


NARIPKKHO

CLAIMING THE RIGHT TO SAFE MENSTRUAL
REGULATION STRATEGIC PARTNERSHIP IN ASIA (CRSA)

FUNDED BY: ASIAN-PACIFIC RESOURCE
AND RESEARCH CENTER FOR WOMEN
(ARROW) IN MALAYSIA

AUDITED FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 DECEMBER 2019

 **Toha Khan Zaman & Co.**
Chartered Accountants

Toha Khan Zaman & Co. is an exclusive member of  **R^{GLOBAL}** for accounting services in Bangladesh



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AUDITED FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 DECEMBER 2019

Sayema Hasnin
Sayema Hasnin
Manager Finance and Administration
Naripokkho

A. Chowdhury
Afsana Chowdhury
Treasurer, Naripokkho

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Sayema Hasnin
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Manager Finance and Administration
Naripokkho

Afsana Chowdhury
Afsana Chowdhury
Treasurer, Naripokkho



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Chartered Accountants

**INDEPENDENT AUDITORS' REPORT
ON THE AUDIT OF THE FINANCIAL STATEMENTS**

Naripokkho
Rangs Nils Square (4th Floor)
House# 75, Road#5/A, Satmosjid Road
Dharmondi R/A, Dhaka-1209

Opinion:

We have audited the accompanying financial statements of **Claiming the Right to Safe Menstrual Regulation Strategic Partnership in Asia (CRSA) Project of Naripokkho** funded by **Asian-Pacific Resource and Research Center for Women (ARROW) in Malaysia**, which comprises the Statement of Financial Position (Balance Sheet) as at 31 December 2019, and the Statements of Comprehensive Income and Statement of Receipts and Payments for the period from 01 May 201 to 31 December 2019, and a summary of significant accounting policies and explanatory information.

In our opinion, the accompanying financial statements give true and fair view of the financial position of the project as at 31 December 2019, and financial performance period from 01 May 2019 to 31 December 2019 in accordance with International Financial Reporting Standards (IFRSs) and other applicable laws and regulations.

Basis for Opinion:

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Bangladesh, and we have fulfilled our other ethical responsibilities in accordance with these requirements of the IESBA Code and the Institution of chartered Accountants of Bangladesh (ICAB) By Laws. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and those Charged with Governance for the Financial Statements and Internal Controls:

Management of the project is responsible for the preparation and fair presentation of the financial statements in accordance with IFRSs and other applicable laws and regulations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Sayema Hasnin
Sayema Hasnin
Manager Finance and Administration
Naripokkho

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Afsana Chowdhury
Afsana Chowdhury
Treasurer, Naripokkho



Those charged with governance are responsible for overseeing the project financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements:

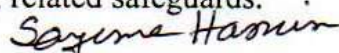
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee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

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- e. Obtain sufficient appropriate audit evidence regarding the financial information of the Project to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the project audit. We remain solely responsible for our audit opinion.

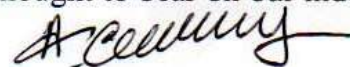
We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

**Sayema Hasnin**

Manager Finance and Administration

Naripokkho

**Afsana Chowdhury**

Treasurer, Naripokkho






Report on other Legal and Regulatory Requirements:


In accordance with the Foreign Donation (Voluntary Activities) Regulations Ordinance 1978 and the Foreign Donation (Voluntary Activities) Regulations Act 2016 and other Applicable Laws and Regulation, we also report the following:

- We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit and made due verification thereof;
- In our opinion, proper books of accounts as required by law have been kept by the organization so far as it appeared from our examination of these books; and
- The statements of financial position and statement of comprehensive income and Statement of Receipts and Payments for the period then ended dealt with by the report are in agreement with the books of account;

Dated, Dhaka
11 June 2020


(Md. Waliuzzaman FCA)
Partner


Sayema Hasnin
Manager Finance and Administration
Naripokkho


Afsana Chowdhury
Treasurer, Naripokkho





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CLAIMING THE RIGHT TO SAFE MENSTRUAL
REGULATION STRATEGIC PARTNERSHIP IN ASIA (CRSA)

FUNDED BY: ASIAN-PACIFIC RESOURCE
AND RESEARCH CENTER FOR WOMEN
(ARROW) IN MALAYSIA

STATEMENTS OF FINANCIAL POSITION
AS AT 31 DECEMBER 2019

PARTICULARS	NOTE	31-12-2019
PROPERTY AND ASSETS:		
CURRENT ASSETS:		
Donor Fund Receivable (ARROW)		203,109
Cash and Cash Equivalent	4.00	0
Total Taka:		203,109
FUND AND LIABILITIES:		
FUND ACCOUNT	5.00	0
CURRENT LIABILITIES:		
Loan Received from Naripokkho		203,109
Total Taka:		203,109

1.00 Figures have been rounded off to the nearest taka.
2.00 Annexed notes form part of the financial statements.

Sayema Hasnin
(Sayema Hasnin)
Manager, Finance & Administration

(Mahmuda Begum Guinea)
President

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

Dated, Dhaka
11 June 2020

Md. Waliuzzaman
(Md. Waliuzzaman FCA)
Partner

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(ARROW) IN MALAYSIA

STATEMENTS OF COMPREHENSIVE INCOME
FOR THE PERIOD FROM 01 MAY 2019 TO 31 DECEMBER 2019

PARTICULARS	NOTE	From 01 May 2019 to 31 December 2019
INCOME:		
Fund Received from Donor (ARROW)	6.00	1,767,931
Donor Fund Receivable (ARROW)		203,109
Total Taka:		1,971,040
EXPENDITURE:		
Seminar/Conference Expenses	7.00	833,353
Project Staff Salary	8.00	509,150
Administrative Expenses	9.00	140,000
Information/ Data Collection Expenses		432,000
Information/ Data Analyzing & Report Publishing		56,537
Total Expenditure:		1,971,040
Surplus/(Deficit) of Income over Expense	5.00	0
Total Taka:		1,971,040

1.00 Figures have been rounded off to the nearest taka.
2.00 Annexed notes form part of the financial statements.

Sayema Hasnin
(Sayema Hasnin)
Manager, Finance & Administration

(Mahmuda Begum Guinea)
President

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

Dated, Dhaka
11 June 2020

Waliuzzaman
(Md. Waliuzzaman FCA)
Partner

Sayema Hasnin
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Manager Finance and Administration
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STATEMENTS OF RECEIPTS AND PAYMENTS
FOR THE PERIOD FROM 01 MAY 2019 TO 31 DECEMBER 2019

PARTICULARS	NOTE	From 01 May 2019 to 31 December 2019
RECEIPTS:		
Fund Received from Donor (ARROW)	6.00	1,767,931
Loan Received from Naripokkho		203,109
Total Taka:		1,971,040
PAYMENTS:		
Seminar/Conference Expenses	7.00	833,353
Project Staff Salary	8.00	509,150
Administrative Expenses	9.00	140,000
Information/ Data Collection Expenses		432,000
Information/ Data Analyzing & Report Publishing		56,537
Total Payment:		1,971,040
Closing Balance:		
Cash in Hand	4.00	0
Cash at Bank	4.00	0
Total Taka:		1,971,040

1.00 Figures have been rounded off to the nearest taka.
2.00 Annexed notes form part of the financial statements.

Sayema Hasnin
(Sayema Hasnin)
Manager, Finance & Administration

(Mahmuda Begum Guinea)
President

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

Dated, Dhaka
11 June 2020

Md. Waliuzzaman
(Md. Waliuzzaman FCA)
Partner

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2.00 Annexed notes form part of the financial statements.

Sayema Hasnin
(Sayema Hasnin)
Manager, Finance & Administration

(Mahmuda Begum Guinea)
President

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

Dated, Dhaka
11 June 2020

Waliuzzaman
(Md. Waliuzzaman FCA)
Partner

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FUNDED BY: ASIAN-PACIFIC RESOURCE
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NOTES TO THE FINANCIAL STATEMENT
FOR THE PERIOD FROM 01 MAY 2019 TO 31 DECEMBER 2019

1.00 BACK GROUND OF THE ORGANIZATION:

Claiming the Right to Safe Menstrual Regulation Strategic Partnership in Asia (CRSA) is a project of Naripokkho funded by **Asian-Pacific Resource and Research Center for Women (ARROW)** in Malaysia. A women's activist organization, Naripokkho was established in 1983 with a view to create a social force for the advancement of women's rights and to build resistance against violence, discrimination and injustice. Naripokkho is registered with the NGO Affairs Bureau of the Government of the People's Republic of Bangladesh bearing registration number 943 dated 28 May 1995 and last renewed on 06 December 2015 effective from 28 May 2015 up to 27 May 2020 further renewal is under process and Department of Women's Affairs having registration No. Mo. Bo. Po. 627/88. From 1983 to 1993, the activities of Naripokkho were mainly financed through its own sources i.e. members' subscription fees and donations as well as income earning activities. From 1993 onwards, Naripokkho has been receiving grants from different donor agencies to support the implementation of specific projects. The registered office of the organization is at Road No. 5/A, House No.75, (4th Floor), Rangs Nilu Square, Satmasjid Road, Dhanmondi, Dhaka-1209, Bangladesh.

2.00 OBJECTIVES OF THE PROJECT:

The objective of the project is as follows:

- ✦ Ensuring quality monthly regularization services through medicines at government and private levels.
- ✦ Increasing everyone's awareness about quality monthly regularization services through Medicine.

3.00 BASIS OF ACCOUNTING:

The financial statements are prepared in accordance with International Accounting Standards (IAS) except on cash basis under historical cost convention.

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Treasurer, Naripokkho



4.00 CASH AND BANK BALANCE: Tk. Nil

4.01 Breakup of the above amount is given below:

Particulars	Note	31-12-2019
Cash in Hand		0
Cash at Bank	4.02	0
Total Taka:		0

4.02 Cash at Bank: Tk. Nil

Details of the above amount are given below:

Name of the Bank and Br.	Account No.	Amount as per cash book	Amount as per Bank statement	Remarks
Uttara Bank Ltd, Satmasjid Road Br., Dhaka-1209	SND-143814100004211	0	452,639	Reconciled
Total Taka:		0	452,639	

5.00 FUND ACCOUNT: Tk. Nil

The above balance has been arrived at as under:

Particulars	31-12-2019
Opening Balance	0
Add: Surplus/(Deficit) of Income over Expenses	0
Closing Balance	Taka: 0

6.00 FUND RECEIVED FROM DONOR (ARROW): Tk. 1,767,931

The above amount was received from Asian-Pacific Resource and Research Center for Women (ARROW) in Malaysia through approved mother account maintained with Uttara Bank Ltd., Satmasjid Road Branch, Dhaka, CD Account No.143812100211145 and subsequently transferred to project's STD Account No.143814100004211 maintained with the same bank, details of which are given below:

Particulars	Date of Deposit	01 May 2019 to 31 December 2019
1 st Installment	21-08-2019	1,185,180
2 nd Installment	11-06-2019	582,751
Total Taka:		1,767,931

7.00 SEMINAR/CONFERENCE EXPENSES: Tk. 833,353

7.01 Breakup of the above amount is given below:

Particulars	01 May 2019 to 31 December 2019
Field Monitoring Expenses	192,374
Local Conveyance	85,508
Meeting Expenses (Note: 7.02)	375,071
Dissemination Expenses (National Level Meeting)	101,598
Postage and Courier	29,839
Day Celebration	48,963
Total Taka:	833,353

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Treasurer, Naripokkho





7.02 Meeting Expenses: Tk. 375,071

Breakup of the above amount is given below:

Particulars	01 May 2019 to 31 December 2019
Meeting with Women Group	66,820
Sharing Baseline Findings Meeting with DGFP and DGHS	196,462
Sharing Baseline Meeting with Stakeholders and District Level	111,789
Total Taka:	375,071

8.00 PROJET DIRECTOR'S SALARY/SALARIES/ HUMAN RESOURCES: Tk. 509,150

Breakup of the above amount is given below:

Particulars	01 May 2019 to 31 December 2019
Project Director	451,946
Nazmun Nahar	57,204
Total Taka:	509,150

9.00 ADMINISTRATIVE EXPENSES: Tk. 140,000

Breakup of the above amount is given below:

Particulars	01 May 2019 to 31 December 2019
Office Rent	80,000
Audit Fee	20,000
Accountant's Salary	40,000
Total Taka:	140,000

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Afsana Chowdhury
Treasurer, Naripokkho



OTHER IMPORTANT INFORMATION	
1.Executive Committee	Consists of 11 (Eleven) Members
2.President/ Chairperson	Mrs. Archana Biswas
3.Name of the Organization and country of origin	Naripokkho, Bangladesh
4.Address of the Organization	Rangs Nilu Square (4 th Floor) House # 75, Road # 5/A, Satmosjid Road, Dhanmondi R/A, Dhaka-1209
5.Approval of the Government	03.07.2666.665.68.104.18-714 dated 26-06-2019
6.Area/Location of Operation:	District
	Upazila
	Dhaka City Corporation, Barisal and Barguna Zilla
	Dhaka (North and South city Corporation), Barisal Sadar, Babuganj and Bakerganj Upazila and BArguna Sadar and Amloti Upazila.
7.Source of Fund	Asian-Pacific Resource and Research Center for Women (ARROW) in Malaysia.
8.Name of the Project	Claiming the Right to Safe Menstrual Regulation Strategic Partnership in Asia (CRSA)
9.Registration No.	a. NGOAB Registration No.943 dated 28 May 1995 last renewed on 06 December 2015 effective from 28 May 2015 up to 27 May 2020 further renewal is under process. b. Women's Affairs Directorate Registration No. Mo. Bo. Po. 627/88
10. Name of Bank and Account No.	Mother Account: Uttara Bank Ltd. Satmasjid Road Branch, Dhaka, CD Account No.143812100211145 Project Account: Uttara Bank Ltd. Satmasjid Road Branch, Dhaka, STD Account No. 143814100004211
11. Name of the Persons Operating Bank Account	a. Shireen Huq (Member) b. Fazila Banu Lily (Member) c. Kamrun Nahar (Member)
12. Statement of Accounts Enclosed	a. Statement of Financial Position. b. Statements of Comprehensive Income. c. Statement of Receipts and Payments

Sayema Hasnin
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Manager Finance and Administration
Naripokkho



FORM FD – 4

We have audited the accounts of **Claiming the Right to Safe Menstrual Regulation Strategic Partnership in Asia (CRSA)** of Naripokkho, funded by **Asian-Pacific Resource and Research Center for Women (ARROW) in Malaysia**, Rangs Nilu Square (4th Floor) House# 75, Road#5/A, Satmosjid Road Dhanmondi R/A, Dhaka-1209, Registration No.943 dated 25 August 1995 and last renewal on 06 December 2015 effective from 28 May 2015 up to 27 May 2020 further renewal is under process for the period ended 31 December 2019 and examined all relevant books and vouchers and certify that according to the audited accounts:

- 01 The brought forward foreign donations at the beginning of the period on 01 May 2019 were Tk.Nil.
- 02 The foreign donations amounting to Tk. 1,767,931 were received by the project during the period ended 31 December 2019.
- 03 The balance of un-utilized foreign donations by the organization was Tk. Nil.
- 04 Foreign donation amounting to Tk. 1,767,931 and Loan from Naripokkho Tk. 203,109 (Total Tk.1,971,040) has been utilized for the following purposes.

Name of the Project: **Claiming the Right to Safe Menstrual Regulation Strategic Partnership in Asia (CRSA).**

Head of Expenditure	Approved budget	Amount actually spent	Difference (Excess)/Shortage	
			Amount	%
Pay and Salary	540,352	509,150	31,202	5.77
Seminar/ W. shop /Conference	1,225,000	1,236,382	(11,382)	(0.93)
Travelling and Daily Allowance	97,768	85,508	12,260	12.54
Others	140,000	140,000	0	0
Total Taka:	2,003,120	1,971,040	32,080	1.60

Reasons for variations with budget have been given in Annexure A-1 attached herewith.

- 05 Certified that, the organization has maintained the accounts of foreign donations and records relating thereto in the manner specified as in section 5 of the Foreign Donations (Voluntary Activities) Regulations, Ordinance 1978 read with rules 6 and 7 to the said Ordinance.
- 06 The information furnished above is correct and checked by us.

Dated, Dhaka
11 June 2020

Sayema Hasmin
Sayema Hasmin
Manager Finance and Administration
Naripokkho

Afsana Chowdhury
Afsana Chowdhury
Treasurer, Naripokkho

Md. Waliuzzaman
(Md. Waliuzzaman, FCA)
Partner



1. Name of the Project: **Claiming the Right to Safe Menstrual Regulation Strategic Partnership in Asia (CRSA).**
2. Date of Govt. approval with Memo. No.03.07.2666.665.68.104.18-714 dated 26-06-2019
3. Project period: From 01 May 2019 to 31 December 2019
4. Funding received during the year: FD Tk. 1,767,931 and LC Tk. Nil

Annexure: A - 1

Sl. No.	Head of Expenditure	Amount as per Budget	Amount spent	Balance	%	Reasons for variance
1	Civil Constructions:					
	a. Purchase of Land	0	0	0	0	
	b. Land Development	0	0	0	0	
	c. Civil Construction	0	0	0	0	
	d. Repairs & Maintenance	0	0	0	0	
2	Other Materials Inputs:					
	(Please specify item-wise with price per unit)	0	0	0	0	
3	Pay and Salary:					
	Project Director	460,352	451,946	8,406	1.83	
	Advanced Project Officer	80,000	57,204	22,796	28.50	
	Sub Total:	540,352	509,150	31,202	5.77	
4	Revolving Loan Fund:	0	0	0	0	
5	Training:	0	0	0	0	
6	Seminar/ W. shop /Conference:					
	Workshop on MRM for Public and Private Health Care Providers	183,000	196,462	(13,462)	(7.36)	
	Collection of Information from Healthcare Institutions	420,000	432,000	(12,000)	(2.86)	
	Meeting to Raise Awareness of Women with Childbearing Capacity in the Work Area	72,000	66,820	5,180	7.19	
	Exchange of Views with the Concerned Officials of the Department of Family Planning at the National Level	100,000	101,598	(1,598)	(1.60)	
	Exchange Meeting with Barisal and Barguna District Family Planning Officers	100,000	111,789	(11,789)	(11.79)	
	Day Celebration	50,000	48,963	1,037	2.07	
	Field Visit	200,000	192,374	7,626	3.81	
	Communication (Phone, Email, Courier etc.)	40,000	29,839	10,161	25	
	Report Writing, Editing and Translation	60,000	56,537	3,463	5.77	
	Sub Total:	1,225,000	1,236,382	(11,382)	(0.93)	
7	Office Accommodation:	0	0	0	0	
8	Office Equipment:					

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Toha Khan Zaman & Co.
Chartered Accountants

1. Name of the Project: **Claiming the Right to Safe Menstrual Regulation Strategic Partnership in Asia (CRSA).**
2. Date of Govt. approval with Memo. No.03.07.2666.665.68.104.18-714 dated 26-06-2019
3. Project period: From 01 May 2019 to 31 December 2019
4. Funding received during the year: FD Tk. 1,767,931 and LC Tk. Nil

Annexure: A – 1

Sl. No.	Head of Expenditure	Amount as per Budget	Amount spent	Balance	%	Reasons for variance
9	Vehicles:	0	0	0	0	
10	Traveling and Daily Allowances:					
	Local Conveyance	97,768	85,508	12,260	12.54	
11	Custom Duty & S. Tax:	0	0	0	0	
12	Head Office & Branch Office Expenses Charged if any on this Project:	0	0	0	0	
13	Contingencies:	0	0	0	0	
14	Others (Please specify item-wise):					
	Office Rent	80,000	80,000	0	0	
	Accountants	40,000	40,000	0	0	
	Audit Fee	20,000	20,000	0	0	
	Total Taka:	140,000	140,000	0	0	
	Grand Total:	2,003,120	1,971,040	32,080	1.60	

Sayema Hasnin
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Treasurer, Naripokkho





REPORT AS PER TERMS OF REFERENCE PRESCRIBED BY
NGO AFFAIRS BUREAU, GOVERNMENT OF THE PEOPLES
REPUBLIC OF BANGLADESH

1.00 TOR-1: RESPONSIBILITY AND INDEPENDENCE OF AUDITORS:

1.01 Requirements:

In course of audit of NGOs, the audit firm should perform their duties with utmost responsibility remaining fully independent.

1.02 Compliance:

We have conducted the audit in accordance with International Standards on Auditing (ISA) and disposed off our obligations with utmost responsibility remaining fully independent.

2.00 TOR-2: COMPLIANCE OF RULES AND REGULATIONS ENACTED FOR THE NGOS AND THE TERMS & CONDITIONS RELATING TO PROJECT APPROVAL:

2.01 Requirements:

The audit firm should conduct the audit of NGOs keeping in view whether the project has been implemented in compliance with the following rules and regulations enacted for the NGOs and the terms & conditions relating to project approval:

- ✚ The Foreign Donation (Voluntary Activities) Regulation Act, 2016;
- ✚ FD-6 and Terms and Conditions relating to project approval.

2.02 Compliance:

In course of our audit we observed from our test verification that the NGO has followed the rules and regulations enacted for the NGOs as applicable and the project has been implemented and the expenditure have been incurred in accordance with the provisions of FD-6 and the terms and conditions contained in the project approval.

3.00 TOR-3: AUDIT CERTIFICATION IN FORM FD-4 AND ANNEXURE-A/1:

3.01 Requirements:

The audit firm, along with their audit report, should issue audit certificate as per format FD-4 and annexure A-1 attached thereto prescribed by NGO Affairs Bureau, relating to foreign donation received and expenditure incurred. All the information in FD-4 should be on cash basis not on accrual basis. That means, there should not be any negative amount or receivable against foreign donations. In case of writing the amount in FD-4 against approved budget, actual expenditure, variance between the two, total amounts in taka should be shown. The details of this viz. head-wise approved budget, actual expenditure, variances, percentages and reasons of variances should disclosed in Annexure-A/1. The heads/sub-heads in Annexure-A/1 and budget provisions there-against should be stated as per approved project (as stated in Annexure-C).

3.02 Compliance:

Format FD-4 and Annexure-A/1 as prescribed by NGO Affairs Bureau in respect of foreign donations have been prepared and enclosed herewith and the audit certificate has been issued accordingly. Form FD-4 and Annexure-A/1 have been prepared on cash basis and negative balance or receivable against foreign donation has not been shown in FD-4, although the NGO has spent excess expenditure for an amount of Tk. 203,109 Loan from Naripokkho over the foreign donations received during the project period. The heads/sub-heads in Annexure-A/1 and budget provisions there-against have been stated as per approved project (as stated in Annexure-C).

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4.00 TOR-4: PROJECT-WISE AUDIT REPORT FOR EACH PROJECT YEAR:**4.01 Requirements:**

Separate audit report should be prepared for each project covering the project year/period (Maximum 12 months). If there is any local income/grant related to the project should have to be shown separately. And there should have opinion against source of local donation in accordance with 'The Foreign Donation (Voluntary Activities) Regulation Act, 2016. Incomplete opinion will be considered as a breach of covenants.

4.02 Compliance:

Separate audit report has been prepared for each project covering the project period from 01 May 2019 to 31 December 2019 (8 Months). The project does not have any local income/local donation received during the project period under audit.

5.00 TOR-5: SUMMARIZED GOALS, OBJECTIVES AND MAIN ACTIVITIES OF THE PROJECT:**5.01 Requirements:**

The summarized goals, objectives and main activities of the project should have to be mentioned in the audit report. Date of enlistment as auditor, Name of the project, Total duration of the project, memo number and date of the project approved by the Bureau, Memo number and date of fund released, Amount of fund released (including Installment), Amount of fund received, whether foreign donation received in mother account before fund released, Whether local donation received in mother account, Year of Audit (Project year), location of the project (District, Upazila), Beneficiaries No. should have to be mentioned clearly.

5.02 Compliance:**a. Summarized goal and objectives of project:****i. Objectives of project:**

Ensuring quality monthly regularization services through medicines at government and private levels. Increasing everyone's awareness about quality monthly regularization services through Medicine.

ii. Goal of project:

1. Medicinal Regulation of Medicine (MRM) through medicine at healthcare centers will be made available through medicine trained service providers.
2. All woman MRM medicine service providers give ideas about MRM medicine work area child fertility capacity women awareness meeting women. And will be able to make their own decisions about receiving services.
3. MRM medicine available as per the demand of government healthcare centers.
4. Medicinal Regulation of Medicine (MRM) through medicine at healthcare centers will be made available through medicine trained service providers.

b. Main activities of the project:

- ✦ Workshop on MRM for public and private health care providers
- ✦ Collection of information from healthcare institutions
- ✦ Meeting to raise awareness of women with childbearing capacity in the work area
- ✦ Exchange meeting with family planning officers.'
- ✦ Day celebration.

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c. Details of the project approved by NGO Affairs Bureau are given below:

Date of enlistment as auditor (Date of appointment as Auditor):	02 March 2020
Name of the project:	Claiming the Right to Safe Menstrual Regulation Strategic Partnership in Asia (CRSA)
Total duration of the project:	From 01 May 2019 to 31 December 2019
Memo number and date of project approval:	03.07.2666.665.68.104.18-714 dated 26-06-2019
Memo number and date of fund released:	03.07.2666.665.68.104.18-714 dated 26-06-2019
Amount of fund released (including Installment):	One Installment 100% Tk.2,003,120
Amount of fund received:	Total Tk. 1,767,931
a. Whether foreign donation received in mother account before fund released from NGO Affairs Bureau (Yes/No):	No
b. Whether local donation received in mother account (Yes/No):	No/ The project does not have received any local donation during the project period under audit.
Year of Audit (Project year):	From 01 May 2019 to 31 December 2019
Location of the project (District, Upazila):	Dhaka City Corporation, Barisal and Barguna District
Beneficiaries No.:	Direct: 450 (Local Health care providers and public representatives, National level policy makers and representatives of non-governmental organizations) Indirect: 2,000. (Individuals of different levels, services and local journalists etc.)

6.00 TOR-6: FINANCIAL STATEMENTS:

6.01 Requirements:

Balance Sheet, Income and Expenditure Account and Receipts and Payments Account should be the integral part of the audit report and the NGO authority should sign all these financial statements. If, in any case balances sheet is not required, due explanation should have to be given. Whether, the Receipts and Payments Account are prepared in accordance with the heads of accounts maintained in the ledger book of the NGOs or not should have to be ensured. Notes showing the detailed breakup of the expenditures under the consolidated heads of accounts (such as Contingency and Others) should have to be attached.

6.02 Compliance:

Balance Sheet, Income and Expenditure Account and Receipts and Payments Account have been prepared and attached with the audit report and the NGO authority has duly signed the same.

The Receipts and Payments Account has been prepared in accordance with heads of accounts maintained in the ledger book of the NGO. Notes showing the detailed breakup of the expenditures (i.e. Cogency and Others) under the consolidated head of accounts have been attached herewith wherever found necessary.

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7.00 TOR-7: AUTHENTICATION AND SEQUENCE OF THE AUDIT REPORT:

7.01 Requirements:

The competent authority of the audit firm should initial in each page (page number should have to be given) of the audit report and invariably there should be common seal. But, in the audit report at the beginning, balance sheet, account statements, FD-4 certificate and report as per TOR the auditor must give full signature. Full name and designation of the FCA/ACA should have to be given below the full signature of the auditor.

In case of audit reports for the NGOs the following sequence should have to be maintained:

First Part:

Auditors Report containing scope, opinion etc.; Balance Sheet; Statement of Income and Expenditure; Statement of Receipts and Payments; Notes to the Financial Statements; Schedule/Appendix/Others Statement.

Second Part:

FD-4 Certificate; Annexure-A/1; Notes to FD-4 (if any); Report as per TOR of NGO Affairs Bureau (the Conditions of TOR should have to be followed as it is).

7.02 Compliance:

The audit report has been duly prepared, signed and the common seal of the firm has been affixed as per provisions of the Terms of Reference.

8.00 TOR-8: REPORT ABOUT EARLIER YEAR'S AUDIT:

8.01 Requirements:

In case of multiple years' project, whether the audit of the earlier year has been done and audit report has been submitted to NGO Affairs Bureau or not, should have to be verified and mentioned in the audit report. In case of continuous project of same name/same type, whether the audit of the earlier year has been done and audit report has been submitted to NGO Affairs Bureau or not, should also to be verified and mentioned in the audit report.

8.02 Compliance:

The project is for a single year as such the question of previous year's audit report is not applicable.

9.00 TOR-9: SUBMISSION OF AUDIT REPORT TO NGO AFFAIRS BUREAU:

9.01 Requirements:

The audit firm on completion of the audit, should forward one copy of the audit report in a sealed cover directly to the Deputy Director (Inspection and Audit), NGO Affairs Bureau, Dhaka. It may be mentioned here that, the audit report in particular directly submitted to Inspection and Audit Section of the Bureau shall be verifiable.

9.02 Compliance:

One copy of the audit report is being forwarded directly to the Deputy Director (Inspection and Audit), NGO Affairs Bureau, Dhaka.

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10.00 TOR-11: REGISTRATION AND LAST RENEWAL OF THE NGO:

10.01 Requirements:

The number of first registration of the concerned organization (NGO) with NGO Affairs Bureau along with the date of registration and the date of last renewal should have to be mentioned.

10.02 Compliance:

The particulars of registration of the concerned organization (NGO) with NGO Affairs Bureau, Government of the People's Republic of Bangladesh is given below:

Registration Number:	Reg. No.943
Date of Registration:	25 August 1995
Date of Last Renewal:	28 May 2015 up to 27 May 2020 further renewal is under process

11.00 TOR-11: RECEIPT OF FOREIGN DONATIONS IN A SINGLE BANK ACCOUNT:

11.01 Requirements:

As per provision of Section 9 of The Foreign Donations (Voluntary Activities) Regulation Act 2016 The NGO is supposed to deposit all the foreign donations received in a single bank account. As per provisions of that section whether the NGO has received all the foreign donations through a single bank account or not; or, if the NGO received the foreign donations in different bank accounts deviating the provision of the that section the name of bank, account number and amount received should have to be mentioned in the audit report.

11.02 Compliance:

The NGO as per provisions of Section 9 of The Foreign Donations (Voluntary Activities) Regulation Act, 2016 has received all the foreign donations through a single bank account.

12.00 TOR-12: PARTICULARS OF BANK ACCOUNTS:

12.01 Requirements:

Bank account number approved by NGO Affairs Bureau to receive foreign donations (mother account), name of the bank and branch, amount of donation received during the project year with date, and name of the donor should have to be mentioned in the audit report. Related project bank account number, name of the bank and branch, bank balances should have to be mentioned. The date of foreign donation transfer to project account from mother account should have to be mentioned. Reconciliation of mother account and project bank account should have to be done and whether the same is in order should have to be mentioned.

12.02 Compliance:

Detailed description of both mother account and project bank accounts along with name of the bank and branch, amount of donation received and name of the donor is given below:

Mother Account:	
1. Name of the Bank:	Uttara Bank
2. Name of Branch:	Satmasjid Road Branch, Dhaka,
3. Account Number:	CD Account No.143812100211145
4. Name of the Donor:	Asian-Pacific Resource and Research Center for Women (ARROW) in Malaysia.

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Particulars of Installments	Date of receipt in Mother Account	Date of transfer to project account	Amount in Taka
1 st Installment	21-08-2019	21-8-2019	1,185,180
2nd Installment	11-06-2019	3-12-2019	582,751
Total Taka:			1,767,931

Project Bank Account:		
1. Name of the bank:	Uttra Bank Ltd.	
2. Name of branch:	Satmosjid Road, Dhanmondi, Dhaka-1209	
3. Account number:	STD Account No. 143814100004211	
4. Balance in bank account as on 31 December 2019; Tk. 452,639		
Particulars of Installments	Date of receipt from mother account	Amount in Taka
1 st Installment	21-8-2019	1,185,180
2nd Installment	3-12-2019	582,751
Total Taka:		1,767,931

Reconciliation of mother account and project bank account has been done and the same is found to be in order.

13.00 TOR-13: DONATION RECEIVED IN KINDS:

13.01 Requirements:

In case if donations are received in kinds, making proper valuation thereof should have to be included with grants receipts shown in FD-4. Statement in respect of its use and description of closing balance should have to be given in prescribed form FD-5;

13.02 Compliance:

As reported by the management no donation in kinds was received during the Period under audit.

14.00 TOR-14: BANK INTEREST AND EXCHANGE GAIN:

14.01 Requirements:

Interest earned/exchange gain derived on foreign donations should have to be stated separately in the statement of accounts and whether permission/approval for its utilization has been obtained from NGO Affairs Bureau or not should have to be mentioned in the audit report. Interest earned on foreign donations should not be returned to the donor. The unutilized amount may be used by NGO for other projects where necessary.

14.02 Compliance:

No interest was earned and no exchange gain was derived on foreign donations received during the Period under audit.

15.00 TOR-15: MAINTENANCE OF BOOKS OF ACCOUNTS AND RECORDS:

15.01 Requirements:

Whether the NGO has maintained Cash/Bank Book, Ledger, Stock Register, Assets Register and Other Registers under double entry system of accounting as per requirement of Section 12 of The Foreign Donation (Voluntary Activities) Regulation Act, 2016 should have to be mentioned in the report.

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15.02 Compliance:

The NGO has maintained Cash/Bank Book, Ledger, Stock Register, Assets Register and Other Registers under double entry system of accounting as per requirement of Section 12 of The Foreign Donation (Voluntary Activities) Regulation Act, 2016.

16.00 TOR-16: MAINTENANCE OF ACCOUNTS FOR REVOLVING LOAN FUND:**16.01 Requirements:**

In case, where there is Revolving Loan Fund (RLF) against previously and currently implemented projects of the organization, whether separate project/donor-wise accounts are maintained or a consolidated account is maintained and whether it is audited separately in each and every year or not should have to be mentioned. If separate consolidated accounts are not maintained for Revolving Loan Funds (RLF) the amount of service charges received from the loan disbursed out of project fund under audit, it should have to be ensured that the service charge income has been shown as receipt.

16.02 Compliance:

The organization does not have any Revolving Loan Fund (RLF) against previously and currently implemented projects of the organization.

17.00 TOR-17: REGISTRATION OF MICRO CREDIT REGULATORY AUTHORITY:**17.01 Requirements:**

In order to implement micro credit programme with the fund from foreign donations, whether the concerned NGO possesses certificate from the Micro Credit Regulatory Authority should have to be mentioned.

17.02 Compliance:

The organization (NGO) does not have any Micro Credit program.

18.00 TOR-18: UTILIZATION OF FUND IN FOREIGN CURRENCY:**18.01 Requirements:**

Whether any amount of donation has been spent in foreign currency and if yes, details of which should have to be mentioned in the audit report.

18.02 Compliance:

As reported by the management; appears from the financial statements and revealed from our test verification that, the NGO did not utilize any part of donation in foreign currency.

19.00 TOR-19: BUDGETARY CONTROL AND BUDGET VARIANCE:**19.01 Requirements:**

Whether excess expenditure over the budget has been incurred against particular head of expenditure or adjusted the expenditure of one head with another head or adjusted the expenditure of an unapproved head with an approved head, and if done, approval of NGO Affairs Bureau against excess expenditure should have to be mentioned in the audit report.

19.02 Compliance:

Excess expenditure over the budget has been incurred, detail description and purpose of which along with the reasons have been given below:

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Head of Expenditure	Amount as per Budget	Amount Spent	Excess Expenditure	%	Reasons of Variance
Seminar/ W. shop /Conference:					
Workshop on MRM for public and private health care providers	183,000	196,462	(13,462)	(7.36)	
Collection of information from healthcare institutions	420,000	432,000	(12,000)	(2.86)	
Exchange of views with the concerned officials of the Department of Family Planning at the national level	100,000	101,598	(1,598)	(1.60)	
Exchange meeting with Barisal and Barguna district family planning officers	100,000	111,789	(11,789)	(11.79)	

From our test verification we observed that the expenditure of one head has not been adjusted with another head or the expenditure of an unapproved head has not been adjusted with an approved head. Approval of NGO Affairs Bureau against excess expenditure has not been obtained.

20.00 TOR-20: PAYMENT OF SALARY THROUGH BANK ACCOUNT:

20.01 Requirements:

In the Paripatra necessary instruction has been given to pay any amount of salary-allowances of officers/staffs and other payments if exceeds Tk. 10,000 through bank account. Deviating the instruction if payments are made in cash should have to be mentioned in the audit report.

20.02 Compliance:

From our test verification we observed that, the salary-allowances of officers/staffs in any amount of payments and other payments exceeding Tk. 10,000 are paid by bank cheque.

21.00 TOR-21: RECEIPT OF LOAN TO IMPLEMENT THE PROJECT:

21.01 Requirements:

If the project is implemented by receiving loan, necessary data relating to the source of loan and approval of the Executive Committee should have to be given in the audit report.

21.02 Compliance:

The main reason for receiving loan is to meet up project expenditure. The project has been implemented by receiving loan and the details relating to the source of loan is given below:

Date of Receipt	Source from which loan received	Amount Received	Mode of Receipt (Cash/Cheque)	Approval of Executive Committee
28-12-2019	Loan from Naripokkho	203,109	Cheque	Yes
	Total Taka:	203,109		

For the above loan received due pre-approval from NGO Affairs Bureau has not been obtained because, it was not mandatory to obtain due pre-approval from NGO Affairs Bureau before 16 January 2020.

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22.00 TOR-22: PAYMENT OF SALARY-ALLOWANCE MEMBER OF GB AND EC OR CHIEF EXECUTIVE:

22.01 Requirements:

Whether any member of the General Body and Executive Committee receives salary-allowance or any sorts of honorarium and if yes, details of which including approval of Executive Committee should have to be provided. Moreover, if the chief executive of the NGO receives full/part salary-allowances/honorarium out of project fund under audit or other project's fund details of such payment should have to be given.

22.02 Compliance:

From our test verification, we observed that no member of the General Body and Executive Committee receives salary-allowance or any sorts of honorarium out of the project fund under audit or other project's fund.

23.00 TOR-23: INTERNAL CONTROL SYSTEM OF THE NGO:

23.01 Requirements:

Whether the Internal Control System of the organization is satisfactory or not should have to be mentioned.

23.02 Compliance:

We have verified the Internal Control System of the organization and observed that the overall Internal Control System of the organization is found to be satisfactory.

24.00 TOR-24: REFUND OF FUND TO THE DONOR:

24.01 Requirements:

Whether any amount has been refunded to the donor agency, and if refunded, without prior approval of the NGO Affairs Bureau details should have to be given in the audit report.

24.02 Compliance:

From our verification, we observed that the organization did not refund any amount to the donor agency during the year under audit without prior approval of the NGO Affairs Bureau.

25.00 TOR-25: USE OF REVENUE STAMP AND DEDUCTION OF VAT AND INCOME TAX AT SOURCE:

25.01 Requirements:

In the compliance with the rules and regulation of the government whether revenue stamp has been affixed, whether VAT/income tax has been deducted at source from bill/voucher or not where applicable and whether deducted VAT/income tax has been duly deposited with government exchequer or not – auditors' comments in this regard should have to be given. The amount of deductible, deducted and arrear VAT/income tax are as follows.

Sl. No.	Description of head of expenditure in Annexure A/I	Amounts in Expenditure	Deductible amount		Deducted amount		Deposited with government exchequer		Arrear amounts		Treasury /Mushok challan No.
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	
1	2	3	4	5	6	7	8	9	10	11	
		Total:									

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Chartered Accountants

25.02 Compliance:

The organization has affixed revenue stamp where applicable, deducted income tax and VAT from the following payments, and deposited with government exchequer as per law:

Sl. No.	Description of head of expenditure in Annexure A/1	Amounts in Expenditure	Deductible amount	Deducted amount	Deposited with government exchequer	Arrear amounts	Treasury/Mushok challan No.
1	2	3	4	5	6	7	8
	VAT:						
01	Barishal Mohila Kollayanj Shangstha	7,980	225	225	225	0	T-107
02	Paper Touch Technology	4116	315	315	315	0	T-130
03	Iffat Jahan	5,000	980	980	980	0	T-132
04	Samia Afrin	59,955	810	810	810	0	T-125
05	AVAS Training Centre	14,406	2,205	2,205	2,205	0	T-09
06	AVAS Training Centre	45,761	3,480	3,480	3,480	0	T-32
07	Journeyman	122,500	24,130	24,130	24,130	0	T-20
	Grand Total:	259,718	32,145	32,145	32,145	0	

Treasury/ Mushok Challan No.: Annexure: VAT:

Date	Challan No.	Amounts
17-12-19	T-107	225
17-12-19	T-130	315
17-12-19	T-132	980
05-08-19	T-125	810
28-07-19	T-09	2,205
29-10-19	T-20	24,130
27-10-19	T-32	3,480
	Total Taka:	32,145

Sl. No.	Description of head of expenditure in Annexure A/1	Amounts in Expenditure	Deductible amount	Deducted amount	Deposited with govt. exchequer	Arrear amounts	Treasury/ Mushok challan No.
1	2	3	4	5	6	7	8
	Income Tax:						
01	Salaries	98,071	417	417	417	0	T-231
02	Salaries	50,077	417	417	417	0	T-192
03	Salaries	50,077	417	417	417	0	T-228
04	Salaries	50,077	417	417	417	0	T-113
05	Salaries	50,077	417	417	417	0	T-34
06	Salaries	59,955	525	525	525	0	T-124
07	Salaries	50,077	417	417	417	0	T-41
08	Iffat Jahan	5,000	556	556	556	0	T-133
09	AVAS Training Centre	45,761	465	465	465	0	T-33
10	AVAS Training Centre	14,406	294	294	294	0	T-8
	Grand Total:	473,578	4,342	4,342	4,342	0	

Treasury/Mushok challan No.: Annexure: Tax:

Date	Challan No.	Amounts
26-06-19	T-228	417
26-06-19	T-231	417

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Date	Challan No.	Amounts
17-12-19	T-133	556
17-12-19	T-113	417
27-10-19	T-34	417
27-10-19	T-33	465
16-09-19	T-192	417
28-07-19	T-8	294
05-08-19	T-124	525
07-07-19	T-41	417
Total Taka:		4,342

26.00 TOR-26: SUBMISSION OF INCOME TAX RETURN:**26.01 Requirements:**

Whether the concerned NGO as a separate legal entity files income tax returns to the concerned authority of National Board of Revenue in accordance with the provisions of The Income Tax Ordinance 1984 should have to be mentioned. Along with any foreign employee serve in the organization, who have paid income tax regularly and who have completed income tax return in earlier year assessment, should have to be mention.

26.02 Compliance:

The organization has filed income tax return as per provision of The Income Tax Ordinance 1984 for the assessment year up to 2019-2020 under Electronic Tax Identification Number (ETIN) - 536778476321 Taxes Circle - 101, Taxes Zone 05 Dhaka. Any foreign employee did not serve in the organization under this project.

27.00 TOR-27: INCOME GENERATING ACTIVITIES-IGA:**27.01 Requirements:**

Whether there is any Income Generating Activities-IGA under the project implemented by the concerned organization (NGO), if yes, whether income tax is paid on the income earned by the IGA should have to be stated mentioning the name of the IGA or, whether income tax exemption certificate has been obtained from the National Board of Revenue authority, information in this regard should have to be given.

27.02 Compliance:

The organization (NGO) does not have any Income Generating Activities-IGA under this project.

28.00 TOR-28: TOURS IN ABROAD WITH FINANCING OF FOREIGN DONATED FUND:**28.01 Requirements:**

Whether any officer/staff/member of the executive committee or general body has availed tour in abroad with the fund received from foreign sources in the form of air ticket/other facilities, if availed description of such tour, and in case of foreign tour whether due permission from NGO Affairs Bureau has been obtained or not – details of which should have to be stated in the report.

28.02 Compliance:

As we were informed by the management and observed from our verification that none of the officers/staffs/member of the executive committee or general body has availed foreign tour with the fund/air ticket/other facilities received from foreign sources.

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29.00 TOR-29: DESCRIPTION OF FIXED ASSETS ALONG WITH VALUE:**29.01 Requirements:**

The description of fixed assets along with value held by the organization during the year of audit should have to be attached with the report; and whether the related fixed assets/deeds/house rent agreement/donated land/vehicles and other assets are in the name of the organization should have to be mentioned in the audit report.

29.02 Compliance:

The organization did not procure any fixed assets with the project fund.

From our verification, we observed that the related fixed assets/deeds/house rent agreement/donated land/vehicles and other assets are in the name of:

Particulars	In the name, of
Fixed Assets	Not applicable
Deeds	Deeds are in the name of the organization.
House Rent Agreement	Not applicable
Donated Land	Not applicable
Vehicles	Not applicable
Other Assets	Not applicable

30.00 TOR-30: SALES/TRANSFER OF FIXED/CURRENT ASSETS:**30.01 Requirements:**

If purchase any fixed/current assets with the project fund and, if it is sales/transfer, if it done approval of NGO Affairs Bureau should have to be obtained or not mentioned in the audit report.

30.02 Compliance:

The organization did not purchase any fixed/current assets with the project fund and did not sales/transfer of any asset during the period under audit.

31.00 TOR-31: MANAGEMENT LETTER/REPORT:**31.01 Requirements:**

At the end of the audit of accounts of the concerned project the audit firm should produce a management letter/report and submit to the management of the organization if the auditors observe any irregularity/illegal expenditure/unapproved expenditure/expenditure without budget approval, one copy of which should have to be forwarded to the Deputy Director (PaONi) along with the audit report. If, this type of letter/report is not required that should also be mentioned.

31.02 Compliance:

A management letter has been prepared and submitted to the organization (NGO), copy of which is being forwarded to the Deputy Director (PaONi) along with the audit report.

32.00 TOR-32: AUDIT OF PROJECTS OF NGO FOR MORE THAN FIVE YEARS:**32.01 Requirements:**

An audit firm should not conduct audit of projects of an NGO continuously for more than 5(five) years. For this reason, the CA firm should certify that the NGO under audit has not been audited continuously for more than five years.

Sayema Hasnin

Sayema Hasnin

Manager Finance and Administration

Naripokkho

Afsana Chowdhury

Afsana Chowdhury

Treasurer, Naripokkho



32.02 Compliance:

We do hereby certify that the projects of the NGO under audit have not been audited by us continuously for more than 5(five) years.

33.00 TOR-33: LIST OF MEMBERS OF EXECUTIVE COMMITTEE/GOVERNING BODY/ MANAGEMENT COMMITTEE OF THE NGO:**33.01 Requirements:**

A list containing the name of the members of the Executive Committee/Governing Body/ Management Committee should have to be given in the audit report.

33.02 Compliance:

The organization has no Executive Committee/Governing Body/Management Committee in Bangladesh but there is a Senior Management Team (SMT) and a list of the members of the team is given below:

Sl. No.	Name of the Member	Position
01.	Mahmuda Begum Guinea	President
02.	Afsana Chowdhury	Treasurer
03.	Tamanna Khan	Secretary (Program)
04.	U. M Habibun Nessa	Secretary (Project)
05.	Nazmoon Nahar Shely	Secretary (Publicity)
06.	Archana Biswas	Member
07.	Shireen Huq	Member
08.	Firdous Azim	Member
09.	Rina Roy	Member
10.	Maheen Sultan	Member
11.	Fazila Banu Lily	Member

34.00 TOR-34: AUDIT RELATED EXPENSES:**34.01 Requirements:**

Whether, all the expenses relating to audit has been met out of fund of the concerned project or not, should have to be mentioned.

34.02 Compliance:

The expenses relating to audit has been met and the audit fee reportedly to be paid out of the project fund.

35.00 TOR-35: MEMO NUMBER ALONG WITH DATE OF ENLISTMENT:**35.01 Requirements:**

Memo number along with date of enlistment of the audit firm should have to be mentioned in the audit report.

35.02 Compliance:

Memo. No. 03.07.2666.657.043.253.17-51 dated 16 January 2020 under Serial No.99.

Sayema Hasnin
Sayema Hasnin
Manager Finance and Administration
Naripokkho

Afsana Chowdhury
Afsana Chowdhury
Treasurer, Naripokkho





36.00 PREVENTION OF MONEY LAUNDERING AND TERRORIST FINANCING:

36.01 Requirements:

All the financial activities of the organization is free and fair or not from Money Laundering and Terrorist Financing should be examine and give an opinion.

36.02 Compliance:

In course of our test verification we did not observe any such act of Money Laundering and Terrorist Financing by the organization. Moreover, we have obtained a management representation letter about Money Laundering and Terrorist Financing and the management has confirmed that, the organization is not involved in any such act of Money Laundering or Terrorist Financing.

37.00 CONDITIONS OF PROJECT APPROVAL:

37.01 Requirements:

The audit firm should have to be provided with a detailed opinion including authentication, whether terms and conditions mentation in project approval has been duly followed and whether the local administration has been involved in implementing the project activities.

37.02 Compliance:

In course of our audit we observed that, the NGO has duly followed the terms and conditions mentation in project approval and involved the local administration for implementing the project activities. The management informed us, necessary steps has been taken to collect copy of certification from local administration is under process.

Sl. No.	Local administrator	Distract/ Upazila	Letter under reference No. and date
01	Dhaka City Corporation	Dhaka	Certification from local administration under process
02	Barisal District	Barisal	Certification from local administration under process
03	Barguna District	Barguna	Certification from local administration under process

38.00 CONDITIONS OF PROJECT APPROVAL:

38.01 Requirements:

Whether audit activities are performed within the stipulated time. If not, logical reasons have to be mentioned.

38.02 Compliance:

In course of our audit we observed that, the NGO has not duly performed the audit activities within two months after the completion of the project mentation in project approval. The management informed us, due to Covid-19 pandemic, Government declared all office was closed up to 30 May 2020. So, audit activities were not duly performed within due time.

(Handwritten signature)

(Md. Waliuzzaman, FCA)
Partner

Dated, Dhaka
11 June 2020

(Handwritten signature)
Sayema Hasnin
Manager Finance and Administration
Naripokkho

(Handwritten signature)
Afsana Chowdhury
Treasurer, Naripokkho

