transferred to Operational Account of MRDI as no Separate bank account was opened for implementation of this project.
Total	365,050		Total	365,050			

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 (13 November 2023 to 31 January 2024) Bank Interest was not earned and not shown in the accounts. It is to be mentioned, 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 no salary and benefits was paid to 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.

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 378 for Tax to the Government Treasury and Taka 10,274 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 31 January 2024. Moreover, 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 “ Training for Journalists from Marginalized and Disenfranchised Communities” project for the period from 13 November 2023 to 31 January 2024 for two months nineteen days.

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 boreed 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 FC-1 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.	Submitted
3.	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.	Complied
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.	Income Tax/VAT has to be deducted as per the National Board of Revenue Circular.	Complied
5.	List of beneficiary should be submitted to NGAOB.	Complied
6.	The details of the budget of the project must be uploaded on the website of the organization.	Complied

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 2403200521AS260561, 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: Training for journalists from marginalized and disenfranchised communities
 Implemented by: Media Resources Development Initiative (MRDI)
 In partnership with Global Investigative Journalism Network (GIJN)
 Statement of Tax & VAT deposited for the year ended January 31, 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.	Date	Challan No./ Tracking No.	Date
1	3 days Training session for journalists from the marginalised and disenfranchised communities													
11	Fee for course facilitator	60,000		3,600	-	3,600	-	3,600					2324-0026683064	30.01.2024
12	Fee for resource persons	60,000		6,000	-	6,000	-	6,000					2324-0026683064	30.01.2024
13	Venue & sound (MRDI conference room)	30,000			-	-	-	-						
14	Food for participants (2 times tea & snacks and lunch)	24,782	15	184	15	184	15	184			2324-0026682703	30.01.2024	2324-0026683064	30.01.2024
15	Travel for outside Dhaka participants	6,000			-	-	-	-						
16	Half board accommodation for outside Dhaka participants	24,500			-	-	-	-						
17	Conveyance for participants from Dhaka	22,500			-	-	-	-						
18	Information kits	17,534	363	490	363	490	363	490			2324-0026682703	30.01.2024	2324-0026683064	30.01.2024
19	Connectivity cost for participants	7,700			-	-	-	-						
1.10	Service charge	100,000			-	-	-	-						
	Total Project Cost	353,016	378	10,274	378	10,274	378	10,274	-	-				



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	53,451	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		1,764,826	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		
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

