



Howladar Yunus & Co.
CHARTERED ACCOUNTANTS

Oct - 2009

Sept - 2010

9

**Auditors' Report on the Financial Audit of
"Mainstreaming CSR to address poverty (MCAP)"
the period from 01 October 2009 to 30 September 2010
of Management & Resources Development Initiative**

Funded by Manusher Jonno Foundation (MJF)

**Auditors' Report on the Financial Audit of
"Mainstreaming CSR to address poverty (MCAP)"
for the period from 01 October 2009 to 30 September 2010
A project of Management & Resources Development Initiative (MRDI)**

Funded by Manusher Jonno Foundation (MJF)

**Submitted by
Howladar Yunus & Co.
Chartered Accountants**

13 January 2011

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Howladar Yunus & Co.

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Auditors' Report

We have audited the accompanying Balance Sheet of the project titled "Mainstreaming CSR to Address Poverty (MCAP)" implemented Management and Resources Development Initiative (MRDI) as on 30 September 2010 and the related statements of Income and Expenditure and Receipts and Payments for the period from 01 October 2009 to 30 September 2010. These financial statements are the responsibility of the management of MRDI. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the financial statements referred to above presents fairly, in all material respects, the financial position of the said project as of 30 September, and the results of its operations and its receipts and payments for the period from 01 October 2009 to 30 September 2010

Howladar Yunus & Co.
Chartered Accountants

Dated, Dhaka
13 January 2011

Mainstreaming CSR to Address Poverty (MCAP)
A Project of Management and Resources Development Initiative (MRDI)
Balance Sheet

Funded by: Manusher Jonno Foundation

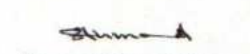
As at 30 September 2010

Particulars	Notes	Amount in Taka Oct'09 to Sep'10	Amount in Taka April'08 to Sep'09
Property And Assets			
Current Assets			
Cash In Hand		4,910	771
Cash At Bank		1,555,128	1,523,048
Advance to The Peninsula		2,000	-
Total Current Assets		1,562,038	1,523,819
Fixed Assets	11	401,931	401,931
Total Assets		1,963,969	1,925,750
Fund & Liabilities:			
Fixed Assets Fund	11	401,931	401,931
Unutilised Fund	12	1,562,038	1,523,819
Total Fund & Liabilities		1,963,969	1,925,750

The Annexed notes 1 to 12 form an integral part of this financial statement


Executive Director


Project Co-ordinator


Accounts Officer

Signed as per our annexed report of even date


Howladar Yunus & Co.
Chartered Accountants

Dated Dhaka
13 January 2010

Mainstreaming CSR to Address Poverty (MCAP)
A Project of Management and Resources Development Initiative (MRDI)
Statement of Income And Expenditure
Funded by: Manusher Jonno Foundation
For the period Ended September 30, 2010

Particulares	Notes	Amount in Taka Oct'09 to Sep'10	Amount in Taka April'08 to Sep'09
<u>Income:</u>			
Grant Received	4	7,649,460	6,664,332
Bank Interest		51,381	64,682
Received from Other Sources			5,000
Total Income		<u>7,700,841</u>	<u>6,734,014</u>
<u>Expenditure:</u>			
Salary & Benefits	5	2,074,701	2,594,349
Office Rent		333,750	300,000
Utilitties	6	141,767	212,007
Office Maint/Repair and Cleaning Materials	7	35,480	158,606
Office Stationary & Printing		52,483	-
Travel, Lodging & Perdiem fir Admin		34,409	54,595
Staff Recruitment & Bank Charge		6,719	4,052
Communication(program management)	8	18,000	26,255
Benificiaries tralning	9	4,688,801	3,182,688
Cross learning/Exposure visit		163,735	-
Overhead		150,996	161,004
Contengencies		-	40,458
Total Expenditure		<u>7,700,841</u>	<u>6,734,014</u>

The Annexed notes 1 to 12 from an integral part of this financial statement


Executive Director


Project Co-ordinator


Accounts Officer

Signed as per our annexed report of even date

Howladar Yunus & Co.
Chartered Accountants

Dated; Dhaka
13 January 2010

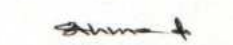
Mainstreaming CSR to Address Poverty (MCAP)
A Project of Management and Resources Development Initiative (MRDI)
Statement of Receipts & Payment
Funded by: Manusher Jonno Foundation
For the period Ended September 30, 2010

Particulares	Notes	Amount in Taka Oct'09 to Sep'10	Amount in Taka April'08 to Sep'09
<u>Receipts:</u>			
Cash In Hand		771	7,597
Cash At Bank		1,523,048	-
Grant Received	3.00	7,687,679	8,582,485
Bank Interest		51,381	64,682
Received from Other Sources		-	5,000
Total Receipts		9,262,879	8,659,764
<u>Payment:</u>			
Salary & Benefits	5.00	2,074,701	2,594,349
Office Rent		333,750	300,000
Utilities	6.00	141,767	212,007
Office Maint/Repair and Cleaning Materials	7.00	35,480	158,606
Office Furniture		-	134,836
Program Materials, Supplies		-	267,095
Office Stationary & Printing		52,483	-
Travel, Lodging & Perdiem fir Admin		34,409	54,595
Staff Recruitment & Bank Charge		6,719	4,052
Communication(program management)	8.00	18,000	26,255
Beneficiaries training	9.00	4,688,801	3,182,688
Cross learning/Exposure visit		163,735	-
Overhead		150,996	161,004
Contengencies			40,458
Total Payments		7,700,841	7,135,945
Closing Cash and Bank Balance	10.00	1,562,038	1,523,819
Total		9,262,879	8,659,764

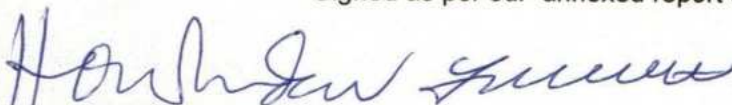
The Annexed notes 1 to 12 form an integral part of this financial statement


Executive Director


Project Co-ordinator


Accounts Officer

Signed as per our annexed report of even date


Howladar Yunus & Co.
Chartered Accountants

Dated Dhaka
13 January 2010

**Management and Resources Development (MRDI)
"Mainstreaming CSR to Address Poverty (MCAP)" Project
Funded by: Manusher Jonno Foundation**

**Notes to the Financial Statements
As on dated 30th September 2010**

1.00 Back ground Material Information:

1.01 About the Organization

Management and Resources Development Initiative (MRDI) established in the year 2003, registered with the office of the Register of Joint Stock Companies and Firms. Government of the PR Bangladesh under Companies Act 1994 vide certificate of Incorporation No. c-544(57)/2006 dated 13 May 2003.

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 wide spectrum of social development activities and seeks to render consultancy and technical assistance to national organizations, both in the public and private sectors

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

1.02 About the Project:

1.03 Objective of the Project:

The main objectives of the project are as follows:

- To address poverty reduction issues through effective utilization of CSR funds as a sustainable source of development fund; and
- To create an enabling environment for social development by improving coordination between development actors including CBOs/social networks and private institutions/enterprises at national and community levels.

2.00 Significant Accounting policies:

Basis of Accounting:

- a) The financial statements have been prepared using cash basis of accounting for recording and reporting the transactions.

b) Basis of Reporting:

Financial statements presentation follows the recommendations and guideline of the management of Management and Development Initiative (MRDI) and Manusher Jonno Foundation (MJF). They also confirm to specific sections of IAS-20 (International Accounting Standard) applicable for non-profit organizations.

c) Reporting Period

The financial statements cover the period from October 01, 2009 to September 30, 2010.



	Amount in Taka Oct'09 to Sep'10	Amount in Taka April'08 to Sep'09
3.00 Grant Received from MJF		
<u>Date of Receipt</u>		
20-Jan-10	5,421,896	396,523
11-May-10	1,854,220	1,331,069
3-Aug-10	411,563	2,802,898
	-	2,305,905
	-	73,824
	-	1,672,266
TOTAL	7,687,679	8,582,485
4.00 Grant Received For the Period		
Opening balance	1,523,819	7,597
Add: Fund Received	7,687,679	8,582,484
Total fund available	9,211,498	8,590,081
Less: Closing Cash and Bank Balance	1,562,038	1,523,819
F, F & E Purchase	-	401,930
Transfer to income & expenditure	7,649,460	6,664,332
5.00 Salary & Benefits for admin staff		
Program Coordinator ED-MRDI	367,125	496,250
Accounts Manager	293,700	397,000
Support Staff	61,245	830,952
Admin Staff	-	870,147
Program Staff	1,352,631	-
TOTAL	2,074,701	2,594,349
6.00 Utilities		
Electricity	36,000	51,000
Telephone	9,167	18,824
Mobile bill- Program Coordinator ED-MRDI	48,000	69,613
Mobile telephone allowance -Accounts Manager	7,200	10,470
Internet bill	41,400	62,100
TOTAL	141,767	212,007
7.00 Office Maint/Repair and Cleaning Materials		
Office maintenance	18,559	69,347
Cleaning materials	16,921	89,259
TOTAL	35,480	158,606
8.00 Communication (Programme management)		
Mobile telephone allowance -Team Leader	6,000	9,000
Mobile telephone allowance- Program Manager	12,000	17,255
TOTAL	18,000	26,255
9.00 Beneficiaries Training/ Meeting/ Workshop/ Annual Conference		
Media Content Screening	30,791	83,185
Skill development workshop for journalist	40,235	192,840
investigation	1,596,318	896,199



Fund Raising Events	639,900	-
News/Feature Stories & invitation Issue	-	78,130
Interview with corporate office	-	135,000
Implementation	47,170	
Television Talkshow	1,896,950	1,727,834
Buletin Publication	160,740	69,500
Orientation of 15 NGO	86,082	-
Lobby Meetings with corporate Representative for fund accumulation	42,201	-
Round table CSR Policy Support	100,289	-
Negotiations Meeting With MRDI & Implementation Organisation	48,125	-
TOTAL	4,688,801	3,182,688

10.00 Closing Cash and Bank Balance

Cash in hand	4,910	771
Cash at Bank	1,555,128	1,523,048
Advance	2,000	-
TOTAL	1,562,038	1,523,819

11.00 Fixed Asset & Fixed Asset Fund

Opening	401,931	-
Addition	-	401,931
Closing	401,931	401,931

12.00 Unutilized fund

Opening Balance (Unutilized fund)	1,523,819	7,597
Loan Received	-	5,000
Fund Received from MJF for Program	7,687,679	8,180,554
Fund Received for F, F & E Purchase	-	401,931
Bank Interest	51,380	64,682
Fund Available for used	9,262,878	8,659,764
Less: Total Expenses for the period	7,700,840	7,135,945
Closing Balance (Unutilized fund)	1,562,038	1,523,819



Mainstreaming CSR to Address Poverty (MCAP)

A project of Management and Resources Development Initiative (MRDI)

Funded By : Manusher Jonno Foundation (MJF)

Account Line Item wise Approved revised Budget vs Actual Expenses Statement Including variance
For the period from 01 October 2009 To 30 September 2010

Head	Description	Total Revised Budget	Actual Expenditure	Variance	%
A	ADMINISTRATIVE:				
40.00	Salary & Benefits for admin staff				
40.01	Program Coordinator ED-MRDI	367,125	367,125	-	-
40.02	Accounts Manager	293,700	293,700	-	-
40.03	Support Staff	62,803	61,245	1,558	2
	Sub total	723,628	722,070	1,558	0
41.00	Office Rent				
41.01	Office rent	333,750	333,750	-	-
	Sub total	333,750	333,750	-	-
42.00	Utilities				
42.01	Electricity	39,000	36,000	3,000	8
42.02	Telephone	12,002	9,167	2,835	24
42.03	Mobile bill- Program Coordinator ED-MRDI	50,000	48,000	2,000	4
42.04	Mobile telephone allowance -Accounts Manager	7,200	7,200	-	-
42.05	Internet bill	41,400	41,400	-	-
	Sub total	149,602	141,767	7,835	5
43.00	Office Maint/Repair and Cleaning Materials				
43.01	Office maintenance	19,985	18,559	1,426	7
43.02	Cleaning material	22,822	16,921	5,901	26
	Sub total	42,807	35,480	7,327	17
44.00	Office Stationeries, Printing & Supplies				
44.01	Office Stationery and supplies	55,655	52,483	3,172	6
	Sub total	55,655	52,483	3,172	6
47.00	Travel, Lodging & per diem for Administrative purpose				
47.01	Local Conveyance	35,629	34,409	1,220	3
47.02	Transportation	72,000	-	72,000	100
47.03	Accommodation	18,000	-	18,000	100
47.04	Daily Allowances	27,000	-	27,000	100
	Sub total	152,629	34,409	118,220	77
49.00	Staff Recruitment & Bank charge				
49.01	Bank charge	5,098	6,719	(1,621)	(32)
	Sub total	5,098	6,719	(1,621)	(32)
	A) TOTAL ADMIN. COST	1,463,169	1,326,678	136,491	9
B	PROGRAMMATIC:				
50.00	Salaries & Benefits for program staff				
50.02	Project Anchor	277,200	277,200	-	-
50.03	Team Leader	277,200	277,200	-	-
50.04	Program Manager	483,375	483,375	-	-
50.05	Program Monitoring Officer	33,750	33,750	-	-
50.06	Media Monitoring Officer	104,314	102,753	1,561	1
50.07	Program Officer	178,353	178,353	-	-
50.07	Maternity Replacement benefit	100,000	-	100,000	100
	Sub total	1,454,192	1,352,631	101,561	7
51.00	Communication (Programme management)				
51.01	Mobile telephone allowance -Team Leader	6,000	6,000	-	-
51.02	Mobile telephone allowance- Program Manager	12,000	12,000	-	-
	Sub total	18,000	18,000	-	-
56.00	Beneficiaries Training/Meeting/Workshop/Annual Conference				
56.01	Media Content Screening				
56.01.01	Newspaper Subscription	14,521	14,341	180	1
56.01.03	TV Channel Monitoring	4,200	4,200	-	-
56.01.04	Newspaper Filing	13,250	12,250	1,000	8
	Sub total	31,971	30,791	1,180	4
56.05	Skill development workshop for Journalists on In-depth Investigation				
56.05.02	Breakfast, Lunch, Snack & Dinner	4,200	3,960	240	6
56.05.03	Accommodation for Participants	9,000	9,000	-	-
56.05.04	Venue	3,000	3,000	-	-
56.05.05	Information Kit	1,500	775	725	48



Head	Description	Total Revised Budget	Actual Expenditure	Variance	%
56.05.10	Travel Allowances for Participants	4,500	4,500	-	-
56.05.11	Honorarium for Participants	21,000	19,000	2,000	10
	Sub total	43,200	40,235	2,965	7
56.06	Investigation (1 st Phase)				
56.06.01	Honorarium for Investigation Leader	125,000	125,000	-	-
56.06.02	Honorarium for Journalists	212,500	212,500	-	-
56.06.04	Daily Allowances for Journalists	12,000	12,000	-	-
	Sub total	349,500	349,500	-	-
56.06	Investigation (2 nd Phase)				
56.06.02	Honorarium for Journalists	675,000	675,000	-	-
56.06.03	Accommodation for Journalists	81,000	60,000	21,000	26
56.06.04	Daily Allowances for Journalists	108,000	108,000	-	-
56.06.05	Transportation	192,000	129,336	62,664	33
56.06.06	FGD/PRA- 2 Sessions	15,000	10,400	4,600	31
56.06.07	One-to-One Interview with Community people	24,000	1,200	22,800	95
56.06.08	Data Entry Operator	15,000	-	15,000	100
56.06.09	Video Documentation & Editing	150,000	164,882	(14,882)	(10)
56.06.11	Publication on Investigation with DVD	90,000	98,000	(8,000)	(9)
	Sub total	1,350,000	1,246,818	103,182	8
56.07	Fund Raising Events (1 Event)				
56.07.02	Food	225,100	225,100	-	-
56.07.03	Invitation & Coordination	11,500	11,500	-	-
56.07.04	Banner	14,500	14,500	-	-
56.07.05	Announcer for 1 events	15,000	15,000	-	-
56.07.06	Dissemination material production	148,800	148,800	-	-
56.07.07	Audio/Video Documentation	25,000	25,000	-	-
56.07.10	Decoration	20,000	20,000	-	-
56.07.11	Online Multimedia Projection	130,000	130,000	-	-
56.07.12	English sub-titling	50,000	50,000	-	-
	Sub total	639,900	639,900	-	-
56.10	Advocacy Meeting in Community				
56.10.01	Accommodation	60,000	-	60,000	100
56.10.02	Daily Allowances	90,000	-	90,000	100
56.10.03	Transportation	120,000	-	120,000	100
56.10.04	Lunch	37,500	-	37,500	100
56.10.05	Coordinator	25,000	-	25,000	100
	Sub total	332,500	-	332,500	100
56.11	Implementation for 5 Intervention				
56.11.01	Honorarium field coordinator	133,000	35,000	98,000	74
56.11.02	Conveyance & Communication	38,000	10,000	28,000	74
56.11.03	Accommodation for field coordinator for Dhaka office Visit	10,500	-	10,500	100
56.11.04	Transportation for field coordinator for Dhaka office Visit	10,500	670	9,830	94
56.11.05	Daily Allowance for field coordinator for Dhaka office Visit	21,000	1,500	19,500	93
	Sub total	213,000	47,170	165,830	78
56.12	Television Talkshow -2nd Phase				
56.12.01	Production and On-air time	1,500,000	1,479,410	20,590	1
56.12.02	Honorarium for Anchor	48,000	48,000	-	-
56.12.03	Honorarium for Panelists	60,000	55,000	5,000	8
56.12.04	Newspaper Advertisement	360,000	176,040	183,960	51
56.12.05	Publication of TV Talk Show Compilation				
a	Graphic designer	20,000	20,000	-	-
b	Editor	20,000	20,000	-	-
c	Printing & Publication	80,000	71,000	9,000	11
d	DVD with Printing with cover	30,000	27,500	2,500	8
	Sub total	2,118,000	1,896,950	221,050	10
56.15	Bulletin publication				
56.15.01	Honorarium of Graphic Designer	58,500	39,000	19,500	33
56.15.02	Bulletin Publication	170,000	108,500	61,500	36
56.15.03	Postage & Distribution	30,000	13,240	16,760	56
	Sub total	258,500	160,740	97,760	38
56.16	Orientation of 15 NGO				
56.16.01	Honorarium for Resources Persons	25,000	24,000	1,000	4
56.16.02	Lunch & Tea	20,000	19,947	53	0
56.16.03	Venue & Sound System	24,000	18,405	5,595	23
56.16.04	Information Kit	1,000	900	100	10
56.16.05	Banner	2,500	2,500	-	-



Head	Description	Total Revised Budget	Actual Expenditure	Variance	%
56.16.06	TA for participant	10,000	6,430	3,570	36
56.16.07	DA for participant	10,000	10,500	(500)	(5)
56.16.08	Accommodation for participant	20,000	3,400	16,600	83
	Sub total	112,500	86,082	26,418	23
56.17	Lobby Meetings with Corporate Representatives				
56.17.01	Lobby Meetings	210,000	42,201	167,799	80
	Sub total	210,000	42,201	167,799	80
56.18	Roundtable on CSR policy support				
56.18.01	Honorarium for Moderator	10,000	-	10,000	100
56.18.02	Honorarium for paper presenter	25,000	-	25,000	100
56.18.03	Honorarium for Rapporteur	7,500	7,500	-	-
56.18.04	Lunch & Tea	51,000	51,000	-	-
56.18.05	Information material	15,000	9,289	5,711	38
56.18.06	Venue	25,000	20,000	5,000	20
56.18.07	PA & AV System	6,000	6,000	-	-
56.18.08	Invitation & Press coordination	5,000	4,000	1,000	20
56.18.09	Banner	4,000	2,500	1,500	38
	Sub total	148,500	100,289	48,211	32
56.19	Negotiations Meeting With MRDI & Implementation Organisation				
56.19.01	Accommodation	60,000	4,600	55,400	92
56.19.02	Daily Allowances	90,000	13,500	76,500	85
56.19.03	Transportation	210,000	30,025	179,975	86
56.19.04	Meeting cost	20,000	-	20,000	100
	Sub total	380,000	48,125	331,875	87
57.00	Cross learning/Exposure visit				
57.01	Cross country visit	350,000	163,735	186,265	53
	Sub total	350,000	163,735	186,265	53
58.00	Evaluation, Survey, Assessment				
58.02	Annual Audit Report	20,000	-	20,000	100
	Sub total	20,000	-	20,000	100
	B) Total Program Cost	8,029,763	6,223,167	1,806,596	22
	Total Admin & Program Cost (A+B)	9,492,932	7,549,845	1,943,087	20
59.00	Other Admin. & Program Cost				
59.01	Overhead (2 % on Total Admin & Program cost) (C)	189,859	150,996	38,863	20
	Sub total	189,859	150,996	38,863	20
	GRAND TOTAL IN BDT (M+N)	9,682,791	7,700,841	1,981,950	20



"Mainstreaming CSR to Address poverty (MCAP)"
A project Implemented by MRDI
Funded by Manusher Jonno Foundation (MJF)

Reconciliation of Outstanding grant balance
As at 30 September 2010

Particulars	Amount in Taka
Opening Balance	1,523,819
Add: MJF fund receive during the year	7,687,679
Bank Interest	51,381
Total Fund received	9,262,879
Less: Expenses during the year	7,700,841
Balance as per MRDI	1,562,038
Add: 4 th quarter expenditure	895,215
Balance as per MJF	<u>2,457,253</u>



"Mainstreaming CSR to Address poverty (MCAP)" project
Implemented by MRDI
Funded and supported by Manusher Jonno Foundation (MJF)

Statement of Bank Reconciliation
Prime Bank Limited, Asad Gate Branch, Account # 13831060000188
As on 30 September 2010

Particulars			Amount (Tk.)
Balance as per bank statement			<u>1,681,681</u>
Add: Deposits in Transit :			
Sub-Total			1,681,681
Less: Cheque issued but not presented to bank:			
<u>Date :</u>	<u>Cheque #</u>	<u>Amount</u>	
27.09.10	2003818210	2,000	
29.09.10	Advice	9,000	
27.09.10	2003818213	93,100	
30.09.10	2003818214	4,900	
30.09.10	2003818215	17,553	<u>126,553</u>
Balance as per Bank Book			<u>1,555,128</u>



Mainstreaming CSR to Address Poverty
MJF Funded organization of Management and Resources Development Initiative (MRDI)
2/9 Sir Syed Road, Mohammadpur, Dhaka-1207
Furniture, Fixture and Equipment Report (FF&E)
PERIOD ENDING: SEPTEMBER 2010

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ID. NO.	DESCRIPTION	DETAILS			PROJECT	
		SERIAL NO.	SOURCE	COST	MJF	%
First PHASE						
MRDI/MJ-BCSMPGG/OE(Laptop)-01	LAPTOP WITH AN UPS	1	MJF-BCSMPGG	115,000	115,000	100%
MRDI/MJ-BCSMPGG/OE(Multimedia)-01	MULTIMEDIA PROJECTOR WITH PROJECT SCREEN, EXTERNAL DOCUMENT &	2	MJF-BCSMPGG & MRDI	117,000	58,500	50%
					173,500	
SECOND PHASE						
MRDI-246OE/Camera/02-MCAP-01	DIGITAL CAMERA	3	MJF-MCAP	113,575	113,575	100%
MRDI-247OE/Laptop/03-MCAP-02	LAPTOP	4	MJF-MCAP	96,641	96,641	100%
MRDI-248OE/Computer/15-MCAP-01	COMPUTER	5	MJF-MCAP	71,163	71,163	100%
MRDI-249OE/Printer/03-MCAP-01	PRINTER	6	MJF-MCAP	25,840	25,840	100%
MRDI-250-257FF/Shelf-35-42-MCAP-1-8	NEWS PAPER STORING STAND	7-14	MJF-MCAP	78,400	64,000	81.63%
MRDI-258FF/Almira-3-MCAP-01	STEEL ALMIRA	15	MJF-MCAP	12,355	12,355	100%
MRDI-259-264	CHAIR	16-21	MJF-MCAP	18,357	18,357	100%
					401,931	

