

PRIVATE & CONFIDENTIAL

AUDITORS' REPORT

AND

FINANCIAL STATEMENT

OF

**PROJECT # 4
DELTA DEVELOPMENT PROJECT
OF
SOCIETY FOR INTERNATIONAL MINISTRIES (SIM)
BANGLADESH**

FOR THE YEAR ENDED 30 JUNE 2022

SUBMITTED BY



ATA KHAN & CO.

Chartered Accountants

67, MOTIJHEEL COMMERCIAL AREA

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INDEPENDENT AUDITORS' REPORT

TO

**THE COUNTRY DIRECTOR OF SOCIETY FOR INTERNATIONAL MINISTRIES (SIM)
BANGLADESH**

Report on the Financial Statements

We have audited the financial statements of 'Delta Development Project' of Society for International Ministries (SIM) Bangladesh, which comprise Balance sheet as at 30 June 2022, Statement of Income & Expenditure, Statement of Receipts and Payments for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements give a true and fair view, in all material respects, of the Balance sheet of the 'Delta Development Project' of Society for International Ministries (SIM) Bangladesh as at 30 June 2022, and of its financial performance and its Receipts & Payments for the year then ended in accordance with international financial reporting standards and other applicable rules and regulation.

Basis for opinion

We conducted our audit in accordance with international Standards on Auditing. 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 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 the IESBA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for audit opinion.

Other Information:

Management of SIM Bangladesh is responsible for the other information. The other information comprises all of the information in the Annual report other than the financial statements and our auditors' report thereon. The executive committee is responsible for the other information.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information; we are required to report that fact. We have nothing to report in this regard.

1(i)



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

Management of SIM Bangladesh is responsible for the preparation and fair presentation of the financial statements in accordance with International Financial Reporting Standards and other applicable rules 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 Organization's ability to continue as a going concern, disclosing, as applicable, matters related to 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 Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process

Auditors' 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 financial statements.

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

- 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.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern.

- 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.

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.

From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Report on other Legal and Regulatory Requirements:

- (a) 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;
- (b) in our opinion, proper books of account as required by law have been kept by the Organization so far as it appeared from our examination of those books; and
- (c) the organization's financial statements dealt with by the report are in agreement with the books of account.

Dated: Dhaka,
14-Sep-2022

Maqbul Ahmed, FCA
ICAB Enrollment No-587
Managing Partner
ATA KHAN & CO.
Chartered Accountants


DVC: 2209140587AS843097



Society for International Ministries (SIM) Bangladesh
Delta Development Project (DDP) #4
Balance Sheet
As of 30-06-2022

Particulars	Notes	Amount in Taka	
		30-06-2022	30-06-2021
Assets			
Fixed assets	3.00	696,669	-
Cash & Bank Balance	4.00	7,683,286	-
Total		8,379,955	-
Fund and liabilities			
Fund Account	5.00	8,156,955	-
Gratuity	6.00	223,000	-
Total		8,379,955	-


The accompanying notes form an integral part of these financial statements.


 Director (Finance & Accounts)
 SIM Bangladesh


 Director
 SIM Bangladesh

Signed as per our annexed report of even date.

Dated : Dhaka
14-Sep-2022


 Maqbul Ahmed, FCA
 ICAB Enrollment No-587
 Managing Partner
 ATA KHAN & CO.
 Chartered Accountants
 DVC: 2209140587AS843097



Society for International Ministries (SIM) Bangladesh
Delta Development Project (DDP) #4
Statement of Income & Expenditure
For the year ended 30-06-2022

Particulars	Notes	Amount in Taka	
		2021-2022	2020-2021
Income			
Foreign Donation		20,212,725	-
Local Income	7.00	-	-
		20,212,725	-
Expenditure			
Furniture & fixture (repair & maintenance)		177,606	-
Vehicle (repair & maintenance)		69,144	-
Supplies & Stationaries	9.00	248,911	-
Curriculum		524,166	-
Tubwell & Sanitation		322,323	-
Salary and honorarium	10.00	6,456,434	-
Training		382,093	-
Seminar/Conferences		98,968	-
Travelling Cost		388,165	-
Contingency	11.00	-	-
Accommodation (Office Institution)	12.00	1,167,245	-
Head Office overhead		707,444	-
Communication		135,548	-
Other Expense(Disaster Response)	13.00	553,925	-
Audit Fees		-	-
Entertainment		239,906	-
Bank & Other Charge		16,005	-
Health Care & Medicine		34,931	-
Depreciation		232,223	-
VAT	15.00	300,733	-
Total Expenses		12,055,770	-
Surplus over Expenditure Fund		8,156,955	-
		20,212,725	-

The accompanying notes form an integral part of these financial statements.



 Director (Finance & Accounts)
 SIM Bangladesh


 Director
 SIM Bangladesh

Signed as per our annexed report of even date.

Dated : Dhaka
14-Sep-2022





 Maqbul Ahmed, FCA
 ICAB Enrollment No-587
 Managing Partner
 ATA KHAN & CO.
 Chartered Accountants
 DVC: 2209140587AS843097

Society for International Ministries (SIM) Bangladesh
Delta Development Project (DDP) #4
Statement of Receipts & Payments
For the year ended 30-06-2022

Particulars	Notes	Amount in Taka	
		2021-2022	2020-2021
Opening Balance:			
Cash in Hand		-	-
Cash at Bank		-	-
		-	-
Receipts			
Foreign Donation		20,212,725	-
Local Income	7.00	-	-
Gratuity	6.00	223,000	-
Sub Total		20,435,725	-
Total		20,435,725	-
Payments			
Furniture & fixture (repair & maintenance)		177,606	-
Equipment		928,892	-
Vehicle (repair & maintenance)		69,144	-
Supplies	9.00	248,911	-
Curriculum		524,166	-
Tubwell & Sanitation		322,323	-
Salary and honorarium	10.00	6,456,434	-
Training		382,093	-
Seminar/Conferences		98,968	-
Travelling Cost		388,165	-
Contingency	11.00	-	-
Accommodation (Office Institution)	12.00	1,167,245	-
Head Office overhead		707,444	-
Communication		135,548	-
Audit Fees		-	-
Entertainment		239,906	-
Bank and other charges		16,005	-
Health care and Medicine		34,931	-
Other Expense	13.00	553,925	-
VAT	15.00	300,733	-
Sub Total		12,752,439	-
Closing Balance:			
Cash in Hand		430,298	-
Cash at Bank		7,043,368	-
Security Deposit (Rent)		209,620	-
Sub Total		7,683,286	-
Total		20,435,725	-

The accompanying notes form an integral part of these financial statements.


Director (Finance & Accounts)
SIM Bangladesh


Director
SIM Bangladesh



Society for International Ministries (SIM) Bangladesh
Delta Development Project-DDP (Project # 4)
Policy Note and Notes to the Financial Statement
For the year ended 30 June 2022

1.
a. **Legal Status:**

Society for International Ministries (SIM), a Non-Government voluntary organization is registered under the Foreign Donations (Voluntary Activities) Regulation ordinance 1978 vide registration No. DSW/FDO/R-105 dated 3 September 1981 with NGO affairs Bureau, Bangladesh.

b. **Background**

SIM Bangladesh began their work in Bangladesh in 1958. They came with desire to assist in the overall uplift of the country through development works with people of any race or creed in the context of the community where they live. It seeks to build people's capacity to improve their quality of life physically, socially and morally, with the goal of helping people to become all that they were created to be.

c. **Project background and its activities**

We have audited the accompanying Balance Sheet of Delta Development Project-DDP (Project # 4) a project of Society for International Ministries (SIM) Bangladesh as at 30 June 2022 and the related Income and Expenditure Account and Receipts & Payments Account for the year then ended. These statements are responsibility of the Society for International Ministries (SIM) Bangladesh's management. Our responsibility is to express an independent opinion of these financial statements based on our audit.

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

Project activities

1 **Inclusive quality education**

A. **Pre-Primary School:**

In rural areas, due to lack of motivation of children and parents towards education and the short-term need for children to become income generators, many children do not complete primary education. The solution is to involve children in education earlier. Two-year pre-primary schools, which are both educational and enjoyable, and which provide parents with an opportunity to earn, create a long-term understanding of and commitment to education. Using the 2-year, 30-student single-class model, the DDP aims to operate five additional pre-primary schools in each of the four districts in addition to covering two in one year. Then in the second year they aim to run ten more schools. Thus in the third, fourth and fifth years these four districts will maintain ten schools. Also in the fourth year we are planning to expand our work to the fifth district. (SDG 4)

B Adult Education Class:

There are a few pilot adult education courses in Bangladesh that, in addition to literacy, teach literacy in terms of social life and well-being. With 20 participants, each course takes 10 months to complete. DDP will start adult education classes, 80% of which will be for women and will be located in the same area as our other schools. (ADG 5)

2 Empowering people through skill development**A. Sewing Tutorial:**

As there is a high demand for sewing skills, both for use by local enterprises and as a means of generating employment in the garment industry, the DDP will provide sewing training for women's clothing and a few men's products. It is assumed that most sewing apprentices will be women. In one year, we will open four sewing training centers in four districts. These training centers will train potential sewing instructors, who can later become sewing instructors in their own villages, where our pre-primary school and adult education classes are already running. In the initial stage of training, manual foot machines will be used but at the end of the training, training will be given with the help of modern electric machines along with guidance and practice. (SDGs 1 and 10)

B. Computer Training:

Within a year, the DDPT will set up computer training centers in three districts to impart instruction in basic computer operations, word processing and spreadsheets in Bengali and English, internet usage, which will later be expanded to provide graphics and web design development courses for advanced students. Within a year we will determine through further investigation how this training can be initiated at the village level. (SDGs 1 and 10)

C. Spoken English and Other Languages:

As an additional component of computer training, as all students will have higher secondary qualification, DD will provide training in written and spoken English language. This will improve the career opportunities of the students. With international connections, DDP often interacts with people who speak German, Chinese, Korean or other international languages. In such cases we will arrange short term courses to improve their language skills. (SDG 4 and 10)

D. Electrical Wiring and AC/Refrigerator Repair Training:

In one-year DDP will set up a training center to impart practical skills in electrical wiring, refrigeration and AC repair. This training center will later train potential new trainers so that this training can be extended to other centers. (SDG 8)

3 Health and Welfare: Sports, Social Awareness and Women Empowerment**A Sports:**

Sports is an essential element in positively changing the outlook of our human society. As well as providing physical health through the practice of sports, it also helps in maintaining teamwork, fairness, supporting weaker members of the team, leadership, and talent development. As individuals are entitled to good health through sports, a healthy society is formed through it. Sports act as a bridge to overcome the inequality of society.

Sports will be a very important part of our curriculum from pre-primary to high schools.

Our trained sports staff will organize and manage sports club activities in participating schools. By doing this, the organizers of the inter-school competition will go. Along with this, new sports assistants and coaches will be given the opportunity to train. In one year, we will organize sports clubs in 22 schools of 5 districts, which will be expanded in the next second, third and fourth years.

International Kids Games is a unique event where children can participate in a variety of fun and educational sports, where each sport teaches good morals and social values and where parents have an active participation. In one year, we will conduct a Kids Games camp which will train new leaders, so that this campaign can be expanded to other districts in subsequent years. Internationally, we are associated with an event called Run for Peace for the World, which will include a 10km mini-marathon and other pedal rickshaw races. In collaboration with the local administration, we will start this program in one district in two years and expand it to other districts in subsequent years.

4 Relief & Crisis Response

Furthermore, in response to critical disaster needs, **DDP** is working according to capacity, to assist people who are suffering the immediate and longer-term consequences. These can be addressed where possible through building temporary shelters, psycho-social support, the distribution of necessities, safe play areas and basic education for children and counselling for community development.

In addition to the specific program objectives mentioned in this section, DDP seeks to enter informal, mutually supportive relationships with other organizations and people involved in similar work in Bangladesh. DDP seeks to encourage and assist other organizations by providing technical services according to the specialized knowledge, skills, qualifications, and credentials of our personnel.

2. Significant accounting policies

- a. The financial statements have been prepared on generally accepted accounting principles under historical cost convention.
- b. Donor grants received are initially recorded as Income.
- c. SIM Bangladesh only records fixed assets if they have a value when purchased or obtained of Ten thousand taka or more. Depreciation on Fixed assets are charged on Reducing Balance Method.



Notes	Particular	Amount in Taka	
		2021-2022	2020-2021
3.00	Fixed assets		
	Opening balance (Cost)	-	-
	Add: Addition during the year	928,892	-
	Adjust During the year	-	-
	Closing Balance	928,892	-
	Opening Balance (Accumulated Dep)	-	-
	Less: Depreciation charged for the year	232,223	-
	Adjust During the year	-	-
	Closing balance	232,223	-
	Net Fixed Asset	696,669	-
4.00	Cash & Bank Balance		
	Cash in hand	430,298	-
	Cash at bank	7,043,368	-
	Security Deposit (Rent)	209,620	-
		7,683,286	-
4.01	Cash in Hand		
	DDP-HO	79,506	-
	DDP-Gen	3,980	-
	DDP-Siraj.	35,737	-
	DDP-Bog.	66,321	-
	DDP-Rang.	15,811	-
	DDP-Cox.	228,943	-
		430,298	-
4.02	Cash at Bank		
		Cash in Bank	Cash in Bank
		Taka	Taka
	Dhaka-Bashundhara	6,820,366	-
	Sirajganj-Sadar	16,101	-
	Bogura-Sadar	92,769	-
	Rangpur-Sadar	83,821	-
	Coxes' Bazar-Sadar	30,311	-
	Total	7,043,368	-

	2021-2022	2020-2021
4.03 Security Deposit (Rent)		
DDP-HO	50,000	-
DDP-Gen	50,000	-
DDP-Siraj.	26,620	-
DDP-Bog.	36,000	-
DDP-Rang.	13,000	-
DDP-Cox.	34,000	-
	209,620	-
5.00 Fund Account		
Opening balance	-	-
Surplus over Expenditure Fund	8,156,955	-
	8,156,955	-
6.00 Gratuity		
Opening Balance	-	-
Add: Provision during the year	223,000	-
	223,000	-
Less: Claim During the year	-	-
Closing balance	223,000	-
7.00 Local Income		
DDP-HO	-	-
DDP-Gen	-	-
DDP-Siraj.	-	-
DDP-Bog.	-	-
DDP-Rang.	-	-
DDP-Cox.	-	-
	-	-
8.00 Sec Dep, Med ins and various income		
<u>Received during the year</u>		
Gratuity	-	-
	-	-
<u>Payment during the year</u>		
Gratuity	-	-
	-	-
Net Receipt during the year	-	-
9.00 Supplies		
DDP-HO	28,443	-
DDP-Gen	26,954	-
DDP-Siraj.	38,340	-
DDP-Bog.	82,373	-
DDP-Rang.	30,538	-
DDP-Cox.	42,263	-
	248,911	-



	2021-2022	2020-2021
10.00 Salary and honorarium		
DDP-HO	1,264,460	-
DDP-Gen	896,000	-
DDP-Siraj.	1,291,510	-
DDP-Bog.	1,108,263	-
DDP-Rang.	818,681	-
DDP-Cox.	1,077,520	-
	6,456,434	-
11.00 Contingency		
DDP-HO	-	-
DDP-Gen	-	-
DDP-Siraj.	-	-
DDP-Bog.	-	-
DDP-Rang.	-	-
DDP-Cox.	-	-
	-	-
12.00 Accommodation		
DDP-HO	210,959	-
DDP-Gen	262,995	-
DDP-Siraj.	168,780	-
DDP-Bog.	185,838	-
DDP-Rang.	151,873	-
DDP-Cox.	186,800	-
	1,167,245	-
13.00 Other Expense (Disaster Response)		
DDP-HO	-	-
DDP-Gen	-	-
DDP-Siraj.	-	-
DDP-Bog.	553,925	-
DDP-Rang.	-	-
DDP-Cox.	-	-
	553,925	-
14.00 Loss on sale		
Loss on sale		
	-	-
15.00 VAT		
DDP-HO	66,044	-
DDP-Gen	40,800	-
DDP-Siraj.	31,628	-
DDP-Bog.	80,086	-
DDP-Rang.	27,463	-
DDP-Cox.	54,712	-
	300,733	-

Society for International Ministries (SIM) Bangladesh
Delta Development Project (DDP) #4
Fixed Asset Schedule
As on 30 June 2022

Particulars	COST				Rate of Dep.	DEPRECIATION				Written Down Value as on 30-06-2022
	Balance as on 01-07-2021	Add. During the year	Adjust During the year	Balance as on 30-06-2022		Balance as on 01-07-2021	Charged for the year	Adjust During the year	Balance as on 30-06-2022	
1 Printer (Gen Camp)	-	26,000		26,000	25%	-	6,500		6,500	19,500
Executive Chair & Table PC	-	16,192		16,192	25%	-	4,048		4,048	12,144
1 Motor Cycle for Sirajganj	-	198,000		198,000	25%	-	49,500		49,500	148,500
1 Laptop for Rangur	-	56,600		56,600	25%	-	14,150		14,150	42,450
6 sets computers for Coxbazar training Cen	-	240,000		240,000	25%	-	60,000		60,000	180,000
6 sets computers table & Chair for Coxbazar	-	31,500		31,500	25%	-	7,875		7,875	23,625
1 Motorcycle for Bogura	-	197,500		197,500	25%	-	49,375		49,375	148,125
Office new table and hydrolic chair for Bogura	-	28,700		28,700	25%	-	7,175		7,175	21,525
4 tailoring machine for Bogura	-	21,200		21,200	25%	-	5,300		5,300	15,900
2 Laptops for Sirajganj & Cox's Bazar	-	113,200		113,200	25%	-	28,300		28,300	84,900
Total	-	928,892	-	928,892		-	232,223	-	232,223	696,669



Form FD - 4
Auditors Certificate

We have audited the Accounts of the Delta Development Project (DDP) #4 of Society for International Ministries (SIM)-Bangladesh for the year ended 30 June 2022 Registered under Foreign Donation (Voluntary Activities) Regulation Ordinance 1978 vide Registration No. DSW/FDO/R – 105 Dated 3 September 1981 and examined all relevant books and vouchers on test basis and certify that according to the audited accounts.

1. The brought forward Foreign Donation at the beginning of the year was Tk 0
2. The Foreign Donation amounting to Tk. 20,212,725 was received by the project during the year.
3. The Balance of unutilized Foreign Donation of the Project was Tk. 7,460,286
4. Foreign Donation amounting to Tk. 12,752,439 have been utilized for the following

Head of expenditure	Amount as per approved budget	Amount Actually Spent	Difference if any
As per Approved Budget of the program (Annexure A/1)	40,058,315	12,752,439	27,305,876
Total	40,058,315	12,752,439	27,305,876

5. Certified that SIM has maintained the accounts of Foreign Donation and records relating thereto in the manner specified as in section 5 of the Foreign Donation (voluntary Activities) Regulations Ordinance, 1978 read with rule 6 and 7 to the said ordinance.
6. The information furnished above is correct and checked by us.

Dated: Dhaka
14-Sep-2022


ATA KHAN & CO.
Chartered Accountants
Name: Maqbul Ahmed
Address: 67, Motijheel C/A,
Enlistment Number-25
Date: 31.01.2022



Society for International Ministries (SIM) Bangladesh
Details of Estimated Cost of the Project
Cost in Bangladesh Taka
Financial Year-5

Head of Expenditure		Total	
(i)	Civil Construction, if any	Nil	
(ii)	Other material inputs including Furniture and Fixtures	Nil	
(iii)	Personnel	Number	Man Month
		53	636
			6,456,434
(a)	Chief Executive (Please Specify Whether Foreign Or Local)		
(b)	Other Managerial		
	(i) Foreign	03	36
	(ii) Local	13	156
(c)	Skilled		
	(i) Foreign	03	36
	(ii) Local	14	168
(d)	Unskilled		
	Total (a+b+c)	53	636
(iv)	Consultants		
	(a) Foreign	Nil	
	(b) Local	Nil	
	Total (a+b)	Nil	
(v)	Revolving loan fund		Nil
(vi)	Training		382,093
	Field duration		
	Number of Trainees		
(vii)	Seminar/Workshop/Conferences		98,968
(viii)	Office Accommodation		1,167,245
(ix)	Office equipment		928,892
(x)	Vehicles (Details of office equipment and vehicles are to be given in the format at Annexure-B)		Nil
(xi)	Travelling allowances and daily allowances (TA & DA) for Consultant and project personnel)		388,165
(xii)	Custom duty/VAT and Sales Tax (CDST)		300,733
(xiii)	Head Office and Branch Office's expenses charged, if any on this project (Please specify item-wise)		
(xiv)	Contingency		
(xv)	Others		553,925

N.B: Others figures are as per annexure A/1 other than the figure mentioning above)

Society For International Ministries

Delta Development Project (DDP) #4

Date of Govt. Approval of Memo No. 03.07.2666.665.68.033.21-1248

Dated: 11-10-2021

Accounts for the Year ended 30 June 2022

Head of Accounts	Code	DDP-HO	DDP-Gen	DDP-Siraj.	DDP-Bog.	DDP-Rang.	DDP-Cox.	Amount Actually Spent	Amount As Per Budget	Variance in amount	Variance in percentage	Reason for variance
Pay & Allowances	01											
Pay of Project Personnel (Local)	01	1,262,560	894,200	1,261,910	1,076,263	793,631	1,049,970	6,338,534	12,082,000	5,743,466	48%	Mid Variance
All Allowances of Project Personnel	06	1,900	1,800	29,600	32,000	25,050	27,550	117,900	1,313,000	1,195,100	91%	Less Required
Supplies and Services	02											
Travel/DSA Expenses (Home)	01	53,987	6,170	44,661	51,941	49,231	182,175	388,165	886,000	497,835	56%	Mid Variance
Rent Office	02	200,000	254,000	136,480	168,000	134,000	171,000	1,063,480	2,536,000	1,472,520	58%	Mid Variance
Water	06	-	-	-	-	-	-	-	10,000	10,000	100%	Not Used
Electricity	07	3,159	8,995	24,500	11,013	6,273	5,450	59,390	253,000	193,610	77%	Less Required
Gas	08	7,800	-	7,800	6,825	11,600	10,350	44,375	74,000	29,625	40%	Mid Variance
Educational materials	14	-	33,530	87,636	93,770	136,061	90,244	441,241	2,760,000	2,318,759	84%	Less Required
Office Stationery, Seals and Stamps	15	7,995	3,105	15,076	12,252	5,933	6,649	51,010	220,000	168,990	77%	Less Required
Entertainment Exp office/Guest food	17	57,049	14,237	21,332	43,608	15,718	87,962	239,906	242,000	2,094	1%	Minor Variance
Legal Expenses /OverHead	21	707,444	-	-	-	-	-	707,444	789,000	81,556	10%	Minor Variance
Photo copying Charges	22	209	200	548	3,538	982	4,074	9,551	106,000	96,449	91%	Less Required
Functions/Talent Sports	24	-	-	-	-	-	-	-	571,000	571,000	100%	Not Used
Insurance/Bank Charges	28	10,085	-	1,031	1,181	1,031	2,676	16,005	15,500	(505)	-3%	Minor Variance
Postage/Courier/Parcel	29	2,670	30	890	3,010	1,500	960	9,060	15,500	6,440	42%	Mid Variance
Telephone/Mobile bill	30	26,800	4,030	5,500	6,000	3,500	3,000	48,830	96,000	47,170	49%	Mid Variance
Internet/Fax	31	14,600	5,600	5,058	20,000	18,000	14,400	77,658	167,000	89,342	53%	Mid Variance
Income Tax/ IT	33	-	-	250	1,000	-	500	1,750	51,000	49,250	97%	Less Required
Custom Duty/VAT	34	66,044	40,800	31,378	79,086	27,463	54,212	298,983	1,469,815	1,170,832	80%	Less Required
Audit	40	-	-	-	-	-	-	-	27,000	27,000	100%	Not Used
Materials for self-employment	41	-	-	3,060	-	17,047	-	20,107	563,000	542,893	96%	Less Required
Emergency & Disaster Response	43	-	-	-	553,925	-	-	553,925	9,150,000	8,596,075	94%	Less Required
Sports goods	44	-	-	-	53,267	-	-	53,267	190,000	136,733	72%	Less Required
Uniforms	45	-	-	-	-	-	-	-	127,000	127,000	100%	Not Used
Parents meeting/Awareness	47	-	-	-	-	-	-	-	285,000	285,000	100%	Not Used
Seminar/Conference Expenses	48	79,370	8,935	19,586	10,663	34,120	117,803	98,968	521,000	422,032	81%	Less Required
Training/TOT/Refreshes Expenses	49	5,584	-	19,586	205,000	34,120	117,803	382,093	1,217,000	834,907	69%	Mid Variance
Medical Expenses for Staffs	61	-	11,454	8,339	15,138	-	-	34,931	225,000	190,069	84%	Less Required
Office supplies & Others	68	20,448	23,849	23,264	70,121	24,605	35,614	197,901	426,500	228,599	54%	Mid Variance



Head of Accounts	Code	DDP-HO	DDP-Gen	DDP-Siraj.	DDP-Bog.	DDP-Rang.	DDP-Cox.	Amount Actually Spent	Amount As Per Budget	Variance in amount	Variance in percentage	Reason for variance
03												
Repairs, Maintenance & Rehabilitation												
Motor Vehicles	01	29,705	-	3,600	4,260	1,360	30,219	69,144	71,000	1,856	3%	Minor Variance
Computer and Office Equipment	11	5,250	-	4,140	12,550	-	7,450	29,390	30,000	610	2%	Minor Variance
Machineries and Equipment	12	-	-	535	3,600	2,300	-	6,435	16,000	9,565	60%	Mid Variance
Other Repairs, Maintenance	18	70,646	5,545	8,310	38,540	4,740	14,000	141,781	144,000	2,219	2%	Minor Variance
04												
Capital Expenditure												
Motor Vehicles	08	198,000	-	-	197,500	-	-	395,500	1,680,000	1,284,500	76%	Less Required
Camera and Projector	11	-	-	-	-	-	-	-	75,000	-	0%	Minor Variance
Computer & UPS	14	56,600	-	-	-	-	240,000	296,600	340,000	43,400	13%	Minor Variance
Office equipment	15	42,192	-	-	49,900	-	31,500	123,592	309,000	185,408	60%	Mid Variance
Electrical equipment	16	-	-	-	-	-	-	-	380,000	380,000	100%	Not Used
Sanitation and Water Supply	20	-	-	50,640	49,139	42,906	58,088	200,773	240,000	39,227	16%	Minor Variance
Deep/Shallow tubewell	21	-	-	27,900	19,950	28,960	44,740	121,550	240,000	118,450	49%	Mid Variance
Others	36	113,200	-	-	-	-	-	113,200	145,000	31,800	22%	Minor Variance
Total		3,043,297	1,316,480	1,823,024	2,893,040	1,386,011	2,290,586	12,752,439	40,058,315	27,305,876	68%	
Less: Local Income		-	-	-	-	-	-	-	-	-	-	-
Less: Fixed asset		-	-	-	-	-	-	-	-	-	-	-
Less: Sec. Dep, Med Ins & Various income Received during this Year		-	-	-	-	-	-	-	-	-	-	-
Actual Expenses of Foreign Donations		3,043,297	1,316,480	1,823,024	2,893,040	1,386,011	2,290,586	12,752,439	40,058,315	27,305,876		



Society for International Ministries (SIM) Bangladesh
Delta Development Project (DDP) #4
Utilization of Foreign Donation and Local Receipts
As of 30-06-2022

Particulars	Foreign Donation	Local Receipt	Total (Taka)
Balance brought forward from 01 July 2021	-	-	-
Add: Received during the year	20,212,725	-	20,212,725
	20,212,725	-	20,212,725
Less: Payments for the year	12,752,439	-	12,752,439
Unutilized Balance as on 30 June 2022	7,460,286	-	7,460,286



Auditor's Comments as per the Terms of Reference (TOR) issued by the NGO Affairs Bureau, Government of the People's Republic of Bangladesh

Name of Organization: Society for International Ministries (SIM) – Bangladesh
Name of the Project : Delta Development Project (DDP)

Condition -1: Requirement-

CA firm should maintain highest responsibility and impartial role in case of audit of NGOs.

Observation and Comments:

We have conducted the audit with due responsibility and kept ourselves fully independent while conducting the audit. We have also complied with the terms and conditions of the audit.

Condition-2: Requirement-

At the time of audit of accounts of NGOs each Firm will see if the following rules have been followed while implementing projects and the auditors will report accordingly:

- ❖ The Foreign Donations (Voluntary Activities) Regulation Ordinance, 1978;
- ❖ The Foreign Donations (Voluntary Activities) Regulation Rules 1978;
- ❖ The Foreign Contributions (Regulation) Ordinance 1982; and
- ❖ The Rules as per Circular No. 07.070.022.03.00.013.2010-90(500) dated 12-04-2012 issued by the Prime Minister's Office; and
- ❖ Project approval related FD-6, FD-7, FD-8 or FC-1 (where purpose and vision of the Project and detailed Head of Budget is mentioned); and
- ❖ Whether the Project has been implemented as per terms of the Project Approval Letter.

Observation and Comments:

From our verification, we observed that the SIM Bangladesh has complied with rules and regulations and procedures mentioned as above. SIM Bangladesh has also implemented the project and incurred expenses properly as per terms of approval of the FD-6, FD-7 or FC-1.

Condition-3: Requirement-

The CA Firm will have to submit along with audit report, the Audit Certificate as per the Bureau approved Form FD-4 and Annexure A-1 annexed thereto regarding foreign donation receipts and expenditure. In FD-4 all information regarding foreign donation will be on cash basis, not on accrual basis. That means, no amount relating to foreign donation can be shown as negative or receivable. While writing the difference between approved budget as per FD-4, and actual expenditure total amount will have to be mentioned. In Annexure A/1 details of all these, i.e. head wise approved budget, actual expenditure, variance in terms of percentage and reason for variance will have to be described. Head/Sub-Head described in Annexure A/1 and budget against it shall be as per approved project (Annexure-C).

Observation and Comments:

Format FD-4 & Annexure-A/1 as prescribed by Bureau in respect of foreign donations are enclosed herewith Expenditure was incurred for the purpose of the project as mentioned in FD-6.

Condition-4: Requirement-

Separate audit report will have to be prepared for each project and the report shall be on the basis of project year (maximum for a period of 12 months). If there is any local income/donation in the project that has to be shown separately in separate column.

Observation and Comments:

Separate audit report is prepared for each project and the report is based on project year. The project accounts cover a period of 12 months from 1 July 2021 to 30 June 2022. Local income earned/donations received during the year have been shown separately.

Condition-5: Requirement-

Mission, vision, objects of the project and main program and correct information about following matters will have to be mentioned in explained column:

01	Name of the project	: Delta Development Project (DDP)		
02	Total period of the project	: 5 years (01 July 2021 to 30 June 2026)		
03	Number and date of the project approval memo	: 03.07.2666.665.68.033.21-1248 Dated :11-10-2021		
04	Number, date and amount of & the fund releasing memo (giving details of installments)	: 03.07.2666.665.68.033.21-1248		
05		Dated :11-10-2021 Taka 40,058,315		
06	Amount of foreign donation received:	: Taka 20,212,725.4		
07	Whether the foreign donation amount was received in mother account before release of fund	: No		
08	Audit year (project year)	: Year ended 30 June 2022.		
09	Project area (District, Upa-Zilla)	Sl. No.	Name of Districts	Name Of Upazilla
		01	Dhaka	Mohammadpur
		02	Sirajganj	Sadar
		03	Bogura	Sadar, Sariyakandi
		04	Rangpur	Sadar,
		05	Coxes' Bazar	Sadar, Teknaf
10	Number of beneficiaries	: 1654		
11	Date of appointment of audit firm for conducting audit	: 05 June 2022		

Observation and Comments:

Goal, object, and main Programs:

This project is in line with the objectives announced by the government, to further enhance the development of the country. The report states that the anticipated new Eighth Five Year Plan (FY 2021-2025) will focus on achieving prosperity and inclusive growth while also focusing on distributing the results of that growth equally among all. This is the purpose of this FD-6 Sample Table and its target population is the most disadvantaged areas. The Delta Development Project (DDP) will uphold the Government's strategic motto – 'No one left behind'. By providing skill development training, inclusive quality education and other additional objectives targeting the 'younger generation', the DDP's targeted adaptive programs, based on various economic and social indicators, are 'backward people and areas'. Will prepare their activities to empower.

Based on the Sustainable Development Goals, the objectives in this sample table contribute to:

- Poverty reduction (SDG 1 NPI 1,2)
- Reduction of maternal and neonatal complications and mortality (SDG 3 NPI 5,6,7)
- Ensuring quality education (SDG 4 NPI 9,12)
- Reducing child marriage (SDG 5 NPI 14)
- Women's Empowerment (SDG 5 NPI 16)
- Access to sanitation (SDG 6 NPI 17,18)
- Reducing youth unemployment (SDG 8 NPI 23)
- Reducing gender inequality (SDG 10 NPI 28)

1. Inclusive quality education

A. Pre-Primary School:

In rural areas, due to lack of motivation of children and parents towards education and the short-term need for children to become income generators, many children do not complete primary education. The solution is to involve children in education earlier. Two-year pre-primary schools, which are both educational and enjoyable, and which provide parents with an opportunity to earn, create a long-term understanding of and commitment to education. Using the 2-year, 30-student single-class model, the DDP aims to operate five additional pre-primary schools in each of the four districts in addition to covering two in one year. Then in the second year they aim to run ten more schools. Thus in the third, fourth and fifth years these four districts will maintain ten schools. Also in the fourth year we are planning to expand our work to the fifth district. (SDG 4)

b. Adult Education Class:

There are a few pilot adult education courses in Bangladesh that, in addition to literacy, teach literacy in terms of social life and well-being. With 20 participants, each course takes 10 months to complete. DDP will start adult education classes, 80% of which will be for women and will be located in the same area as our other schools. (ADG 5)

2. Empowering people through skill development

A. Sewing Tutorial:

As there is a high demand for sewing skills, both for use by local enterprises and as a means of generating employment in the garment industry, the DDP will provide sewing training for women's clothing and a few men's products. It is assumed that most sewing apprentices will be women. In one year, we will open four sewing training centers in four districts. These training centers will train potential sewing instructors, who can later become sewing instructors in their own villages, where our pre-primary school and adult education classes are already running. In the initial stage of training, manual foot machines will be used but at the end of the training, training will be given with the help of modern electric machines along with guidance and practice. (SDGs 1 and 10)

b. Computer Training: Within a year, the DDPT will set up computer training centers in three districts to impart instruction in basic computer operations, word processing and spreadsheets in Bengali and English, internet usage, which will later be expanded to provide graphics and web design development courses for advanced students. Within a year we will determine through further investigation how this training can be initiated at the village level. (SDGs 1 and 10)

c. Spoken English and Other Languages: As an additional component of computer training, as all students will have higher secondary qualification, DD will provide training in written and spoken English language. This will improve the career opportunities of the students. With international connections, DDP often interacts with people who speak German, Chinese, Korean or other international languages. In such cases we will arrange short term courses to improve their language skills. (SDG 4 and 10)

d. Electrical Wiring and AC/Refrigerator Repair Training: In one-year DDP will set up a training center to impart practical skills in electrical wiring, refrigeration and AC repair. This training center will later train potential new trainers so that this training can be extended to other centers. (SDG 8)

3. Health and Welfare: Sports, Social Awareness and Women Empowerment

A. Sports:

Sports is an essential element in positively changing the outlook of our human society. As well as providing physical health through the practice of sports, it also helps in maintaining teamwork, fairness, supporting weaker members of the team, leadership, and talent development. As individuals are entitled to good health through sports, a healthy society is formed through it. Sports act as a bridge to overcome the inequality of society.

Sports will be a very important part of our curriculum from pre-primary to high schools.

Our trained sports staff will organize and manage sports club activities in participating schools. By doing this, the organizers of the inter-school competition will go. Along with this, new sports assistants and coaches will be given the opportunity

to train. In one year, we will organize sports clubs in 22 schools of 5 districts, which will be expanded in the next second, third and fourth years.

International Kids Games is a unique event where children can participate in a variety of fun and educational sports, where each sport teaches good morals and social values and where parents have an active participation. In one year, we will conduct a Kids Games camp which will train new leaders, so that this campaign can be expanded to other districts in subsequent years. Internationally, we are associated with an event called Run for Peace for the World, which will include a 10km mini-marathon and other pedal rickshaw races. In collaboration with the local administration, we will start this program in one district in two years and expand it to other districts in subsequent years.

4. Relief & Crisis Response

Furthermore, in response to critical disaster needs, DDP is working according to capacity, to assist people who are suffering the immediate and longer-term consequences. These can be addressed where possible through building temporary shelters, psycho-social support, the distribution of necessities, safe play areas and basic education for children and counselling for community development.

Condition-6: Requirement-

Balance Sheet, Income & Expenditure Account and Receipts & Payments Account will be part of audit report and these will bear signature of the authority of the NGO. If at any particular case balance sheet is not required, reason for such non-Requirements will have to be explained. Whether Receipts and Payments Account has been prepared as per head of accounts maintained in the ledger book of the NGO is to be ensured. In the head of accounts (i.e. contingencies and others) where total expenditure has been shown, break up is to be attached in the notes.

Observation and Comments:

Balance sheet, Income & Expenditure Account and Receipts and Payments Account have been incorporated in audit report. Receipts and Payments Account has been prepared in conformity with the head of accounts maintained in the ledger book of the NGO. Breakup of the gross expenditure is given below:

Contingencies:

Other expenses:

Sl. No.	Particulars	Amount (Taka)
(1)	DDP-Bog.	553,925
	Total	553,925

Condition-7: Requirement-

In each page of NGO's audit report page number should be given. Initial of competent authority of the CA Firm and common seal should be given on each page. However full signature of the auditor should be given on Auditors' Report, Balance Sheet, Account Statement, FD-4 Certificate and on report as per TOR. Below the full signature full name of the FCA/ACA with designation should be written. In the audit reports of NGOs following sequence should be maintained:

First Part:

- Certificate of the auditor mentioning scope, opinion etc.
- Balance Sheet
- Income & Expenditure Account/Statement
- Receipts & Payments Account/Statement
- Notes to Financial Statements
- Schedule/Appendix/Other Statements

Second Part:

- FD-4 Certificate
- Annexure A/1
- Notes to FD-4 (if any)
- TOR of NGO Bureau. Report is to be submitted as per Requirements of TOR (Conditions of TOR are to be followed exactly).

Observation and Comments:

Each page of the NGO audit report contains page number, initial of authorized person of CA firm and common seal and Auditor's certificate, balance sheet, accounts statements, FD-4 certificate and report as per TOR contain full signature of the Auditor. Moreover, NGO audit reports have the above-mentioned sequence.

Condition-8: Requirement-

In case of multi-years project, if audit was conducted in previous year, if so, if audit report was sent to NGO Bureau is to be mentioned in the audit report. If audit was done in previous year and if report was sent to the Bureau is to be mentioned, in case of continuous project, i.e. if the project was continuing in previous year in same name/in same nature

Observation and Comments:

We confirm that we have not carried-out the audit continuously for more than 5 years of this project.

Condition-9: Requirement-

After completion of audit one copy (original copy) of audit report in sealed envelope should be sent directly to Deputy Director (Inspection & Audit) NGO Affairs Bureau Dhaka.

Observation and Comments:

One copy of audit report in sealed envelope sent directly to Deputy Director (Inspection & Audit) NGO Affairs Bureau Dhaka.



Condition-10: Requirement-

Mention the first registration date, registration number and renewal date of the NGO with NGO Affairs Bureau.

Observation and Comments:

The registration number of SIM Bangladesh with NGO Affairs Bureau is 105. The first registration was on 03.09.1981 and renewed on 16.01.2020 for the period from 15-05-2020 to 14-05-2030.

Condition-11: Requirement-

Whether NGO has complied clause 7 of Foreign Donation (voluntary Activities) Regulation Rules, 1978 in regard to foreign donation received through a single Bank Account. If foreign money has been received in more than one Bank Account, mention related Bank name, and Account Number & donation amount.

Observation and Comments:

The NGO has received all foreign donations through a single Bank Account.

Condition-12: Requirement-

Mention the NGO Bureau approved bank account (mother account) number, bank name, branch name, amount of donation with date & donor name for the related project year. Mention project bank account number, bank name, branch name, amount of bank balance. Mention whether bank reconciliation of mother bank account & project bank account has been done and found correct.

Comments:

Details of approved bank account by NGO Affairs Bureau to receive foreign donations:

Amount of donation with

Date: 07 Nov 2021	: Taka 3,389,795.20
Date: 12 Jan 2022	: Taka 3,825,038.70
Date: 13 April 2022	: Taka 4,260,283.50
Date: 15 Jun 2022	: Taka 8,737,608.00

Amount of Bank Balance : Taka 20,212,725.40

Name of the bank (Mother account) : Delta Development Project-DDP, AB Bank Ltd.

Bank Branch : Dhaka-Bashundhara

Bank Account No. : A/C# 4034-782002-000

Amount of Bank Balance : 6,820,366.25

Name of the bank : Delta Development Project-DDP,

Bank Branch : Sirajganj-Sadar

Bank Account No. : A/C# 4207-782362-000

Amount of Bank Balance : 16,101.25

Name of the bank : Delta Development Project-DDP,

Bank Branch : Bogura-Sadar

Bank Account No. : A/C# 4201-782002-000

Amount of Bank Balance : 92,768.75

Name of the bank Delta Development Project-DDP,
Bank Branch Rangpur-Sadar
Bank Account No. A/C# 4205-782002-000
Amount of Bank Balance 83,821.25

Name of the bank Delta Development Project-DDP
Bank Branch Coxes' Bazar-Sadar
Bank Account No. A/C# 4108-782295-000
Amount of Bank Balance 83,821.25

Name Of The Donor	:	1. OM International (UK Office)
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Condition-13: Requirement-

Details of goods in kind (if any received by NGO) shall be mentioned in FD-4 separately or cumulatively with proper valuation & submission of statement of its uses & balances as per FD-5.

Comments:

As reported by Concern SIM Bangladesh no Donation in the form of goods were received during the period under audit.

Condition-14: Requirement-

Separately mention the bank interest earned/exchange gain received on donation in accounts statement and mention NGO Affairs Bureau approval for its utilization.

Comments:

The Organization has not received interest/exchange gain on foreign donation amount.

Condition-15: Requirement-

Mention whether NGO has followed section 6 of Foreign Donations (Voluntary Activities) Regulation Rules, 1978 to maintain double entry system of accounting in regard to cashbook/bankbook, ledger book, stock register, asset register & other register.

Comments:

The accounts of SIM Bangladesh are maintained under double entry system of book keeping and ledger book and other registers have been maintained properly. And they have followed all required conditions of section 6 of the Foreign Donations (Voluntary Activities) Regulation Rules, 1978 in the above matter.

SIM Bangladesh are maintained under double entry system of book keeping and ledger book and other registers have been maintained properly.

Condition-16: Requirement-

Mention whether NGO has for Foreign Aided Project (with previous project) maintains separate or consolidated accounts for Revolving Loan Fund (RLF) for on going and completed project and whether get the separate accounts audited independently. If the NGO not maintained separate set of accounts for consolidated RLF by the foreign donation money, the received service charge shall be mentioned as income from the loan disbursed from project.

Comments:

The project has no revolving loan fund.

Condition-17: Requirement-

Mention whether NGO has obtained certificate from Micro Credit Regulatory Authority for implementing micro credit program from the foreign donation money.

Comments:

Not applicable.

Condition-18: Requirement-

Mention whether NGO has incurred any expenditure in foreign currency, if yes, mention details.

Comments:

No expenditure was made in foreign currency by the organization out of the receipt of foreign donation of the project during the period under audit.

Condition-19: Requirement-

Whether excess expenditure over budget has been incurred or adjusted with other budget line items or unapproved budget line items adjustments with approved budget line. If yes, mentioned the details of the purpose of making the excess expenditure with reason.

Comments:

Budget variance with comments has been given in Annexure-A/1 enclosed with the report.

Condition-20: Requirement-

The salaries and allowances of officer/staff and any other expenses above Taka 10,000 are to be paid by bank cheque and bank transfer as per instruction in relevant circular. If the NGO has non-compliance with that and paid in cash, that should be mentioned in the report.

Comments:

The salaries and allowances of officer/staff of the organisation are made through bank transfer and expenses above Taka 10,000 are paid through bank transfer by SIM Bangladesh.

Condition-21: Requirement-

Given the detail information about the sources of the loan if, money has been borrowed to implement the project activities and concern approval of the executive committee of NGO.

Comments:

No loan has been taken by the SIM Bangladesh from other project to implement the project activities.

Condition-22: Requirement-

Whether any member of General Committee or Executive Committee has received salary allowances & honorarium in any form, if yes, give the details with Executive Committee approval. Mention the details of the full/part salary-allowances/honorarium received form the project/other projects by the Executive Head of the Audited Project.

Comments:

No salary-allowances/honorarium has been paid out to the member of the General Committee and Executive Committee during the Audit Period.

Condition-23: Requirement-

Mention whether the Internal Control System of the NGO is satisfactory.

Comments:

During our verification we observed that including the following policies/requirements Internal Control System of SIM Bangladesh is satisfactory.

1. Accounting Policy
2. Procurement/Purchase Policy
3. Asset Management Policy

Condition-24: Requirement-

Whether any money was refunded to the Donor Agency, if refunded whether NGO Bureau approval was taken, details are to be given.

Comments:

No money was refunded to the donor during the period under audit.

Condition-25: Requirement-

Mention whether of Revenue Stamp has been used and VAT/Tax has been deducted from bill/vouchers in appropriate cases and the same has been deposited into Government Treasury as per law of the country/Government Rules &

Regulations. Mention, separately the deposited figure of VAT/Tax to Government Treasury.

Comments:

Revenue Stamp has been used & tax has been deducted from bill/vouchers in appropriate cases. During the year VAT and Tax **Taka 300,733** has been educated and deposited into Government Treasury as per law of the country/Governments rules and regulations.



DDP HO VAT & TAX Document
FY:2021-2022

Sl. No	Head of expenses according to annexure-A 1(with subtitle)	Amount of expense (Taka)	Deductible amount		Deducted Amount		Deposited amount in Govt. Treasury (Taka)		Outstanding amount (Taka)		Treasury/Mushok Challan No. & Date
			4 VAT	5 IT	6 VAT	7 IT	8 VAT	9 IT	10 VAT	11 IT	
1	2										12
1	HO House Rent	25,000	3,750	1,250	3,750	1,250	3,750	1,250	-	-	Ch no-115,116 Date: 13.12.21
2	Geneva Camp House Rent	25,000	3,750	1,250	3,750	1,250	3,750	1,250	-	-	Ch no-60,61 Date: 14.12.21
3	AMF & VAT		45	-	45	-	45	-	-	-	Bank Statement Date: 23.12.21
4	Geneva Camp House Rent	25,000	3,750	1,250	3,750	1,250	3,750	1,250	-	-	Ch no-101,103 Date: 04.01.22
5	HO House Rent	25,000	3,750	1,250	3,750	1,250	3,750	1,250	-	-	Ch no-102,104 Date: 04.01.22
6	HO House Rent	25,000	3,750	1,250	3,750	1,250	3,750	1,250	-	-	Ch no-35,36 Date: 19.01.22
7	HO House Rent	25,000	3,750	1,250	3,750	1,250	3,750	1,250	-	-	Ch no-10;11 Date: 22.02.22
8	HO House Rent	25,000	3,750	1,250	3,750	1,250	3,750	1,250	-	-	Ch no-112,113 Date: 30.03.22
9	HO House Rent	25,000	3,750	1,250	3,750	1,250	3,750	1,250	-	-	Ch no- 136,137 Date: 27.04.22
10	VAT on Laptob & Printer	195,800	9,790	-	9,790	-	9,790	-	-	-	Ch no- 138 Date: 27.04.22
11	HO House Rent	25,000	3,750	1,250	3,750	1,250	3,750	1,250	-	-	Ch no- 46,47 Date: 26.05.22
12	HO House Rent	25,000	3,750	1,250	3,750	1,250	3,750	1,250	-	-	Ch no-202,203 Date: 15.06.22
	Staffs meeting (Conference Hall)	17,000	2,550	-	2,550	-	2,550	-	-	-	Ch no-204 Date: 15.06.22
	Staffs meeting (Food)	27,720	1,386	-	1,386	-	1,386	-	-	-	Ch no-204 Date: 15.06.22



Sl. No	Head of expenses according to annexure-A /1(with subtitle)	Amount of expense (Taka)		Deductible amount		Deducted Amount		Deposited amount in Govt. Treasury (Taka)		Outstanding amount (Taka)		Treasury/Mushok Challan No. & Date
		3	4	5	6	7	8	9	10	11		
1	2		VAT	IT	VAT	IT	VAT	IT	VAT	IT		12
13	Staffs meeting (Accommodation A/C)	800	120	-	120	-	120	-	120	-	-	Ch no-204 Date: 15.06.22
	VAT on DDP Staffs meeting (Accommodation Non A/C)	10,600	795	-	795	-	795	-	795	-	-	Ch no-204 Date: 15.06.22
14	AMF & VAT		45	-	45	-	45	-	45	-	-	Bank Statement Date: 26.06.22
15	Table & Chair	17,505	1,313	-	1,313	-	1,313	-	1,313	-	-	Mushok 6.3 Date: 29.06.22
16	House Rent	34,000	5,100	1,700	5,100	1,700	5,100	1,700	5,100	1,700	-	Ch no-62,63 Date: 23.01.22
17	House Rent	34,000	5,100	1,700	5,100	1,700	5,100	1,700	5,100	1,700	-	Ch no-18,19 Date: 27.02.22
18	House Rent	34,000	5,100	1,700	5,100	1,700	5,100	1,700	5,100	1,700	-	Ch no-34,35 Date: 27.03.22
19	House Rent	34,000	5,100	1,700	5,100	1,700	5,100	1,700	5,100	1,700	-	Ch no-02,03 Date: 19.04.22
20	House Rent	34,000	5,100	1,700	5,100	1,700	5,100	1,700	5,100	1,700	-	Ch no-14,15 Date: 22.05.22
21	House Rent	34,000	5,100	1,700	5,100	1,700	5,100	1,700	5,100	1,700	-	Ch no- 24,25 Date: 28.06.22
22	House Rent	13,310	1,997	666	1,997	666	1,997	666	1,997	666	-	Ch no-212200013345361,4541 Date: 12.12.21
23	House Rent	13,310	1,997	666	1,997	666	1,997	666	1,997	666	-	Ch no-212200014632501, 788 Date: 21.12.21
24	AMF & VAT		45	-	45	-	45	-	45	-	-	Bank statement Date: 23.12.21
25	House Rent	22,310	3,347	1,116	3,347	1,116	3,347	1,116	3,347	1,116	-	Ch no-78,79 Date: 30.01.22



Sl. No	Head of expenses according to annexure-A /1(with subtitle)	Amount of expense (Taka)		Deductible amount		Deducted Amount		Deposited amount in Govt. Treasury (Taka)		Outstanding amount (Taka)		Treasury/Mushok Challan No. & Date
		3	4	5	6	7	8	9	10	11		
			VAT	IT	VAT	IT	VAT	IT	VAT	IT		
	2											12
26	House Rent	14,310	2,147	716	2,147	716	2,147	716	2,147	716	-	Ch no-120,121 Date: 24.02.22
27	House Rent	18,310	2,747	916	2,747	916	2,747	916	2,747	916	-	Ch no-14,15 Date: 27.03.22
28	House Rent	18,310	2,747	916	2,747	916	2,747	916	2,747	916	-	Ch no-94,95 Date: 21.04.22
29	House Rent	18,310	2,747	916	2,747	916	2,747	916	2,747	916	-	Ch no-17,18 Date: 24.05.22
30	AMF & VAT		45	-	45	-	45	-	45	-	-	Bank statement Date: 26.06.22
31	House Rent	18,310	2,747	916	2,747	916	2,747	916	2,747	916	-	Ch no- 157,160 Date: 30.06.22
32	LT teachers trainer allow	5,000	-	250	-	250	-	250	-	250	-	Ch no- 158 Date: 30.06.22
33	Tubewell & toilet materials	79,670	3,984	-	3,984	-	3,984	-	3,984	-	-	Ch no- 159 Date: 30.06.22
34	House rent	18,000	2,700	900	2,700	900	2,700	900	2,700	900	-	Ch no-34,35 Date:02.12.21
35	House rent	18,000	2,700	900	2,700	900	2,700	900	2,700	900	-	Ch no-16,17 Date:19.12.21
36	AMF & VAT		45	-	45	-	45	-	45	-	-	Bank Statement Date:29.12.21
37	House rent	24,000	3,600	1,200	3,600	1,200	3,600	1,200	3,600	1,200	-	Ch no-28,29 Date:19.01.22
38	House rent	21,000	3,150	1,050	3,150	1,050	3,150	1,050	3,150	1,050	-	Ch no-09,10 Date:16.12.22
39	House rent	18,000	2,700	900	2,700	900	2,700	900	2,700	900	-	Ch no-02,03 Date:21.03.22
40	House rent	21,000	3,150	1,050	3,150	1,050	3,150	1,050	3,150	1,050	-	Ch no-02,03 Date:21.04.22

Sl. No	Head of expenses according to annexure-A /1 (with subtitle)	Amount of expense (Taka)	Deductible amount		Deducted Amount		Deposited amount in Govt. Treasury (Taka)		Outstanding amount (Taka)		Treasury/Mushok Challan No. & Date
			4	5	6	7	8	9	10	11	
1	2	3	VAT	IT	VAT	IT	VAT	IT	VAT	IT	12
41	Tailoring Machine	21,200	1,590	-	1,590	-	1,590	-	-	-	Ch no-04 Date:21.04.22
42	House rent	21,000	3,150	1,050	3,150	1,050	3,150	1,050	-	-	Ch no-13,14 Date:18.05.22
43	AMF & VAT		45	-	45	-	45	-	-	-	Bank Statement Date:26.06.22
44	House rent	21,000	3,150	1,050	3,150	1,050	3,150	1,050	-	-	Ch no-27,28 Date:28.06.22
45	LT teachers training (Con hall)	6,250	938	-	938	-	938	-	-	-	Ch no-24 Date:28.06.22
46	LT teachers training (Food)	17,410	871	-	871	-	871	-	-	-	Ch no-24 Date:28.06.22
47	LT teachers training (Accomo)	6,500	488	-	488	-	488	-	-	-	Ch no-24 Date:28.06.22
48	PPS teachers training trainer allow	16,000	-	1,600	-	1,600	-	1,600	-	-	Ch no-25 Date:28.06.22
49	PPS teachers training (Con hall)	16,000	2,400	-	2,400	-	2,400	-	-	-	Ch no-26 Date:28.06.22
50	PPS teachers training (Food)	77,135	3,857	-	3,857	-	3,857	-	-	-	Ch no-26 Date:28.06.22
51	PPS teachers training (Accom)	34,000	2,550	-	2,550	-	2,550	-	-	-	Ch no-26 Date:28.06.22
52	Table & Chair	28,700	2,153	-	2,153	-	2,153	-	-	-	Ch no-08 Date:30.06.22
53	Toilet & Tubewell materials	69,089	3,454	-	3,454	-	3,454	-	-	-	Ch no-05 Date:30.06.22
54	Food Relief Work	553,925	27,696	-	27,696	-	27,696	-	-	-	Ch no-06 Date:30.06.22



Sl. No	Head of expenses according to annexure-A /1(with subtitle)	Amount of expense (Taka)	Deductible amount		Deducted Amount		Deposited amount in Govt. Treasury (Taka)		Outstanding amount (Taka)		Treasury/Mushok Challan No. & Date
			4 VAT	5 IT	6 VAT	7 IT	8 VAT	9 IT	10 VAT	11 IT	
1	2	3									12
55	House Rent	13,000	1,950	-	1,950	-	1,950	-	-	-	Ch no-212200013589231 Date: 14.12.21
56	House Rent	13,000	1,950	-	1,950	-	1,950	-	-	-	Ch no-09 Date: 03.01.22
57	AMF & VAT		45	-	45	-	45	-	-	-	Bank statement Date: 23.12.21
58	Office House Rent	13,000	1,950	-	1,950	-	1,950	-	-	-	Ch no-03 Date: 06.02.22
59	PPS House Rent	5,000	750	250	750	250	750	250	-	-	Ch no-04,05 Date: 06.02.22
60	House Rent	18,000	2,700	-	2,700	-	2,700	-	-	-	Ch no-03 Date: 24.02.22
61	House Rent	5,000	-	250	-	250	-	250	-	-	Ch no-04 Date: 24.02.22
62	House Rent	18,000	2,700	-	2,700	-	2,700	-	-	-	Ch no-14 Date: 22.03.22
63	House Rent	5,000	-	250	-	250	-	250	-	-	Ch no-13 Date: 22.03.22
64	House Rent	18,000	2,700	-	2,700	-	2,700	-	-	-	Ch no-13 Date: 20.04.22
65	House Rent	5,000	-	250	-	250	-	250	-	-	Ch no-14 Date: 20.04.22
66	House Rent	18,000	2,700	-	2,700	-	2,700	-	-	-	Ch no-17 Date: 09.05.22
67	House Rent	5,000	-	250	-	250	-	250	-	-	Ch no-18 Date: 09.05.22
68	House Rent	18,000	2,700	-	2,700	-	2,700	-	-	-	Ch no-28 Date: 14.06.22
69	House Rent	5,000	-	250	-	250	-	250	-	-	Ch no-29 Date: 14.06.22

Sl. No	Head of expenses according to annexure-A /1(with subtitle)	Amount of expense (Taka)		Deductible amount		Deducted Amount		Deposited amount in Govt. Treasury (Taka)		Outstanding amount (Taka)		Treasury/Mushok Challan No. & Date
		3	4	5	6	7	8	9	10	11		
	2	VAT	IT	VAT	IT	VAT	IT	VAT	IT	VAT	IT	
1												12
70	LT teachers training Accomodation	6,000	450	-	450	-	-	450	-	-	-	Ch no-13 Date: 29.06.22
71	LT teachers training Conference room	6,250	938	-	938	-	-	938	-	-	-	Ch no-16 Date: 29.06.22
72	LT teachers training Food	15,255	763	-	763	-	-	763	-	-	-	Ch no-12 Date: 29.06.22
73	Toilet & Tubewell	72,446	3,622	-	3,622	-	-	3,622	-	-	-	Ch no-15 Date: 29.06.22
74	AMF & VAT		45	-	45	-	-	45	-	-	-	Bank statement Date: 26.06.22
75	House rent	22,000	3,300	-	3,300	-	-	3,300	-	-	-	Ch no-185 Date: 12.12.21
76	House rent	22,000		1,100		1,100			1,100			Ch no-151 Date: 13.12.21
77	House rent	22,000	3,300	1,100	3,300	1,100	1,350	3,300	1,100	1,350	-	Ch no-87,88 Date: 30.12.21
78	AMF & VAT		45	-	45	-	-	45	-	-	-	Bank statement Date: 23.12.21
79	House rent	27,000	4,050	1,350	4,050	1,350	1,350	4,050	850	1,350	-	Ch no-128,129 Date: 30.01.22
80	House rent	17,000	2,550	850	2,550	850	850	2,550	850	850	-	Ch no-56,57 Date: 23.02.22
81	House rent	22,000	3,300	1,100	3,300	1,100	1,100	3,300	1,100	1,100	-	Ch no-21,22 Date: 22.03.22
82	House rent	22,000	3,300	1,100	3,300	1,100	1,100	3,300	1,100	1,100	-	Ch no-11,13 Date: 24.04.22
83	Computer 6 Pcs	240,000	12,000	-	12,000	-	-	12,000	-	-	-	Ch no-12 Date: 24.04.22
84	House rent	22,000	3,300	1,100	3,300	1,100	1,100	3,300	1,100	1,100	-	Ch no-19,20 Date: 23.05.22



Sl. No	Head of expenses according to annexure-A /1(with subtitle)	Amount of expense (Taka)	Deductible amount		Deducted Amount		Deposited amount in Govt. Treasury (Taka)		Outstanding amount (Taka)		Treasury/Mushok Challan No. & Date
			4 VAT	5 IT	6 VAT	7 IT	8 VAT	9 IT	10 VAT	11 IT	
1	2	3	4	5	6	7	8	9	10	11	12
85	AMF & VAT		45	-	45	-	45	-	-	-	Bank statement Date:26.06.22
86	House rent	22,000	3,300	1,100	3,300	1,100	3,300	1,100	-	-	Ch no-116,117 Date:27.06.22
87	Toilets materials (bricks)	3,000	150	-	150	-	150	-	-	-	Ch no-241 Date:29.06.22
88	Toilets materials(rings,slap etc)	33,750	1,687	-	1,687	-	1,687	-	-	-	Ch no-242 Date:29.06.22
89	Toilets materials(Tin,treenail etc)	13,838	691	-	691	-	691	-	-	-	Ch no-243 Date:29.06.22
90	Toilets materials (wood)	7,500	375	-	375	-	375	-	-	-	Ch no-244 Date:29.06.22
91	L.T teachers training food	21,040	1,052	-	1,052	-	1,052	-	-	-	Ch no-245 Date:29.06.22
92	L.T teachers training Accomo	6,400	480	-	480	-	480	-	-	-	Ch no-246 Date:29.06.22
93	L.T teachers training Confer hall	10,000	750	-	750	-	750	-	-	-	Ch no-247 Date:29.06.22
94	Tubewell materials (pipe,tubewell etc)	31,060	1,553	-	1,553	-	1,553	-	-	-	Ch no-249 Date:29.06.22
95	Tubewell materials (brick,sand etc)	13,680	684	-	684	-	684	-	-	-	Ch no-250 Date:29.06.22
Total		2,790,003	250,955	49,778	250,955	49,778	250,955	49,778	-	-	

Total Vat Paid=	250,955
Total IT Paid=	49,778
Total VAT & IT Paid =	300,733

In Word: Three Hundred Thousand Seven Hundred Thirty Two Taka



Condition-26: Requirement-

It should be reported whether the NGO, as a legal entity, submits income tax return to NBR as per Income Tax Ordinance 1984 for each year and whether there is any foreigner employee in the organization, if so whether he/she gives Income Tax Return of the previous year and if assessments were settled or not.

Comments:

SIM Bangladesh has submitted Income Tax Return as per Income Tax Ordinance 1984. The TIN number is: **8621-2236-4562/Circle 101**. The foreign employees submitted their Income Tax Returns and their assessments were completed.

Condition-27: Requirement-

Mention whether NGO has any Income Generating Activities-IGA under the project. If yes, then give the name of IGA and if tax has been paid for the earned income or tax exemption certificate has been collected from NBR.

Comments:

There is no Income Generating Activities under the Project.

Condition-28: Requirement-

Give the details whether any officer/employee/any member of Executive Committee or General Committee of the NGO has visited foreign country with the money received from foreign sources/tickets/receiving other facilities in this case. Whether approval for such visit has been taken from NGO Bureau and given the details of it.

Comments:

There is no approved budget head for foreign travel and no officer/employee, member of executive committee or general committee availed foreign travel by using the project's fund during the year under audit.

Condition-29: Requirement-

Enclose statement of fixed assets owned by NGO during the time of audit. Whether fixed assets/deed/house rent contract/donated land/vehicle & other assets have been in the name of NGO.

Comments:

All Fixed Assets and other Asset's list has been attached to the Financial Statement and such Assets are purchased/registered/rented on behalf of SIM Bangladesh.

Condition-30: Requirement-

If fixed/current assets transferred or sold which was purchased from project fund. If done was approval from NGO Affairs Bureau obtained.

Comments:

Fixed/current assets have not sold or transferred during this year.

Condition-31: Requirement-

Whether the audit firm submits management letter mentioning inconsistencies and irregularities to the NGO Management and one copy of the same shall be submitted to Deputy-Director (Inspection & Audit) with audit report. If this type of letter/report is not needed, it shall be mentioned.

Comments:

Not applicable.

Condition-32: Requirement-

One CA Firm can't audit the same project of same NGO continuously for more than 5 years. This shall be confirmed by the CA Firm that the Firm has not carried out the Audit continuously for more than 5 years.

Comments:

We confirm that we have not carried-out the audit continuously for more than 5 years of this project.

Condition-33: Requirement-

Mention the names of Members of Executive Committee/Governing Body/ Management Committee of the NGO.

Comments:

List of Executive Committee Members are as follows:

Name	Designation
Andrew John McIvor	Country Director
Sahanaj Akther	Treasurer
Jake Peter Martinson	Personnel Coordinator
Stefen Sarah	Member

Condition-34: Requirement-

Mention whether the NGO has incurred the audit fees from the project.

Observation and Comments:

SIM Bangladesh has incurred the audit fees from the following project.

Project Name	Portion of Audit Fees
Education and Training	65%
Delta Development Project	25%
Beeztola Education Project	10%

Condition-35: Requirement-

Audit report shall contain the memo number, serial number with date of CA Firm's enlistment and renewal.

Observation and Comments:

Enlistment & Renewal: Serial No. 25, memo no. 03.07.2666.657.43.253.17-619 Dated: 31 January 2022.

Condition-36: Requirement-

Expression of an opinion after due examination whether all the financial transaction of the organization is free from money laundering and terrorist financing.

Observation and Comments:

After due examination, we opine that there was no indication of involvement of Society for International Ministries (SIM) Bangladesh with any money laundering and terrorist financing activities.

Condition-37: Requirement-

Conditions for project approval are followed accordingly and the audit firm should have a detailed opinion, including proof that the local administration has been involved in the implementation of the project.

Observation and Comments:

The project management has informed us that the local authority was involved, and they have applied to the local authority for obtaining certificate which is under process.

Condition-38: Requirement-

Whether audit activities have been performed within the stipulated time; if not, the justification for delay is to be mentioned.

Observation and Comments:

Audit activities have been done in due time.

Condition-39: Requirement-

DVC (Document Verification Code) have to be insert in the audit report.

Observation and Comments:

The DVC (Document Verification Code) Number of the audit report is **2209140587AS843097**

Dated: Dhaka
14-Sep-2022

(Maqbul Ahmed, FCA)
Enrollment No.-587
Managing Partner
Ata Khan & Co.

Chartered Accountants
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