

**MKC**

MOSTAFA KAMAL & CO.  
CHARTERED ACCOUNTANTS

*Confidential Financial Report*

**AUDITOR'S REPORT**

**OF**

**LIVELIHOOD SUPPORT PROJECT (LSP)**

**A PROJECT OF DIPTI FOUNDATION**

**FOR THE PERIOD ENDED 31<sup>st</sup> MARCH, 2021**

# MOSTAFA KAMAL & CO.

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Chartered Accountants

Ref: MKC/LSP/214

Date : .....

## Independent Auditor's Report

### To the Governing Body of DIPTI FOUNDATION

We have audited the accompanying financial statements of "LIVELIHOOD SUPPORT PROJECT (LSP)" – a project of DIPTI FOUNDATION, which comprise the Financial Position as at 31<sup>st</sup> March, 2021, Statement of Comprehensive Income, Statement of Receipts and Payments, Notes to the Account for the Period ended 1<sup>st</sup> December, 2020 To 31<sup>st</sup> March, 2021. and a summary of significant accounting policies and other explanatory notes.

### Management's responsibility for the financial statements

Project management is responsible for the preparation and fair presentation of these financial statements in accordance with Bangladesh Financial Reporting Standards and for such internal control as management determines necessary to enable the preparation of financial statements that are free from material misstatements.

### 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. 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 of material misstatements.

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 project's preparation of the financial statements in order to design audit procedures that the appropriate in the circumstances 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.

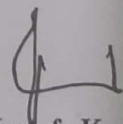
### Opinion

In our opinion, the Financial Statements present fairly, in all material respect, the financial position of "LIVELIHOOD SUPPORT PROJECT (LSP)" as at 31<sup>st</sup> March, 2021 and its Statement of Comprehensive Income and its Receipts and Payments Account for the year then ended in accordance with Bangladesh Financial Reporting Standards (BFRS) and applicable laws.

We also report that:

- We have obtained 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.
- Proper books of accounts as required have been kept and other applicable laws have been followed by the organization so far as it appeared from examination of those books.
- In our opinion, the financial statement dealt with by the report is in agreement with the books of accounts.

Date: Dhaka,  
June 20<sup>th</sup>, 2021

  
Mostafa Kamal & Co.  
Chartered Accountants

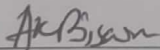


OUR SERVICE : Audit & Assurance Services, Accounts Preparation & Outsourcing taxation services, value Added tax, Fund arrangement from Bank & Financial institutions, Corporate Services, All Regulatory authority Compliance Services, Management Consultancy, Other advisory Services related to business

**LIVELIHOOD SUPPORT PROJECT (LSP)**  
**A PROJECT OF DIPTI FOUNDATION**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD 1ST DECEMBER, 2020 TO 31ST MARCH, 2021**

<u>PROPERTY AND ASSETS :</u>	<u>NOTES</u>	<u>AMOUNT IN TAKA</u>
<b>Non-current Assets :</b>		
(At cost less accumulated depreciation)	04	-
<b>Current Assets :</b>		
Cash & Cash Equivalent	05	4,994
		-
		-
 <b><u>FUND AND LIABILITIES :</u></b>		
Fund	06	4,994
		4,994
		4,994

Our separate report of even date annexed herewith.

  
 \_\_\_\_\_  
 Executive Director

  
 \_\_\_\_\_  
 MOSTAFA KAMAL & CO.  
 Chartered Accountants

Date: Dhaka,  
20th June, 2021



**LIVELIHOOD SUPPORT PROJECT (LSP)**  
**A PROJECT OF DIPTI FOUNDATION**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE PERIOD 1ST DECEMBER, 2020 TO 31ST MARCH, 2021**

**INCOME :****AMOUNT IN TAKA**Grant Received from "HILFE FUER BRUEDER  
INTERNATIONAL"

1,104,994

1,104,994**EXPENDITURE:**

0

Blanket Distribution

560,000

sewing- Machine

80,000

Mask's cotton

100,000

Administrative Exp.

50,000

Man Power

195,000

Communication

50,000

VAT &amp; Tax and Audit Expenses

50,000

International Communication Exp.

5,000

Other Expenses

10,000

1,100,000

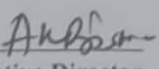
Depreciation

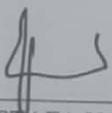
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Excess of Income over Expenditure

1,100,000

4,994

1,104,994
  
 Executive Director

  
 MOSTAFA KAMAL & CO.  
 Chartered Accountants

 Date: Dhaka,  
 20th June, 2021


**LIVELIHOOD SUPPORT PROJECT (LSP)**  
**A PROJECT OF DIPTI FOUNDATION**  
**STATEMENT OF RECEIPTS AND PAYMENTS**  
**FOR THE PERIOD 1ST DECEMBER, 2020 TO 31ST MARCH, 2021**

**RECEIPTS :****AMOUNT IN TAKA****Opening Balance**

Cash in Hand

Cash at Bank

Bank Deposit

Grant Received from "HILFE FUER BRUEDER  
INTERNATIONAL"

-

-

-

1,104,994

1,104,994**PAYMENTS:**

Blanket Distribution

sewing- Machine

Mask's cotton

Administrative Exp.

Man Power

Communication

VAT &amp; Tax and Audit Expenses

International Communication Exp.

Other Expenses

560,000

80,000

100,000

50,000

**195,000**

50,000

50,000

5,000

10,000

1,100,000

Cash in Hand


Cash at Bank


4,994

-

4,994

1,104,994

  
**Executive Director**

  
**MOSTAFA KAMAL & CO.**  
**Chartered Accountants**

Date: Dhaka,  
20th June, 2021



**LIVELIHOOD SUPPORT PROJECT (LSP)**  
**A PROJECT OF DIPTI FOUNDATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 1ST DECEMBER, 2020 TO 31ST MARCH, 2021**

**1.00 BACKGROUND:**

Dipti Foundation (DF) is a non-political, non-profit, non-government organizations working not only for poverty alleviation and empowering marginalize community people through providing resources but also promoting human rights, education, health education, working and supporting for good governance and rule of law in the society. The formation of this voluntary, charitable, relief and development organization had its root in Dhaka; when the country affected by any natural disaster DF stand for the affected poor community people to save their lives and livelihoods. "To improve the quality of life of the economical and socially disadvantaged families in the community through involvement of the members, especially the women, disabled and old aged member of these families in development programs and thereby establish an improved and flourishing transformed neighbor community".

**2.00 SCOPE OF AUDIT :**

We have carried out our examination in accordance with the accepted Bangladesh Standard on Auditing and accordingly, included such tests of accounting records and such other auditing procedures as we have considered feasible and appropriate in the circumstances.

**3.00 FINANCIAL STATEMENTS :**

The following financial statements are included in this report :

- a) Statement of Financial Position as at 1st December 2020 To 31st March, 2021
- b) Statement of Comprehensive Income for the year ended 1st December 2020 To 31st March, 2021
- c) Statement of Receipts and Payments for the year ended 1st December 2020 To 31st March, 2021
- d) Notes to the Financial Statements for the year ended 1st December 2020 To 31st March, 2021
- e) Schedule of Non-current Assets as at 1st December 2020 To 31st March, 2021

**4.00 NON-CURRENT ASSETS - TK. 00.00**

The amount is made-up as follows :

Balance as at December 1, 2020	-
Add : Additions made during the year	-
	-
Less : Accumulated depreciation up to 31st March, 2021	-
	-
	-

Tk.

*The details are shown in Schedule - "A "*



**5.00 Cash and Cash Equivalent : 4,994.00**

**5-i Cash in Hand**

We could not physically verify the Cash in Hand as at 31st March, 2021 as our appointment is post dated. However, we have obtained a cash certificate from the management confirming the balance held-up on that date and found the balance as agreed with the balance shown in Book.

**5-ii Cash at Bank**

The amount is lying with Commercial Bank of Ceylon PLC, Mirpur Branch, Current Account No-1812007160. Bank Accounts have been checked in details with deposit slips, cheque counter foils, bank statement, etc. The amount is found as agreed with the balance shown in the bank statement.

Cash in Hand

Cash at Bank

4,994
-
4,994

**6.00 FUND - TK. 4,994.00**

The amount is made-up as follows :

Balance as at December 1, 2020

Add: Excess of Income over Expenditure

-
4,994
4,994



## LIVELIHOOD SUPPORT PROJECT (LSP)

FORM FD-4

CERTIFICATE TO BE GIVEN BY THE AUDITORS

We have audited the financial statements of "LIVELIHOOD SUPPORT PROJECT (LSP)", a project of "DIPTI FOUNDATION" House-1038/5, East Monipur, Mirpur-02, Dhaka-1216 Vide Registration No. 1361, dated 06-04-1999 and renewed on 06-04-2019 under the NGO Affair Bureau and Foreign Donation (Voluntary Activity) Regulation Ordinance, 1978 and we have examined all relevant books, vouchers and certified that according to the audited accounts for the Period ended 1ST DECEMBER, 2020 TO 31ST MARCH, 2021


1. The brought forward Foreign Donation at the beginning of the year 01 December, 2020 was Tk. 00.00.
2. The Foreign Donations amounting to TK- 11,04,994.00 (Approved Budget was Tk. 11,00,000.00) was received by the organization during the period under audit.
3. The balance of un-utilized Foreign Donations by the organization was Tk. 4,994.00 under audit.
4. Foreign donations amounting to Tk. 11,00,000.00 was utilized for following project and purpose:

Head of expenditure	Amount as per approved budget (Tk.)	Amount actually Spent (Tk.)	Difference (Tk.)
As per Annexure A/1	1,100,000.00	1,100,000.00	0.00

5. Certified that the project has maintained the accounts of Foreign Donations and records relating there to in the manner specified as in section 5 of the Foreign Donations (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.

Date: Dhaka,  
20th June, 2021

  
MOSTAFA KAMAL & CO.  
Chartered Accountants

Our enlistment number is SL. No. 73, vide NGO Affairs Bureau circular no NGO Affairs Bureau Enlistment/Renewal Memo No. 03.07.2666.657.43.253.17-51, Dated: 16/01/2020, Enlistment No: 73.





LIVELIHOOD SUPPORT PROJECT (LSP)

A PROJECT OF DIPTI FOUNDATION

BUDGET VARIANCE FOR THE PERIOD ENDED FOR THE PERIOD 1ST DECEMBER, 2020 TO 31ST MARCH, 2021

Date of Govt. Approval with Memo No. 03.07.2666.662.68.061.20.- 1112, Dated: 17th December, 2020.

"Annexure A-I"

SL	PARTICULARS	Budgeted	Actual	Variance Tk.	Variance (%)	Reasons for Variation
	<b>ACTIVITY COSTS</b>					
	Blanket Distribution	560,000	560,000	-	Nil --	
	sewing- Machine	80,000	80,000	-	Nil --	
	Mask's cotton	100,000	100,000	-	Nil --	
	Administrative Exp.	50,000	50,000	-	Nil --	
	Man Power	195,000	195,000	-	Nil --	
	Communication	50,000	50,000	-	Nil --	
	VAT & Tax and Audit Expenses	50,000	50,000	-	Nil --	
	International Communication Exp.	5,000	5,000	-	Nil --	Due to cost control
	Other Expenses	10,000	10,000	-	Nil --	Due to cost control
	<b>Grand Total</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>-</b>	<b>Nil --</b>	



## LIVELIHOOD SUPPORT PROJECT (LSP)

A PROJECT OF DIPTI FOUNDATION

ANNEXTURE OF TDS VDS (AS PER NGOAB TOR " CONDITION NO-25")  
FOR THE PERIOD 1ST DECEMBER, 2020 TO 31ST MARCH, 2021

SL NO	Particulars as per Annexure (A/1)	Amount (Taka)	Deductible		Deducted		Deposited		Accrued		Chalan No. Date
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	
1	2	3	4	5	6	7	8	9	10	11	12
1	Blanket Distribution	560,000	28,000	-	28,000	-	28,000	-	-	-	52-29/06/21
2	VAT & Tax and Audit Expenses	15,000	2,250	1,500	2,250	1,500	2,250	1,500	-	-	53-29/06/21 & 54-29/06/21
3	sewing- Machine	80,000	8,077	-	8,077	-	8,077	-	-	-	123-22/04/21
<b>Grand Total</b>		<b>575,000</b>	<b>30,250</b>	<b>1,500</b>	<b>30,250</b>	<b>1,500</b>	<b>30,250</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	



## PARTICULARS REQUIRED BY NGO BUREAU

In addition to our Auditors' Report, we also report as follows on the specific points required by the NGO Affairs Bureau, vide its circular no. 03.07.2666.657.43.253.17-51, Dated: 16/01/2020, Enlistment No: 73 This Report is made on the basis of our examination of the books and records of the concerned NGO.

### 1. RESPONSIBILITY AND INDEPENDENCE OF AUDITORS:

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

**Compliance:** We have audited the accompanying Financial Statements of "LIVELIHOOD SUPPORT PROJECT (LSP)" a project of DIPTI FOUNDATION, consisting of a Balance Sheet and receipts & payment Statement as well as the notes to the financial statements for the Period from **1st December 2020 To 31st March, 2021**. The preparation of the financial statements according to International Accounting Standards (IAS) is the responsibility of the management of the company. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with International Standards on Auditing (ISA) adopted by the Institute of Chartered Accountants of Bangladesh (ICAB). These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. Evidence supporting the amounts and disclosures in the financial statements is examined on a test basis within the framework of the audit. An audit also includes assessing the accounting principles used and significant estimates and judgments made by the directors as well as evaluation the overall financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

**We confirm that the audit of accounts of the project of "LIVELIHOOD SUPPORT PROJECT (LSP)" a project of 'DIPTI FOUNDATION' Reg. No. FDA Reg. No.-1361 for the Period from 1st December 2020 To 31st March, 2021 was performed with due professional care.**

### 2. COMPLIANCE OF RULES AND REGULATIONS ENACTED FOR THE NGOS AND THE TERMS & CONDITIONS RELATING TO PROJECT APPROVAL:

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

- The Foreign Donation (Voluntary Activities) Regulation Ordinance, 1978;
- The Foreign Donations (Voluntary Activities) Regulation Rules, 1978;
- The Foreign Contributions (Regulation) Ordinance, 1982;
- Working procedures contained in Circular (Paripatra) No. 07.070.022.03.00.013.2010-90 (500) issued by the office of the Prime Minister dated 12-04-2012 (if applicable);
- FD-6, FD-7, FD-8 or FC-1 related to project approval (where projects objectives, aims and budgets are stated in details); and
- Terms and Conditions relating to project approval.



**Compliance:** In our opinion, the NGO has maintained the accounts of the project in compliance with the requirements of the foreign donations (Voluntary Activities) Regulation ordinance, 1978, The foreign Donations (Voluntary Activities) Regulations Rule 1978, the Foreign Contributions (Regulation) Ordinance, 1982 and Circular No. 07.070.022.03.00.013.2010-90 (500) dated 12-04-2012 issued from the Prime Minister's Secretariat. So far as it appeared from our examination of the accounting books and records, in our opinion, the NGO has also complied with the accounting requirements specified in The Foreign Donations (Voluntary Activities) Regulation Ordinance, 1978 and The Foreign Contribution (Regulation) Ordinance, 1982.

We did not carry out any evaluation of the Program activities. The compliance with the terms and conditions of the approval of the project proposal (FD-6) as well as the implementation of the project was examined from the financial point of view, and these appeared to be in order.

3. **AUDIT CERTIFICATION IN FORM FD-4 AND ANNEXURE-A/1:**

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

**Compliance:** The FD-4 along with Annexure -A/1 has been prepared in prescribed format and has been duly certified and signed by us. The foreign donations received against this project through the Mother account have been disclosed. We confirm that under **clause (a)** of the Foreign Donations (Voluntary Activities) Regulation Rules, 1978, the NGO has received all foreign donations through the Dual bank account, e.g. Commercial Bank of Ceylon PLC, A/C # - 1812007160

4. **PROJECT-WISE AUDIT REPORT FOR EACH PROJECT YEAR:**

**Requirements:**

Separate audit report should be prepared for each project covering the project year/period. If there is any local income/grant related to the project should have to be shown separately.

**Compliance:** This is 4 (Four) Months Project, So yearly Audit report for the Project has not been prepared and there was no Local income/Grant for the Project.

5. **SUMMARIZED GOALS, OBJECTIVES AND MAIN ACTIVITIES OF THE PROJECT:**

**The overall goal:** Ensure to fulfill the need of the clothing of the refugees and IGA for the host community.

**Objectives:**

**Objective-1:** 400 Rohingya families will be provided cloth support.

**Objective-2:** 10 Sewing machines will be given to women of the host community

**Expected Outcomes:**

- 400 FDMN will be received worm cloth to meet their immediate logistic crisis
- 10 Women of the host community in Cox'sBazar as IGA on their livelihoods



Specific information pertaining to the project is given below:

1	Name of the Implementation Agency	DIPTI FOUNDATION
2	Name of the project:	LIVELIHOOD SUPPORT PROJECT (LSP)
3	Project Approval Letter Ref.	03.07.2666.662.68.061.20.- 1112, Dated: 17th December, 2020.
4	Total Project Amount (Tk.)	11,00,000.00
5	Project Period	1st December 2020 To 31 <sup>st</sup> March, 2021.
6	Project areas	Cox- Bazar & Teknaf.
7	Memo number and date of the fund released by bureau	03.07.2666.662.68.061.20.- 1112, Dated: 17th December, 2020.
8	Fund Release Amount With Number of Installment	1 <sup>st</sup> release-11,00,000.00
9	Foreign Donation Received	11,04,994.00 Tk.
10	Whether the Foreign Donation Received in the Mother Account Before Releasing the Fund by NGOAB	No
11	No of Beneficiaries	410 poor people
12	Date of Appointment of Audit Firm	27 May, 2021

#### 6. FINANCIAL STATEMENTS:

##### Requirements:

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

**Compliance:** The Financial Statement, Income and Expenditure Account and Receipts and Payment Account have been prepared accounts head-wise as maintained in the ledger of the project. The Statements of Receipts and Payments and the Income and Expenditure and the Balance Sheet duly signed by the NGO Authority have been given in the audit Report.

#### 7. AUTHENTICATION AND SEQUENCE OF THE AUDIT REPORT:

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



**Compliance:** Page No. in each page of this Report has been given. The impression of the common seal of our Firm has been put in each of the pages of the Audit Report and Initialed by the Partner of the Firm. The full Signature of the Partner of the Firm has been given in the formal Audit Report, Balance Sheet, Statement of Income and Expenditure, Statement of Receipt and Payment and FD-4 Certificate. The Following sequences have been maintained in submitting the Report.

**PART-1**

- a. Scope, Opinion Auditor's Report
- b. Balance Sheet
- c. Statement of Income and Expenditure
- d. Statement of Receipts and Payment
- e. Notes to the Financial Statements
- f. Annexure

**PART-2**

- a. FD-4 certificate
- b. Annexure A/1
- c. Notes to FD-4
- d. Auditor's Report in seriatim of NGO Affairs Bureau TOR

**8. REPORT ABOUT EARLIER YEAR'S AUDIT:**

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

**Compliance:** The Project is 4 (Four) Months Project, so earlier year audit report has not been submitted to NGO Affairs Bureau.

**9. SUBMISSION OF AUDIT REPORT TO NGO AFFAIRS BUREAU:**

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

**Compliance:** On completion of the Audit, a Copy of the Audit Report under sealed cover has been directly sent to the Deputy Director (Inspection and Audit), NGO Affairs Bureau, Dhaka

**10. REGISTRATION AND LAST RENEWAL OF THE NGO:**

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

**Compliance:** The Organization was registered with the NGO Affairs Bureau, Government of People's Republic of Bangladesh vide Registration No. **FDA Reg. No.- 1361**, dated: 06-04-1999 renewed on 06-04-2019.

**11. RECEIPT OF FOREIGN DONATIONS IN A SINGLE BANK ACCOUNT:**

**Requirements:** As per provision of Rule-7 of The Foreign Donations (Voluntary Activities) Rules 1978 the NGO is supposed to deposit all the foreign donations received in a single bank account. As per provisions of that Rule whether the NGO has received all the foreign donations through a single bank account or not; or, if the NGO received the foreign donations in different bank accounts deviating the provision of the that Rule the name of bank, account number and amount received should have to be mentioned in the audit report.



**Compliance:** The Name of the Bank through which Foreign Donation/Grant was received, Bank Account No. Commercial Bank of Ceylon PLC, A/C 1812007160 the amount received during the year under audit with dates and the name of the donor are given below:

- a) Name of the Donor: MILFE FLIER BRUEDER INTERNATIONALE  
 b) Foreign Donation/Grant Received and Account For: EOT, 11.04.2021 Tk.

- c) Name Address and A/C No of the Bank through which the above amount was received and dates:

Commercial Bank of Ceylon PLC, Mirpur Branch, A/C 1812007160

Bank Name	Date	Amount Received (LKR)
CBL	11.02.2021	11,04,000.00
	Total	11,04,000.00

The Above Foreign Donation/Grant Have Been Received By 'LIVELIHOOD SUPPORT PROJECT (LSP)' a project of "DIPTI FOUNDATION" Project in compliance with Rule-7 of the Foreign Donations (Voluntary Activities) Regulation Rule, 1978.

#### 12. PARTICULARS OF BANK ACCOUNTS:

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

**Compliance:** Amount received during the year by Mother Account Commercial Bank of Ceylon PLC, Mirpur Branch, A/C 1812007160 And Project Expenses paid by its Project Account, The Project Bank Account No. name of the Bank and its Branch and Bank Balance as on 31<sup>st</sup> March, 2021 as follows:

- a. Name of the Bank : Commercial Bank of Ceylon PLC  
 b. Name of the Branch : Mirpur Branch  
 c. Account No. : 1812007160  
 d. Account Type : Current Account  
 e. Balance as on 31/03/2021 : Tk. 00.00

#### 13. DONATION RECEIVED IN KINDS:

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

**Compliance:** During the year, no Donation/Grant was received in kind. Donation/ Grant received in cash has been properly evaluated and account for and included in the relevant FD-4 and Annexure A/1 attach thereto.

#### 14. BANK INTEREST AND EXCHANGE GAIN:

**Requirements:** Interest earned/exchange gain derived on foreign donations should have to be stated separately in the statement of accounts and whether permission/approval for its utilization has been obtained from NGO Affairs Bureau or not should have to be mentioned in the audit report.

**Compliance:** No Bank Interest/Exchange gain has been earned during the year on Donation/Grant.



15. **MAINTENANCE OF BOOKS OF ACCOUNTS AND RECORDS:**  
**Requirements:** Whether the NGO has maintained Cash/Bank Book, Ledger Book, Stock Register, Assets Register and Other Registers under double entry system of accounting as per requirement of Rule 6 of The Foreign Donation (Voluntary Activities) Regulation Rules, 1978 should have to be mentioned in the report.  
**Compliance:** The Books of Account of the Project such as Cash Book/Bank Book, Ledger, Stock Register, Assets Register, etc. are being maintained as per Rule-6 of the Foreign Donations (Voluntary Activities) Regulation Rule, 1978.
16. **MAINTENANCE OF ACCOUNTS FOR REVOLVING LOAN FUND:**  
**Requirements:** In case, where there is Revolving Loan Fund (RLF) against previously and currently implemented projects of the organization, whether separate project/donor-wise accounts are maintained or a consolidated accounts is maintained and whether it is audited separately in each and every year or not should have to be mentioned. If separate consolidated accounts are not maintained for Revolving Loan Funds (RLF) the amount of service charges received from the loan disbursed out of project fund under audit, it should have to be ensured that the service charge income has been shown as receipt.  
**Compliance:** There is No Revolving Loan Fund (RLF) against previously and currently implemented projects of the organization.
17. **REGISTRATION OF MICRO CREDIT REGULATORY AUTHORITY:**  
**Requirements:** In order to implement micro credit program with the fund from foreign donations, whether the concerned NGO possesses certificate from the Micro Credit Regulatory Authority should have to be mentioned.  
**Compliance:** There is No Micro Credit Fund of the Organization and as such it is not registered with the Micro Credit Regulatory Authority.
18. **UTILIZATION OF FUND IN FOREIGN CURRENCY:**  
**Requirements:** Whether any amount of donation has been spent in foreign currency and if yes, details of which should have to be mentioned in the audit report.  
**Compliance:** No grant money was spent in Foreign Currency. Fund received from donors has been expended in Bangladeshi Taka.
19. **BUDGETARY CONTROL AND BUDGET VARIANCE:**  
**Requirements:** Whether excess expenditure over the budget has been incurred against particular head of expenditure or adjusted the expenditure of one head with another head or adjusted the expenditure of an unapproved head with an approved head, and if done, detail description of the purpose of such excess expenditure along with the reasons should have to be mentioned in the audit report.  
**Compliance:** Expenditure exceeding the budget with reason thereof and payments made during the year beyond the budget has been detailed in Annexure A/1 to FD-4. There is 1 (One) case of adjustment of expenditure exceeding budget of other head of account with that of other head and also no other adjustment of expenditure of any unapproved head of accounts with that of regular head of accounts.
20. **PAYMENT OF SALARY THROUGH BANK ACCOUNT:**  
**Requirements:** In the Paripatra necessary instruction has been given to pay salary-allowances of officers/staffs through bank account if exceeds Tk. 10,000 per month, Deviating the instruction if payments are made in cash should have to be mentioned in the audit report.





**Compliance:** The Salary and Allowance of the Officers and the Staff of the Project exceeding Tk. 10,000/- are being paid by cheques/Bank transfer.

21. **RECEIPT OF LOAN TO IMPLEMENT THE PROJECT:**

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

**Compliance:** The Project utilized no borrowed fund for the implementation of the Project.

22. **PAYMENT OF SALARY-ALLOWANCE MEMBER OF GB AND EC OR CHIEF EXECUTIVE:**

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

**Compliance:** No member of the Organizations General Committee and Executive Committee draws either any Salary and allowance or honorarium from the Project Fund.

23. **INTERNAL CONTROL SYSTEM OF THE NGO:**

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

**Compliance:** The internal control system of the Organization appeared to be satisfactory.

24. **REFUND OF FUND TO THE DONOR:**

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

**Compliance:** There was/is no case of refund of any money to the Donor during the year.

25. **USE OF REVENUE STAMP AND DEDUCTION OF VAT AND INCOME TAX AT SOURCE:**

**Requirements:** In the compliance with the rules and regulation of the government whether revenue stamp has been affixed, whether VAT/income tax has been deducted at source from bill/voucher or not where applicable and whether deducted VAT/income tax has been duly deposited with government exchequer or not auditors comments in this regard should have to be given. The amount of VAT/income tax deposited with government exchequer should be shown separately.

**Compliance:** Revenue Stamp of appropriate value has been affixed on the bills/vouchers while making financial transactions. VAT/AIT has been deducted at source from the applicable cases of bills/vouchers in accordance with Government rules and regulations and the amount of VAT/AIT so deducted has been duly deposit with Government treasury.

The deductions of VAT and IT at source and deposits of the same with the Government Treasury made during the year are detailed below:

Sl. NO	Particulars as per Annexure (A/1)	Amount (Taka)	Deductible		Deducted		Deposited		Accrued		Chalan No. Date
			VAT	IT	VAT	IT	VAT	IT	VAT	IT	
		3	4	5	6	7	8	9	10	11	12
1	2	560,000	28,000	-	28,000	-	28,000	-	-	-	52-29/06/21
3	Blanket Distribution	15,000	2,250	1,500	2,250	1,500	2,250	1,500	-	-	53-29/06/21 & 54-29/06/21
2	Audit Expenses	80,000	8,077	-	8,077	-	8,077	-	-	-	T23-22/04/21
3	sewing Machine	875,000	30,250	1,500	30,250	1,500	30,250	1,500	-	-	
	<b>Grand Total</b>										

26. **SUBMISSION OF INCOME TAX RETURN:**

**Requirements:** Whether the concerned NGO as a separate legal entity files income tax returns to the concerned authority of National Board of Revenue in accordance with the provisions of The Income Tax Ordinance 1984 should have to be mentioned.



**Compliance:** As per Government rule the organization being a legal entity, they have submits its annual Income Tax Return with the appropriate Income Tax Circle as per provision of the Income Tax Ordinance, 1984.

27. **INCOME GENERATING ACTIVITIES-IGA:**

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

**Compliance:** Reportedly, there was/is no income generating activities of the Organization under this Project.

28. **TOURS IN ABROAD WITH FINANCING OF FOREIGN DONATED FUND:**

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

**Compliance:** No Officer, Staff or Member of the General Committee or the Executive Committee of the Organization has undertaken any foreign tour the money received either from any foreign sources or by free of cost air ticket and/or by other privileges.

29. **DESCRIPTION OF FIXED ASSETS ALONG WITH VALUE:**

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

**Compliance:** No Fixed Assets Purchase for this Project during the project Period, so no fixed assets is in the name of the organization mentioned in the audit report.

30. **DESCRIPTION OF SALE OR TRANSFERRED FIXED ASSETS:**

**Requirements:** The description of sale & transferred fixed assets along with approval of NGO Bureau Purchased by the organization during the year of audit should have to be attached with the report.

**Compliance:** No Purchased fixed Assets Sale or Transferred during the project Period.

31. **MANAGEMENT LETTER/REPORT:**

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

**Compliance:** No errors, omission and irregularities have been found in maintain the Books of Account and also in expending the donation money of the Project. No expenditure irrelevant to the main objectives of the project was incurred. The Cash Book, the Ledger and the Receipts and Payments Vouchers are being properly maintained. We have checked more or less 100% of both the Receipts and payments vouchers and found the same in order.



32. **AUDIT OF PROJECTS OF NGO FOR MORE THAN FIVE YEARS:**  
**Requirements:** An audit firm should not conduct audit of projects of an NGO continuously for more than five years. For this reason the CA firm should certify that the NGO under audit has not been audited continuously for more than five years.

**Compliance:** We, **MOSTAFA KAMAL & CO. Chartered Accountants**, the present Auditors of this project of 'LIVELIHOOD SUPPORT PROJECT (LSP)' a project of "DIPTI FOUNDATION", hereby verify 'LIVELIHOOD SUPPORT PROJECT (LSP)' a project of 'DIPTI FOUNDATION', that we were/are not the Auditor for more than 5 (Five) consecutive years.

33. **LIST OF MEMBERS OF EXECUTIVE COMMITTEE/GOVERNING BODY/ MANAGEMENT COMMITTEE OF THE NGO:**

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

**Compliance:** List of the members of the Executive Committee/Governing Body/Management Committee is given below:

- **Mr. Rev. Peter D Majumder, Chairman, Executive Board.**  
Address: 102, Senpara, Parbata, Mirpur 10. Dhaka -1216
- **Lidia Barikder, Vice Chairman, Executive Board.**  
Address: 31/2, Senpara, Parbat, Mirpur 10. Dhaka -1216
- **Clari Robin Baul – Treasurer, Executive Board**  
Address: House # 537/A, Flat -4 D, (3<sup>rd</sup> floor) West Kazipara, East Monipur, Dhaka -1216.
- **Ashok Debsorma – Member, Executive Board**  
Address: 101/1 Borobag, Mirpur -2, Dhaka -1216
- **Mr. Arun Kanti Biswas, General Secretary/Executive Director (Honorary), Executive Board.**  
Address: 1038/5 East Monipur, Borobag, Mirpur -2, Dhaka -1216.

We further confirm that there is no relationship between/among members.

34. **AUDIT RELATED EXPENSES:**  
**Requirements:** Whether, all the expenses relating to audit has been met out of fund of the concerned project or not, should have to be mentioned.

**Compliance:** The Audit Fee of the Project is being paid from the Project Fund.

35. **MEMO NUMBER ALONG WITH DATE OF ENLISTMENT:**

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

**Compliance:** Our enlistment number is SL. No. 73, vide NGO Affairs Bureau circular no NGO Affairs Bureau Enlistment/Renewal Memo No. 03.07.2666.657.43.253.17-51, Dated: 16/01/2020, Enlistment No: 73.



36. **MONEY LAUNDERING AND TERRORIST FINANCING ACTIVITIES:**

**Requirements:** Whether the NGO is involved in any Money Laundering and Terrorist Financing Activities.

**Compliance:** As per Circular Vide letter No: 03.09.0000.658.74.01.12-1700, Date: 08/10/2015 of NGO Affairs regarding Prevention of Money Laundering and Terrorist Financing. We have conducted test verification. There have no any such act of Money Laundering and Terrorist Financing by the Organization. Moreover, we have obtained a management representation letter about Money Laundering and Terrorist Financing and the management has confirmed that, the organization is not involved in any such act of Money Laundering and Terrorist Financing.

37. **PROJECT APPROVAL REQUIREMENTS:**

**Requirements:** Whether the project approval condition have been properly followed and local administrations have been involved in the implementation of project activities.

**Compliance:** The NGO followed the terms mentioned in project approval letter from NGO Affairs Bureau and informed local administration about the project implementation by submitting FD-06 to Upazila Nirbrahi Officers Office and inaugurated the project by Upazila Nirbahi Officer.

38. **AUDIT ACTIVITES CARRIED OUT:**

**Requirements:** Whether Audit activities have been carried out within the stipulated time.

**Compliance:** The Audit of the project has been conducted within the stipulated time.

Dhaka: Dated  
20 June, 2021



**MOSTAFA KAMAL & CO.**  
Chartered Accountants

NGO Approval No: 03.07.2666.657.43.253.17-51  
Dated: 16.01.2020, Enlistment No: 73

