

PRIVATE & CONFIDENTIAL

**নিরীক্ষা প্রতিবেদন
AUDITORS' REPORT**

OF

UTTHAN

House # 314, Mehedi Complex, Hospital Road,
Barishal, Bangladesh.

For the year ended 31st December, 2018

**AUDITORS' REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD/YEAR ENDED**



Mijan Rahman Bhuiyan & Co.

Chartered Accountants

Apart. # 1-1, 2/F, Road # 01,

Shymoli, Dhaka-1207

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AUDIT REPORT

We have examined the annexed Balance Sheet of “**UTTHAN**” House # 314, Mehedi Complex, Hospital Road, Barisal, Bangladesh as at 31st December, 2018 together with Receipts & payments Accounts and Income & Expenditure Accounts for the year ended on that date. We report that.

- a) We have obtained all the information and explanations which we have required income & Expenditure Accounts are drawn up conformity with rule:
- b) In our opinion, the Balance Sheet and Receipts and Payments Accounts and income & Expenditure Accounts are drawn up conformity with rule;
- c) Such Balance Sheet exhibits a true and fair view of the state of the organization’s affairs according to the best of our information offered to us as shown by the books of the Organization:
- d) Maintenance of accounts is the responsibilities of management. These financial statements have been based on the Accounts submitted to us by the management.



Mijan Rahman Bhuyan & Co.

Chartered Accountants

Date : 29.01.2019





Background & Explanations

1.0 ABOUT THE ORGANIZATION:

UTTHAN, 314, Mehedi Complex, Hospital Road, Barishal, Bangladesh is a non Govt. non political development organization formed with the active initiative of a few development professionals, social workers, educationist and philanthropist to improve the socio-economic & social conditions of disadvantaged people. The Major activities of this organization are to aware the community people, micro-credit, providing education and training, environment awareness, women & child programs etc. To implement these programs necessary funds have been managed from members' and community contribution, local donation and other sources, etc.

2.0 SCOPE OF AUDIT:

We confirm that our audit was carried out in accordance with the internationally accepted auditing standards as adopted in Bangladesh and accordingly included such test of accounting records, audit procedures as were considered appropriate in the circumstances.

3.0 OBJECTIVE OF AUDIT:

Major objectives of the audit are:

- a. Preparation of accounts covering all organization transactions during the period under audit and to review the efficiency and capacity in managing of the organization :
- b. Verification of expenses to ensure that expenses are supported by adequate vouchers/documents to justify payments. The expenses related to organization and recorded on standard documents showing payees, amount, purpose and data of disbursement along with original bill, invoice and receipts etc and also to ensure compliance with appropriate rules and regulations and compare actual expenses with budget.
- c. To review the internal control and fund management system and make suitable recommendations :

4.0 ACCOUNTING RECORDS:

Separate cashbook, ledger and other books of documents were maintained by the organization as per provisions of the agreement and accounting standard.

5.0 ACCOUNTING BASIS:

Accounts of the organization was maintained on accrual accounting basis, that is, all income actually received/due were taken as income and all expenditure/payments actually made/due during the period was taken as expenditure. This has been resulted in making the financial statements more meaningful and accurate for reporting and monitoring purpose.

6.0 PRESENTATION OF FINANCIAL STATEMENTS:

The following financial statements were prepared and presented for management information purpose:

- Balance Sheet as at 31st December, 2018 showing assets and fund status of the organization :
- Income & Expenditure account for the period from 1st January, 2018 to 31st December 2018 showing revenue income and expenditure incurred :
- Receipts & Payments Account for the period from 1st January, 2018 to 31st December 2018 based on cash transactions only. No adjustment on non-cash transaction have been included in this account:



7.0 REPORTING:

This report covers comment for the period from 1st January, 2018 to 31st December 2018.

8.0 FIXED ASSETS: Taka =694000/-

Fixed assets register was maintained by the organization showing specification, quantity and value thereof. The management carried out a physical inventory of fixed asset as the closing date of accounts. Identification mark was also given to each item of assets for easy location.

9.0 CLOSING BALANCE:

9.1 Cash in hand : Taka=9000/-

We could not physically verify the cash in hand as on 31st December 2018 as our audit was conducted on post-dated. However, we have obtained a cash custody certificate from the management in support of balance stated in the book.

9.2 Cash at Bank :Taka =6430/-

Cash at Bank amounting Taka 9000/-was lying with the Bank Accounts of the Organization.

10.0 INDEPENDENT OPINION:

Subject to our foregoing remarks we report that:

To the best of our knowledge and belief, we have obtained all the information and explanations were necessary for the purpose of our audit; In our opinion-

- The annexed financial statements namely, Balance Sheet, Income and expenditure Account and Receipts and Payments Account exhibits a fair view of the state of affairs of the organization to the best of our information and explanations offered to us and as shown by the books of accounts;
- Proper books of accounts as required by law have been maintained by the organization so far as appeared from our examination ;
- The Balance Sheet, Income & Expenditure Account and Receipts and Payments Account are in agreement with the book of accounts maintained by the organization and examined by us.





Mijan Rahman Bhuiyan & Co.
Chartered Accountants

UTTHAN

House # 314, Mehedi Complex, Hospital Road,
Barishal, Bangladesh.

Balance Sheet

As at 31st December, 2018

Fund and liabilities	Note #	Amount
Fund Account :	1	709430
Total		709430

Property & Assets	Note #	Amount
Fixed asset :	2	694000
Cash in hand		9000
Cash at Bank		6430
Total		709430

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

Mijan Rahman Bhuiyan & Co.
Chartered Accountants
Date: 29.01.2019





Mijan Rahman Bhuiyan & Co.
Chartered Accountants

UTTHAN

House # 314, Mehedi Complex, Hospital Road,
Barishal, Bangladesh.

Income and Expenditure Account **For the year ended 31st December, 2018**

Expenditure	Amount	Income	Amount
Staff Salary and Allowance	886000	Beneficiaries Participation	716762
Office Rent	164000	Elite Person Donation	310000
Printing & Stationary	34180	Project Fund receipt	5122000
Traveling & Conveyance	48600	Membership Fees	49200
Telephone & Mobile Bill	21386	Ec-Donation	350000
Electric Bill	9600	Tuition Fees	364000
Paper & Magazine Bill	4676	Project Income	986000
Internet Bill	8400	Bank interest	14620
Basic Literacy Program (64 Districts)	1846580	Others Income	6530
HIV/AIDS Advocacy Program	860690		
Human Rights Established & law Enforcement Program	898000		
Disability Right Based Program	286000		
Small Entrepreneurship Education-SEEP	726000		
Partnership A forestation for Climate Change Program	942000		
Inclusive, Gender & Justice Approaches in Water Based Livelihood Program	1100000		
National Day Calibration	24600		
Audit	5000		
Others Expenditure	13400		
Depreciation	26632		
Excess of income over expenditure	13368		
Total =	7919112	Total =	7919112

Mijan Rahman Bhuiyan & Co.
Chartered Accountants
Date: 29.01.2019





Mijan Rahman Bhuiyan & Co.
Chartered Accountants

UTTHAN

House # 314, Mehedi Complex, Hospital Road,
Barishal, Bangladsh.

Receipts & Payments Account **For the year ended 31st December, 2018**

RECEIPTS:	TK.	PAYMENTS:	TK.
Opening Balance-		Staff Salary and Allowance	886000
Cash & Bank	19360	Office Rent	164000
Beneficiaries Participation	716762	Printing & Stationary	34180
Elite Person Donation	310000	Traveling & Conveyance	48600
Project Fund receipt	5122000	Telephone & Mobile Bill	21386
Membership Fees	49200	Electric Bill	9600
Ec-Donation	350000	Paper & Magazine Bill	4676
Tuition Fees	364000	Internet Bill	8400
Project Income	986000	Basic Literacy Project (64 District)	1846580
Bank interest	14620	HIV/AIDS Advocacy Program	860690
Others Income	6530	Human Rights Established & law Enforcement Program	898000
		Disability Right Based Program	286000
		Small Entrepreneurship Education-SEEP	726000
		Partnership A forestation for Climate Change Program	982000
		Inclusive, Gender & Justice Approaches in Water Based Livelihood Program	1100000
		National Day Calibration	24600
		Audit	5000
		Others Expenditure	13400
		Procurement/Printer & Camera	6200
		Cash in Hand	4000
		Cash in Bank	9160
Total =	7938472	Total =	7938472

Mijan Rahman Bhuiyan & Co.
Chartered Accountants
Date: 29.01.2019



Notes :

Note # 1	<u>Calculation of Fund account :</u>	
	Balance as on 31-12-2017	246741
Add :	Excess of income over expenditure	<u>13368</u>
	During the year Balance as on 31-12-2018	260109
Note # 2	<u>Fixed Asset:</u>	
	Balance as on 01-01-2018	667370
Add	Addition during the year (Land Donation Receipt)	380000
	Balance as on 31-12-2018	-----
		705370
Less	Depreciation	<u>11370</u>
		694000

