Hoda Vasi Chowdhury & Co

Independent Auditor's Report and
Audited Financial Statements
Of the Project
"Training for Journalists from Marginalized and
Disenfranchised Communities"

Implemented by: Media Resources Development Initiative (MRDI)

In partnership with: Global Investigative Journalism Network (GIJN)

As at and for the period from 01 November 2024 to 31 December 2024 Independent Auditor's Report and
Audited Financial Statements
Of the Project
"Training for Journalists from Marginalized and
Disenfranchised Communities"

Implemented by: Media Resources Development Initiative (MRDI)

In partnership with: Global Investigative Journalism Network (GIJN)

As at and for the period from 01 November 2024 to 31 December 2024



TABLE OF CONTENT

1. FIRST PART

SL NO.	PARTICULARS	PAGE NO
1	Independent Auditor's Report on the Financial Statements.	1-2
2	Balance Sheet.	3
3	Statement of Income and Expenditure.	4
4	Statement of Receipts and Payments.	5
5	Notes to the Financial Statements.	6 - 9

2. SECOND PART

SL NO.	PARTICULARS	PAGE NO
6	FD-4 certificate.	10
7	Budget Variance (Annexure A/1).	11
8	Reconciliation of unutilized fund-(Annexure A/2).	12
9	Report as per requirement of NGOAB.	13 - 25
10	Statement of Tax and VAT deduction and deposit (Annexure B).	26
11	Schedule of Property, plant and equipment (Annexure C).	27 - 28



Hoda Vasi Chowdhury & Co

Chartered Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Media Resources Development Initiative (MRDI)
Report on the Audit of the Financial Statements of
Training for Journalists from Marginalized and Disenfranchised Communities Project

Opinion

We have audited the financial statements of the project "Training for Journalists from Marginalized and Disenfranchised Communities" (the "Project"), implemented by Media Resources Development Initiative (MRDI) (the "Entity") and funded by Global Investigative Journalism Network (GIJN), which comprise the Balance sheet as at 31 December 2024 and the statement of Income and Expenditure and Statement of Receipts and Payments for the period from 01 November 2024 to 31 December 2024, 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 of the Balance Sheet of the project "Training for Journalists from Marginalized and Disenfranchised Communities" as at 31 December 2024, and its income and expenditure and its receipts and payments of the Project for two months period then ended in accordance International Financial Reporting Standards (IFRSs) and other applicable laws and regulations.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the project in accordance with the ethical requirements that are relevant to our audit of the financial statements in Bangladesh, and we have fulfilled our other responsibilities in accordance with these requirements. 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 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.

In preparing the financial statements, management is responsible for assessing the Entity'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 project or to cease operations, or has no realistic alternative but to do so as disclosed in the Financial Statements.



Hoda Vasi Chowdhury & Co

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

Auditor's Responsibilities for the Audit of the Financial Statements

Dhaka, 06 February 2025

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

Sk Md Tarikul Islam, FCA

Partner

Membership no:1238

Firm's Registration # CAF-001-057

Hoda Vasi Chowdhury & Co

Chartered Accountants

DVC: 2502061238AS334280

DHAKA) AND CHAKA AND CHAKA

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 December 2024

	Notes	Amount in BDT 31 December 2024
Assets Cash and cash equivalents	3	47,183 47,183
Fund and liabilities Unutilized donor fund Provision for expenses	4 6	22,183 25,000 47,183

The accompanying notes (1-6) form an integral part of these financial statements.

Md. Mominul Islam

Manager, Accounts

Dhaka, 06 February 2025

Hasibur Rahman

Executive Director

Sk Md Tarikul Islam, FCA

Partner

Membership no: 1238

Firm's Registration # CAF-001-057

Hoda Vasi Chowdhury & Co

Chartered Accountants

DVC: 2502061238AS334280



3

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 Income and Expenditure For the period from 01 November 2024 to 31 December 2024

	Notes	Amount in BDT 31 December 2024
Income		
Grant income	5	497,917 497,917
Expenditure		
3 days training session for journalists from the marginalised and disenfranchised communities	6	
Fee for course facilitator		60,000
Fee for resource persons		40,000
Venue and sound full day (MRDI conference room)		45,000
Food for participants (2 times tea and snacks and lunch)		14,783
Travel for outside Dhaka participants		19,500
Half board accommodation for outside Dhaka participants		61,250
Information kits		21,284
Certificate for participants		4,500
Connectivity cost for participants		6,600
Service charge		200,000
Audit fee		25,000
		497,917

The accompanying notes (1-6) form an integral part of these financial statements.

Md. Mominul Islam Manager, Accounts Hasibur Rahman Executive Director

Sk Md Tarikul Islam, FCA

Partner

Membership no: 1238

Firm's Registration # CAF-001-057

Hoda Vasi Chowdhury & Co Chartered Accountants

DVC: 2502061238AS334280



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 from 01 November 2024 to 31 December 2024

	Notes	Amount in BDT 31 December 2024
Opening balance		
Cash at bank		-
Receipts		
Fund from Donor (Mother account)	4.1	520,100
Total receipts		520,100
Payments		
3 days Training session for journalists from the marginalised	6	
Fee for course facilitator		60,000
Fee for resource persons		40,000
Venue and sound full day (MRDI conference room)		45,000
Food for participants (2 times tea and snacks and lunch)		14,783
Travel for outside Dhaka participants		19,500
Half board accommodation for outside Dhaka participants		61,250
Information kits		21,284
Certificate for participants		4,500
Connectivity cost for participants		6,600
Service charge		200,000
Total payments		472,917
Closing balances	3.1	47,183
Cash at bank		47,183
		520,100

The accompanying notes (1-6) form an integral part of these financial statements.

Md. Mominul Islam

Manager, Accounts

Hasibur Rahman

Executive Director

Sk Md Tarikul Islam, FCA

Partner

Membership no: 1238

Firm's Registration # CAF-001-057

Hoda Vasi Chowdhury & Co Chartered Accountants

DVC: 2502061238AS334280



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 at and for the period from 01 November 2024 to 31 December 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 project starting from 01 November 2024 to 31 December 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

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

1.4 Project period

Total duration of the project is for two months covering from 01 November 2024 to 31 December 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 and 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 equivalents

Cash and cash equivalents 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 starting from 01 November 2024 to 31 December 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.



			December 2024
3	Cash and cash equivalents		
	Cash at bank	3.1	47,183
			47,183
3.1	Cash at bank		
	Prime Bank Ltd. Asad Gate Branch, Dhaka, A/C # 2138.	315008259	47,183
	Total		47,183

Amount in BDT

Notes

The Project does not maintain separate bank account for itself. The Project has maintained its cash at bank balance amounting to BDT 47,183 in MRDI Operational Account No. 2138315008259. The Project period is only 02 (Two) months from 01 November 2024 to 31 December 2024. Therefore due to short period of the Project, a separate bank account in the name of the project is not maintained.

Particulars	Amount in BDT Balance as on 31 December 2024	
Particulars		
Core bank account	4,182,722	
Under this Project	47,183	

		NT.	Amount in BDT
		Notes	31 December 2024
4	Unutilized donor fund	, 	8
	Opening balance		-
	Add: Donor fund received during the period	4.1	520,100
	Less: Grant income recognised	5	(497,917)
	Total		22,183

4.1 Fund from Donor (Mother account)

Date of receipts	Installment	Amount in BDT
8-Dec-24	1st Installment	500,000
19-Dec-24	2nd Installment	20,100
Total		520,100



Amount in BDT
31 December 2024

5 Grant income

Grant income

497,917 **497,91**7

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	40,000
Venue and sound full day (MRDI conference room)	45,000
Food for participants (2 times tea and snacks and lunch)	14,783
Travel for outside Dhaka participants	19,500
Half board accommodation for outside Dhaka participants	61,250
Information kits	21,284
Certificate for participants	4,500
Connectivity cost for participants	6,600
Service charge	200,000
Audit fee	25,000
As per Statement of Comprehensive Income-Income and	497,917
Expenditure Account	497,917
Less: Provision made during the period	(25,000)
As per Statement of Receipts and Payments	472,917

Md. Mominul Islam
Manager, Accounts

Hasibur Rahman
Executive Director



Hoda Vasi Chowdhury & Co

Chartered Accountants

FD-4 Form Certificate issued by CA Firm

I undersigned to certify that our CA Firm, Hoda Vasi Chowdhury & Co., Chartered Accountants has completed the audit of the project "Training for Journalists from Marginalized and Disenfranchised Communities" of below mentioned organization's project for the period from 01 November 2024 to 31 December 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

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 01 November 2024

to 31 December 2024.

5. Audit period of the project

: 01 November 2024 to 31 December 2024

6. Opening balance of the period

: Taka Nil

7. Foreign donation received during audit period8. Foreign donation utilized during audit period

: Taka 520,100

9. Balance of unutilized foreign donation at the end

: Taka 497,917 : Taka 22,183

of audit period

" ' ' Your Carron I I also a Calle NOO

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.

Sk Md Tarikul Islam, FCA

Partner

Membership no:1238

Firm's Registration # CAF-001-057

Hoda Vasi Chowdhury & Co

Chartered Accountants

DVC: 2502061238AS334280

Dhaka, 06 February 2025

National Office: BTMC Bhaban (6th & 7th Floor), 7-9 Klawan Bazar Commercial Area, Dhaka- 1215, Bangladesh Chattogram Office: Delwar Bhaban (4th Floor), 104 Agrabad Commercial Area, Chattogram-4100, Bangladesh

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 period from 01 November 2024 to 31 December 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	45,000	40,000	5,000	11%	Spent as per actual requirement.
1.3	Venue and sound full day (MRDI conference room)	45,000	45,000	-	0%	
1.4	Food for participants (2 times tea and snacks and lunch)	22,500	14,783	7,717	34%	Spent as per actual requirement.
1.5	Travel for outside Dhaka participants	18,000	19,500	(1,500)	-8%	Spent as per actual requirement.
1.6	Half board accommodation for outside Dhaka participants	73,500	61,250	12,250	17%	Spent as per actual requirement.
1.7	Information kits	20,000	21,284	(1,284)	-6%	Spent as per actual requirement.
1.8	Certificate for participants	4,500	4,500	-	0%	
1.9	Connectivity cost for participants	6,600	6,600	-	0%	
1.10	Service charge	200,000	200,000	-	0%	
1.11	Audit fee	25,000	25,000	-	0%	
	Grand Total	520,100	497,917	22,183	4%	

Total Expenditure as per FD-4/1 (Annexure-A/1)	497,917
Less: Current year provision	(25,000)
Add: Payment for prior year provision	-
Foreign donation paid during audit period	472,917

Md. Mominul Islam
Manager, Accounts

Hasibur Rahman
Executive Director



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) For the period from 01 November 2024 to 31 December 2024

A. Reconciliation of unutilized fund as per Financial Statements and Cash and bank balance

Particulars	Amount in BDT
Unutilized Fund as per Financial Statements	22,183
Add: Provision of expenses	25,000
Add: Reserve fund-bank interest	-
Cash and cash equivalents	47,183

Md. Mominul Islam

Manager, Accounts

Hasibur Rahman

Executive Director



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 : 01 November 2024 to 31 December 2024

Project Approval No. and Date : Approval No 03.07.2666.662.69.100.2024-573,

Dated 23 October 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

The CA firm has to play the most responsible and impartial role in the audit of NGOs. Reports should be prepared using 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

Every firm, while auditing the accounts of NGOs, must make sure that the project has been implemented in accordance with the terms of the "Foreign Grants (Voluntary Activities) Regulation Act 2016" and the FD-6 regarding project approval, issued for NGOs, and give an opinion after completing 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 must furnish the audit report on receipt and expenditure of foreign grants in Form FD-4 and Annexure A/1 as prescribed by the Bureau along with the audit report. All information in FD-4 regarding foreign grant should be presented on cash basis, not accrual basis. That is, no amount related to foreign grants should be shown as negative or receivables. The difference between the approved budget and the actual expenditure in FD-4, the total amount should be mentioned as total. Annexure A/1 should describe these in detail, i.e. Khatwari sanctioned budget, actual expenditure, variance as percentage and reason for variance. The sector/sub-sector mentioned in Annexure A/1 and the budget against it, shall be as per 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. The actual amount spent and the reasons for any variances are detailed in Annexure-A/1 of the FD-4.

Condition- 4

A separate audit report should be prepared for each project and the report should be based on the project year (maximum 12 months). If there is any local income/donation in the project, it should be shown separately in a separate column and the source of the local grant should be mentioned as per the provisions of the "Foreign Grants (Voluntary Activities) Regulation Act 2016". Incomplete feedback will be considered a breach of terms.

Observations and Comments

The audit report has been prepared separately for the Project "Training for Journalists from Marginalized and Disenfranchised Communities" for the period from 01 November 2024 to 31 December 2024 with a separate approval of NGOA -03.07. 2666.662.69.100.2024-573. Dated- 23 October 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. and date of approval of the project;
- 5. Memo no. and date of fund release;
- 6. Amount of fund release (including installment);
- 7. Amount of foreign donation received;
- 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); and
- 11. Number of beneficiaries.

Observations and Comments

The brief project description is as follows:

A. Overall objectives:

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

B. Program Activities:

Three days training session for journalists from the marginalized and disenfranchised communities.



Specific information pertaining to the project is given below:

SI. No.	Name of the Implementation Agency	Media Resources Development Initiative (MRD)									
1	Date of enlistment of CA firm for conducting of the audit	Circular # 03.07.2666,657.43.253.17-2458 Date- December 2023									
2	Name of the Project		Training for Journalists from Marginalized and Disenfranchised Communities.								
3	Duration of the Project	01	November 20	24 to 31 December	r 2024.						
4	Memo no. and date of approval of the Project		Approval no. NGOA -03.07. 2666.662.69.100.2024-573, Date 23 October 2024.								
5	Memo No. 6 Date of fund release	Approval no. NGOA -03.07. 2666.662.69.100.2024-573, Date 23 October 2024.									
6	Amount of fund (including installment) release	Total amount of fund /money release of the by NGOAB and the fund were received from by the project through following installment:									
			Date of receipts	Installment	Amount in BDT						
			8-Dec-24	1st Installment	500,000						
			19-Dec-24	2nd Installment	20,100						
7	Amount of foreign donation received	BD	OT 520,100.								
8	Whether any withdrawal was made from the mother account before the fund clearance from Bureau release. Whether local donation has been received in the mother account.	No	fund was reco	eived before NGO	AB approval.						
9	Audit year (Project period)	01	November 20	24 to 31 December	2024.						
10	Project area (District and Upazilla)		Dhaka (as per FC-1).								
11	Number of beneficiaries	Six	(06) Journali	sts.							

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.



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. The following consistency should be maintained in the audit report of NGOs:

First part

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

Second part

- FD-4 certificate:
- Annexure-A/1:
- · Notes of FD-4 (if any); and
- 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

- Independent Auditor's Report on the Financial Statements;
- · Balance Sheet;
- · Statement of Income and Expenditure;
- · Statement of Receipts and Payments; and
- Notes to the Financial Statement.

Second Part

- FD-4 certificate;
- Budget Variance-Annexure A/1;
- · Report as per requirement of NGOAB; and
- Annexure-B: Statement of Tax and VAT deduction and deposit.



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

The Project "Training for Journalists from Marginalized and Disenfranchised Communities" is a two months project starting from 01 November 2024 to 31 December 2024.

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, renewed on 30 November 2023, 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 Sobanbag, Mirpur Road, Dhaka-1207, 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 Comment

The organization has received foreign donations of an amount of Taka 520,100 through the mother account with Southeast Bank PLC, Dhanmondi Branch, Account No-001211100006616. The name of the donor, date and amount received are given below:

Informa	ation of Mot	her Account	Inform	ation of C	ore Account	Donor Name	Remarks
Bank name and address	Amount of fund receipt	Date of receipt	Bank name and address	Amount of fund receipt	Date of receipt		
Southeast Bank PLC, Dhanmon di Branch	BDT 520,100	08 December 2024 and 19 December 2024	Prime Bank Ltd. Asad Gate Branch	BDT 520,100	15 December 2024 and 22 December 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.

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 Comment

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 (01 November 2024 to 31 December 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.



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, asset 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 Comment

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

During our audit of the Project we found that, expenditure of two line item have been incurred beyond budget. As the overall budget is not being exceeded, no approval has been taken for these expenses. For instances:



Code	Particulars	Budgeted amount	Actual expenditure	Variance	Variance in %	Reason for variance
1.5	Travel for outside Dhaka participants	18,000	19,500	(15,00)	-8%	Spent as per actual requirement
1.7	Information kits	20,000	21,284	(1,284)	-6%	Spent as per actual requirement

However, 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.



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 period.

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 transitions 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:

SI. No.	Detail of expenditure with subhead as per Annexure A/1	Amount of expenditure	710-07-07-07-07-07-0	ount		ucted ount	Gove	osited to rnment asury		rear ount	Treasury/ Mushak Challan no, date, bank name and branch
1	2	3	4	5	6	7	8	9	10	11	12
Total											

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. 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 2024 - 2025 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.



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 December 2024. Moreover, the total fixed assets schedule of the NGO as of 30 June 2024 is provided in Annexure-C.

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.

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 and 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.



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.

Observations and Comments

We conducted the audit of the "Training for Journalists from Marginalized and Disenfranchised Communities" project for the period from 01 November 2024 to 31 December 2024 for two months.

Condition-33

A list of the members of the organization's Executive Committee/ Governing Body/Management Communities should be provided.

Observations and Comments

Details of the members of the organization 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
10.	Shahana Huda Ranjana	Director
11.	Miraj Ahmed Chowdhury	Director

Condition-34

It should be mentioned whether all the expenditures relevant to the audit of the project are bored 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

Hoda Vasi Chowdhury & 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, (Si. No. 59).

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	Conditions	Status
No.		
1.	The NGO has to involve the concerned District Commissioner and 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
4	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.
5	Income Tax/VAT has to be deducted as per the National Board of Revenue Circular.	Complied
6	List of beneficiary should be submitted to NGAOB.	Complied
7	The details of the budget of the project must be uploaded on the website of the organization.	Complied



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 2502061238AS334280 dated 06 February 2025.

Sk Md Tarikul Islam, FCA

Partner

Membership no:1238

Firm's Registration # CAF-001-057

Hoda Vasi Chowdhury & Co

Chartered Accountants

DVC: 2502061238AS334280

Dhaka, 06 February 2025



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 31 December 2024

Amount in BDT

				Dedu	ctible	Dedu	ıcted	Depo	sited	Outst	andin	VA	T	TA	X
SI. No.	Head of expenditures	Actual expenses	Voucher Ref	VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No./ Tracking No.	Date	Challan No. /Tracking No.	Date
	3 days Training session for journalists from the marginalised and disenfranchised communities														
1.1	Fee for course facilitator	60,000	BDV # 179	-	3,600		3,600	8	3,600					2425- 0022113077	06.01.2025
1.2	Fee for resource persons	40,000	BDV # 180	()	4,000) * 0	4,000	-	4,000					2425- 0022113077	06.01.2025
1.3	Venue & sound full day (MRDI conference room)	45,000				•	<u>.</u>		-						
	Food for participants (2 times tea & snacks and lunch)	14,783	JV # 067	135	153	135	153	135	153			2425- 0022112503	06.01.2025	2425- 0022113077	06.01.2025
1.5	Travel for outside Dhaka participants	19,500			-		-	-	-						
1.6	Half board accommodation for outside Dhaka participants	61,250		914	-	*	=	=	=						
1.7	Information kits	21,284	BDV # 170, JV # 067	1,431	953	1,431	953	1,431	953			2425- 0021441580, 2425- 0022112503	26.12.2024 , 06.01.2025	2425- 0021442376, 2425- 0022113077	26.12.2024, 06.01.2025
1.8	Certificate for participants	4,500	BDV # 181	314	209	314	209	314	209			2425- 0022112503	06.01.2025	2425- 0022113077	06.01.2025
	Connectivity cost for participants	6,600		*	721	400	=	=	-						
1.10	Service charge	200,000		X=1	-	-		-	-						
1.11	Audit fee	25,000		-			-								
	Total Project Cost	497,917		1,880	8,915	1,880	8,915	1,880	8,915		-				

Md. Mominul Islam Manager, Accounts

Hasibur Rahman Executive Director



Media Resources Development Initiative (MRDI) Schedule of Property, Plant and Equipment As at 30 June 2024

Amount in BDT

				Cost						Depreciation		All	tount in BDI
santon esso. I			Г	Ouring the year	ar		Rate			uring the year			Written
SI. No.	Particulars	Opening balance	Adjustment	Addition	Adjustment /disposal	Closing balance	(%)	Opening balance	Adjustment	Charged	Adjustment/ disposal	Closing balance	down value
1.0	Furniture and fixture:												
1.1	Table	430,080	(7,252)	-	10,430	412,398	20%	357,260	(9,033)	42,609	10,428	380,408	31,990
1.2	Chair, sofa etc.	343,560	63	-	2,050	341,573	20%	273,449	(269)	27,541	2,049	298,672	42,901
1.3	Shelf, paper stand, notice board etc.	375,129	5,391		7,500	373,020	20%	348,715	6,058	16,046	7,499	363,320	9,700
1.4	Interior decoration	269,951	75,000	-		344,951	20%	262,675	82,262	-	-	344,937	14
	Sub-total (A)	1,418,720	73,202	-	19,980	1,471,942		1,242,099	79,018	86,196	19,976	1,387,337	84,605
2.0	Office equipment:												
2.1	Monitoring set up	206,334	(135,407)	2=	-	70,927	30%	206,333	(135,409)	-	-	70,924	3
2.2	Fax machine, scanner, TV, recorder etc.	39,630	20,550	-	3,600	56,580	30%	39,628	20,546	-	3,599	56,575	5
2.3	Power generator (Honda)	102,250	-	п-	-	102,250	30%	102,249	-	-	-	102,249	1
2.4	Electric fans	64,713	425	-	-	65,138	30%	62,605	405	2,100	-	65,110	28
2.5	Air cooler	658,193	-	-	74,000	584,193	30%	651,077	7,105		73,999	584,183	10
2.6	Telephone and internet connectivity	127,243	(36,393)	-	-	90,850	30%	127,242	(36,402)	=	-	90,840	10
2.7	Camera	56,539	(32,162)	_	-	24,377	30%	56,538	(32,162)	-	-	24,376	1
2.8	Mobile and telephone set	378,360	(134,078)	195,894	110,000	330,176	30%	352,677	(127,513)	67,810	109,999	182,975	147,201
2.9	Access and attendance control device	55,000	-	_	-	55,000	30%	54,999	(1)	-	-	54,998	2
	Sub-total (B)	1,688,262	(317,065)	195,894	187,600	1,379,491		1,653,348	(303,431)	69,910	187,597	1,232,230	147,261
3.0	Computer, printer and multimedia:												
3.1	Tower server	180,360		-	-	180,360	33%	180,359	-		-	180,359	1
3.2	Desktop computer	675,390	(30,180)	12	69,114	576,096		674,707	(29,519)		69,112	576,076	20
3.3	Laptop computer	888,799	(156,320)	_	94,450	638,029		887,449		1,342	94,448	638,016	13
3.4	Laser printer	200,035	(8,140)	-	62,900	128,995		199,624		407	62,898	128,989	6
3.5	UPS, IPS and stabilizer	291,333	(97,475)			193,858		131,275		52,800	-	86,657	107,201
3.6	Multimedia projector	191,225			-	191,225		191,224			-	191,221	4
3.7	Computer networking	78,680			-	78,680		78,679		-	-	78,678	2
	Sub-total (C)	2,505,822	(292,115)	-	226,464	1,987,243		2,343,317	(291,412)	54,549	226,458	1,879,996	107,247



Media Resources Development Initiative (MRDI) Schedule of Property, Plant and Equipment As at 30 June 2024

Amount in BDT

				Cost									
SI. No.	Particulars	Opening	During the year			Closing	Rate	Opening	D	uring the yea	Closing	Written	
		balance	Adjustment	Addition	Adjustment /disposal	balance	(%)	balance	Adjustment	Charged	Adjustment/ disposal	balance	down value
4.0	Other assets:					=							
4.1	Books	25,930	-	-	-	25,930	20%	25,929	(16)	-	-	25,913	17
4.2	Paintings	40,000	-		-	40,000	20%	39,999	-	-	-	39,999	1
4.3	Tally ERP.9 Gold	-	124,800		-	124,800	20%	-	124,800	-	-	124,800	
	Sub-total (D)	65,930	124,800		-	190,730		65,928	124,784	-	-	190,712	18
5.0	Project assets									-			
5.1	FOJO IQJB Project	5,549,714	-	472,271	143,442	5,878,543		-	-	4,349,969	143,442	4,206,527	1,672,016
5.2	TAF JSMA Project	601,898	-	**	_	601,898		2	-	493,043	-	493,043	
5.3	TAF MIMA Project	148,419	-		-	148,419			-	142,117	-	142,117	
5.4	EU-MSD Project	431,212	-	0=	-	431,212		-	-	142,301	-	142,301	288,911
5.5	MRDI-TARA-CEM	-	-	240,690	-	240,690		-	-		-		240,690
5.6	MRDI-TAF-JFD		-	139,230	-	139,230		_	-	-	-		139,230
	Sub-total (E)	6,731,243	-	852,191	143,442	7,439,992		-		5,127,430	143,442	4,983,988	
Balanc	ce as at 30 June 2024	12,409,977	(411,178)	1,048,085	577,486	12,469,398		5,304,692	(391,041)	5,338,085	577,473	9,674,263	2,795,135
Balan	ce 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

Right-of-use asset

Balance as at 30 June 2024	4,245,198	-	- 4,245,198	3,396,159	849,039	- 4,245,198	-
Balance as at 30 June 2023	4,245,198		4,245,198	2,547,119	849,040	3,396,159	849,039

Md. Mominul Islam Manager, Accounts Hasibur Rahman
Executive Director

