

AUDIT REPORT & AUDITED FINANCIAL STATEMENT

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 (MJF)

FOR THE PERIOD FROM 01 AUGUST 2006 TO 31 DECEMBER 2007



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CHARTERED ACCOUNTANTS

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

A PROJECT

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AZIZ HALIM KHAIR CHOUDHURY

Chartered Accountants

Executive Director

Manusher Jonno Foundation (MJF)

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 (MJF), for the period from 01 August 2006 to 31 December 2007. 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 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 2006 to 31 December 2007 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.

23 July 2008

Dhaka.

Aziz Halim Khair Choudhury

Chartered Accountants.

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Bridging Corporate Sector and Media in Promoting Good Governance-(BCSMPGG)
A project of Management and Resources Development Initiative (MRDI)
Funded By-Manusher Jonno Foundation (MJF)
Statement of Receipts & Expenditures
For the Period from 01 August 2006 To 31 December 2007

Particulars	Notes	01 Aug 06 to 31 Dec 07
Receipts		
Opening Balance:		483,380
Cash in Hand		2,440
Cash at Bank		480,940
Grant Received From Manusher Jonno Foundation (MJF)	4.00	2,335,496
Loan Received from MRDI	5.00	380,500
MRDI Contribution	6.00	123,943
Bank Interest		49,328
Total:		3,372,647
Expenditures		
Salary & Benefits	7.00	653,551
Office Rent	8.00	102,000
Office Maintenance/Repair and Cleaning Material	9.00	35,635
Communication (Programme & Office management)	10.00	72,751
Stationeries/Supplies	11.00	17,035
Travel, Lodging & Perdiem	12.00	25,622
Developing PR Training Manual	13.00	32,841
Advocacy	14.00	460,320
Training Courses in Dhaka	15.00	282,820
Orientation of Journalists in Dhaka	16.00	98,770
Orientation of Journalists in Chittagong	17.00	68,640
Report Publication and Launching	18.00	212,500
PR Handbook Publication & Launching	19.00	268,248
Evaluation, Survey, Assessment	20.00	55,000
Assessment Study	21.00	407,592
Total Project Cost		2,793,325
Overhead (7% on total project cost)	22.00	161,038
Total expenditures		2,954,363
Loan Refund to MRDI		380,500
Total:		3,334,863
Closing Balance		
Cash in hand	23.00	37,784
Cash at Bank		161
Total:		37,623
		3,372,647

Ahmad
Accounts Officer

11. [Signature]
Executive Director
Management and Resources
Development Initiative (MRDI)

The Annexed notes form an integral part of this statement

Signed in terms of our separate report of even date annexed

23-Jul-08
Dhaka.

[Signature]
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 (MJF)

Notes to the Financial Statement

For the period from 01 August 2006 to 31 December 2007

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 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	Bank	Cheque no	Received Amount
4-Oct-06	Standard Chartered Bank	4146753	368,654
27-Nov-06	Standard Chartered Bank	4360597	623,566
3-Apr-07	Standard Chartered Bank	4771573	588,311
6-Aug-07	Standard Chartered Bank	5359437	358,117
23-Sep-07	Standard Chartered Bank	5531442	220,731
18-Nov-07	Standard Chartered Bank	5816512	176,117
Total			2,335,496

5. Loan Received from MRDI

Date	Amount (Tk.)
15.07.2006	86,300
31.07.2006	294,200
Total	380,500

6. MRDI Contribution

Date	Particulars	Amount (Tk.)
31-Jan-07	Bank A/C	74,000
10-Apr-07	Bank A/C	15,618
30-Apr-07	Bank A/C	1,820
28-Jun-07	Bank A/C	7,820
15-Jul-07	Bank A/C	24,685
Total		123,943

Particulars	01 Aug 06 to 31 Dec 07
7.00 Salary & Benefits	
Coordinator	303,414
Accountant	227,512
Project Assistant	122,625
Total	<u>653,551</u>
8.00 Office Rent	
Office rent	102,000
Total	<u>102,000</u>
9.00 Office Maintenance/Repair and Cleaning Mat.	
Electricity	22,386
Cleaning material	4,803
Electrical & other office maintenance	8,446
Total	<u>35,635</u>
10.00 Communication (Programme & Office management)	
Mobile Phone	56,751
Telephone	16,000
Total	<u>72,751</u>
11.00 Stationeries/Supplies	
Office Stationery	17,035
Total	<u>17,035</u>
12.00 Travel, Lodging & perdiem (supervision)	
Local Conveyance	20,544
Transportation	2,959
Lodging	1,500
Perdiem/Daily allowances	619
Total	<u>25,622</u>
13.00 Training/Meeting/Workshop/Capacity building	
Developing PR Training Manual	
Honorarium to Manual Development Team	22,500
Assistance	2,250
Consultative Meeting	4,000
Food	4,091
Total	<u>32,841</u>
14.00 Advocacy	
(a) Advocacy	
Advocacy	10,000
Sub Total (a)	<u>10,000</u>



Particulars	01 Aug 06 to 31 Dec 07
(b) TV Talk Show	
Production and On-air time	300,000
Honorary for Anchor	40,000
Honorary for Panelists	45,000
Newspaper Advertisement	65,320
Sub Total (b)	450,320
Total (a+b)	460,320
15.00 Training Courses in Dhaka	
Honorary for Resource Persons	108,000
Lunch & Tea	117,126
Venue	30,500
Information Kit	21,694
Banner	5,500
Total	282,820
16.00 Orientation of Journalists in Dhaka	
Honorary for Resource Persons	3,000
Lunch & Tea	38,850
Venue	10,000
Information Kit	18,420
PA & AV System	2,000
Banner	4,000
Conveyance for Journalists	22,500
Total	98,770
17.00 Orientation of Journalists in Chittagong	
Local Coordinator	5,000
Lunch & Tea	17,830
Venue	10,000
Information Kit	7,572
Banner	1,500
TA/DA Resource Persons	15,238
Conveyance for Journalists	11,500
Total	68,640
18.00 Report Publication and Launching	
Report Publication	195,000
Editor	10,000
Graphic Designer	7,500
Total	212,500

Particulars	01 Aug 06 to 31 Dec 07
19.00 PR Handbook Publication & launching	
Honorarium for Handbook writer	37,500
Critical Review by PR experts	15,000
Honorarium for Translator	20,000
Honorarium for Editor (English)	10,000
Honorarium for Editor (Bangla)	10,000
Graphic Design	10,000
Consultative meeting	5,000
PR Handbook	129,063
Review meeting	5,000
Lunch & Tea	24,685
Banner	2,000
Total	268,248
20.00 Evaluation, Survey, Assessment	
Evaluation (Final)	55,000
Total	55,000
21.00 Assessment Study	
Project Mentor	180,000
Team Leader Advocacy	132,000
Secretary to Advocacy working group	63,000
Newspaper Subscription	32,592
Total	407,592
22.00 Overhead	
7% of total project cost	161,038
Total	161,038
23.00 Closing Balance	
Cash in Hand	161
Cash at Bank	37,623
Total	37,784

Bridging Corporate Sector and Media in Promoting Good Governance (BCSMPGG)
A project of Management and Resources Development Initiative (MRDI)
Funded By-Manusher Jonno Foundation (MJF)
Account Line Item wise MOU Budget vs. Actual Expense Statement including Justification for Variance
For the Period from 01 August 2006 To 31 December 2007

Description		Approved Revised Budget	No Cost Extension Budget		Total Budget	Actual Expenditure	Variance	%	Justification For Variance
			Extension (1st)	Extension (2nd)					
Salary & Benefits	40.00								
Coordinator (@Tk. 16,000/- per month) 13 months	40.01	216,747	34,667	52,000	303,414	303,414	-	100	
Accountant (@Tk 12,000/-per month) 13 months	40.02	162,512	26,000	39,000	227,512	227,512	-	100	
Project Assistant (@Tk 6,500/-per month) 13 months	40.03	87,417	14,083	21,125	122,625	122,625	-	100	
Sub Total		466,676	74,750	112,125	653,551	653,551	-	100	
Office Rent	42.00								
Office rent (@ Tk 6,000/- per month)	42.01	72,000	12,000	18,000	102,000	102,000	-	100	
Sub Total		72,000	12,000	18,000	102,000	102,000	-	100	
Office Maint/Repair and Cleaning Mat.	43.00								
Electricity (12 months @ Tk. 1500/-)	43.01	20,800	3,000	4,500	28,300	22,386	5,914	79	
Cleaning material (24 months @ Tk. 300/-)	43.02	3,600	600	900	5,100	4,803	297	94	
Electrical & other office maintenance (24 months @ Tk. 500/-)	43.03	6,000	1,000	1,500	8,500	8,446	54	99	
Sub Total		30,400	4,600	6,900	41,900	35,635	6,265	85	
Communication (Programme & Office management)	44.00								
Mobile Phone (12 months @ 50% of bill but not exceeding Tk. 4,000/-)	44.01	51,392	8,000	12,000	71,392	56,751	14,641	79	
Telephone (24 months @ Tk. 1,000/-)	44.02	13,000	2,000	3,000	18,000	16,000	2,000	89	
Sub Total		64,392	10,000	15,000	89,392	72,751	16,641	81	
Stationeries/Supplies	45.00								
Office Stationery (24 months @ Tk. 1,000/-)	45.01	12,000	2,000	3,000	17,000	17,035	(35)	100	
Sub Total		12,000	2,000	3,000	17,000	17,035	(35)	100	
Furniture/Fixture & Equipment	46.00								
Laptop (1pc @ 117000)	46.01	-	-	-	-	-	-	-	
Multimedia	46.02	-	-	-	-	-	-	-	
Sub Total		-	-	-	-	-	-	-	



Description		Approved Revised Budget	No Cost Extension Budget		Total Budget	Actual Expenditure	Variance	%	Justification For Variance
			Extension (1st)	Extension (2nd)					
Travel, Lodging & perdiem (supervision)	48.00								
Local Conveyance (General Operating cost)	48.01	12,000	2,000	3,000	17,000	20,544	(3,544)	121	Note-a
Transportation (General Operating cost)	48.02	1,000	-	-	1,000	2,959	(1,959)	296	Note-b
Lodging (General Operating cost) (Tk. 1,000/- Per Day)	48.03	2,000	-	-	2,000	1,500	500	75	
Perdiem/Daily allowances (Tk. 550/- Per Day)	48.04	1,100	-	-	1,100	619	481	56	
Sub Total		16,100	2,000	3,000	21,100	25,622	(9,522)	121	
Training/Meeting/Workshop/Capacity building	49.00								
Developing PR Training Manual									
Honorarium to Manual Development Team (3 experts X Tk. 10,000/-)	49.01.01	22,500	-	-	22,500	22,500	-	100	
Assistance (1 Person)	49.01.02	2,250	-	-	2,250	2,250	-	100	
Consultative meeting (5 experts @ Tk. 1,000/-)	49.01.03	5,000	-	-	5,000	4,000	1,000	80	
Food (10 Persons @ Tk. 500/-)	49.01.04	5,000	-	-	5,000	4,091	909	82	
Total of 49.01		34,750	-	-	34,750	32,841	1,909	95	
Advocacy	49.02								
Honorarium for Task Force Members for 9 meetings (5 Person)	49.02.01	-	-	-	-	-	-	-	
Advocacy (Task force & policy makers meeting, 9 meetings)	49.02.02	10,000	-	-	10,000	10,000	-	100	
Adhoc committee meeting (5 meeting @ 15000 per meeting)	49.02.03	-	-	-	-	-	-	-	
TV Talk Show									
Production and On-air time(4 Programmes @ Tk.75,000/-)	49.02.04	300,000	-	-	300,000	300,000	-	-	
Honorarium for Anchor (4 Programmes @ Tk.10,000/-)	49.02.05	40,000	-	-	40,000	40,000	-	-	
Honorarium for Panelists (12 persons @ Tk.5,000/-)	49.02.06	45,000	-	-	45,000	45,000	-	-	
Newspaper Advertisement	49.02.07	11,500	-	-	11,500	65,320	(53,820)	-	
Total of 49.02		406,500	-	-	406,500	460,320	(53,820)	113	
Training Courses in Chittagong (2 Training)	49.03								
Honorarium to Resource Persons	49.03.01	-	-	-	-	-	-	-	
Honorarium to Regional Coordinator	49.03.02	-	-	-	-	-	-	-	
Lunch & Tea (25 persons @ Tk 350.00 X 5 days)	49.03.03	-	-	-	-	-	-	-	
Venue (5 days @ Tk 4,000.00)	49.03.04	-	-	-	-	-	-	-	
Training kit & Photocopy (25 sets @ Tk. 300/- for 2 Training)	49.03.05	-	-	-	-	-	-	-	
PA & AV System (5 days @ Tk 2,000.00)	49.03.06	-	-	-	-	-	-	-	
Equipment Rent (5 days @ Tk 3,000.00)	49.03.07	-	-	-	-	-	-	-	
Banner (2 banners @ Tk. 1,500/-)	49.03.08	-	-	-	-	-	-	-	
T/DA Resource Person (Air ticket: 3 Tickets @ TK 6,000.00)	49.03.09	-	-	-	-	-	-	-	
Total of 49.03		-	-	-	-	-	-	-	



Description		Approved Revised Budget	No Cost Extension Budget		Total Budget	Actual Expenditure	Variance	%	Justification For Variance
			Extension (1st)	Extension (2nd)					
Training Courses in Dhaka	49.04								
Honorarium for Resource Persons (6 Persons @ Tk. 2,000/-)	49.04.01	24,000	-	-	24,000	108,000	(84,000)	450	Note-d
Honorarium for Training Coordinator (1 Person)	49.04.02	24,000	-	-	24,000	-	24,000	-	
Lunch & Tea (25 persons @ Tk 500.00 X 5 days)	49.04.03	125,000	-	-	125,000	117,126	7,874	94	
Venue (5 days @ Tk 6,000.00)	49.04.04	60,000	-	-	60,000	30,500	29,500	51	
Information Kit (25 sets @ Tk. 300/- for 2 Training)	49.04.05	15,000	-	-	15,000	21,694	(6,694)	145	
PA & AV System (5 days @ Tk 3,000.00)	49.04.06	30,000	-	-	30,000	-	30,000	-	
Equipment Rent (5 days @ Tk 3,000.00)	49.04.07	-	-	-	-	-	-	-	
Banner (2 Banners @ Tk. 1,500/-)	49.04.08	3,000	-	-	3,000	5,500	(2,500)	183	
Total of 49.04		281,000	-	-	281,000	282,820	(1,820)	101	
Orientation of Journalists in Dhaka (2 Orientations)	49.05								
Honorarium for Resource Persons (2 Persons @ Tk. 2,000/-)	49.05.01	8,000	-	-	8,000	3,000	5,000	38	Note - e
Lunch & Tea (25 persons @ Tk 500.00)	49.05.02	25,000	-	-	25,000	38,850	(13,850)	155	
Information Kit (30 sets @ Tk. 300/-)	49.05.03	18,000	-	-	18,000	18,420	(420)	102	
Venue	49.05.04	10,000	-	-	10,000	10,000	-	100	
PA & AV System	49.05.05	8,000	-	-	8,000	2,000	6,000	25	
Banner (2 Banners)	49.05.06	3,000	-	-	3,000	4,000	(1,000)	133	
Conveyance for Journalists (20 Persons @ Tk. 500/-)	49.05.07	20,000	-	-	20,000	22,500	(2,500)	113	
Total of 49.05		92,000	-	-	92,000	98,770	(6,770)	107	
Orientation of Journalists in Chittagong	49.06								
Honorarium for Resource Persons (2 Persons @ Tk. 2,000/-)	49.06.01	4,000	-	-	4,000	-	4,000	-	Note- f
Local Coordinator (1 Person)	49.06.02	5,000	-	-	5,000	5,000	-	100	
Lunch & Tea (25 persons @ Tk 500.00)	49.06.03	12,500	-	-	12,500	17,830	(5,330)	143	
Information Kit (30 sets @ Tk. 300/-)	49.06.04	9,000	-	-	9,000	7,572	1,428	84	
Venue	49.06.05	5,000	-	-	5,000	10,000	(5,000)	200	
PA & AV System	49.06.06	4,000	-	-	4,000	-	4,000	-	
Banner	49.06.07	1,500	-	-	1,500	1,500	-	100	
TA/DA Resource Person (2 persons @ Tk 1,500.00)	49.06.08	3,000	-	-	3,000	15,238	(12,238)	508	
Conveyance for Journalists (20 Persons @ Tk. 500/-)	49.06.09	10,000	-	-	10,000	11,500	(1,500)	115	
Total of 49.06		54,000	-	-	54,000	68,640	(14,640)	127	



Description		Approved Revised Budget	No Cost Extension Budget		Total Budget	Actual Expenditure	Variance	%	Justification For Variance
			Extension (1st)	Extension (2nd)					
Report Publication and Launching	49.07								
Report Publication (1,000 Copies Printing through DTP)	49.07.01	75,000	-	-	75,000	195,000	(120,000)	260	Note-g
Editor (1 Person)	49.07.02	10,000	-	-	10,000	10,000	-	100	
Graphic Designer (1 Person)	49.07.03	7,500	-	-	7,500	7,500	-	100	
Lunch & Tea (50 Persons @ Tk. 500/-)	49.07.04	25,000	-	-	25,000	-	25,000	-	
Equipment	49.07.05	3,000	-	-	3,000	-	3,000	-	
Banner	49.07.06	-	-	-	-	-	-	-	
Venue for Report Publication launching	49.07.07	-	-	-	-	-	-	-	
Total of 49.07		120,500	-	-	120,500	212,500	(92,000)	176	
PR Handbook Publication & launching	49.08								
Honorarium for Handbook writer (1 Person)	49.08.01	37,500	-	-	37,500	37,500	-	100	
Critical Review by PR experts (3 Experts @ 5,000/-)	49.08.02	15,000	-	-	15,000	15,000	-	100	
Honorarium for Translator	49.08.03	20,000	-	-	20,000	20,000	-	100	
Honorarium for Editor (English)	49.08.04	10,000	-	-	10,000	10,000	-	100	
Honorarium for Editor (Bangla)	49.08.05	10,000	-	-	10,000	10,000	-	100	
Graphic Design	49.08.06	10,000	-	-	10,000	10,000	-	100	
Consultative meeting (5 experts @ Tk. 1,000/-)	49.08.07	5,000	-	-	5,000	5,000	-	100	
PR Handbook (500 copies Bangla. and 500 Copies English.)	49.08.08	130,000	-	-	130,000	129,063	937	99	
Venue for PR handbook Publication Launching	49.08.09	7,000	-	-	7,000	-	7,000	-	
Review meeting (Food 10 Persons @ Tk. 500/-)	49.08.10	5,000	-	-	5,000	5,000	-	100	
Lunch & Tea (Food 50 Persons @ Tk. 500/-)	49.08.11	25,000	-	-	25,000	24,685	315	99	
Equipment Rent	49.08.12	-	-	-	-	-	-	-	
Banner	49.08.13	2,000	-	-	2,000	2,000	-	100	
Total of 49.08		276,500	-	-	276,500	268,248	8,252	97	
Sub total		1,265,250	-	-	1,265,250	1,395,004	(129,754)	110	
..... Workshop									
Roundtables in Dhaka (2 Roundtables)	49.09								
Honorarium for Moderator (1 Person)	49.09.01	-	-	-	-	-	-	-	
Honorarium for Reporter (1 Person)	49.09.02	-	-	-	-	-	-	-	
Lunch & Tea (2 roundtables @ Tk. 20,000/-) (25 persons @ Tk. 800.00)	49.09.03	-	-	-	-	-	-	-	
Information material (Tk. 5,000/- X 2)	49.09.04	-	-	-	-	-	-	-	
Venue (Tk. 10,000/- X 2)	49.09.05	-	-	-	-	-	-	-	
PA & AV System (2 roundtables @ Tk. 5,000/-)	49.09.06	-	-	-	-	-	-	-	
Equipment Rent (2 roundtables @ Tk. 6,000/-)	49.09.07	-	-	-	-	-	-	-	
Invitation & Press coordination (2 roundtables @ Tk. 6,000/-)	49.09.08	-	-	-	-	-	-	-	
Banner (2 roundtables @ Tk. 1,500/-)	49.09.09	-	-	-	-	-	-	-	
Total of 49.09		-	-	-	-	-	-	-	



Description		Approved Revised Budget	No Cost Extension Budget		Total Budget	Actual Expenditure	Variance	%	Justification For Variance
			Extension (1st)	Extension (2nd)					
Roundtable in Chittagong	49.10.								
Honorarium for Moderator (1 Person)	49.10.01	-	-	-	-	-	-	-	
Honorarium for Reporter (1 Person)	49.10.02	-	-	-	-	-	-	-	
Honorarium for Local Coordinator (1 Person)	49.10.03	-	-	-	-	-	-	-	
Information material	49.10.04	-	-	-	-	-	-	-	
Venue	49.10.05	-	-	-	-	-	-	-	
TA/DA Moderator	49.10.06	-	-	-	-	-	-	-	
Lunch & Tea (25 persons @ Tk. 750.00)	49.10.07	-	-	-	-	-	-	-	
PA & AV System	49.10.08	-	-	-	-	-	-	-	
Equipment Rent	49.10.09	-	-	-	-	-	-	-	
Invitation & Press coordination	49.10.10	-	-	-	-	-	-	-	
Banner	49.10.11	-	-	-	-	-	-	-	
Total of 49.10		-	-	-	-	-	-	-	
Workshop in Dhaka (2 workshops)	49.11								
Honorarium for Facilitator (1 Person)	49.11.01	-	-	-	-	-	-	-	
Honorarium for Reporter (1 Person)	49.11.02	-	-	-	-	-	-	-	
Lunch & Tea (25 persons X 800/- X 2)	49.11.03	-	-	-	-	-	-	-	
Venue (2 Workshop @ Tk. 10,000/-)	49.11.04	-	-	-	-	-	-	-	
PA & AV System (5,000/- X 2)	49.11.05	-	-	-	-	-	-	-	
Equipment Rent (6,000/- X 2)	49.11.06	-	-	-	-	-	-	-	
Invitation & Press coordination (6,000/- X 2)	49.11.07	-	-	-	-	-	-	-	
Banner (1,500/- X 2)	49.11.08	-	-	-	-	-	-	-	
Information material (5,000/- X 2)	49.11.09	-	-	-	-	-	-	-	
Total of 49.11		-	-	-	-	-	-	-	
Workshop in Chittagong	49.12								
Honorarium for Facilitator (1 Person)	49.12.01	-	-	-	-	-	-	-	
Honorarium for Reporter (1 Person)	49.12.02	-	-	-	-	-	-	-	
Honorarium for Local Coordinator (1 Person)	49.12.03	-	-	-	-	-	-	-	
TA/DA Moderator	49.12.04	-	-	-	-	-	-	-	
Venue	49.12.05	-	-	-	-	-	-	-	
Lunch & Tea	49.12.06	-	-	-	-	-	-	-	
Information material	49.12.07	-	-	-	-	-	-	-	
PA & AV System	49.12.08	-	-	-	-	-	-	-	
Equipment Rent	49.12.09	-	-	-	-	-	-	-	
Invitation & Press coordination	49.12.10	-	-	-	-	-	-	-	
Banner	49.12.11	-	-	-	-	-	-	-	
Total of 49.12		-	-	-	-	-	-	-	



Description		Approved Revised Budget	No Cost Extension Budget		Total Budget	Actual Expenditure	Variance	%	Justification For Variance
			Extension (1st)	Extension (2nd)					
National Forum	49.13								
Honorarium for Facilitator (1 Person)	49.13.01	-	-	-	-	-	-		
Honorarium for Reporter (1 Person)	49.13.02	-	-	-	-	-	-		
Lunch & Tea (20 Person @ Tk. 1,000/-)	49.13.03	-	-	-	-	-	-		
Information material	49.13.04	-	-	-	-	-	-		
Venue	49.13.05	-	-	-	-	-	-		
PA & AV System	49.13.06	-	-	-	-	-	-		
Equipment Rent	49.13.07	-	-	-	-	-	-		
Invitation & Press coordination	49.13.08	-	-	-	-	-	-		
Banner	49.13.09	-	-	-	-	-	-		
Total of 49.13		-	-	-	-	-	-		
c) Capacity Building :	49.14								
Staff Capacity building	49.14.01	-	-	-	-	-	-		
Total of 49.14		-	-	-	-	-	-		
Evaluation, Survey, Assessment	52.00								
Evaluation (Final)	52.01	40,000			40,000	55,000	(15,000)	138	Note-h
Total of 52.01		40,000	-	-	40,000	55,000	(15,000)	138	
Assessment Study	52.02								
Pretest (Assessment Study)	52.02.01	-	-	-	-	-	-		
Research Coordinator (1 Person)	52.02.02	-	-	-	-	-	-		
Project Mentor (@ Tk15000/-per month) 12 months	52.02.02	180,000			180,000	180,000	-	100	
Consultant members (3 Members)	52.02.03	-	-	-	-	-	-		
Team Leader Advocacy (@ Tk 11000/-per month) 12 months	52.02.03	132,000	-	-	132,000	132,000	-	100	
Statistician (1 Person)	52.02.04	-	-	-	-	-	-		
Secretary to work group (1 Person)	52.02.05	-	-	-	-	-	-		
Secretary to Advocacy working group (@ Tk 7000/- per month) 12 months	52.02.05	84,000	-	-	84,000	63,000	21,000	75	

Description		Approved Revised Budget	No Cost Extension Budget		Total Budget	Actual Expenditure	Variance	%	Justification For Variance
			Extension (1st)	Extension (2nd)					
Interviewer (6 Person)	52.02.06	-	-	-	-	-	-	-	
Data-entry operator (1 Person)	52.02.07	-	-	-	-	-	-	-	
Questionnaire/Data Form Printing	52.02.08	-	-	-	-	-	-	-	
Documentation (Photocopy, Spiral binding, Binding etc.)	52.02.09	-	-	-	-	-	-	-	
Newspaper Subscription (Assessment Study)	52.02.10	32,500	-	-	32,500	32,592	(92)	100	
Total of 52.02		428,500	-	-	428,500	407,592	20,908	95	
Sub total		468,500	-	-	468,500	462,592	5,908	99	
Audit fee	53.00	10,000	-	-	10,000	-	10,000	-	
Sub total		10,000	-	-	10,000	-	10,000	-	
Total Project Cost		2,405,318	105,350	158,025	2,668,693	2,793,325	(124,632)	105	
Overhead (7% on Total project cost)	54.00	168,372	-	-	168,372	161,038	7,334	96	
Contingencies (1 % on Total Project cost)	55.00	24,053	-	-	24,053	-	24,053	-	
GRAND TOTAL IN BDT		2,597,743	105,350	158,025	2,861,118	2,954,363	(93,245)	103	

Note: 1) Actual Evaluation cost was Tk. 55,000 out of which Tk. 40,000 was spent from Evaluation Budget and the rest amount of Tk. 15,000 were spent from contingency.

2) Total News Paper Advertisement cost Tk. 65,320. Tk. 29,135 was spent from contingency.

Sumit
Accounts officer

LI. 24
Executive Director
Management and Resources
Development Initiative (MRDI)



Justification for variance

Note:

- a) Expenses for Assessment study distribution & PR Handbook distribution purpose as per approval by the MJF focal person;
- b) MRDI Contribution as per approval by the MJF focal person;
- c) The sources of fund for TV Talk Show, which are approved by MJF. These are stated below:

Advocacy	Tk. 380,000
Report Pub & Launching	Tk. 6,500
Staff capacity building	Tk. 10,000
Contingencies	Tk. 29,135
MRDI - Contribution	Tk. 24,685
- d) MRDI Contribution as per approval by the MJF focal person;
- e) MRDI Contribution as per approval by the MJF focal person,.
- f) MRDI Contribution as per approval by the MJF focal person;
- g) MRDI Contribution as per approval by the MJF focal person;
- h) As per approval by the MJF focal person. Source of fund is Budget Tk 40,000/- from Contingencies Tk. 15,000/-

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 2006 To 31 December 2007

Description		5th Quarter Taka	6th Quarter Taka	7th Quarter Taka	8th Quarter Taka	No cost Extension	No cost Extension
Receipts							
Opening Balance		483,380	544,515	721,901	672,256	(248,098)	21,908
Grant Received From Manusher Jonno Foundation (MJF)		368,654	623,566	588,311	-	578,848	176,117
MRDI Contribution		-	74,000	17,438	32,505	-	-
Bank Interest		-	25,628	-	-	-	23,700
Total Receipts:		852,034	1,267,709	1,327,650	704,761	330,750	221,725
Expenditures							
Salary & Benefits	40.00						
Coordinator (@Tk. 16,000/- per month) 13 months	40.01	60,747	48,000	48,000	60,000	34,667	52,000
Accountant (@Tk 12000/-per month) 13 months	40.02	45,512	36,000	36,000	45,000	26,000	39,000
Project Assistant (@Tk 6500/-per month) 13 months	40.03	24,042	19,500	19,500	24,375	14,083	21,125
Sub total		130,301	103,500	103,500	129,375	74,750	112,125
Office Rent	42.00						
Office rent (@ Tk 6,000/- per month)	42.01	18,000	18000	18000	18000	12000	18000
Sub total		18,000	18,000	18,000	18,000	12,000	18,000
Office Maint/Repair and Cleaning Mat.	43.00						
Electricity (12 months @ Tk. 1500/-)	43.01	3,828	3267	2832	5,206	1,485	5,768
Cleaning material (24 months @ Tk. 300/-)	43.02	902	725	826	884	583	883
Electrical & other office maintenance (24 months @ Tk. 500/-)	43.03	1,507	1674	1454	1,300	1,011	1,500
Sub total		6,237	5,666	5,112	7,390	3,079	8,151
Communication (Programme & Office management)	44.00						
Mobile Phone (12 months @ 50% of bill but not exceeding Tk. 4,000/-)	44.01	12,000	10526	8807	9,293	7,456	8,669
Telephone (24 months @ Tk. 1,000/-)	44.02	3,000	3000	3000	3,000	2,000	2,000
Sub total		15,000	13,526	11,807	12,293	9,456	10,669

Description		5th Quarter Taka	6th Quarter Taka	7th Quarter Taka	8th Quarter Taka	No cost Extension	No cost Extension
Stationeries/Supplies	45.00						
Office Stationery (24 months @ Tk. 1,000/-)	45.0	2,981	2,940	3,040	3,076	1,999	2,999
Sub total		2,981	2,940	3,040	3,076	1,999	2,999
Furniture/Fixture & Equipment	46.00						
Laptop (1pc @ 117000)	46.01	-	-	-	-	-	-
Multimedia	46.02	-	-	-	-	-	-
Sub total		-	-	-	-	-	-
Travel, Lodging & perdiem (supervision)	48.00						
Local Conveyance (General Operating cost)	48.01	3,000	2,988	4,268	2,981	1,995	5,312
Transportation (General Operating cost)	48.02	-	-	2,959	-	-	-
Lodging (General Operating cost) (Tk. 1,000/- Per Day)	48.03	-	-	1,500	-	-	-
Perdiem/Daily allowances (Tk. 550/- Per Day)	48.04	-	-	619	-	-	-
Sub total		3,000	2,988	9,346	2,981	1,995	5,312
Training/Meeting/Workshop/Capacity building	49.00						
Developing PR Training Manual							
Honorarium to Manual Development Team (3 experts X Tk. 10,000/-)	49.01.01	-	22,500	-	-	-	-
Assistance (1 Person)	49.01.02	-	2,250	-	-	-	-
Consultative meeting (5 experts @ Tk. 1,000/-)	49.01.03	-	-	4,000	-	-	-
Food (10 Persons @ Tk. 500/-)	49.01.04	-	-	4,091	-	-	-
Total of 49.01		-	24,750	8,091	-	-	-
Advocacy	49.02						
Honorarium for Task Force Members for 9 meetings (5 Person)	49.02.01	-	-	-	-	-	-
Advocacy (Task force & policy makers meeting, 9 meetings)	49.02.02	10,000	-	-	-	-	-
Adhoc Committee Meeting (5 meeting @ 15000 per meeting)	49.02.03	-	-	-	-	-	-
TV Talk Show							
Production and On-air time(4 Programmes @ Tk.75,000/-)	49.02.04	-	-	-	300,000	-	-
Honorarium for Anchor (4 Programmes @ Tk.10,000/-)	49.02.05	-	-	-	40,000	-	-
Honorarium for Panelists (12 persons @ Tk.5,000/-)	49.02.06	-	-	-	45,000	-	-
Newspaper Advertisement	49.02.07	-	-	-	36,185	-	-
Total of 49.02		10,000	-	-	421,185	-	-

Description		5th Quarter Taka	6th Quarter Taka	7th Quarter Taka	8th Quarter Taka	No cost Extension	No cost Extension
Training Courses in Chittagong (2 Training)	49.03						
Honorarium to Resource Persons	49.03.01	-	-	-	-	-	-
Honorarium to Regional Coordinator	49.03.02	-	-	-	-	-	-
Lunch & Tea (25 persons @ Tk 350.00 X 5 days)	49.03.03	-	-	-	-	-	-
Venue (5 days @ Tk 4,000.00)	49.03.04	-	-	-	-	-	-
Training kit & Photocopy (25 sets @ Tk. 300/- for 2 Training)	49.03.05	-	-	-	-	-	-
PA & AV System (5 days @ Tk 2,000.00)	49.03.06	-	-	-	-	-	-
Equipment Rent (5 days @ Tk 3,000.00)	49.03.07	-	-	-	-	-	-
Banner (2 banners @ Tk. 1,500/-)	49.03.08	-	-	-	-	-	-
TA/DA Resource Person (Air ticket: 3 Tickets @ TK 6,000.00)	49.03.09	-	-	-	-	-	-
Total of 49.03		-	-	-	-	-	-
Training Courses in Dhaka	49.04						
Honorarium for Resource Persons (6 Persons @ Tk. 2,000/-)	49.04.01	-	-	108,000	-	-	-
Honorarium for Training Coordinator (1 Person)	49.04.02	-	-	-	-	-	-
Lunch & Tea (25 persons @ Tk 500.00 X 5 days)	49.04.03	-	-	117,126	-	-	-
Venue (5 days @ Tk 6,000.00)	49.04.04	-	-	30,500	-	-	-
Information Kit (25 sets @ Tk. 300/- for 2 Training)	49.04.05	-	-	21,694	-	-	-
PA & AV System (5 days @ Tk 3,000.00)	49.04.06	-	-	-	-	-	-
Equipment Rent (5 days @ Tk 3,000.00)	49.04.07	-	-	-	-	-	-
Banner (2 Banners @ Tk. 1,500/-)	49.04.08	-	-	5,500	-	-	-
Total of 49.04		-	-	282,820	-	-	-
Orientation of Journalists in Dhaka (2 Orientations)	49.05						
Honorarium for Resource Persons (2 Persons @ Tk. 2,000/-)	49.05.01	-	3,000	-	-	-	-
Lunch & Tea (25 persons @ Tk 500.00)	49.05.02	-	15,600	-	23,250	-	-
Information Kit (30 sets @ Tk. 300/-)	49.05.03	-	8,850	-	9,570	-	-
Venue	49.05.04	-	3,000	-	7,000	-	-
PA & AV System	49.05.05	-	1,000	-	1,000	-	-
Banner (2 Banners)	49.05.06	-	2,000	-	2,000	-	-
Conveyance for Journalists (20 Persons @ Tk. 500/-)	49.05.07	-	11,000	-	11,500	-	-
Total of 49.05		-	44,450	-	54,320	-	-



Description		8th Quarter Taka	8th Quarter Taka	7th Quarter Taka	8th Quarter Taka	No cost Extension	No cost Extension
Orientation of Journalists in Chittagong	49.06						
Honorarium for Resource Persons (2 Persons @ Tk. 2,000/-)	49.06.01	-	-				
Local Coordinator (1 Person)	49.06.02	-	-	5,000			
Lunch & Tea (25 persons @ Tk 500.00)	49.06.03	-	-	17,830			
Information Kit (30 sets @ Tk. 300/-)	49.06.04	-	-	7,572			
Venue	49.06.05	-	-	10,000			
PA & AV System	49.06.06	-	-				
Banner	49.06.07	-	-	1,500			
TA/DA Resource Person (2 persons @ Tk 1,500.00)	49.06.08	-	-	15,238			
Conveyance for Journalists (20 Persons @ Tk. 500/-)	49.06.09	-	-	11,500			
Total of 49.06		-	-	68,640	-	-	-
Report Publication and Launching	49.07						
Report Publication (1,000 Copies Printing through DTP)	49.07.01	-	184,275	10,725	-	-	-
Editor (1 Person)	49.07.02	-	10,000	-	-	-	-
Graphic Designer (1 Person)	49.07.03	-	7,500	-	-	-	-
Lunch & Tea (50 Persons @ Tk. 500/-)	49.07.04	-	-	-	-	-	-
Equipment	49.07.05	-	-	-	-	-	-
Banner	49.07.06	-	-	-	-	-	-
Venue for Report Publication launching	49.07.07	-	-	-	-	-	-
Total of 49.07		-	201,775	10,725	-	-	-
PR Handbook Publication & launching	49.08						
Honorarium for Handbook writer (1 Person)	49.08.01	-	-	25,000		12,500	-
Critical Review by PR experts (3 Experts @ 5,000/-)	49.08.02	-	-		15,000	-	-
Honorarium for Translator	49.08.03	-	-	5,000	15,000	-	-
Honorarium for Editor (English)	49.08.04	-	-	-	10,000	-	-
Honorarium for Editor (Bangla)	49.08.05	-	-	-	10,000	-	-
Graphic Design	49.08.06	-	-	-	-	10,000	-
Consultative meeting (5 experts @ Tk. 1,000/-)	49.08.07	-	-	-	-	5,000	-
PR Handbook (500 copies Bangla. and 500 Copies English.)	49.08.08	-	-	-	-	129,063	-
Venue for PR handbook publication launching	49.08.09	-	-	-	-	-	-
Review meeting (Food 10 Persons @ Tk. 500/-)	49.08.10	-	-	-	-	5,000	-
Lunch & Tea (Food 50 Persons @ Tk. 500/-)	49.08.11	-	-	-	-	-	24,685
Equipment Rent	49.08.12	-	-	-	-	-	-
Banner	49.08.13	-	-	-	-	-	2,000
Total of 49.08		-	-	30,000	50,000	161,563	26,685
Sub total		10,000	270,975	400,276	525,505	161,563	26,685



Description		9th Quarter Taka	8th Quarter Taka	7th Quarter Taka	6th Quarter Taka	No cost Extension	No cost Extension
Workshop							
Roundtables in Dhaka (2 Roundtables)	49.09						
Honorarium for Moderator (1 Person)	49.09.01	-	-	-	-	-	-
Honorarium for Reporter (1 Person)	49.09.02	-	-	-	-	-	-
Lunch & Tea (2 roundtables @ Tk. 20,000/-) (25 persons @ Tk. 800.00)	49.09.03	-	-	-	-	-	-
Information material (Tk. 5,000/- X 2)	49.09.04	-	-	-	-	-	-
Venue (Tk. 10,000/- X 2)	49.09.05	-	-	-	-	-	-
PA & AV System (2 roundtables @ Tk. 5,000/-)	49.09.06	-	-	-	-	-	-
Equipment Rent (2 roundtables @ Tk. 6,000/-)	49.09.07	-	-	-	-	-	-
Invitation & Press coordination (2 roundtables @ Tk. 6,000/-)	49.09.08	-	-	-	-	-	-
Banner (2 roundtables @ Tk. 1,500/-)	49.09.09	-	-	-	-	-	-
Total of 49.09							
Roundtable in Chittagong	49.10						
Honorarium for Moderator (1 Person)	49.10.01	-	-	-	-	-	-
Honorarium for Reporter (1 Person)	49.10.02	-	-	-	-	-	-
Honorarium for Local Coordinator (1 Person)	49.10.03	-	-	-	-	-	-
Information material	49.10.04	-	-	-	-	-	-
Venue	49.10.05	-	-	-	-	-	-
TA/DA Moderator	49.10.06	-	-	-	-	-	-
Lunch & Tea (25 persons @ Tk. 750.00)	49.10.07	-	-	-	-	-	-
PA & AV System	49.10.08	-	-	-	-	-	-
Equipment Rent	49.10.09	-	-	-	-	-	-
Invitation & Press coordination	49.10.10	-	-	-	-	-	-
Banner	49.10.11	-	-	-	-	-	-
Total of 49.10							
Workshop in Dhaka (2 workshops)	49.11						
Honorarium for Facilitator (1 Person)	49.11.01	-	-	-	-	-	-
Honorarium for Reporter (1 Person)	49.11.02	-	-	-	-	-	-
Lunch & Tea (25 persons X 800/- X 2)	49.11.03	-	-	-	-	-	-
Venue (2 Workshop @ Tk. 10,000/-)	49.11.04	-	-	-	-	-	-
PA & AV System (5,000/- X 2)	49.11.05	-	-	-	-	-	-
Equipment Rent (6,000/- X 2)	49.11.06	-	-	-	-	-	-
Invitation & Press coordination (6,000/- X 2)	49.11.07	-	-	-	-	-	-
Banner (1,500/- X 2)	49.11.08	-	-	-	-	-	-
Information material (5,000/- X 2)	49.11.09	-	-	-	-	-	-
Total of 49.11							

Description		5th Quarter Taka	6th Quarter Taka	7th Quarter Taka	8th Quarter Taka	No cost Extension	No cost Extension
Workshop in Chittagong	49.12						
Honorarium for Facilitator (1 Person)	49.12.01	-	-	-	-	-	-
Honorarium for Reporter (1 Person)	49.12.02	-	-	-	-	-	-
Honorarium for Local Coordinator (1 Person)	49.12.03	-	-	-	-	-	-
TA/DA Moderator	49.12.04	-	-	-	-	-	-
Venue	49.12.05	-	-	-	-	-	-
Lunch & Tea	49.12.06	-	-	-	-	-	-
Information material	49.12.07	-	-	-	-	-	-
PA & AV System	49.12.08	-	-	-	-	-	-
Equipment Rent	49.12.09	-	-	-	-	-	-
Invitation & Press coordination	49.12.10	-	-	-	-	-	-
Banner	49.12.11	-	-	-	-	-	-
Total of 49.12		-	-	-	-	-	-
National Forum	49.13						
Honorarium for Facilitator (1 Person)	49.13.01	-	-	-	-	-	-
Honorarium for Reporter (1 Person)	49.13.02	-	-	-	-	-	-
Lunch & Tea (20 Person @ Tk. 1,000/-)	49.13.03	-	-	-	-	-	-
Information material	49.13.04	-	-	-	-	-	-
Venue	49.13.05	-	-	-	-	-	-
PA & AV System	49.13.06	-	-	-	-	-	-
Equipment Rent	49.13.07	-	-	-	-	-	-
Invitation & Press coordination	49.13.08	-	-	-	-	-	-
Banner	49.13.09	-	-	-	-	-	-
Total of 49.13		-	-	-	-	-	-
Sub total		-	-	-	-	-	-
c) Capacity Building :	49.14						
Staff Capacity building	49.14.01	-	-	-	-	-	-
Sub total		-	-	-	-	-	-
Evaluation, Survey, Assessment	52.00						
Evaluation (Final)	52.01				11,000	29,000	
Total of 52.01		-	-	-	11,000	29,000	



Description		5th Quarter Taka	6th Quarter Taka	7th Quarter Taka	8th Quarter Taka	No cost Extension	No cost Extension
Assessment Study	52.02						
Pretest (Assessment Study)	52.02.01	-	-	-	-	-	-
Research Coordinator (1 Person)	52.02.02	-	-	-	-	-	-
Project Mentor (@ Tk15000/-per month) 12 months	52.02.02	45000	45,000		90,000		
Consultant members (3 Members)	52.02.03	-	-	-	-	-	-
Team Leader Advocacy (@ Tk 11000/-per month) 12 months	52.02.03	33,000	33,000	33,000	33,000		
Statistician (1 Person)	52.02.04	-	-		-	-	-
Secretary to work group (1 Person)	52.02.05						
Secretary to Advocacy working group (@ Tk 7000/- per month) 12 months	52.02.05	14,000	7,000	21,000	21,000		
Interviewer (6 Person)	52.02.06	-	-	-	-	-	-
Data-entry operator (1 Person)	52.02.07	-	-	-	-	-	-
Questionnaire/Data Form Printing	52.02.08	-	-	-	-	-	-
Documentation (Photocopy, Spiral binding, binding etc.)	52.02.09	-	-	-	-	-	-
Newspaper Subscription (Assessment Study)	52.02.10	9,882	7,506	7,437	7,767		
Total of 52.02		101,882	92,506	61,437	151,767	-	-
Sub total		101,882	92,506	61,437	162,767	29,000	-
Audit fee	53.00						
Sub total		-	-	-	-	-	-
Total Project Cost		287,401	510,101	612,518	861,387	293,842	183,941
Overhead (7% on Total project cost)	54.00	20,118	35,707	42,876	62,337		
Contingencies (1 % on Total Project cost)	55.00				29,135	15,000	
Total Expenditure		307,519	545,808	655,394	952,859	308,842	183,941
Unspent Fund Balance at end of the each quarter		544,515	721,901	672,256	(248,098)	21,908	37,784

Bridging Corporate Sector and Media in Promoting Good Governance-(BCSMPGG)
A project of Management and Resources Development Initiative (MRDI)
Funded by-Manusher Jonno Foundation (MJF)
Bank Reconciliation Statement
As on 31 December 2007

Bank A/C Name: Southeast Bank Limited, Dhanmondi Branch, Dhaka.
 Bank A/C Number: 13100000945

	Particulars	Taka
A	Balance as per Bank Statement as on 31.12.2007	
B.	Add. Deposit in transit:	42,623
	<u>Date</u> <u>Cheque no.</u> <u>Amount</u>	-
		42,623
C.	Balance (A +B)	
	Less: Cheques issued but not debited by bank	42,623
	<u>Date</u> <u>Cheque no.</u> <u>Amount</u>	
	28 June 2007 9483563 5,000	
D.	Adjusted Bank Balance	5,000
	Balance as per Books of Accounts as on 31.12.2007	37,623
	Difference (if any)	37,623



Bridging Corporate Sector and Media in Promoting Good Governance-(BCSMPGG)

A project of Management and Resources Development Initiative (MRDI)

Funded by-Manusher Jonno Foundation (MJF)

Fund Reconciliation Statement

As on 31 December 2007

Particulars	Contribution (Amount)		Total Amount
	MJF	MRDI	
Fund Available:			
Opening Balance	483,380		483,380
Fund received during the period	2,335,496	123,943	2,459,439
Bank interest	49,328		49,328
Total Fund:	2,868,204	123,943	2,992,147
Less: Expenditure Incurred			
1st quarter	307,519	-	307,519
2nd quarter	463,988	81,820	545,808
3rd quarter	637,956	17,438	655,394
4th quarter	928,174	24,685	952,859
Extension (1st)	308,842	-	308,842
Extension (2nd)	183,941	-	183,941
Total Expenditure:	2,830,420	123,943	2,954,363
Ending Fund Balance at 31.12.2007			37,784
Ending fund balance as on 31 December 2007 as per MRDI			37,784
Ending fund balance as on 31 December 2007 as per Manusher Jonno Foundation			-
Difference (if any)			-

Note: Advance Balance as on 31.12.07 as per books of accounts of MJF yet to be received. So reconciliation of fund balance could not be made.



Bridging Corporate Secor and Media in Promoting Good Governance (BCSMPGG)

A Project of Management and Resources Development Initiative (MRDI)

Funded by-Manusher Jonno Foundation (MJF)

List of Furniture, Fixture and Equipment (FF&E)


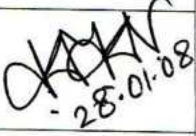
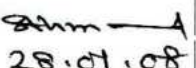
For the period from 01 August 2006 to 31 December 2007

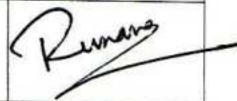

Sl. No.	Description	Qty.	Date	Amount (Tk.)
1	Laptop with an UPS	01	25.09.2005	115,000
2	Multimedia Projector with project screen & external document Camera (50% MJF Contribution)	01	25.09.2005	58,500
Total:				173,500



Minutes of Exit meeting

An Exit meeting was held at Management and Resources Development Initiative (MRDI) dated 28 January 2008 at 4-30PM between the management of Management and Resources Development Initiative (MRDI) and External auditor of Aziz Halim Khair Choudhury, Chartered Accountants regarding the audit of accounts of MJF funded project for the period from 1st August 2006 to 31 December 2007. Both parties were discussed about the Audit findings relating to the audit work and the management were agree with the findings attached herewith and put their response where necessary.

On behalf of Management and Resources Development Initiative (MRDI)			
SL	Name	Designation	Signature
01.	Mr. Hasibur Rahman	Executive Director	
02.	Abdul Gofur	Manager Finance & Admin	 28.01.08
03.	Sk. Shaniaz Ahmed	Accounts Officer	 28.01.08

On behalf of Aziz Halim Khair Choudhury, Chartered Accountants			
SL	Name	Designation	Signature
01.	Rumana Darain	Sr. Articled Student	
03.	Asma Hossain	Jr. Articled Student	

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

A PROJECT

OF

MANAGEMENT AND RESOURCES DEVELOPMENT INITIATIVE (MRDI)

FUNDED BY-MANUSHER JONNO FOUNDATION (MJF)

FOR THE PERIOD FROM 01 AUGUST 2006 TO 31 DECEMBER 2007

Audit Findings

Finding No.	Particulars	Page No.
01.	Date was not found on Receiver's Acknowledgement	29
02.	Telephone call register not maintained	29
03.	Safeguarding of Assets	30
04.	Non compliance of Financial Manual	30
05.	Evaluation Report copy not found	31
06.	Personnel Policy not developed	31

Details of Audit Findings

Finding # 01

Date was not found on Receiver's Acknowledgement

Observation:

We noted that, in most cases, date was not found on receiver's acknowledgement. Some instances are given below:

Vr. No.	Date	Particulars	Payee	Amount (Tk.)
BDV- 207	02.08.2006	Office Rent & Electricity Bill	Shamim Khaled Ahmed	7,000
BDV-219	01.10.2006	Project Mentor	Moazzem Hossain	27,000
BDV-220	01.10.2006	Leader Advocacy	Mr. Inam Ahmed	19,800
BDV-248	03.01.2007	Project Mentor	Moazzem Hossain	13,500
BDV-249	03.01.2007	Leader Advocacy	Mr. Inam Ahmed	9,900

Effect:

It indicates lack of internal control system.

Recommendation:

Management should take necessary step in this regard.

Management Response:

The payment was made through account payee cheque and the recipient signed without giving the date. MRDI thinks that putting the date by ourselves is not proper. In our previous audits, this issue was not raised by Aziz Halim Khair Chowdhury, Chartered Accountant and MJF. So, we didn't concentrate much on it but if it's a compliance issue then we will certainly request the recipients to put the date.

Finding # 02

Telephone call register not maintained

Observation:

Telephone bill was paid from the MJF funded project, but telephone call register was not maintained for that time.

Recommendation:

Management should be careful in this matter.

Management Response:

When we started the project, our office space was smaller than now. We had only one telephone line and set without the PABX system, at the Executive Director's room. All calls were made from that phone. Now in a wider office space, we maintain two telephone lines with PABX system and monitor all outgoing calls through a register which we showed to the auditors.



Finding # 03
Safe Guard of Assets

Observation:

The PO didn't take any effective measure for safe guarding their assets. Such as no fire extinguisher found in the project office to protect fire accident.

Effect:

The above shortcomings indicate lack of protection of assets.

Recommendation:

Management should take effective measure in this regard

Management Responses:

We do not have any fire extinguisher in our office. The issue was neither mentioned in our contract with MJF nor recommended by Aziz Halim Khair Chowdhury, Chartered Accountant and MJF in their previous audit. However, we are in the process to purchase it.

Finding # 04
Non compliance of Financial Manual

Observation:

According to the Financial Manual of MRDI (clause-16), Ledger posting from the Cash Book shall be made by an Accountant other than the person responsible for maintenance of cash book. But we observed that only one employee (Mr. Shaniaz Ahmed, Accountant) is performing both the job which is contrary to the Financial Manual.

Recommendation:

Management should follow the Financial Manual.

Management Response:

Since we have only one accountant (Mr. Shaniaz Ahmed, Accountant) for the project, he has to take care of both the responsibilities. In his appointment letter, maintenance of petty cash, cash book and ledger was mentioned as part of job responsibilities. In the previous internal audit by MJF and the auditor (Aziz Halim Khair Chowdhury, Chartered Accountant) did not mention the issue in their report.



Finding # 05

Evaluation Report copy not found

Observation:

We observed that evaluation report was not preserved by PO.

Recommendation:

The management should take care of the matter.

Management Response:

The external evaluator sent us the draft of the evaluation report after having several meetings/FGDs/Discussions with MRDI's project personnel/management/stakeholders/beneficiaries. We sent it back with our comments and suggestions. After that MJF advised us to make the final payment of the evaluator through e-mail and accordingly we cleared the payment. However, we have not yet received the final evaluation report from MJF or the evaluator. So we couldn't provide it to the auditor.

Finding # 06

Personnel Policy not developed

Observation:

We observed that personnel policy was not developed by PO. So we could not confirm about Staff Recruitment and TA/DA. We could not confirm local conveyance & travel.

Recommendation:

The management should take necessary step in this regard.

Management Response:

We had a proposed personnel policy of the organization. After receiving training from MJF we developed a personnel policy and placed it to the board. In that meeting, the board of directors decided to get the financial policy as well as the personnel policy reviewed by Howlader Yunus & Co. Chartered Accountants, our auditor. We sent it to them and they will give us the reviewed financial & personnel policy by 20th February 2008. Our next board meeting has been fixed on 29th February '08. We already informed MJF about this on 21st January 2008.



Bridging Corporate Sector and Media in Promoting Good Governance (BCSMPPG)
A Project of Management and Resources Development Initiative (MRDI)
Funded by- Manusher Jonno Foundation
For the period from 01 August 2006 to 31 December 2007

Follow-up of prior year's audit Findings

Sl. No.	Observation	Follow-up Status
1.	Irregularities found in case of fund received	Action taken
2.	Non availability of store register seal	Action taken
3.	Traveling purpose not mentioned in conveyance bill	Action taken
4.	Acknowledgement not attached with voucher	Action taken
5.	Voucher number not mentioned in petty cash book	Action taken

