

AUDITOR'S REPORT

On The

FINANCIAL STATEMENTS

OF

AID ORGANIZATION

Jaifia Plaza, Battola, Nabagram Road,
Barisal – 8200.

FOR THE YEAR/PERIOD ENDED ON
31st December, 2014.



M. N. ISLAM & COMPANY

CHARTERED ACCOUNTANTS

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M.N. Islam & Co.
Chartered Accountants

The Chairman,
AID ORGANIZATION
Jaifia Plaza, Battola, Nabagram Road,
Barisal - 8200.

Subject: Auditor's Report and Accounts of your organization for the year ended 31st December, 2014.

We have audited the accounts of your organization for the year ended **31st December, 2014** and enclose herewith the consolidated Balance Sheet, Income & Expenditure Account and Receipts & Payments Account along with relevant schedule as on that date as maintained and produced before us. We report as follows:

1.00 Introduction:

1.01 About the Organization and Its Finance:

“**AID ORGANIZATION**” is an NGO formed with some other philanthropists who have long experience in the field of socio-economic development. The organization is duly registered under voluntary social welfare (Registration & Control) Ordinance 1961 vide registration No. **534** Dated: 26-08-1998, Youth Development Adhidoptor vide Registration No. **VDA-97SAD-32** Dated 03-08-1999 & NGO affairs Bureau vide Registration No. **2595** Dated: 05-09-2010. Since inception, “**AID ORGANIZATION**” initiated some development programs like- institution building capital mobilization initiation small scale income generation projects, water & sanitation, environment, disaster preparedness. A food security interventions gender equity etc. To implement these programs necessary funds were managed from development partners members & own income, community contribution etc.

102. Scope of Audit:

We confirm that our audit was carried out in accordance with the internationally accepted auditing standards as adopted in Bangladesh and accordingly included such test of accounting records and audit procedures as were considered appropriate in the circumstances. The following steps were considered as the basis for audit programme based on terms of reference:

- a) Hold meeting between the auditors and key officials of “**AID ORGANIZATION**”.
- b) Reviewing and checking of various documents and papers related to organization's accounts and management such as;
- c) Approved project proposal plan of operation and budget;
- d) Agreement and supplementary agreements/ meeting minutes;
- e) Accounting and financial manual, project files and government orders relating to **AID ORGANIZATION**;



OBJECTIVE OF AUDIT:

Major objective of the audit are:-

- a) Preparation of accounts covering all organization transactions during the year under audit and to review the efficiency and capacity of the organization in managing the fund;
- b) Verification of expenses to ensure that expenses are supported by adequate voucher/ documents to justify payments, the expenses related to organization and recorded on standard documents showing particulars of **AID ORGANIZATION**, payee, amount, purpose and date of disbursement along with original bill, invoices and receipts etc. and also to ensure compliance with appropriate rules and regulations and compare actual expenses with budgeted target;
- c) To review the internal control and find management system and make suitable recommendations.

Accounting Records:

Separate cash book, ledger and other books and documents were maintained by the organization for this project as per agreement and the budget and as required for transparency in financial operations.

Accounting Basis:

Accounts of the organization were maintained on accrual accounting basis that is, all income actually received were taken as income and all expenditure/ payments actually made were taken as expenditure. This has resulted in making the financial statements meaningful and accurate for reporting and monitoring purpose.

Presentation of Financial Statements:

The following financial statements were prepared and presented for management information purpose:

Balance sheet as at **31st December, 2014** showing assets, liabilities and fund status of the project;

Income & Expenditure Account for the year ended **31st December, 2014** showing the revenue income and expenditure on accrual Basis;

REPORTING.

This report covers comment for the year started from **1st January, 2014** to **31st December, 2014**.

CLOSING BALANCE

Cash in hand:

We could not physically verify the cash in hand as on **31st December, 2014** as our audit was conducted post-dated. However; we have obtained a cash custody certificate from the management in support of the balance stated in the cash book as on that date.



Cash at Bank:

Cash at bank lying with Bank accounts of the organization as on **31st December, 2014.**

ACKNOWLEDGEMENT:

We would like to take to this opportunity to express our gratitude for the support given to us by the Executive Director of **AID ORGANIZATION** during the course of our audit. This staffs of the project were also helpful and cooperative while providing necessary documents and information. These have helped the audit team to understand and discharge its responsibilities clearly and carry out the audit in an orderly fashion. Our thanks also to the executive committee members of the **AID ORGANIZATION** and also the management of the organization.

INDEPENDENT OPINION:


Subject to our foregoing remarks we report that:

We have obtained all the information and implications

IN our opinion-

- The Balance sheet, Income and Expenditure Account, Receipts and payments Account and Comparable Accounts are drawn up in conformity with the law;
- Such financial statements exhibit a true and fair view of the state of the affairs of the organization according to the best of our information and explanation offered to us and as shown by the books of the **AID ORGANIZATION**; and,
- The books of accounts have been maintained by the project management for the year under audit within the provisions of the project agreement and Management decision and as per normal financial rules and practices.

Dated:


M.N. Islam & CO.
Chartered Accountants



AID ORGANIZATION
Amirkuti, Alekanda, Barisal - 8200

Balance Sheet
As at 31st December 2014

Property & Assets	Notes	Amount (Tk.)	Amount (Tk.)
Fixed Assets (WDV) :			
(As per Schedule)			1,149,030.00
Current Assets :			
Cash & Bank Balance			38,602.00
Total :			1,187,632.00

Fund & Liabilities :			
General Fund :			
Balance C/F		1,121,182.00	
Add : Excess of Income Over Expenditure		66,450.00	
			1,187,632.00
Total :			1,187,632.00



AID ORGANIZATION
Amirkuti, Alekanda, Barisal - 8200

Statement of Income & Expenditure
For the year ended 31st December 2014.

Incomes :	Notes	Amount (Tk.)	Amount (Tk.)
Grants From PKSFB-BCCTF		1,000,000.00	
Health Service Ins.		800,000.00	
Labour Ministry		2,000,000.00	
Save the Chaildern - USA		300,000.00	
Earth day Network - USA		250,000.00	
SBPNF		500,000.00	
Scial Welfare Ministry		10,000.00	
Annual Fees From GM		20,000.00	
Income Genareting Program (Solar)		1,034,860.00	
Women & Child Ministry		2,800,000.00	
			8,714,860.00
Total :			8,714,860.00
Expenditure :			
Program Cost	2.00	6,633,300.00	
Salary & Allowances	3.00	1,375,500.00	
Administrative Expenses	4.00	525,238.00	
Depreaciation Charges		114,372.00	
			8,648,410.00
Excess of Income over Expenditures carried to Balance Sheet			66,450.00
Total :			8,714,860.00



AID ORGANIZATION
Amirkuti, Alekanda, Barisal - 8200
Statement of Receipt & Payments
For the year ended 31st December 2014

Receipts :	Note	Amount (Tk.)	Amount (Tk.)
Opening Balance :			
Cash & Bank Balance			59,780.00
Grants From PKSFB-BCCTF		1,000,000.00	
Health Service Ins.		800,000.00	
Labour Ministry		2,000,000.00	
Save the Chaildern - USA		300,000.00	
Earth day Network - USA		250,000.00	
SBPNF		500,000.00	
Social Welfare Ministry		10,000.00	
Annual Fees From GM		20,000.00	
Income Genareting Program (Solar)		1,034,860.00	
Women & Child Ministry		2,800,000.00	
			8,714,860.00
Total :			8,774,640.00
Payments :			
On-Going Program Activities Cost :			
Program Cost	2.00	6,633,300.00	
Salary & Allowances	3.00	1,375,500.00	
Administrative Expenses	4.00	525,238.00	
Assets Purchases	5.00	202,000.00	
			8,736,038.00
Closing Balance :			
Cash & Bank Balance			38,602.00
Total :			8,774,640.00

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AID ORGANIZATION
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Fixed Assets Schedule
As at 31st December 2014

Sl. No.	Particulars	Opening Balance	Addition During the year	Total	Rate	Depreciation	Balance (WDV) as at 31st Dec. 2014
1.00	Furniture & Fixture	392,727.00	122,000.00	514,727.00	10%	39,273.00	475,454.00
2.00	Tools & Equipments	627,515.00	80,000.00	707,515.00	10%	62,751.00	644,764.00
3.00	Computer	41,160.00	-	41,160.00	30%	12,348.00	28,812.00
Total :		1,061,402.00	202,000.00	1,263,402.00		114,372.00	1,149,030.00



AID ORGANIZATION
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Notes to the accounts
For the year ended 31st December' 2014

Notes:	Particulars	Amount (Tk.)	Amount (Tk.)
2.00	<u>Programme Cost:</u>		
	Institution Building Program	42,300.00	
	Field Survey Work	46,000.00	
	Motivation and Group Formation	36,000.00	
	Mass Training	88,000.00	
	WASH program on Climate Change in Risk Area	660,000.00	
	Hazaradous child Right & Development	1,020,000.00	
	Pre-Primary Child Education	240,000.00	
	Vulnerable Group Development (VGD) Program	1,640,000.00	
	Clinical Waste Management	570,000.00	
	Agriculture / Social Forestry / Tree Plantation	180,000.00	
	Anti-Drug & Stop TB	82,000.00	
	Women Empowerment	130,000.00	
	Cook Stoves and Renewable Energy	220,000.00	
	Human Resources Development	160,000.00	
	Mother & Child Health Care	140,000.00	
	HIV/ AIDS Prevention Program	135,000.00	
	Disster Management	437,000.00	
	Income Genareting Program for Youth	640,000.00	
	National / International Day Observation	43,000.00	
	Mass Meeting	38,000.00	
	Board Member Meeting	28,000.00	
	Progress Reporting	22,000.00	
	Evaluation and Monitoring and Publication	26,000.00	
	Audit Fee	10,000.00	
			6,633,300.00
3.00	<u>Salary & Allowances</u>		
	Salary & Allowances	1,265,500.00	
	Honorarium	110,000.00	
			1,375,500.00



4.00 Administrative Expenses:

Office Rent	84,000.00
Unit Office Rent	120,000.00
Electricity Bill	25,000.00
Printing & Stationary	46,000.00
Printing Papers	38,536.00
Newspaper	6,700.00
Telephone, Mobile & Internet Bill	16,160.00
Stationaries and Cortridges	12,108.00
TA/ DA	121,140.00
Contingency	27,160.00
Fuel & Oil	14,780.00
Pictures	3,160.00
Bank Charge	4,500.00
Miscellaneous Expenses	5,994.00
	<u>525,238.00</u>

5.00 Assets Purchases

Equipment	80,000.00
Furniture & Fixtures	122,000.00
	<u>202,000.00</u>



AID ORGANIZATION

Jaifia Plaza, Battola, Nabagram Road,
Barisal - 8200

List of Executive Committee Members

Sl. No.	Name	Designation
1.	Md. Moniruzzaman	Chairman
2.	Abdur Rashid Gazi	Vice-Chairman
3.	Md. Nasir Uddin	General Secretary
4.	Pir. Golam Morhsed	Asst. General Secretary
5.	Most. Jamila Begum	Treasurer
6.	Zahidul Islam Samir	Executive Member
7.	Md. Nazrul Islam	Executive Member
8.	Hafiza Parvin	Executive Member
9.	Mrs. Hosneara Khanom	Executive Member

