

PRIVATE & CONFIDENTIAL

AUDITOR'S REPORT ON THE ACCOUNTS OF

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

Consolidated Accounts

**Kelpona Sundor, 13/14 (1st Floor), Block-B,
Mohammadpur Housing Estate,
Dhaka-1207, Bangladesh.**

For the year ended 30 June 2019



হুসেইন খাজা এন্ড কোং
HUSSAIN KHAJA & CO.
CHARTERED ACCOUNTANTS

OFFICE : Zaman Chamber (5th Floor)

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INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

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**HUSSAIN KHAJA & CO.****CHARTERED ACCOUNTANTS****হুসেইন খাজা এন্ড কোং**

চার্টার্ড একাউন্টেন্টস

জামান চেম্বার (৬ষ্ঠ তলা)

৪৭, দিলখুশা বাণিজ্যিক এলাকা

ঢাকা-১০০০, বাংলাদেশ।

ফোন : ৯৫৬৬৯৫৯

মোবাইল : ০১৭১৫ ০০৯৮৩৫, ০১৭১১ ৭৩৩৪০০

Zaman Chamber (5th Floor)

47, Dilkusha C/A

Dhaka-1000, Bangladesh

Tel : 9566959

Mob : 01711 733400, 01715 009835

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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, 2019** and the related statement of Consolidated Comprehensive Income and Receipts & Payments Accounts and 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 2019 and of the results of its operations for the period then ended and comply with the other applicable laws and regulations.

জামান চেম্বার (৬ষ্ঠ তলা)

৪৭, দিলখুশা বাণিজ্যিক এলাকা

ঢাকা-১০০০, বাংলাদেশ।

ফোন : ৯৫৬৬৯৫৯

মোবাইল : ০১৭১৫ ০০৯৮৩৫, ০১৭১১ ৭৩৩৪০০



HUSSAIN KHAJA & CO.

CHARTERED ACCOUNTANTS

হুসেইন খাজা এন্ড কোং

চার্টার্ড একাউন্টেন্টস

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The following statements is enclosed with the report

SECTION- A

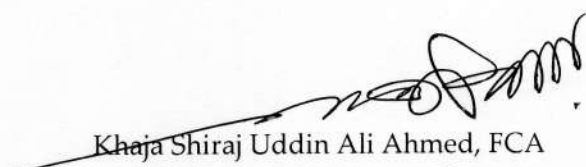
- Consolidated Financial Position as at June 30, 2019.
- Consolidated Comprehensive Income as at June 30, 2019.
- Consolidated Receipts & Payments account as at June 30, 2019.
- Notes to Consolidated Financial Statement as at June 30, 2019.

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, 28th October, 2019.

INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)
Consolidated Financial Position
As at 30 June 2019

PROPERTY AND ASSETS:	Note	Amount in Taka	
		2018-2019	2017-2018
FIXED ASSETS-Less Depreciation	Note.-1	3,596,826	3,900,819
CURRENT ASSETS :			
ADVANCE/PREPAID ACCOUNT	Note - 2	15,000	-
SECURITY DEPOSIT	Note - 3	30,000	24,000
ADVANCE OFFICE RENT	Note -4	30,000	-
CLOSING CASH AND BANK BALANCES	Note-5	1,224,598	108,552
TOTAL :		4,896,424	4,033,371

FUND AND LIABILITIES:	Note	Amount in Taka	
		2018-2019	2017-2018
EQUITY/FUND ACCOUNT :			
Restricted fund (Unutilized donor Fund)	Note -6	1,076,440	(322,131)
Unrestricted fund	Note -7	(659,343)	(819,644)
ASSET FUND ACCOUNT	Note -8	3,596,827	3,900,819
SHORT TERM LIABILITIES :			
LOAN ACCOUNT	Note-9	795,000	795,000
PROVISION FOR EXPENSES	Note- 10	87,500	479,326
TOTAL :		4,896,424	4,033,371

Signed in terms of our separate report of even date


The annexed Schedules 1 to 22 from an intergral part of these financial statements.


Executive Director
IED


Accounts Officer
IED

Dated, Dhaka 28th October 2019




HUSSAIN KHAJA & CO.
Chartered Accountants

INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Consolidated Income and Expenditure Account

For the period 1st July 2018 to 30 June 2019

PARTICULARS	Note	Amount in Taka	
		2018-2019	2018-2019
INCOME			
Bank interest earned-Funded program	Note-11	85,119	90,707
General Fund account :		359,642	400,079
Miscellaneous receipts-General Program	Note-12	359,642	200,463
Total :		444,761	490,786
EXPENDITURE			
Miscellaneous expenses-General Fund	Note-13	111,346	68,785
Depreciation on Fixed Assets	Note - 1	921,333	258,285
Excess of income/expenditure			
PREIP Project-BftW		90,621	90,621
YOUTH Project -MJF		-	-
Election Program -TAF		18,774	-
Various Fund Balance- Funded Project		494	86
General Fund-for Unrestricted fund		223,526	331,294
Depreciation on fixed assets for Reserve		(921,333)	(258,285)
Total :		444,761	490,786

Examined and found correct



**Executive Director
IED**



**Accounts Officer
IED**

Dated, Dhaka 28th October 2019

**HUSSAIN KHAJA & CO.
Chartered Accountants**




INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Consolidated Receipts and Payments Account

For the period 1st July 2018 to 30 June 2019

PARTICULARS	Note	Amount in Taka	
		2018-2019	2017-2018
RECEPTS:			
Opening balance		108,552	122,961
Cash in hand	Note-14	5,520	798
Cash at bank	Note-15	103,032	122,163
Funded Program :		32,240,573	23,956,808
Grant received form Donor Agency	Note-16	32,013,322	23,866,101
Local contribution to Project	Note-6	142,132	-
Bank interest-Funded program	Note-17	85,119	90,707
General Fund :	Note-12	359,642	1,897,067
Miscellaneous Receipts		359,642	400,079
FDR Encashment		-	576,988
Sales of old Vecheles		-	920,000
		-	795,000
Loan Received from others Source	Note -9	-	795,000
Provision Adjustment	Note-10	-	-
		110,000	54,000
Provision for Exp./ Fund Realised	Note-10	-	-
Security money- office rent realised	Note -3	20,000	20,000
Advance office rent realised	Note -4	90,000	34,000
Total :		32,818,767	26,825,836
PAYMENTS:			
Funded program :		30,225,156	22,487,120
Programme cost	Note-18	10,120,461	5,077,750
Personnel cost	Note-19	17,615,678	15,272,827
Operating cost	Note-20	2,489,017	2,136,543
		111,346	68,785
General fund Program	Note-13	111,346	68,785
		617,340	3,509,482
Fixed Assets purchase	Note -1	617,340	3,509,482
		640,326	598,967
Paid Provision for Expenses	Note-10	479,326	561,967
Advance & prepaid-Income tax for Car		15,000	-
Security Deposit-Office rent	Note -3	26,000	20,000
Advance -office rent	Note -4	120,000	17,000
Loan & Advance :		-	52,930
Loan Refund/Adjustment	Note-10	-	52,930
Closing balance		1,224,598	108,552
Cash in hand	Note -21	5,443	5,520
Cash at bank	Note-22	1,219,155	103,032
Total :		32,818,767	26,825,836

Examined and found correct




Executive Director
IED


Accounts Officer
IED

Dated, Dhaka 28th October 2019




HUSSAIN KHAJA & CO.
Chartered Accountants

INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Consolidated notes to the Accounts

As at June 30, 2019

Note.1 : SCHEDULE OF FIXED ASSETS:

Particulars	Cost				Rate of Dep.	Depreciation				W.D.V As on 30.06.19
	Balance As on 01.07.18	Addition during the period	Disposal during the period	Total As on 30.06.19		Balance As on 01.07.18	Charged during the Year	Adjustment during the Year	Balance As on 30.06.19	
Furniture & Fixture	1,157,973	126,129	-	1,284,102	10%	826,656	33,132	-	859,787	424,315
Computer & Printer	1,064,253	271,788	-	1,336,041	20%	756,145	63,318	-	819,463	516,578
Office Equipments	1,800,892	20,884	-	1,821,776	25%	1,232,813	149,682	-	1,382,495	439,281
Vehicle and Motor & Bi Cycle	3,294,715	184,039	-	3,478,754	20%	658,943	658,943	-	1,317,886	2,160,868
Digital Camera	100,905	14,500	-	115,405	25%	44,147	16,023	-	60,170	55,235
Cookeries & Others	19,450	-	-	19,450	30%	18,665	235	-	18,901	549
Total	7,438,188	617,340	-	8,055,528	1	3,537,369	921,333	-	4,458,702	3,596,826

Note:

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



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Consolidated notes to the Accounts

As at June 30, 2019

1A SCHEDULE OF FIXED ASSETS:

General Program Fund

Particulars	Cost				Rate of Dep.	Depreciation				W.D.V As on 30.06.19
	Balance As on 01.07.18	Addition during the period	Disposal during the period	Total As on 30.06.19		Balance As on 01.07.18	Charged during the Year	Adjustment during the Year	Balance As on 30.06.19	
Furniture & Fixture	1,096,473	-	-	1,096,473	10%	826,656	26,982	-	853,637	242,836
Computer & Printer	762,619	-	-	762,619	20%	747,665	2,991	-	750,656	11,963
Office Equipments	1,313,219	-	-	1,313,219	25%	1,202,164	27,764	-	1,229,928	83,291
Vehicle and Motor & Bi Cycle	3,294,715	-	-	3,294,715	20%	658,943	658,943	-	1,317,886	1,976,829
Digital Camera	42,230	-	-	42,230	25%	36,812	1,354	-	38,167	4,063
Cookeries & Others	19,450	-	-	19,450	30%	18,665	235	-	18,901	549
Total	6,528,706	-	-	6,528,706		3,490,906	718,269	-	4,209,175	2,319,531

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 30.06.19
	Balance As on 01.07.18	Addition during the period	Disposal during the period	Total As on 30.06.19		Balance As on 01.07.18	Charged during the Year	Adjustment during the Year	Balance As on 30.06.19	
Furniture & Fixture	61,500	-	-	61,500	10%	-	6,150	-	6,150	55,350
Computer & Printer	301,634	108,308	-	409,942	20%	8,480	60,327	-	68,807	341,135
Office Equipments	487,673	-	-	487,673	25%	30,649	121,918	-	152,568	335,105
Digital Camera	58,675	-	-	58,675	25%	7,334	14,669	-	22,003	36,672
Total	909,482	108,308	-	1,017,790		46,464	203,064	-	249,528	768,262



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Consolidated notes to the Accounts

As at June 30, 2019

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 30.06.19
	Balance As on 01.07.18	Addition during the period	Disposal during the period	Total As on 30.06.19		Balance As on 01.07.18	Charged during the Year	Adjustment during the Year	Balance As on 30.06.19	
Furniture & Fixture	-	126,129	-	126,129	10%	-	-	-	-	126,129
Computer & Printer	-	163,480	-	163,480	20%	-	-	-	-	163,480
Office Equipments	-	20,884	-	20,884	25%	-	-	-	-	20,884
Vehicle and Motor & Bi Cycle	-	184,039	-	184,039	20%	-	-	-	-	184,039
Digital Camera	-	14,500	-	14,500	25%	-	-	-	-	14,500
Total	-	509,032	-	509,032		-	-	-	-	509,032

Note:

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



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)
Consolidated notes to the Accounts
As at 30 June 2019

NO. PARTICULARS

Amount in Taka

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
Total	-	15,000	-	15,000

3. SECURITY DEPOSIT:

Particulars	Opening Balance	Addition this period	Realised/ Repayment	Closing Balance in Tk.
PREIP-Bftw-Office Rent	20,000	-	20,000	-
Youth as change agent for social cohesion-MJF	-	26,000	-	26,000
General Fund (T&T)	4,000	-	-	4,000
Total	24,000	26,000	20,000	30,000

4. ADVANCE OFFICE RENT:

Particulars	Opening Balance	Addition this period	Realised/ Repayment	Closing Balance in Tk.
PREIP-BftW-Office Rent	-	120,000	90,000	30,000
Total	-	120,000	90,000	30,000

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	3,799	77,933	81,732
2.	Strengthening and Promoting Active Citizenship in Bangladesh -TAF:	TAF,Dhaka	-	36,487	36,487
3.	Youth as change agent for social cohesion -MJF	MJF,Dhaka	1,644	959,305	960,949
4.	Various Fund Balance- Funded Project	Various	-	3,772	3,772
5.	Others fund General Fund-As Unrestricted fund	General fund	-	141,659	141,659
	Total :		5,443	1,219,155	1,224,598



INSTITUTE FOR ENVIRONMENT & DEVELOPMENT (IED)

Consolidated notes to the Accounts

As at 30 June 2019

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 duing the period	Adjustme nt	Provision for Expenses	Closing Balance 30.06.2019
1.	Promoting Rights & Empowerment through Initiative of People (PREIP)-Bftw [2014-17]	(409,787)	409,293	-	-	(494)	-	494	-	0
2.	Promoting Rights & Empowerment through Initiative of People (PREIP)-Bftw [2017-20]	83,884	24,935,437	142,132	66,345	25,227,798	25,116,066	-	37,500	74,232
3.	Strengthening and Promoting Active Citizenship in Bangladesh-TAF [2018-19]	-	4,029,529	-	18,774	4,048,303	4,011,816	-	25,000	11,487
4.	Youth as change agent for social cohesion-MJF Funded	-	2,639,063	-	-	2,639,063	1,652,114	-	-	986,949
5.	Various Fund Balance- Funded Project	3,772	-	-	-	3,772	-	-	-	3,772
Total :		(322,131)	32,013,322	142,132	85,119	31,918,441	30,779,996	494	62,500	1,076,440



No.	Particulars	Amount in Taka	
		2018-2019	2017-2018
7. EQUITY/FUND ACCOUNT :			
7.1 Unrestricted/General Fund		(659,343)	(819,644)
Opening balance		(819,644)	554,062
Add: Fund Receipts :			
Sales of Vechile		-	920,000
Excess of income over expenses during the period		223,526	331,294
Fund available		(596,118)	1,805,356
Less: Expenditure :			
Transferred to fund income/Adjustment		63,225	25,000
Transferred to Assets fund Account		-	2,600,000
Total expenditure		63,225	2,625,000

8. ASSETS FUND ACCOUNT:		3,596,827	3,900,820
Opening balance		3,900,820	1,756,288
Add: Transferred this year	Note.-1	617,340	3,509,482
		4,518,160	5,265,770
Less: Disposal this year	Note.-1	-	1,106,665
		4,518,160	4,159,105
Less: Depreciation adjusted this year	Note.-1	921,333	258,285
		3,596,827	3,900,820

9. LOAN ACCOUNT:		795,000	795,000
Opening balance		795,000	52,930
Add: Addition this year		-	795,000
Total :		795,000	847,930
Less : Payment/Adjust this year		-	52,930

Details as follows :

Particulars	Opening Balance	Addition this year	Payment/ Adjust this year	Closing Balance
a. Staff PF & G Fund	795,000	-	-	795,000
b. General Fund-for Unrestricted fund	-	-	-	-
Total :	795,000	-	-	795,000

10. OUTSTANDING LIABILITIES - Provision for Expenses:

Particulars	Opening Balance	Addition this year	Payment/ Adjust this year	Closing Balance
a. Audit fee-PREIP-Bftw	37,500	37,500	37,500	37,500
b. Audit fee-Consolidated	25,000	25,000	25,000	25,000
d. Election Project-Bftw	-	25,000	-	25,000
e. Salary & Benefits-PF&G-PREIP-Bftw	416,826	-	416,826	-
f. Due to VAT & TAX	-	-	-	-
Total :	479,326	87,500	479,326	87,500



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Consolidated notes to the Accounts

As at 30 June 2019

NO.	PARTICULARS	Amount in Taka	
11.	BANK INTEREST EARNED-Funded program:	85,119	90,707
	1. Promoting Rights & Empowerment through Initiative of People (PREIP)-Bftw	66,345	90,621
	2. Strengthening and Promoting Active Citizenship in Bangladesh -TAF:	18,774	-
	3. Youth as change agent for social cohesion -MJF	-	-
	4. Various Fund Balance- Funded Project	-	86
12.	GENERAL PROGRAM FUND/UNRESTRICTED:		
	'Miscellaneous Receipts	359,642	400,079
	Sales of Newspaper & publication	1,570	1,570
	Donation and Subscription	3,500	10,000
	Misc. Income	10,160	100,319
	Overhead Income	321,886	87,731
	Local Contribution	20,000	198,581
	Bank Interest earned:		
	Interest earn from SB bank	2,526	1,878
13.	GENERAL PROGRAM FUND EXPENSES :	111,346	68,785
	Miscellaneous .Expenditure	111,346	68,785
	Coordination, Monitooring & Supervision	5,750	2,500
	Stationeries & Supplies	2,520	1,120
	Donation,Subscription & others	20,000	12,500
	Repair & Maintenance of Vehicle	22,510	2,510
	Bank Charge & Commission	3,592	3,592
	General office expenditure	28,405	22,850
	Audit & Professional fee	25,000	23,000
	TDS & Bank Charge	3,569	713



14. **OPENING CASH IN HAND:**

Particulars	Central Office	Jessore	Mymensingh	Mohangonj	Amount in Taka	
					2018-2019 Total (Tk)	2017-2018 Total (Tk)
Funded program						
1. Promoting Rights & Empowerment through Initiative of People (PREIP)	-	4,951	569	-	5,520	-
2. Various Fund Balance- Funded Project	-	-	-	-	-	798
3. Others fund General Fund-for Unrestricted fund	-	-	-	-	-	-
Grand Total :	-	4,951	569	-	5,520	798

15. **OPENING CASH AT BANK:**

Particulars	Central Office	Jessore	Mymensingh	Mohangonj	Amount in Taka	
					2018-2019 Total (Tk)	2017-2018 Total (Tk)
Funded program						
1. Promoting Rights & Empowerment through Initiative of People (PREIP)-Bftw	60,925	12,826	22,113	-	95,864	5,494
2. Various Fund Balance- Funded Project	3,772	-	-	-	3,772	104,808
3. Others fund General Fund-for Unrestricted fund	3,396	-	-	-	3,396	11,861
Grand Total :	68,093	12,826	22,113	-	103,032	122,163

16. **GRANTS RECEIVED:-Funded Agency**

	32,013,322	23,866,101
1. Promoting Rights & Empowerment through Initiative of People (PREIP)-BftW [2014-17]	409,293	450,760
2. Promoting Rights & Empowerment through Initiative of People (PREIP)-BftW [2017-2020]	24,935,436.50	23,415,341
3. Strengthening and Promoting Active Citizenship in Bangladesh-TAF	4,029,529	-
4. Youth as change agent for social cohesion-MJF	2,639,063	-
5. Various Fund Balance- Funded Project	-	-



17. BANK INTEREST EARNED-FUNDED PROGRAM:	85,119	90,707
1. Promoting Rights & Empowerment through Initiative of People (PREIP)-BftW	66,345	90,621
2. Youth as change agent for social cohesion -MJF	-	-
3. Strengthening and Promoting Active Citizenship in Bangladesh -TAF:	18,774	-
4. Various Fund Balance- Funded Project	-	86

Cumulative Cost- Funded Programme	30,842,496	23,396,602
18. PROGRAMMERS COST:	10,120,461	5,077,750
19. PERSONNEL COST:	17,615,678	15,272,827
20. OPERATIONAL COST:	2,489,017	2,136,543
Office rent	821,974	730,172
Stationery and supplies	223,340	163,393
Printing, Photostat, Cartige, Toner etc.	176,098	182,603
Postage, fax, phone, E-mail & Communication etc.	211,073	166,831
Utility Charges, IPS, UPS & Stabilizer related management cost	234,054	187,856
Travel, per diem and local conveyance & others movement	189,169	170,521
Fuel and Maintenance/Fitness of vehicle/replacement of vehicle related	221,397	223,577
Maintenance of office equipments, Fixture & others assets related	187,038	184,715
General office expenditure	101,228	27,832
Audit fee	100,000	75,000
Bank Charges & Commission	23,646	24,043
Procurement cost	617,340	909,482
Office Equipments	20,884	487,673
Motor cycle & Bi-cycle	184,039	-
Computer & Printer	271,788	301,634
Digital Camera	14,500	58,675
Furniture & Fixture	126,129	61,500
Audit fee-Consolidated	-	-
General Fund-for Unrestricted fund	-	-

18-20.1 EXPENSES OUT OF Promoting Rights & Empowerment through Initiative of People:

(PREIP) Project-Bftw, Germany:

Programme cost :

Women groups for empowerment and livelihood
Promoting Peoples Initiatives for Just society-Jonouddyog
Indigenous Peoples (IP) Activities
Organizational Capacity Development & PME

Personnel cost:

Operational cost:

Office rent
Stationery and supplies
Printing, Photostat, Cartige, Toner etc.
Postage, fax, phone, E-mail & Communication etc.
Utility Charges, IPS, UPS & Stabilizer related management cost
Travel, per diem and local conveyance & others movement
Fuel and Maintenance/Fitness of vehicle/replacement of vehicle related
Maintenance of office equipments, Fixture & others assets related
General office expenditure
Audit fee
Bank Charges & Commission

Procurement cost

Office Equipments
Computer & Printer
Digital Camera
Furniture & Fixture

25,153,566	22,421,975
6,437,342	5,025,019
943,449	951,575
1,883,348	1,953,316
1,878,637	1,045,907
1,731,908	1,074,221
16,362,587	15,262,319
2,245,329	2,134,637
774,763	730,172
183,493	163,393
176,098	182,603
210,843	166,831
209,932	187,856
162,809	170,521
207,987	223,577
184,638	184,715
39,324	26,752
75,000	75,000
20,442	23,217
108,308	909,482
-	487,673
108,308	301,634
-	58,675
-	61,500

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18-20.2 **Strengthening and Promoting Active Citizenship in Bangladesh -TAF:**

Programme cost :

Lon Long-Term Observation of 11th parliamentary elections (10 LTOs)
Shc Short-term Observation of 11th parliamentary elections (950 STOs)
Bui Building Capacity of 11th parliamentary elections [Staffs]
Dir Direct and Indirect Cost of 11th parliamentary elections observation

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, per diem 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
Furniture & Fixture

4,036,816	-
3,560,432	-
375,003	-
2,889,544	-
2,400	-
293,485	-
392,221	-
84,163	-
-	-
22,327	-
-	-
-	-
-	-
-	-
-	-
-	-
33,632	-
25,000	-
3,204	-
-	-
-	-
-	-
-	-

18-20.3 **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, per diem 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

1,652,114	1,080
122,687	-
860,870	-
159,525	1,080
47,211	-
17,520	-
-	-
230	-
24,122	-
26,360	-
13,410	-
2,400	-
28,272	1,080
-	-
-	-
509,032	-
20,884	-
184,039	-
163,480	-
14,500	-
126,129	-

18-20.4 **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

-	63,430
-	52,096
-	10,508
-	826
-	-
-	826
-	-
-	-
-	-



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

**Note to the Accounts of the Organization
As on June 30, 2019**

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 (2018-2019)	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, 2019

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	: 20
Fellow-Male	: 5
Total Staff	: 52

Present Geographical Coverage:

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

WORKING AREA:

The Program implemented in the slum area of Dhaka, Jashore & Mymensingh District and JU & 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.



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

Note to the Accounts of the Organization

As on June 30, 2019

DONORS AGENCY:

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

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 2017 to June 2020	7,39,00,000
2.	Youth as change agent for social cohesion -MJF	MJF ,Dhaka	January 2019 to December 2021	2,50,00,000
3.	Strengthening and Promoting Active Citizenship in Bangladesh -TAF	TAF/Dhaka	July 2018 to June 2019	55,68,825

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.



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

**Note to the Accounts of the Organization
As on June 30, 2019**

4. SCOPE OF AUDIT

We performed a financial and compliance audit of the assignment for the period covering from July 1, 2018 to June 30, 2019, 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.03.09.2666.657.043.253.17-2875 Dated: 15-07-2018.(Seal no. 38)

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, 2018 to June 30, 2019.
- 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.



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

**Note to the Accounts of the Organization
As on June 30, 2019**

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.

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.



INSTITUTE FOR ENVIRONMENT AND DEVELOPMENT (IED)

**Note to the Accounts of the Organization
As on June 30, 2019**

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. OTHERS:

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, 2019.

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 our knowledge and review of the project's financial activities, we have not come across any money laundering and terrorist financing connection.

17. 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.

