

PRIVATE & CONFIDENTIAL

AUDITOR'S REPORT ON THE ACCOUNTS OF

**INSTITUTE FOR ENVIRONMENT
AND DEVELOPMENT (IED)**

Consolidated Accounts

For the Period 1st July 2019 to 20 June 2020

HK

হুসেইন খাজা এন্ড কোং
HUSSAIN KHAJA & CO.
CHARTERED ACCOUNTANTS

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INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)
Consolidated Accounts

FOR THE PERIOD 1ST JULY 2019 TO 30 JUNE 2020

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**HUSSAIN KHAJA & CO.**

CHARTERED ACCOUNTANTS

হুসেইন খাজা এন্ড কোং

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জামান চেম্বার (৬ষ্ঠ তলা)

৪৭, দিলকুশা বাণিজ্যিক এলাকা

ঢাকা-১০০০, বাংলাদেশ।

ফোন : ৯৫৬৫৪২৫

মোবাইল : ০১৭১৫ ০০৯৮৩৫, ০১৭১১ ৭৩৩৪০০

AUDITORS' REPORT TO THE MANAGEMENT OF

INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

We have audited the accompanying **Consolidated Financial Statement** of Institute for Environment and Development (IED) **as at June 30, 2020** and the related statement of Consolidated Comprehensive Income and Receipts & Payments Accounts along with explanatory notes to the accounts and a summary of significant policies and other explanatory information there to for the year then ended. The preparation of these financial statements is the responsibility of the organization's management. Our responsibility is to express an independent opinion on these financial statements based on our audit.

Management Responsibility

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Bangladesh Financial Reporting Standards (BFRS), and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Bangladesh Standards on Auditing (BSA) and as per Scope of Audit as mentioned in the Terms of Reference (TOR). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstance, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above give a true and fair view of the financial position and prepared in accordance with Bangladesh Financial Reporting Standards (BFRS) of Institute for Environment and Development (IED) as at 30 June 2020 and of the results of its operations for the period then ended and comply with the other applicable laws and regulations.



HUSSAIN KHAJA & CO.

CHARTERED ACCOUNTANTS

হুসেইন খাজা এন্ড কোং

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The following statements is enclosed with the report

SECTION- A

- Consolidated Financial Position as at June 30, 2020.
- Consolidated Comprehensive Income as at June 30, 2020.
- Consolidated Receipts & Payments account as at June 30, 2020.
- Notes to Consolidated Financial Statement as at June 30, 2020.

SECTION-B

- Corporate and others information.

We further confirm the following:

- We have carried out the above examination according to Standard Auditing Practices.
- We have obtain 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 maintained by the Institute for Environment and Development (IED) so far as it appeared from our examination of those book. And
- The financial statements reflect a true and fair view of the financial affairs of the project.
- The Organization's consolidated Financial Statement and Consolidated Comprehensive Income dealt with by the report are in agreement with the books of accounts and returns.

Khaja Shiraj Uddin Ali Ahmed, FCA

Partner

HUSSAIN KHAJA & Co.

Chartered Accountants

Dated: Dhaka, 20th August 2020.

INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)
Consolidated Financial Position
As at 30 June 2020

PROPERTY AND ASSETS:

FIXED ASSETS-Less Depreciation

CURRENT ASSETS :

ADVANCE/PREPAID ACCOUNT

SECURITY DEPOSIT

ADVANCE OFFICE RENT

CLOSING CASH AND BANK BALANCES

TOTAL :

Note	Amount in Taka	
	2019-2020	2018-2019
Note.-1	2,573,515	3,596,826
Note - 2	15,000	15,000
Note - 3	30,000	30,000
Note -4	20,000	30,000
Note-5	1,534,599	1,224,598
	4,173,114	4,896,424

FUND AND LIABILITIES:

EQUITY/FUND ACCOUNT :

Restricted fund (Unutilized donor Fund)

Unrestricted fund (General Fund)

ASSET FUND ACCOUNT

SHORT TERM LIABILITIES :

LOAN ACCOUNT

PROVISION FOR EXPENSES

TOTAL :

Note	Amount in Taka	
	2019-2020	2018-2019
Note -6	654,751	1,076,440
Note -7	(424,563)	(659,343)
Note -8	2,573,515	3,596,827
Note-9	420,000	795,000
Note- 10	949,411	87,500
	4,173,114	4,896,424

Signed in terms of our separate report of even date


The annexed Schedules 1 to 23 form an integral part of these financial statements.


Executive Director
IED


Accounts Officer
IED

Dated, Dhaka 20th August 2020




Khaja Shiraj Uddin Ali Ahmed, FCA
HUSSAIN KHAJA & CO.
Chartered Accountants

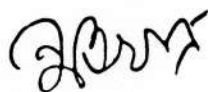
INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Consolidated Income and Expenditure Account

For the period 1st July 2019 to 30 June 2020

PARTICULARS	Note	Amount in Taka	
		2019-2020	2018-2019
INCOME			
Bank interest earned-Funded Program	Note-11	94,178	85,119
General Program Fund account :		583,503	359,642
Miscellaneous receipts-General Program	Note-12	583,503	359,642
Total :		677,681	444,761
EXPENDITURE			
Miscellaneous expenses-General Program Fund	Note-14	333,725	111,346
Depreciation on Fixed Assets	Note - 1	1,023,311	921,333
Excess of income/expenditure			
PREIP Project-BftW		50,935	90,621
YOUTH Project -MJF		36,276	-
Election Program -TAF		2,377	18,774
Concert for Diversity		4,590	-
Various Fund Balance- Funded Project		-	494
General Fund-for Unrestricted fund		249,778	223,526
Depreciation on fixed assets for Reserve		(1,023,311)	(921,333)
Total :		677,681	444,761

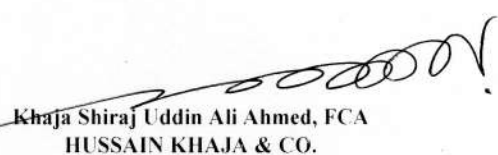
Examined and found correct



Executive Director
IED



Accounts Officer
IED


Khaja Shiraj Uddin Ali Ahmed, FCA
HUSSAIN KHAJA & CO.
Chartered Accountants

Dated:- Dhaka 20th August, 2020



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Consolidated Receipts and Payments Account

For the period 1st July 2019 to 30 June 2020

PARTICULARS	Note	Amount in Taka	
		2019-2020	2018-2019
RECEPTS:			
Opening balance		1,224,598	108,552
Cash in hand	Note-14	5,443	5,520
Cash at bank	Note-15	1,219,155	103,032
Funded Program :		33,144,022	32,240,573
Grant received form Donor Agency	Note-16	32,893,032	32,013,322
Local contribution to Project	Note-6	156,812	142,132
Bank interest-Funded program	Note-17	94,178	85,119
General Fund :	Note-12	583,503	359,642
Miscellaneous Receipts		583,503	359,642
Sales of old Assets		-	-
Loan Received from others Source	Note -9	-	-
Provision for Exp./ Fund Realised	Note-10	10,000	110,000
Security money- office rent realised	Note -3	-	20,000
Advance office rent realised	Note -4	10,000	90,000
Total :		34,962,124	32,818,767
PAYMENTS:			
Funded program :		32,641,300	30,225,156
Programme cost	Note-18	9,287,323	10,120,461
Personnel cost	Note-19	20,423,407	17,615,678
Operating cost	Note-20	2,930,570	2,489,017
General fund Program expenditure	Note-13	308,725	111,346
Fixed Assets purchase	Note -1	-	617,340
Paid Provision for Expenses	Note-10	102,500	640,326
Advance & prepaid-IT for Car-GP		87,500	479,326
Security Deposit-Office rent	Note -3	15,000	15,000
Advance -office rent	Note -4	-	26,000
Loan & Advance :		375,000	-
Loan Refund/Adjustment	Note-10	375,000	-
Closing balance		1,534,599	1,224,598
Cash in hand	Note -21	2,588	5,443
Cash at bank	Note-22	1,532,011	1,219,155
Total :		34,962,124	32,818,767
		(0.48)	-

Examined and found correct

Executive Director
IED

Dated, Dhaka 20th August 2020

Accounts Officer
IED

Khaja Shiraj Uddin Ali Ahmed, FCA
HUSSAIN KHAJA & CO.
Chartered Accountants



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Consolidated notes to the Accounts

As at June 30, 2020

Note.1 : SCHEDULE OF FIXED ASSETS:

Particulars	Cost				Rate of Dep.	Depreciation				W.D.V As on 30.06.20
	Balance As on 01.07.19	Addition during the period	Disposal during the period	Total As on 30.06.20		Balance As on 01.07.19	Charged during the Year	Adjustment during the Year	Balance As on 30.06.20	
Furniture & Fixture	1,157,973	-	-	1,284,102	10%	859,787	43,046	-	902,834	381,268
Computer & Printer	1,172,561	-	-	1,336,041	20%	819,463	117,077	-	936,540	399,501
Office Equipments	1,800,892	-	-	1,821,776	25%	1,382,495	147,962	-	1,530,457	291,319
Vehicle and Motor & Bi Cycle	3,294,715	-	-	3,478,754	20%	1,317,886	695,751	-	2,013,637	1,465,117
Digital Camera	100,905	-	-	115,405	25%	60,170	19,310	-	79,480	35,925
Cookeries & Others	19,450	-	-	19,450	30%	18,901	165	-	19,065	385
Total	7,546,496	-	-	8,055,528		4,458,702	1,023,311	-	5,482,013	2,573,515

Note:

The Accounting Policy Applies that no depreciation has been charged on fixed Assets below 6 months from the date of purchase.



1A SCHEDULE OF FIXED ASSETS:

General Program Fund

Particulars	Cost				Rate of Dep.	Depreciation				W.D.V As on 30.06.20
	Balance As on 01.07.19	Addition during the period	Disposal during the period	Total As on 30.06.20		Balance As on 01.07.19	Charged during the Year	Adjustment during the Year	Balance As on 30.06.20	
Furniture & Fixture	1,096,473	-	-	1,096,473	10%	853,637	24,284	-	877,921	218,552
Computer & Printer	762,619	-	-	762,619	20%	750,656	2,393	-	753,049	9,570
Office Equipments	1,313,219	-	-	1,313,219	25%	1,229,928	20,823	-	1,250,751	62,468
Vehicle and Motor & Bi Cycle	3,294,715	-	-	3,294,715	20%	1,317,886	658,943	-	1,976,829	1,317,886
Digital Camera	42,230	-	-	42,230	25%	38,167	1,016	-	39,183	3,047
Cookeries & Others	19,450	-	-	19,450	30%	18,901	165	-	19,065	385
Total	6,528,706	-	-	6,528,706		4,209,175	707,623	-	4,916,797	1,611,909

1B SCHEDULE OF FIXED ASSETS:

Promoting Rights & Empowerment through Initiative of People (PREIP)-Bftw

Particulars	Cost				Rate of Dep.	Depreciation				W.D.V As on 30.06.20
	Balance As on 01.07.19	Addition during the period	Disposal during the period	Total As on 30.06.20		Balance As on 01.07.19	Charged during the Year	Adjustment during the Year	Balance As on 30.06.20	
Furniture & Fixture	61,500	-	-	61,500	10%	6,150	6,150	-	12,300	49,200
Computer & Printer	409,942	-	-	409,942	20%	68,807	81,988	-	150,795	259,147
Office Equipments	487,673	-	-	487,673	25%	152,568	121,918	-	274,486	213,187
Digital Camera	58,675	-	-	58,675	25%	22,003	14,669	-	36,672	22,003
Total	1,017,790	-	-	1,017,790		249,528	224,725	-	474,253	543,537



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Consolidated notes to the Accounts

As at June 30, 2020

1C SCHEDULE OF FIXED ASSETS:

Youth as change agent for social cohesion-MJF Funded

Particulars	Cost				Rate of Dep.	Depreciation				W.D.V As on 30.06.20
	Balance As on 01.07.19	Addition during the period	Disposal during the period	Total As on 30.06.20		Balance As on 01.07.19	Charged during the Year	Adjustment during the Year	Balance As on 30.06.20	
Furniture & Fixture	126,129	-	-	126,129	10%	-	12,613	-	12,613	113,516
Computer & Printer	163,480	-	-	163,480	20%	-	32,696	-	32,696	130,784
Office Equipments	20,884	-	-	20,884	25%	-	5,221	-	5,221	15,663
Vehicle and Motor & Bi Cycle	184,039	-	-	184,039	20%	-	36,808	-	36,808	147,231
Digital Camera	14,500	-	-	14,500	25%	-	3,625	-	3,625	10,875
Total	509,032	-	-	509,032		-	90,963	-	90,963	418,069



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)
Consolidated notes to the Accounts
As at 30 June 2020

NO.	PARTICULARS	Amount in Taka
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2. ADVANCE/PREPAID ACCOUNT

Particulars	Opening Balance	Addition this period	Realised/ Repayment	Closing Balance in Tk.
Prepaid & Advance-General fund Program :				
Advance Income Tax paid for Car (Vehicle)	15,000	15,000	15,000	15,000
Total	15,000	15,000	15,000	15,000

3. SECURITY DEPOSIT:

Particulars	Opening Balance	Addition this period	Realised/ Repayment	Closing Balance in Tk.
Youth as change agent for social cohesion-MJF	26,000	-	-	26,000
General Fund (T&T)	4,000	-	-	4,000
Total	30,000	-	-	30,000

4. ADVANCE OFFICE RENT:

Particulars	Opening Balance	Addition this period	Realised/ Repayment	Closing Balance in Tk.
PREIP-BftW-Office Rent	30,000	-	10,000	20,000
Total	30,000	-	10,000	20,000

5. CLOSING CASH & BANK BALANCE:

SL	Project name	Donor	Cash in hand	Cash at bank	Total (Taka)
1.	Promoting Rights & Empowerment through Initiative of People (PREIP)-Bftw, Germany	BftW, Germany	-	52,181.45	52,181.45
2.	Strengthening and Promoting Active Citizenship in Bangladesh -TAF:(STD-74)	TAF,Dhaka	-	6,710.00	6,710.00
3.	Youth as change agent for social cohesion - MJF	MJF,Dhaka	2,588	1,460,005.00	1,462,593.00
4.	Concert for Diversity (STD-72)	UNDP,Bangladesh	-	4,251.00	4,251.00
5.	Various Fund Balance- Funded Project	Various donor Fund	-	7,426.35	7,426.35
6.	Others fund General Fund-As Unrestricted fund	General fund	-	1,437.45	1,437.45
	Total :		2,588	1,532,011.25	1,534,599.25



INSTITUTE FOR ENVIRONMENT & DEVELOPMENT (IED)

Consolidated notes to the Accounts

As at 30 June 2020

6. RESTRICTED FUND (UNUTILIZED DONOR FUND):

SL.No	Name of Fund	Opening Balance (in Tk.)	Received during the period	Local fund Received during the year	Excess of income over exp.	Total Received (Tk.)	Utilized during the period	Adjustment	Provision for Expenses	Closing Balance 30.06.2019
1.	Promoting Rights & Empowerment through Initiative of People (PREIP)-Bftw [2017-20]	74,232	26,170,848	150,000	50,935	26,446,014	27,170,744	-	37,500	(762,229.55)
2.	Strengthening and Promoting Active Citizenship in Bangladesh-TAF	11,487	-	-	2,377	13,864	7,154	-	-	6,710
3.	Youth as change agent for social cohesion-MJF Funded	986,949	5,633,229	-	36,276	6,656,454	5,257,861	-	-	1,398,593
4	Concert for Diversity-UNDP	-	1,088,955	913.50	4,590	1,094,459	1,090,208	-	-	4,251
5.	Various Fund Balance- Funded Project	3,772	-	5,899	-	9,671	2,245	-	-	7,426
Total :		1,076,440	32,893,032	156,812	94,178	34,220,462	33,528,211	-	37,500	654,751



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)
Consolidated notes to the Accounts
As at 30 June 2020

No.	Particulars	Amount in Taka	
		2019-2020	2018-2019
7.	EQUITY/FUND ACCOUNT :		
7.1	Unrestricted Fund/General Program Fund	(424,563)	(659,343)
	Opening balance	(659,343)	(819,644)
	Add: Fund Receipts :		
	Excess of income over expenses during the period	249,778	223,526
	Fund available	(409,564)	(596,118)
	Less: Expenditure :		
	Transferred to fund income/Adjustment	15,000	63,225
	Transferred to Assets fund Account	(1,23)	-
	Total expenditure	14,999	63,225
8.	ASSETS FUND ACCOUNT:	2,573,515	3,607,474
	Opening balance	3,596,827	3,900,820
	Add: Transferred this year	Note.-I	617,340
		3,596,827	4,518,160
	Less: Disposal this year	Note.-I	-
		3,596,827	4,518,160
	Less: Depreciation adjusted this year	Note.-I	921,333
		1,023,312	921,333
		2,573,515	3,596,827
9.	LOAN ACCOUNT:	420,000	795,000
	Opening balance	795,000	795,000
	Add: Addition this year	-	-
	Total :	795,000	795,000
	Less : Payment/Adjust this year	375,000	-
	Details as follows :		

10. OUTSTANDING LIABILITIES - Provision for Expenses:

Particulars	Opening Balance	Addition this year	Payment/ Adjust this year	Closing Balance
1. Audit fee-PREIP-Bftw	37,500	37,500	37,500	37,500
2. Audit fee-Consolidated-GP	25,000	25,000	25,000	25,000
3. Election Project-Bftw	25,000	-	25,000	-
4. Salary & Benefits-PF&G-PREIP-Bftw	-	796,911	-	796,911
5. Base Line Survey Consultancy fee	-	90,000	-	90,000
Total :	87,500	949,411	87,500	949,411

15. OPENING CASH IN HAND:

Particulars	Central Office	Jessore	Mymensingh	Sherpur	Amount in Taka	
					2019-2020 Total (Tk)	2018-2019 Total (Tk)
Funded program						
1. Promoting Rights & Empowerment through Initiative of People (PREIP)-Bftw	3,799	-	-	-	3,799	5,520
2. Strengthening and Promoting Active Citizenship in Bangladesh -TAF:	-	-	-	-	-	-
3. Youth as change agent for social cohesion-MJF,Dhaka;	1,572			72	1,644	-
4. Various Fund Balance- Funded Project	-	-	-	-	-	-
5. Others fund						
General Fund-for Unrestricted fund	-	-	-	-	-	-
Grand Total :	5,371	-	-	72	5,443	5,520

16. OPENING CASH AT BANK:

Particulars	Central Office	Jessore	Mymensingh	Sherpur	Amount in Taka	
					2019-2020	2018-2019
					Total (Tk)	Total (Tk)
Funded program						
1. Promoting Rights & Empowerment through Initiative of People (PREIP)-Bftw	37,854.65	36,142	3,936	-	77,933	95,864
2. Strengthening and Promoting Active Citizenship in Bangladesh -TAF:	36,487	-	-	-	36,487	-
3. Youth as change agent for social cohesion-MJF,Dhaka;	878,889			80,416	959,305	-
4. Various Fund Balance- Funded Project	3,772	-	-	-	3,772	3,772
5. Others fund General Fund-for Unrestricted fund	141,659	-	-	-	141,659	3,396
Grand Total :	1,098,661	36,142	3,936	80,416	1,219,155	103,032

17. GRANTS RECEIVED:-FUNDED PROGRAM FROM AGENCY	32,893,032	32,013,322
1. Promoting Rights & Empowerment through Initiative of People (PREIP)-BftW [2014-17]	-	409,293
2. Promoting Rights & Empowerment through Initiative of People (PREIP)-BftW [2017-2020]	26,170,847.80	24,935,437
3. Strengthening and Promoting Active Citizenship in Bangladesh-TAF	-	4,029,529
4. Youth as change agent for social cohesion-MJF	5,633,229	2,639,063
5. Concert for Diversity	1,088,955	-
6. Various Fund Balance- Funded Project	-	-

18. BANK INTEREST EARNED-FUNDED PROGRAM:	94,178	85,119
1. Promoting Rights & Empowerment through Initiative of People (PREIP)-BftW	-	-
2. Promoting Rights & Empowerment through Initiative of People (PREIP)-BftW [2017-2020] STD-71	50,935	66,345
3. Strengthening and Promoting Active Citizenship in Bangladesh-TAF	2,377	18,774
4. Youth as change agent for social cohesion -MJF	36,276	-
5. Concert for Diversity -STD-72	4,590	-
6. Various Fund Balance- Funded Project	-	-

Cumulative Cost- Funded Programme		32,641,390	30,842,496
19.	PROGRAMMERS COST:	9,287,323	10,120,461
20.	PERSONNEL COST:	20,423,407	17,615,678
21.	OPERATIONAL COST:	2,930,570	2,489,017
	Office rent	1,009,313	821,974
	Stationery and supplies	192,871	223,340
	Printing, Photostat, Cartige, Toner etc.	153,887	176,098
	Postage, fax, phone, E-mail & Communication etc.	198,596	211,073
	Utility Charges, IPS, UPS & Stabilizer related management cost	207,126	234,054
	Travel, per diem and local conveyance & others movement	246,302	189,169
	Fuel and Maintenance/Fitness of vehicle/replacement of vehicle related	166,967	221,397
	Maintenance of office equipments, Fixture & others assets related	187,988	187,038
	General office expenditure	505,269	101,228
	Audit fee	37,500	100,000
	Bank Charges & Commission	24,751	23,646
	Procurement cost	-	617,340
	Office Equipments	-	20,884
	Motor cycle & Bi-cycle	-	184,039
	Computer & Printer	-	271,788
	Digital Camera	-	14,500
	Furniture & Fixture	-	126,129
	Audit fee-Consolidated	-	-
	General Fund-for Unrestricted fund	-	-
19-21.1	EXPENSES OUT OF Promoting Rights & Empowerment through Initiative of People:	26,373,833	25,153,566
	(PREIP) Project-Bftw, Germany:	7,075,136	6,437,342
	Programme cost :	1,072,873	943,449
	Women groups for empowerment and livelihood	1,665,606	1,883,348
	Promoting Peoples Initiatives for Just society-Jonouddyog	900,954	1,878,637
	Indigenous Peoples (IP) Activities	1,563,536	1,731,908
	Organizational Capacity Development & PME	1,872,167	-
	Reserve for emergency-Relief & Rehabilitation, exchange loss and others related issues (For emergency campaign, equipments and food support to face COVID 19 in project area):	-	-
	Personnel cost:	17,267,299	16,362,587
	Operational cost:	2,031,398	2,245,329
	Office rent	820,469	774,763
	Stationery and supplies	150,346	183,493
	Printing, Photostat, Cartige, Toner etc.	153,887	176,098
	Postage, fax, phone, E-mail & Communication etc.	198,596	210,843
	Utility Charges, IPS, UPS & Stabilizer related management cost	150,596	209,932
	Travel, per diem and local conveyance & others movement	121,420	162,809
	Fuel and Maintenance/Fitness of vehicle/replacement of vehicle related	139,295	207,987
	Maintenance of office equipments, Fixture & others assets related	183,179	184,638
	General office expenditure	56,187	39,324
	Audit fee	37,500	75,000
	Bank Charges & Commission	19,923	20,442
	Procurement cost	-	108,308
	Office Equipments	-	-
	Computer & Printer	-	108,308
	Digital Camera	-	-
	Furniture & Fixture	-	-
19-21.2	Strengthening and Promoting Active Citizenship in Bangladesh -TAF:	7,154	4,036,816
	Programme cost :	-	3,560,432
	Lon Long-Term Observation of 11th parliamentary elections (10 LTOs)	-	375,003
	Sho Short-term Observation of 11th parliamentary elections (950 STOs)	-	2,889,544
	Bui Building Capacity of 11th parliamentary elections [Staffs]	-	2,400
	Dir: Direct and Indirect Cost of 11th parliamentary elections observation	-	293,485
	Personnel cost:	-	392,221
	Operational cost:	7,154	84,163
	Office rent	-	-
	Stationery and supplies	-	22,327
	Printing, Photostat, Cartige, Toner etc.	-	-
	Postage, fax, phone, E-mail & Communication etc.	-	-
	Utility-Gas, Water & Electricity etc.	-	-
	Travel, per diem and local conveyance	-	-
	Fuel and maintenance of vehicle	-	-
	Repairs and Maintenance	-	-
	General office expenditure	5,869	33,632
	Audit fee	-	25,000
	Bank Charges & Commission	1,285	3,204
	Fixed Assets :	-	-
	Office Equipments	-	-
	Motor cycle & Bi-cycle	-	-
	Computer & Printer	-	-
	Furniture & Fixture	-	-



19-21.3 **Youth as change agent for social cohesion-MJF,Dhaka;**

Programme cost :

Personnel cost:

Operational cost:

Office rent
Stationery and supplies
Printing,Photostat ,Cartige ,Toner etc.
Postage, fax, phone,E-mail & Communication etc.
Utility-Gas , Water & Electricity etc.
Travel, perdiem and local conveyance
Fuel and maintenance of vehicle
Repairs and Maintenance
General office expenditure
Audit fee
Bank Charges & Commission
Fixed Assets :
Office Equipments
Motor cycle & Bi-cycle
Computer & Printer
Digital Camera
Furniture & Fixture

5,167,861	1,652,114
1,268,411	122,687
3,061,108	860,870
838,342	159,525
188,844	47,211
42,525	17,520
-	-
-	230
56,530	24,122
124,882	26,360
27,672	13,410
4,809	2,400
393,080	28,272
-	-
-	-
-	509,032
-	20,884
-	184,039
-	163,480
-	14,500
-	126,129

19-21.3 **Concert for Diversity' UNDP-BANGLADESH Project**

Programme cost :

Personnel cost:

Operational cost:

Office rent
Stationery and supplies
Printing,Photostat ,Cartige ,Toner etc.
Postage, fax, phone,E-mail & Communication etc.
Utility-Gas , Water & Electricity etc.
Travel, perdiem and local conveyance
Fuel and maintenance of vehicle
Repairs and Maintenance
General office expenditure
Audit fee
Bank Charges & Commission
Fixed Assets :
Office Equipments
Motor cycle & Bi-cycle
Computer & Printer
Digital Camera
Furniture & Fixture

1,090,208	1,652,114
943,776	122,687
95,000	860,870
51,432	159,525
-	47,211
-	17,520
-	-
-	230
-	24,122
-	26,360
-	13,410
-	2,400
50,133	28,272
-	-
1,298.50	-
-	509,032
-	20,884
-	184,039
-	163,480
-	14,500
-	126,129

19-21.4 **EXPENSES OUT OF 'Various Fund Balance- Funded Project**

Programme cost :

Personnel cost:

Operational cost:

Office rent
Audit fee
Bank Charges & Commission
Fixed Assets :
Office Equipments-Camera
Computer & Printer
Furniture & Fixture

2,244.50	-
-	-
-	-
2,244.50	-
-	-
2,244.50	-
-	-
-	-
-	-



22. CLOSING CASH IN HAND:

Particulars	Central Office	Jessore	Mymensingh	Sherpur	2019-2020	2018-2019
					Total (Tk)	Total (Tk)
Funded program						
1. Promoting Rights & Empowerment through Initiative of People (PREIP)	-	-	-	-	-	3,799
2. Strengthening and Promoting Active Citizenship in Bangladesh -TAF:	-	-	-	-	-	-
3. Youth as change agent for social cohesion-MJF,Dhaka;	-	-	-	2,588	2,588	1,644
4. Concert for Diversity	-	-	-	-	-	-
5. Various Fund Balance- Funded Project	-	-	-	-	-	-
6. Others fund General Fund-for Unrestricted fund	-	-	-	-	-	-
Total :	-	-	-	2,588	2,588	5,443

23. CLOSING CASH AT BANK:

Particulars	Central Office	Jessore	Mymensingh	Sherpur	2019-2020	2018-2019
					Total (Tk)	Total (Tk)
Funded program						
1. Promoting Rights & Empowerment through Initiative of People (PREIP)-Bftw [2017-20]	41,616.45	5,992	4,573	-	52,181.45	77,933
2. Strengthening and Promoting Active Citizenship in Bangladesh -TAF:	6,710.00	-	-	-	6,710.00	36,487
3. Youth as change agent for social cohesion-MJF,Dhaka;	-	-	-	1,460,005	1,460,005.00	959,305
4. Concert for Diversity	4,251.00	-	-	-	4,251.00	-
5. Various Fund Balance- Funded Project	7,426.35	-	-	-	7,426.35	3,772
6. Others fund General Fund-for Unrestricted fund	1,437.45	-	-	-	1,437.45	141,659
Total :	61,441	5,992	4,573	1,460,005	1,532,011.25	1,219,155



PART-B

INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Reporting Period: 1st July 2019 to 30 June 2020

Note to the Accounts of the Organization (Section-B)

INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

**Note to the Accounts of the Organization
As on June 30, 2020**

SECTION-B

1. ORGANIZATION

Institute for Environment and Development (IED) is a Non- Government, Voluntary, Non- Profitable Development Organizations in Bangladesh, IED has been working since 1994 for developing and promoting responsive citizenship among civil society members including community people with special emphasis on the poor, women, youth, indigenous and religious minorities. IED is registered with Social welfare Dept. and NGO Affairs Bureau, Government of Bangladesh and functioning in different parts of Bangladesh especially hard to reach, hoar, char and coastal area of Bangladesh. It is playing facilitating role through supporting and nurturing *Jonoudyog* (people's initiatives) involving youth, women, students, poor, ethnic and religious minority, civil society members and with community organizations.

Over the period, IED has gained considerable experiences on voter and civic awareness, youth activism, women empowerment, health rights, environment, climate change, disaster management and capacity building of local government through implementing different projects.

VISION:

A just society that ensure democracy, balanced ecology and culturally diversified

MISSION:

Promoting people's initiative for gender equity, livelihood Security, governance and sustainable environment through networking, advocacy, campaign and activism.

LEGAL INFORMATION:

01.	Name of the Organization	Institute For Environment And Development (IED)
02.	Year of Establishment	1994
03.	Legal Status	Registered Social Welfare Directorate, GoB ;Reg. No – Dha-03553 Dated . 08.04.1996 NGO Affairs Bureau, GoB Vide Reg, No – 1866 Dated : 13.08.2003 and renewed on 13.08.2018 for ten years
04.	Name of Operation	Social Development program
05.	No.of EC meeting held F/Y (2019-2020)	3 No.
06.	Date of last GM held (Every three year)	17.05.2018

INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

**Note to the Accounts of the Organization
As on June 30, 2020**

Statutes, bylaws, legal personality:

The affairs of the organization have been entrusted to an Executive Committee consisting of 7(Seven) Members elected in the AGM. The lists of the members of executive committee are given below:

Sl. no.	Name	Designation	Personal Background	Date of joining in the Committee
01	Dr. Rashid-E-Mahbub	Chairman	Physician and Social Activists	17.05.2018
02	Shantanu Majumder	Vice-Chairman	Academician and Social Activists	-do-
03	Mr. Numan Ahmed Khan	Secretary	Environmental Researcher and Organizer	-do-
04	Dr. Laila Arjumandu Banu	Treasurer	Social Service Activists	-do-
05	Ms. Naznin Pappu	Member	Social Service Activists	-do-
06	Mr. Zahid Mostafa	Member	Social Service Activists	-do-
07.	Mr. Jahangir Hossain Sharif	Member	Service & Researcher, Activist	-do-

Organizational Staff information:

Male	: 27
Female	: 21
Fellow-Male	: 05
Total Staff	: 53

Present Geographical Coverage:

- a) District Implementation and Coverage through network & Alliances : 10 districts
- b) No of Working partner NGOs : 01
- c) No of Center/Field offices : 03

WORKING AREA:

The Program implemented in the slum area of Dhaka, Jashore & Mymensingh District and **Peoples' initiatives- Janoudyog & Indigenous Peoples (IP)** coverage Khulna, Gaibanda, Rajshahi, Dinajpur, Sherpur & Netrakona District.

AND

Some of the activities of the project i.e. Workshop/Seminar/ Conference would be implemented in divisional towns as well as in other strategically important areas of the country and Working Partner organization.

DONORS AGENCY:

Bread for the world-Germany, The Asia Foundation (TAF) Dhaka, Manusher Jonno Foundation (MJF) Dhaka, Oxfam-GB, Dhaka and UNDP Bangladesh.



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

**Note to the Accounts of the Organization
As on June 30, 2020**

2. The Projects of IED

Being a national activist organization IED implemented some projects having a vision of working with underprivileged and marginalized people especially women for empowering them socially, politically and economically. Among those projects some of them are continuing and some are completed.

Sl no.	Project Name	Donor	Project Duration	Budget in Taka
1.	Promoting Rights & Empowerment through Initiative of People (PREIP)	Bftw, Germany	July 1, 2020 to June 30, 2023	9,16,00,164.00
2.	Youth as change agent for social cohesion -MJF	MJF ,Dhaka	January 2019 to December 2021	2,50,00,000.00
3.	Concert for Diversity	Partnership for a Tolerant, Inclusive Bangladesh (PTIB),UNDP, Bangladesh	4 months (December 17,2019 to April 14,2020)	10,88,955.00

1. Name of the project: Promoting Rights for Empowerment through Initiative of People (PREIP)

Duration: July 2012 to June 2023

Donor: Bread for the World- Protestant Development Services (BftW), Germany

Number of direct beneficiaries: 131,938 for three years

Women are highly oppressed, less participation and have less income opportunities: Economic dependency and traditional patriarchal mindset are two major root causes for women's vulnerable situation in Bangladesh. Being half of the population and workforce, they are deprived in every sphere of their life. Their participation is highly ignored in decision making process in the family, community and state level as well.

Declining volunteerism: The volunteerism based people's initiatives gradually declining due to the changing attitude of the people on globalization context and capitalistic nature of economy despite having some good instances of movement against the environmental and local burning issues. Revival of the volunteer zeal and attitude of the people by involving them in various environmental and rights related issues, strong Janoudyog (peoples initiatives) platform at district and national level is a present reality.

Vulnerabilities of Plain land IP communities: The Indigenous Peoples of plain land are most scattered, deprived and vulnerable. They are the poorest of the poor and face most pervasive form of social exclusion. Most of the IPs depends on agriculture. Majority of them are landless and day labor which often causes deprivation of fair wage for men and women with mainstream labor. Due to lack of technology & vocational skill, hands on skill and education, IPs income attributes are less diverse. Hence they earn little to afford their family and their children. In this way they are kept under continuous vicious circle of poverty.

Considering the problems mentioned above IED has undertaken the Promoting Rights and Empowerment through Peoples' Initiatives (PREIP) project

Socially and economically disadvantaged & marginalized women and minorities (ethnic and religious) are the main focus group of the project.

INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

**Note to the Accounts of the Organization
As on June 30, 2020**

Project goal

The women, minority (ethnic and religious) and disadvantaged group have improved their economic and socio-cultural conditions.

Project Objective

1. 2000 targeted women in Jessore and Mymensingh are having enhanced position through participation of women in making decisions increased at 30% families, increasing family income of 40% women group members by 30% and reducing family violence to 90%.
2. Peoples' initiatives at 7 districts/local and Dhaka are enable to raise voice for improving the situation of environment, enjoyment of rights of women and ethnic & religious minorities and solving the local problems.
3. 160 (male-100, female 60) Human Rights Defenders from indigenous communities in the districts of Dinajpur, Rajshahi, Sherpur and Dhaka developed their capacities and 54 (male-45, female-9) youths of that communities developed their hands on skills for empowerment and livelihood development.

The expected outcomes:

1. Target women's participation in family decision making process of 2000 women group members 'families increased by 30% from baseline position
2. Mitigated / handled /addressed 90% cases related domestic violence against women at family level in the women group members' area considering the position at the end of the previous phase as baseline
3. Income increased by 30% of 40% women members of the groups considering the position at the end of the previous phase as baseline
4. Vibrant civil society networks existed at 7 districts and 1 in Dhaka
5. Average six monthly 20 news/reports on JU events published in daily newspaper
6. 54 IP youths received skill training (female 18 and male 36 considering 1/3 female participants) from IP communities increased their income by at least Tk. 500/- per month.

Rationale and relevance of the project to the National Planning documents (such as NSAPR- 2, VISION 2021, Sector objectives):

The project is focusing on women empowerment, involvement of women in the income generating activities, creating scope for the access of women in social areas and market, government resources and facilities mobilization for poor, and save the environment that will contribute to :

- Pro poor growth (NSAPR-2)
- Reduce poverty(NSAPR-2)
- Meet the challenges of climate change(NSAPR-2)
- Women empowerment and equality of rights and opportunities(NSAPR-2)
- Ensuring efficient service delivery (NSAPR-2)
- Caring for environment and tackling climate change(NSAPR-2)
- Bring down the percentage of disadvantaged people living below poverty line (vision 2021)
- Reduce unemployment rate (vision 2021) especially women

2. Title of the project: Youth as change agent for social cohesion

Total budget of the project (BDT) : 257,79,720.00

Amount requested from MJF (BDT): 250,00,000.00

Own Contribution in kind (BDT): 7,79,720.00

Project locations: Sherpur Sardar, Sherpur



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

**Note to the Accounts of the Organization
As on June 30, 2020**

Executive summary:

Rationale: Violent extremism, drug's usage, pornography and misuse of ICT among youth are increasing rapidly day by day in our country which are resulting declination of social cohesiveness, peace and harmony in the society and state by large. Hence, social unrest, turmoil and unstable situation are becoming common scenario. To encounter and reverse those odds and negative consequences, there is necessity to organize and involve youth to make them as committed change agents. The proposed project is planned and designed to address this situation focusing youth's role.

Goal: Created enabling environment for building peace, harmony and social cohesion in the project area

Outcomes:

- 2100 Youths are involved in community level voluntary activities in the project areas.
- 1700 Youths are refrained from anti-social activities (pornography, drug, extremism)
- 175 Youth are involved with economic/ employment opportunities
- 220 youth's Representation in different local forums and bodies/ youth forums

3. Name of the project: Concert for diversity

Project Budget : BDT 10,88,955.00

Duration: 4 months (December 17,2019 to April 14,2020)

Donor: Partnership for a Tolerant, Inclusive Bangladesh (PTIB), UNDP, Bangladesh

PURPOSE & SCOPE

To implement a project by party B to enhance tolerance & inclusiveness and promote social harmony, peace & co-existence of people of different communities as it has no legal registration which is illegible for submission of project concept note.

The party B will submit a concept note for the project to diversity fund support (PTIB-2019-001) of UNDP. It will implement the project activities as mentioned in the concept note. It will maintain continuous communication to party A.

INTRODUCTION

Party A works in the areas of women empowerment, ethnic and religious minorities' rights and environment development and climate change through awareness building, mobilizing people, organizing campaign, making advocacy and promoting peoples' initiative.

Party B is an IP cultural organization works to promote the socio-cultural development and rights of indigenous minorities' people, protect violence against IP, enhance social harmony, peace and co-existence of people of different communities through cultural activities, campaign, mobilization, network and advocacy.



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Note to the Accounts of the Organization
As on June 30, 2020

3. OBJECTIVES OF THE AUDIT

The objectives of the audit may be divided into two ways:

- (i) Primary; and
- (ii) Secondary

The primary objective of the audit is to enable the auditors to form and express an independent and unbiased opinion on the financial statements about whether the financial statements reflect the true and fair view of the financial position as well as of the operational results of the entity in accordance with the Bangladesh Financial Reporting Standards (BFRSS).

The primary objective also involves verifying the accuracy and dependability of data being processed through the accounting system prior to conversion into the information contained in the financial statements.

The secondary objectives of the audit are to:

Arrive at an opinion as to whether or not the financial statements under audit comply with certain requirements as mandated according to the policies, rules and regularities relating to the entity.

4. SCOPE OF AUDIT

We performed a financial and compliance audit of the assignment for **the period covering from July 1, 2019 to June 30, 2020**, in accordance with generally accepted auditing standards. The audit covers the following areas:

- 1) Our examination of the books accounts and other records have been carried out in accordance with the generally accepted auditing standard and accordingly included such test of the accounting records and such other auditing procedures as were considered necessary and found feasible under the circumstances.
- 2) To review the accounting system, Internal Control System and Fund Management System and make suitable recommendation during the course of the audit.
- 3) The Scope our audit of the checking of cash, Non cash & others Financial transactions and verification of cash, Non cash, Provision, Assets & Liabilities arising out of necessary accounting transaction.
- 4) All financial transactions of the project have been done through prescribed bank accounts. We have checked and confirmed the balance with the cash book and bank statements and collected bank statements which have been found in order.
- 5) Relevant local or national laws and regulation have been compiled by the organization.
- 6) On the basis of the information available to us, and the results of our review of the financial control system of the NGO, the internal controls pertaining to the accounting system of the NGO appeared to be adequate.
- 7) Memo number along with the date of enlistment: The audit firm has been enlisted with NGO Affairs Bureau vide its Memo no.03.09.2666.657.043.253.17-51 Dated: 16-01-2020.(Seal no. 41)



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

**Note to the Accounts of the Organization
As on June 30, 2020**

5. SIGNIFICANT ACCOUNTING POLICIES

- 1) All the figures of these Financial Statements have prepared on accrual basis and in Accordance with generally accepted accounting principles as applicable to accounting for Project of non-profit earning, non-governmental organization;
- 2) Depreciation of fixed assets have been charged on "Reducing Balance Method" at rates varying from 10% to 30% depending on the nature of assets. No depreciation has been charged on fixed assets below six months from the date of purchase.
- 3) The Financial Statements covered the assignment period from July 1, 2019 to June 30, 2020.
- 4) All the figures in these notes and in the annexed financial statements have been rounded off to the nearest Taka.
- 5) These notes form an integral part of the annexed financial statements and are to be accordingly read in conjunction therewith.
- 6) Each page of the audit report has been signed with common seal.

6. IED MOTHER BANK ACCOUNT

To make proper transaction, IED maintains a mother account (A/c. No. IFIC 1014-174450-001), Elephant Road Branch, Dhaka to deposit their several project funds according to the requirements of project donor and NGO Bureau. Each and every fund receives through its mother account. From the said mother account, the necessary fund transfers to its individual projects account; which are called branch account.

Bank Account/Cash:

All financial transactions of the project have been done through prescribed bank accounts. We have checked and confirmed the balance with the cash book and bank statements and collected bank statements which have been found in order

7. GENERAL /UNRESTRICTED FUND

The main income for this General fund is derived from overhead charges to the few project for the operations and administrative services provided to it by IED personnel .IED collects some fund from several accounts like Hall rent, sales of old newspapers, Local contribution, Donation & subscription etc. & Administrative & Overhead against income and bank interest under the voluntary activities (Rule 1860)

8. PERSONNEL

The staffs of the organization are working as the project's personnel. The personnel are getting the benefits of PF and gratuity. IED has innovative and skilled personnel who are committed to the organization to continue their project programs.

9. STAFF PROVIDENT AND GRATUITY FUND

IED maintains a Staff Provident and Gratuity Fund for its several projects where employees contribute a portion of their salary and for the same the organization of the IED offers a gratuity to the employees.

10. INCOME TAX ON SALARY & VAT

The Organization has been deducting VAT/Tax at source against salary of the personnel, printing & Supplies matters, Procurement of assets, Contractual service and house rent on a regular basis, which were found deposited through challan to the govt. treasury in due time Project basis.



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

**Note to the Accounts of the Organization
As on June 30, 2020**

11. FIXED ASSETS & INVENTORY

IED maintains fixed asset registers for their several projects. The fixed assets contain furniture, fixtures and office equipment. IED charges depreciation of the fixed assets properly.

Physical Inventory:

We have carried out physical inventory of the project wise assets and found in order.

12. ACCOUNTING POLICY & HRM&D MANUAL:

Accounting policies are the specific principles, existing convention, rules and practices being adopted by the organization in preparing and presenting financial statements, which were found quite relevant for decision-making. There should be a specific accounting policy for this project keeping in line with other IED project.

13. INTERNAL AUDIT SYSTEM

IED has introduced internal audit system in practice, which will be helpful for the project implementation and can make others understandable about accuracy and accountability of the project. We suggest for efficient internal audit under the supervision and control of the Executive Director.

14. INTERNAL CONTROL SYSTEM

IED has an innovative and experienced personnel team who are devoted to make an efficient internal control system. If central management continue their interrelation with center management and encourage themselves to complete their program then the project completion will be more fruitful and satisfactory. We do not found any lacking relating to the internal control system.

15. FINANCIAL STATEMENTS:

The financial statements on project as earlier audited/Non Audited by the following auditors have been incorporated in the annexed financial statements as at 30th June, 2020.

16. OPINION ON MONEY LAUNDERING AND TERRORIST FINANCING:

We have examined the organization's all financial transactions and bank statements. To the best of our knowledge, we have observed that IED has received their entire fund from Bftw, Germany, TAF, Dhaka & MJF, Dhaka as per NGOAB's approval. All the transactions have been made through proper banking channel. All transactions have been done with their listed suppliers within the country for implementing their project. To the best of our knowledge and review of the project's financial activities, we have not come across any money laundering and terrorist financing connection.

CONCLUSION:

We summarize below our key conclusions, which are fully detailed in the relevant sections of the audit report. Our review and evaluation of the internal control system disclosed no significant weaknesses in the financial management structure of IED under Generally Accepted Auditing Standards. As part of our audit, we performed tests of compliance with certain clauses in the agreement with Donor agencies and some applicable laws and regulations. We performed those tests of compliance as part of obtaining reasonable assurance about whether the financial statements are free from material misstatement. During our audit we did not come across any instance of non-compliance with agreement terms and applicable laws, which could influence our conclusion on the financial statement.

