

(1)

**AUDIT REPORT AND AUDITED  
FINANCIAL STATEMENTS**

**OF**

**BRIDGING CORPORATE SECTOR AND MEDIA IN PROMOTING  
GOOD GOVERNANCE (BCSMPGG)**

**A PROJECT**

**OF**

**MANAGEMENT AND RESOURCES DEVELOPMENT INITIATIVE  
(MRDI)**

**FUNDED BY- MANUSHER JONNO FOUNDATION  
FOR THE PERIOD FROM 01 AUGUST 2005 TO 31 JULY 2006**

**AZIZ HALIM KHAIR CHOUDHURY  
CHARTERED ACCOUNTANTS**

726/A (1<sup>ST</sup> Floor) Satmasjid Road, Dhanmondi , Dhaka-1209  
Tel-8802-9137092 Fax: 9137097  
Email: mahalim@bd.com.net

**Bridging Corporate Sector and Media in Promoting Good Governance  
(BCSMPGG)  
A Project of Management and Resources Development Initiative (MRDI)**

**Funded By-Manusher Jonno Foundation  
For The Period From 01 August 2005 To 31 July 2006**

**Executive Summary**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page No.</b>
1.	Auditors' Report	1
2.	Statement of Receipts & Expenditure	2
3.	Notes to the Financial Statement	3-6
4.	Account Line Itemwise MOU Budget vs. Actual Expense Statement	7-9
5.	Statement of Periodic Advance and Line Itemwise Adjustment	10-12
6.	Bank Reconciliation Statement	13
7.	Fund Reconciliation Statement	14
8.	List of Furniture, Fixtures and Equipment (FF&E)	15
9.	Minutes of Exit meeting	16-22
10.	Summary of Audit Findings	23
11.	Details of Audit Findings	24-26



# Aziz Halim Khair Choudhury

## Chartered Accountants

### Executive Director

Manusher Jonno Foundation  
House # 122  
Road # 1, Block # F  
Banani, Model Town  
Dhaka-1213.

## AUDITORS' REPORT

We have audited the accompanying Statement of Receipts & Expenditures of "**Bridging Corporate Sector and Media in Promoting Good Governance (BCSMPGG)**" a Project of **Management and Resources Development Initiative (MRDI)** funded by **Manusher Jonno Foundation**, for the period from 01 August 2005 to 31 July 2006. The preparation of the statement is the responsibility of the Project's management. Our responsibility is to express an independent opinion on that statement based on our audit.

We have conducted our audit in accordance with Bangladesh Standards on Auditing (BSA). Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the statement is free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the Annexed Statement of Receipts & Expenditures gives a true and fair view of the state of the project's affairs for the period from 01 August 2005 to 31 July 2006 and comply with applicable laws and regulations.

We also report that:

- We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit and made due verification thereof.
- In our opinion, proper books of account have been kept by the project's management so far as it appeared from our examination of those books.
- The Project's Statement of Receipts & Expenditures dealt with by the report is in agreement with the books of account.

11 April 2007  
Dhaka.

  
**Aziz Halim Khair Choudhury**  
Chartered Accountants.

#### CORPORATE OFFICE

72/A, (7th Floor), Sattar Road  
Dhaka-1209  
Tel: 880-2-8137092, 9145017  
Mobile: 0171-3541137  
Fax: 880-2-8137097  
E-mail: maham@idcom.net, ahkcbd@hotmail.com

#### BARIDHARA OFFICE

House # 01 (3rd Floor) Road # 07  
Baridhara, Dhaka-1212  
Tel: 880-2-8859169  
Mobile: 0171-1525360  
Fax: 880-2-8859142  
E-mail: alamkhair@yahoo.com, ahkcbd@hotmail.com

#### CHITTAGONG OFFICE

HBFC Bhaban (4th Floor)  
1/D, Agrabad C/A, Chittagong  
Tel: 880-31-2510964  
Mobile: 0188-311598  
E-mail: ahkcbd@hotmail.com

#### LONDON OFFICE

Nawana House, 37/A, Chamberlayne Road,  
Kensal Green, London NW10 3NB, London.UK  
Tel: 44 20 8960 9676  
Fax: 44 20 8960 9677  
E-mail: Globepart@aol.com, ahkcbd@hotmail.com

**Bridging Corporate Sector and Media in Promoting Good Governance-(BCSMPGG)**  
**A Project of Management and Resources Development Initiative (MRDI)**

**Funded by-Manusher Jonno Foundation**

**Statement of Receipts & Expenditures**

**For the period from 01st August 2005 to 31 July 2006**

Particulars	Notes	01 Aug 05 to 31 Jul 06 Taka
<b>Receipts</b>		
Openning Balance:		-
Cash in Hand		-
Cash at Bank		-
Grant received from Manusher Jonno Foundation	4.00	2,624,450
Bank Interest		7,677
<b>Total:</b>		<b>2,632,127</b>
<b>Expenditures</b>		
Salary and Benefits	5.00	360,925
Office Rent	6.00	72,000
Office Maintenance/Repair and Cleaning Mat.	7.00	16,680
Communication (Programme & Office management)	8.00	43,608
Stationeries/Supplies	9.00	11,812
Furniture/Fixture & Equipment	10.00	173,500
Travel, Lodging & per diem (supervision)	11.00	18,909
Training/Meeting/Workshop/Capacity building	12.00	8,250
Report Publication and Launching	13.00	12,500
PR Handbook Publication & launching	14.00	12,500
Roundtables in Dhaka	15.00	125,020
Roundtable in Chittagong	16.00	52,505
Workshop in Dhaka	17.00	130,517
Workshop in Chittagong	18.00	56,655
National Forum	19.00	76,076
Assessment Study	20.00	836,718
Overhead Cost (7% on Total project cost)		140,572
<b>Total expenditures</b>		<b>2,148,747</b>
<b>Closing Balance</b>		<b>483,380</b>
Cash in hand		2,440
Cash at Bank		480,940
<b>Total:</b>		<b>2,632,127</b>

*The Annexed notes form an integral part of this statement*

*Signed in terms of our separate report of even date annexed*

11 April 2007  
Dhaka.

*Ahmed Choudhury*  
**Aziz Halim Khair Choudhury**  
Chartered Accountants

**Bridging Corporate Sector and Media in Promoting Good Governance (BCSMPGG)**  
**A Project of Management and Resources Development Initiative (MRDI)**  
**Funded by- Manusher Jonno Foundation**  
**Notes to the Financial Statement**  
**For the period from 01st August 2005 to 31 July 2006**

**1. Background Information:**

**Management and Resources Development Initiative (MRDI)** a multi disciplinary, not-for-profit, non-government organization, as well as a company limited by guarantee is engaged to a wide spectrum of social development activities and seeks to render consultancy and technical assistance to national and international organizations, both in the public and private sectors.

Management and Resources Development Initiative (MRDI) established in the year 2003 registered with the office of the Registrar of Joint Stock Companies & Firms. Govt. of the P.R of Bangladesh under companies Act.1994 vide Certificate of Incorporation No. C-544(57)/2006 dated 13 May, 2003.

The Development objectives of MRDI include upholding and strengthening standards of mass media and media professionals. Developing modern event management services. Enhancing physical and mental well-being of the people, especially those who need them most. Augmenting empowerment of women, adolescents, children, minority and other vulnerable/marginalized sections of the population, development of people's education and skill.

**2. Project's goal and objectives:**

**2.01 Goal.**

The overall goal of the project is to create an enabling environment for better internal governance and labour rights within and outside the sector using PR practitioners and media as catalytic and follow up agents.

**2.02 Objectives.**

The specific objectives of the project are to:

- Facilitate business community and mass media to set an agenda and adopt an action plan to institute/improve corporate governance, social responsiveness and labour and environmental standards.
- Stimulate media and policymakers in favour of those compliances.
- Capacity building of public relation and media practitioners to help establish a positive environment in the corporate sector.



### 3. Accounting Policy

#### (a) Basis of Accounting:

The Statement of Receipts & Expenditures has been prepared on cash basis Accounting under Generally Accepted Accounting Principles (GAAP).

#### (b) Fixed Assets:

Fixed Assets acquired by the project are not capitalized rather expensed.

#### (c) General:

The Statement of Receipts & Expenditures is presented in Bangladesh currency (Taka), which has been rounded off to the nearest Taka.

### 4. Grant Received from Manusher Jonno Foundation

Date	Amount(TK)
25.08.2005	917,129
21.12.2005	643,140
02.03.2006	462,402
18.06.2006	601,779
<b>Total</b>	<b>2,624,450</b>



01 Aug 05 to  
31 Jul 06  
Taka

<b>5.00 Salary &amp; Benefits</b>	
Coordinator	186,253
Accountant	112,589
Project Assistant	62,083
<b>Total</b>	<b>360,925</b>
<b>6.00 Office Rent</b>	
Office rent	72,000
<b>Total</b>	<b>72,000</b>
<b>7.00 Office Maintenance/Repair and Cleaning Mat.</b>	
Electricity	7,991
Cleaning material	3,257
Electrical & other office maintenance	5,432
<b>Total</b>	<b>16,680</b>
<b>8.00 Communication (Programme &amp; Office management)</b>	
Mobile Phone	32,608
Telephone	11,000
<b>Total</b>	<b>43,608</b>
<b>9.00 Stationeries/Supplies</b>	
Office Stationery	11,812
<b>Total</b>	<b>11,812</b>
<b>10.00 Furniture/Fixture &amp; Equipment</b>	
Laptop	115,000
Multimedia	58,500
<b>Total</b>	<b>173,500</b>
<b>11.00 Travel, Lodging &amp; perdiem (supervision)</b>	
Local Conveyance	12,087
Transportation	1,865
Lodging	3,000
Perdiem/Daily allowances	1,957
<b>Total</b>	<b>18,909</b>
<b>12.00 Training/Meeting/Workshop/Capacity building</b>	
<b>Developing PR Training Manual</b>	
Honorarium to Manual Development Team	7,500
Assistance	750
<b>Total</b>	<b>8,250</b>
<b>13.00 Report Publication and Launching</b>	
Editor	10,000
Graphic Designer	2,500
<b>Total</b>	<b>12,500</b>
<b>14.00 PR Handbook Publication &amp; launching</b>	
Honorarium for Handbook writer	12,500
<b>Total</b>	<b>12,500</b>
<b>15.00 Roundtables in Dhaka</b>	
Honorarium for Rapporteur	10,000
Lunch & Tea	62,500
Information material	10,875
Venue	20,000
PA & AV System	6,800
Invitation & Press coordination	11,845
Banner	3,000
<b>Total</b>	<b>125,020</b>



<b>16.00 Roundtable in Chittagong</b>	
Honorarium for Rapporteur	5,000.00
Honorarium for Local Coordinator	5,000.00
Information material	5,125.00
Venue	10,000.00
TA/DA Moderator	8,040.00
Lunch & Tea	11,840.00
Invitation & Press coordination	6,000.00
Banner	1,500.00
<b>Total</b>	<b>52,505.00</b>
<b>17.00 Workshop in Dhaka</b>	
Lunch & Tea	74,184.00
Venue	30,000.00
PA & AV System	8,750.00
Invitation & Press coordination	4,333.00
Banner	3,000.00
Information material	10,250.00
<b>Total</b>	<b>130,517.00</b>
<b>18.00 Workshop in Chittagong</b>	
Honorarium for Rapporteur	5,000.00
Honorarium for Local Coordinator	5,000.00
TA/DA Moderator	10,830.00
Venue	10,000.00
Lunch & Tea	13,700.00
Information material	5,125.00
Invitation & Press coordination	5,500.00
Banner	1,500.00
<b>Total</b>	<b>56,655.00</b>
<b>19.00 National Forum</b>	
Honorarium for Facilitator	5,000.00
Lunch & Tea	38,950.00
Information material	4,000.00
Venue	15,000.00
PA & AV System	4,250.00
Invitation & Press coordination	6,376.00
Banner	2,500.00
<b>Total</b>	<b>76,076.00</b>
<b>20.00 Assessment Study</b>	
Pretest (Assesment Study)	9,545.00
Research coordinator	165,000.00
Consultant members	351,999.00
Statistician	50,000.00
Secretary to work group	55,000.00
Interviewer	135,000.00
Data-entry operator	15,000.00
Questionnaire/Data Form Printing	5,000.00
Documentation (Photocopy, Spiral binding, binding etc.)	23,717.00
Newspaper Subscription (Assesment Study)	26,457.00
<b>Total</b>	<b>836,718.00</b>



**Bridging Corporate Sector and Media in Promoting Good Governance-(BCSMPGG)**  
**A project of Management and Resources Development Initiative (MRDI)**  
**Funded by-Manusher Jonno Foundation**  
**Account Line Itemwise MOU Budget vs. Actual Expense**  
**For the Period from 01 August 2005 To 31 July 2006**

Description	Approved Budget	Actual Expenditure	Variance	%	Reasons for Variance
<b>Salary &amp; Benefits</b>					
Coordinator	195,000	186253	8,747	96	
Accountant	123,500	112589	10,911	91	(a)
Project Assistant	65,000	62083	2,917	96	
<b>Sub Total</b>	<b>383,500</b>	<b>360,925</b>	<b>22,575</b>		
<b>Office Rent</b>					
Office rent	72,000	72000	-	100	
<b>Sub Total</b>	<b>72,000</b>	<b>72,000</b>	<b>-</b>		
<b>Office Maint/Repair and Cleaning Mat.</b>					
Electricity	12,000	7991	4,009	67	(b)
Cleaning material	3,600	3257	343	90	
Electrical & other office maintenance	6,000	5432	568	91	
<b>Sub Total</b>	<b>21,600</b>	<b>16,680</b>	<b>4,920</b>		
<b>Communication (Programme &amp; Office management)</b>					
Mobile Phone	36,000	32608	3,392	91	(c)
Telephone	12,000	11000	1,000	92	(c)
<b>Sub Total</b>	<b>48,000</b>	<b>43,608</b>	<b>4,392</b>		
<b>Stationeries/Supplies</b>					
Office Stationery	12,000	11812	188	98	
<b>Sub Total</b>	<b>12,000</b>	<b>11,812</b>	<b>188</b>		
<b>Furniture/Fixture &amp; Equipment</b>					
Laptop	117,000	115000	2,000	98	
Multimedia	-	58500	(58,500)		(d)
<b>Sub Total</b>	<b>117,000</b>	<b>173,500</b>	<b>(56,500)</b>		
<b>Travel, Lodging &amp; perdiem (supervision)</b>					
Local Conveyance	12,000	12087	(87)	101	(e)
Transportation	2,000	1865	135	93	
Lodging	4,000	3000	1,000	75	
Perdiem/Daily allowances	2,200	1957	243	89	
<b>Sub Total</b>	<b>20,200</b>	<b>18,909</b>	<b>1,291</b>		
<b>Training/Meeting/Workshop/Capacity building</b>					
<b>Developing PR Training Manual</b>					
Honorarium to Manual Development Team	30,000	7500	22,500	25	(f)
Assistance	3,000	750	2,250	25	(f)
Consultative meeting	5,000	-	5,000	-	
Food	5,000	-	5,000	-	
<b>Sub Total</b>	<b>43,000</b>	<b>8,250</b>	<b>34,750</b>		
<b>Training Courses in Dhaka</b>					
Honorarium for Resources Persons	12,000	-	12,000	-	(g)
Honorarium for Training Coordinator	12,000	-	12,000	-	
Lunch & Tea	62,500	-	62,500	-	
Venue	30,000	-	30,000	-	
Information Kit	7,500	-	7,500	-	
PA & AV System	15,000	-	15,000	-	(g)
Equipment Rent	15,000	-	15,000	-	
Banner	1,500	-	1,500	-	
<b>Sub Total</b>	<b>155,500</b>	<b>-</b>	<b>155,500</b>		
<b>Report Publication and Launching</b>					
Report Publication	75,000	-	75,000	-	
Editor	20,000	10000	10,000	50	(f)

Description	Approved Budget	Actual Expenditure	Variance	%	Reasons for Variance
Graphic Designer	10,000	2500	7,500	25	(f)
Lunch & Tea	25,000	0	25,000	-	
Equipment	3,000	0	3,000	-	
Banner	1,500	0	1,500	-	
Venue for Report Publication launching	5,000	0	5,000	-	
<b>Sub Total</b>	<b>139,500</b>	<b>12,500</b>	<b>127,000</b>		
<b>PR Handbook Publication &amp; launching</b>					
Honorarium for Handbook writer	12,500	12500	-	100	
<b>Sub Total</b>	<b>12,500</b>	<b>12,500</b>	<b>-</b>		
<b>Roundtables in Dhaka (2 Roundtables)</b>					
Honorarium for Moderator	10,000	-	10,000	-	
Honorarium for Rapporteur	10,000	10000	-	100	
Lunch & Tea	40,000	62500	(22,500)	156	(g)
Information material	10,000	10875	(875)	109	(e)
Venue	20,000	20000	-	100	
PA & AV System	10,000	6800	3,200	68	(h)
Equipment Rent	6,000	0	6,000	-	
Invitation & Press coordination	12,000	11845	155	99	(h)
Banner	3,000	3000	-	100	
<b>Sub Total</b>	<b>121,000</b>	<b>125,020</b>	<b>(4,020)</b>		
<b>Roundtable in Chittagong</b>					
Honorarium for Moderator	5,000	-	5,000	-	
Honorarium for Rapporteur	5,000	5000	-	100	
Honorarium for Local Coordinator	5,000	5000	-	100	
Information material	5,000	5125	(125)	103	(h)
Venue	5,000	10000	(5,000)	200	(i)
TA/DA Moderator	3,000	8040	(5,040)	268	
Lunch & Tea	18,750	11840	6,910	63	(j)
PA & AV System	4,000	-	4,000	-	
Equipment Rent	3,000	-	3,000	-	
Invitation & Press coordination	6,000	6000	-	100	
Banner	1,500	1500	-	100	
<b>Sub Total</b>	<b>61,250</b>	<b>52,505</b>	<b>8,745</b>		
<b>Workshop in Dhaka (2 workshops)</b>					
Honorarium for Facilitator	10,000	-	10,000	-	
Honorarium for Rapporteur	10,000	-	10,000	-	
Lunch & Tea	40,000	74184	(34,184)	185	(g)
Venue	20,000	30000	(10,000)	150	
PA & AV System	10,000	8750	1,250	88	
Equipment Rent	6,000	-	6,000	-	
Invitation & Press coordination	12,000	4333	7,667	36	
Banner	3,000	3000	-	100	
Information material	10,000	10250	(250)	103	
<b>Sub Total</b>	<b>121,000</b>	<b>130,517</b>	<b>(9,517)</b>		
<b>Workshop in Chittagong</b>					
Honorarium for Facilitator	5,000	-	5,000	-	
Honorarium for Rapporteur	5,000	5000	-	100	
Honorarium for Local Coordinator	5,000	5000	-	100	
TA/DA Moderator	3,000	10830	(7,830)	361	(i)
Venue	5,000	10000	(5,000)	200	
Lunch & Tea	18,750	13700	5,050	73	(j)
Information material	5,000	5125	(125)	103	(h)
PA & AV System	4,000	-	4,000	-	
Equipment Rent	3,000	-	3,000	-	
Invitation & Press coordination	6,000	5500	500	92	



Description	Approved Budget	Actual Expenditure	Variance	%	Reasons for Variance
Banner	1,500	1500	-	100	
<b>Sub Total</b>	<b>61,250</b>	<b>56,655</b>	<b>4,595</b>		
<b>National Forum</b>					
Honorarium for Facilitator	5,000	5000	-	100	
Honorarium for Rapporteur	5,000	-	5,000	-	
Lunch & Tea	20,000	38950	(18,950)	195	(g)
Information material	4,000	4000	-	100	
Venue	10,000	15000	(5,000)	150	(g)
PA & AV System	5,000	4250	750	85	
Equipment Rent	3,000	-	3,000	-	
Invitation & Press coordination	8,000	6376	1,624	80	
Banner	2,500	2500	-	100	
<b>Sub Total</b>	<b>62,500</b>	<b>76,076</b>	<b>(13,576)</b>		
<b>c) Capacity Building :</b>					
Staff Capacity building	5,000	-	5,000	-	
<b>Sub Total</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	
<b>Assessment Study</b>					
Pretest	10,000	9545	455	95	
Research coordinator	165,000	165000	-	100	
Consultant members	352,000	351999	1	100	
Statistician	50,000	50000	-	100	
Secretary to work group	55,000	55000	-	100	
Interviewer	136,000	135000	1,000	99	
Data-entry operator	15,000	15000	-	100	
Questionnaire/Data Form Printing	5,000	5000	-	100	
Documentation	22,000	23717	(1,717)	108	
Newspaper Subscription	30,000	26457	3,543	88	
<b>Sub Total</b>	<b>840,000</b>	<b>836,718</b>	<b>3,282</b>		
<b>Audit fee</b>					
Audit fee	10,000	-	10,000	-	
<b>Sub Total</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	
<b>Overhead</b>	161,476	140572	20,904	87	
<b>Contingencies</b>	23,068	-	23,068	-	
<b>Grand Total</b>	<b>2,491,344</b>	<b>2,148,747</b>	<b>342,597</b>		

**Reasons for Variance:**

- The variance occurred due to his Bonus Due; and as he received only 18 day's salary in the month of August for his joining on 14 Aug-05
- Bill for June & July remain outstanding
- i) Bill for 15 days (July) remain outstanding  
ii) Bill for July remain outstanding
- Purchased with 50%-50% contribution with approval from MJF Local person
- Spent at actual
- Payment was made partly. The rest amount has been shifted in the 2nd year. As per consultation with the MJF local person
- The trainings have been shifted to the 2nd year, in consultation with the MJF focal person.
- Spent as per necessity
- Food price and venue rent of Hotel Agrabad increased
- Economy achieved



**Bridging Corporate Sector and Media in Promoting Good Governance-(BCSMPGG)**  
**A project of Management and Resources Development Initiative (MRDI)**  
**Funded By-Manusher Jonno Foundation**  
**Statement of Periodic Advance and Line Item Wise Adjustment**  
**For the Period from 01 August 2005 To 31 July 2006**

Description	1st Quarter Taka	2nd Quarter Taka	3rd Quarter Taka	4th Quarter Taka
<b>Receipts</b>				
<b>Opening Balance</b>	-	200,159	164,228	272,472
Cash in hand	-	238	28	59
Cash at Bank	-	184,921	164,200	252,413
Advance	-	15,000	-	20,000
Grant Received From Manusher Jonno	917,129	643,140	462,402	601,779
Bank Interest	-	7,677	-	-
<b>Total Receipts:</b>	<b>917,129</b>	<b>850,976</b>	<b>626,630</b>	<b>874,251</b>
<b>Expenditures</b>				
<b>Salary &amp; Benefits</b>				
Coordinator	46,875	49,378	45,000	45,000
Accountant	25,506	30,083	28,500	28,500
Project Assistant	15,625	16,458	15,000	15,000
<b>Sub Total</b>	<b>88,006</b>	<b>95,919</b>	<b>88,500</b>	<b>88,500</b>
<b>Office Rent</b>				
Office rent	18,000	18,000	18,000	18,000
<b>Sub Total</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
<b>Office Maint/Repair and Cleaning Mat.</b>				
Electricity	819	2,219	2,297	2,656
Cleaning material	769	623	965	900
Electrical & other office maintenance	1,035	1,568	1,367	1,462
<b>Sub Total</b>	<b>2,623</b>	<b>4,410</b>	<b>4,629</b>	<b>5,018</b>
<b>Communication (Programme &amp; Office management)</b>				
Mobile Phone	6,369	8,823	8,416	9,000
Telephone	2,000	3,000	3,000	3,000
<b>Sub Total</b>	<b>8,369</b>	<b>11,823</b>	<b>11,416</b>	<b>12,000</b>
<b>Stationeries/Supplies</b>				
Office Stationery	2,939	3,028	2,993	2,852
<b>Sub Total</b>	<b>2,939</b>	<b>3,028</b>	<b>2,993</b>	<b>2,852</b>
<b>Furniture/Fixture &amp; Equipment</b>				
Laptop	115,000	-	-	-
Multimedia	58,500	-	-	-
<b>Sub Total</b>	<b>173,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel, Lodging &amp; perdiem (supervision)</b>				
Local Conveyance	2,675	3,419	3,004	2,989
Transportation	-	1,865	-	-
Lodging	-	3,000	-	-
Perdiem/Daily allowances	-	1,957	-	-
<b>Sub Total</b>	<b>2,675</b>	<b>10,241</b>	<b>3,004</b>	<b>2,989</b>
<b>building</b>				
<b>Developing PR Training Manual</b>				
Honorarium to Manual Development Team	-	-	7,500	-
Assistance	-	-	750	-
Consultative meeting	-	-	-	-
Food	-	-	-	-
<b>Sub Total</b>	<b>-</b>	<b>-</b>	<b>8,250</b>	<b>-</b>



Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>Training Courses in Dhaka</b>	-	-	-	-
Honorarium for Resources Persons	-	-	-	-
Honorarium for Training Coordinator	-	-	-	-
Lunch & Tea	-	-	-	-
Venue	-	-	-	-
Information Kit	-	-	-	-
PA & AV System	-	-	-	-
Equipment Rent	-	-	-	-
Banner	-	-	-	-
<b>Sub Total</b>	-	-	-	-
<b>Report Publication and Launching</b>	-	-	-	-
Report Publication	-	-	-	-
Editor	-	-	10,000	-
Graphic Designer	-	-	2,500	-
Lunch & Tea	-	-	-	-
Equipment	-	-	-	-
Banner	-	-	-	-
Venue for Report Publication launching	-	-	-	-
<b>Sub Total</b>	-	-	<b>12,500</b>	-
<b>PR Handbook Publication &amp; launching</b>	-	-	-	-
Honorarium for Handbook writer	-	-	12,500	-
<b>Sub Total</b>	-	-	<b>12,500</b>	-
<b>Roundtables in Dhaka (2 Roundtables)</b>	-	-	-	-
Honorarium for Moderator	-	-	-	-
Honorarium for Rapporteur	10,000	-	-	-
Lunch & Tea	62,500	-	-	-
Information material	10,875	-	-	-
Venue	20,000	-	-	-
PA & AV System	6,800	-	-	-
Equipment Rent	-	-	-	-
Invitation & Press coordination	11,845	-	-	-
Banner	3,000	-	-	-
<b>Sub Total</b>	<b>125,020</b>	-	-	-
<b>Roundtable in Chittagong</b>	-	-	-	-
Honorarium for Moderator	-	-	-	-
Honorarium for Rapporteur	-	5,000	-	-
Honorarium for Local Coordinator	-	5,000	-	-
Information material	5,125	-	-	-
Venue	-	10,000	-	-
TA/DA Moderator	-	8,040	-	-
Lunch & Tea	-	11,840	-	-
PA & AV System	-	-	-	-
Equipment Rent	-	-	-	-
Invitation & Press coordination	-	6,000	-	-
Banner	-	1,500	-	-
<b>Sub Total</b>	<b>5,125</b>	<b>47,380</b>	-	-
<b>Workshop in Dhaka (2 workshops)</b>	-	-	-	-
Honorarium for Facilitator	-	-	-	-
Honorarium for Rapporteur	-	-	-	-
Lunch & Tea	-	74,184	-	-
Venue	-	30,000	-	-
PA & AV System	-	8,750	-	-
Equipment Rent	-	-	-	-
Invitation & Press coordination	-	4,333	-	-
Banner	-	3,000	-	-
Information material	10,250	-	-	-



Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>Sub Total</b>	<b>10,250</b>	<b>120,267</b>	-	-
<b>Workshop in Chittagong</b>	-	-	-	-
Honorarium for Facilitator	-	-	-	-
Honorarium for Rapporteur	-	5,000	-	-
Honorarium for Local Coordinator	-	5,000	-	-
TA/DA Moderator	-	10,830	-	-
Venue	-	10,000	-	-
Lunch & Tea	-	13,700	-	-
Information material	5,125	-	-	-
PA & AV System	-	-	-	-
Equipment Rent	-	-	-	-
Invitation & Press coordination	-	5,500	-	-
Banner	-	1,500	-	-
<b>Sub Total</b>	<b>5,125</b>	<b>51,530</b>	-	-
<b>National Forum</b>	-	-	-	-
Honorarium for Facilitator	-	-	-	5,000
Honorarium for Rapporteur	-	-	-	-
Lunch & Tea	-	-	-	38,950
Information material	-	-	4,000	-
Venue	-	-	-	15,000
PA & AV System	-	-	-	4,250
Equipment Rent	-	-	-	-
Invitation & Press coordination	-	-	960	5,416
Banner	-	-	2,500	-
<b>Sub Total</b>	-	-	<b>7,460</b>	<b>68,616</b>
<b>c) Capacity Building :</b>	-	-	-	-
Staff Capacity building	-	-	-	-
<b>Sub Total</b>	-	-	-	-
<b>Assessment Study</b>	-	-	-	-
Pretest	9,545	-	-	-
Research coordinator	30,000	45,000	45,000	45,000
Consultant members	63,000	94,500	94,500	99,999
Statistician	25,000	25,000	-	-
Secretary to work group	10,000	15,000	15,000	15,000
Interviewer	66,000	69,000	-	-
Data-entry operator	7,500	7,500	-	-
Questionnaire/Data Form Printing	5,000	-	-	-
Documentation	7,182	16,535	-	-
Newspaper Subscription	7,061	4,833	7,237	7,326
<b>Sub Total</b>	<b>230,288</b>	<b>277,368</b>	<b>161,737</b>	<b>167,325</b>
<b>Audit fee</b>	-	-	-	-
Audit fee	-	-	-	-
<b>Sub Total</b>	-	-	-	-
<b>Overhead</b>	45,050	46,782	23,169	25,571
<b>Contingencies</b>	-	-	-	-
<b>Total Expenditure</b>	<b>716,970</b>	<b>686,748</b>	<b>354,158</b>	<b>390,871</b>
<b>Unspent Fund Balance at end of the each quart</b>	<b>200,159</b>	<b>164,228</b>	<b>272,472</b>	<b>483,380</b>



**Bridging Corporate Sector and Media in Promoting Good Governance (BCSMPGG)**  
**A Project of Management and Resources Development Initiative (MRDI)**  
**Funded by-Manusher Jonno Foundation**  
**Bank Reconciliation Statement**  
**As on 31 July 2006**

Bank A/C Number:13100000945

Bank A/C Name:-Southeast Bank Limited  
Dhanmondi Branch,Dhaka

Particulars			Taka
<b>Balance as per Bank Statement as on 31.07.2006</b>			<b>531,161</b>
Add. Deposit in transit:			-
			<b>531,161</b>
Less: Cheques issued but not debited by bank			
<u>Date</u>	<u>Cheque no.</u>	<u>Amount</u>	
15.06.06	8898890	9,450	
18.06.06	9157407	18,571	
17.07.06	8898899	11,100	
17.07.06	9157401	11,100	
			50,221
<b>Balance as per Books of Accounts as on 31.07.2006</b>			<b>480,940</b>



**Bridging Corporate Sector and Media in Promoting Good Governance (BCSMPGG)**  
**A Project of Management and Resources Development Initiative (MRDI)**  
**Funded by-Manusher Jonno Foundation**  
**Fund Reconciliation Statement**  
**As on 31 July 2006**

Particulars	Amount
<b>Fund Available:</b>	
Opening Balance	-
Fund received during the period	2,624,450
Bank interest	7,677
<b>Total Fund:</b>	<b><u>2,632,127</u></b>
<b>Less: Expenditure Incurred</b>	
1st quarter	716,970
2nd quarter	686,748
3rd quarter	354,158
4th quarter	390,871
<b>Total Expenditure:</b>	<b><u>2,148,747</u></b>
<b>Ending Fund Balance at 31.07.2006</b>	<b>483,380</b>
Ending fund balance as on 31 July 2006 as per MRDI	483,380
Ending fund balance as on 31 July 2006 as per Manusher Jonno Foundation	483,380
<b>Difference ( if any)</b>	<b><u>Nil</u></b>



**Bridging Corporate Sector and Media in Promoting Good Governance (BCSMPGG)**  
**A Project of Management and Resources Development Initiative (MRDI)**  
**Funded by-Manusher Jonno Foundation**  
**List of Furniture, Fixture and Equipment (FF&E)**  
**For the period from 01 August 2005 to 31 July 2006**

Sl No.	Description	Qty.	Date	Amount
1	Laptop with an UPS	01	25-9-2005	115,000
2	Multimedia Projector with project screen & External document Camera (50% MJF Contribute)	01	27-9-2005	58,500
	<b>Total:</b>			<b>173,500</b>



Minutes of the meeting held between the Auditors & Client Official

Date: 21.09.06.....

Time: 3:30-4:30 .....

Present: Auditor & client official .


The following matters were discussed & resolved:

Findings	Organizations Comments
<p>1. Irregularities found in case of fund received .</p> <p><u>Observation</u>: We noted following irregularities in rec- vide no-2</p> <p><del>Vc no Dt</del></p> <p>Dt - 14.08.05 Chq no - 99486973</p> <p>TK - 9,17,129 for CARE-BD-HJ - Grant . ch dt - 22.08.05.</p> <p>i) Vr prepared before the cheque received .</p> <p>ii) Cash book reference no not = mentioned in Ledger book.</p> <p>iii) Cash book entry date 25.08.05 .</p> <p>2. Project individual salary register not maintained .</p>	



*[Handwritten signature]*



Findings	Organizations Comments
<p>not found in bill. Details are shown in Annex-2</p> <p>5. Travelling purpose not mentioned in conveyance bill.</p> <p><u>Observation:</u></p> <p>We observe that vide no DV-5 dt- 15.9.05 for travel logging &amp; Per diem in TK-134 included TK-24 by Kh. Tanveer Ahmed from Office to SouthEast Bank but the purpose not mentioned in conveyance bill.</p> <p>i) vide no- 12 dt- 27.9.05 same Park TK- 130 by Kh. Tanveer Ahmed not mentioned from Office to Newspaper Office.</p> <p>ii) JV- 52 dt- 15.6.06. TK- 570 by Mr. Habibur Rahman for various area but purpose not mentioned</p>	

Findings	Organizations Comments
<p>6. Non availability of Financial Guide line .</p> <p>6.7. Non availability of internal audit report .</p> <p>* on the process ,</p> <p>7. Non-availability of indent for money statement .</p> <p><u>Observation:</u> We noted that salary paid for the month of June 06' but the indent for money statement not found .</p>	

Seheli Tamanna  
Signature of Auditor

AKT  
Signature of Client Official



Findings	Organizations Comments																												
<p>Ref - 87.</p> <table> <tr> <th>Jr</th> <th>Date</th> <th>Particulars</th> <th>Amount</th> </tr> <tr> <td>54</td> <td>27.06.06</td> <td>Salary payable</td> <td>31,500.</td> </tr> </table> <p>8. Acknowledgement has taken in vouchere format.</p> <table> <tr> <th>Jr</th> <th>Date</th> <th>Purpose</th> <th>Person</th> <th>Amount</th> </tr> <tr> <td>Jr-56</td> <td>24.11.05</td> <td>i) Invitation Nasirul letter follow up Home. &amp; free release distribution</td> <td>Nasirul</td> <td>3000.</td> </tr> <tr> <td></td> <td></td> <td>ii) Photography of Annab the programme.</td> <td>Annab Titu</td> <td>1000</td> </tr> <tr> <td></td> <td></td> <td>iii) Free release writing Astok for programme</td> <td>Astok Chowdhury</td> <td>2000</td> </tr> </table>	Jr	Date	Particulars	Amount	54	27.06.06	Salary payable	31,500.	Jr	Date	Purpose	Person	Amount	Jr-56	24.11.05	i) Invitation Nasirul letter follow up Home. & free release distribution	Nasirul	3000.			ii) Photography of Annab the programme.	Annab Titu	1000			iii) Free release writing Astok for programme	Astok Chowdhury	2000	
Jr	Date	Particulars	Amount																										
54	27.06.06	Salary payable	31,500.																										
Jr	Date	Purpose	Person	Amount																									
Jr-56	24.11.05	i) Invitation Nasirul letter follow up Home. & free release distribution	Nasirul	3000.																									
		ii) Photography of Annab the programme.	Annab Titu	1000																									
		iii) Free release writing Astok for programme	Astok Chowdhury	2000																									

Schuli Tamanna  
Signature of Auditor

  
Signature of Client Official



Findings	Organizations Comments
<p>9. <del>10</del>. Supporting bill not found.</p> <p>Observation: We noted that, vide no-16, Dt-18.9.05 mobile bill TN-2669. Paid but the monthly statement bill not found.</p>	
<p>11. Vc numbers not mentioned in Petty cash book.</p> <p>Observation: We noted that, In Petty cash book page no-9 to 16 Voucher no of PEDV not available.</p>	

Seluli Tamanna  
Signature of Auditor

  
Signature of Client Official



Findings	Organizations Comments																														
<p>12. Petty cash book reference not available found increase of following conveyance bill.</p>																															
<table><tr><th>Vrno</th><th>Date</th><th>Particulars</th><th>Amount</th><th>Bill date</th><th>Amount</th></tr><tr><td>DV-12</td><td>27.9.05</td><td>Travel, lodging &amp; Per diem</td><td>832</td><td>22.9.05</td><td>930/-</td></tr><tr><td></td><td></td><td></td><td></td><td>21.09.05</td><td>270/-</td></tr><tr><td></td><td></td><td></td><td></td><td>25.9.05</td><td>141/-</td></tr><tr><td></td><td></td><td></td><td></td><td>24.9.05</td><td>97/-</td></tr></table>	Vrno	Date	Particulars	Amount	Bill date	Amount	DV-12	27.9.05	Travel, lodging & Per diem	832	22.9.05	930/-					21.09.05	270/-					25.9.05	141/-					24.9.05	97/-	
Vrno	Date	Particulars	Amount	Bill date	Amount																										
DV-12	27.9.05	Travel, lodging & Per diem	832	22.9.05	930/-																										
				21.09.05	270/-																										
				25.9.05	141/-																										
				24.9.05	97/-																										
<p>13. Revenue Stamp not affixed.</p>																															
<table><tr><th>Vrno</th><th>Date</th><th>Particulars</th><th>Amount</th></tr><tr><td>49</td><td>16.10.05</td><td>Multimedia</td><td>58,500.</td></tr></table>	Vrno	Date	Particulars	Amount	49	16.10.05	Multimedia	58,500.																							
Vrno	Date	Particulars	Amount																												
49	16.10.05	Multimedia	58,500.																												

Selvi Ramanna  
Signature of Auditor

  
Signature of Client Official



## Findings

## Organizations Comments

K. ~~Non availability of Project individual Salary register~~

14. Irregularities in case of Purchase .

Veno	Date	Particulars	Amount
Dr-27	2.10.05	Transport	30,20,166

We noted that,

i) Non availability of store ledger seal .

ii) ~~It's~~ additional not available .

Schuli Tamanna  
21.09.06.  
Signature of Auditor

Signature of Client Official

Management and Resources  
Development Initiative (MRDI)  
2/8 Sir Syed Road, Ground Floor,  
Block-A, Mohammadpur, Dhaka-1207  
Tel: +880 2 9134717, Email: mrdi@citech.net



**Bridging Corporate Sector and Media in Promoting Good Governance-(BCSMPGG)**  
**A Project of Management and Resources Development Initiative (MRDI)**  
**Funded by- Manusher Jonno Foundation**  
**Summary of Audit Findings**  
**For the period from 01 August 2005 to 31 July 2006**

<b>Finding No.</b>	<b>Audit Findings</b>	<b>Page No.</b>
1.	Irregularities found in case of fund received	24
2.	Non availability of store register seal	24
3.	Traveling purpose not mentioned in conveyance bill	25
4.	Acknowledgment not attached with voucher	25
5.	Voucher number not mentioned in petty cash book	26



## Details of Audit Findings

### Finding # 01

#### *Irregularities found incase of fund received*

##### **Observation:**

We noted following irregularities incase of fund received of Ist installment from CARE-BD-MJ-Grant vide voucher no-2 dated- 14.08.05 Tk. 9,17,129 chq no-99486973.

- i. VR prepared date 14.08.05 & cheque received date 22.08.05.
- ii. Cash book entry date 25.08.05.
- iii. Cash book reference no. not mentioned in ledger book.

##### **Effect:**

- It indicates
- i. Lack of internal control system.
  - ii. Noncompliance of Standard Accounting Practice.

##### **Recommendation:**

Voucher should be prepared on the date of transaction made and entry in the cash book should be given in same date.

##### **Management Response:**

It is a clerical mistake.

### Finding # 02

#### *Non availability of store registers seal*

##### **Observation:**

We noted that store register seal was not available on several bill. Instances are given below.

Vr. No.	Date	Particulars	Amount
Dv-03	10.09.2005	Stationeries	1,840
Dv-14	29.09.2005	Stationeries	605
Dv-23	15.10.2005	Assessment study	4,000
Dv-13	29.09.2005	Assessment study	640

##### **Effect:**

Without using store register seal it is time killing matter to conduct cross check between bill and register.

##### **Recommendation:**

To simplify the cross check management should use the store register seal on bill as on where required.



**Management Response:**

At the very beginning we could not maintain the store ledger due to absence of any designated personnel for that. We also didn't get any guideline for the same from the donor MJF. In fact the necessity for store ledger was insignificant as there was nothing to store. But later on, as some of the stationery items remain in hands- so for the sake of proper maintenance we started the store ledger

**Finding # 03*****Traveling purpose not mentioned in conveyance bill*****Observation:**

We noted that conveyance bill submitted without writing traveling purpose. instances are given below:

Vr. No.	Date	Particulars	Amount	Person
DV-12	27.09.2005	Do	130	Do
JV-52	15.06.2006	Do	570	Mr. Hasibur Rahaman

**Effect:**

Genuineness of expenditure can not be ensured.

**Recommendation:**

Purpose should be mentioned in conveyance bill.

**Management Response:**

Conveyance bill # DV12, dated 27/09/2005, States that Mr. Tanvir Ahammed went to newspaper offices. However, kept blank the 'purpose' column. its a mistake

Conveyance bill # JV52, dated 07/06/2006 was submitted by the ED, MRDI visited the places for project related purpose.

**Finding # 04*****Acknowledgment not attached with voucher*****Observation:**

Various expenditure made from this project but acknowledgement was not attached with voucher and acknowledgement had taken in project's voucher.

Vr. No.	Date	Purpose	Person	Amount
JV-16	24.11.2005	i) Invitation letter follow up & press release distribution	Nasirul Hoque	3,000
		ii) Photography of the programme	Anuvob Titu	1000
		iii) Press release writing for Programme	Ashok Chowdhury	2000



**Effect:**

Actual payment to the recipient can not be ensured.

**Recommendation:**

Acknowledgment letter should be enclosed with voucher to ensure the accuracy of payment.

**Management Response:**

We have been practicing this procedure. However, the recommendation has been appreciated by the management which will come into effect in the near future.

**Finding # 05*****Voucher number not mentioned in petty cash book*****Observation:**

We noted that in petty cash book page no. 9 to 16 voucher no of PCDV not available.

**Effect:**

This is irregular exercise and weakness on internal control system.

**Recommendation:**

Management should be more watchful in this connection.

**Management Response:**

Voucher numbers were not maintained in petty cash book only for first three months. From forth month. Having financial management training from MJF we are maintaining voucher number in petty cash book.

