

PRIVATE & CONFIDENTIAL

নিরীক্ষা প্রতিবেদন
AUDITORS' REPORT

OF

UTTHAN

Contact Office : House # 314, Mehedi Complex,
Hospital Road, Barisal, Bangladesh.

For the year ended 31st December, 2019

**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**” **Contact Office** : House # 314, Mehedi Complex, Hospital Road, Barisal, Bangladesh as at 31st December, 2019 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 : 12.01.2020





Mijan Rahman Bhuiyan & Co.
Chartered Accountants

Background & Explanations

1.0 ABOUT THE ORGANIZATION:

UTTHAN, House # 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, 2019 showing assets and fund status of the organization :
- Income & Expenditure account for the period from 1st January, 2019 to 31st December 2019 showing revenue income and expenditure incurred :
- Receipts & Payments Account for the period from 1st January, 2019 to 31st December 2019 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, 2019 to 31st December 2019.

8.0 FIXED ASSETS: Taka =624000/-

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=7000/-

We could not physically verify the cash in hand as on 31st December 2019 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 =2000/-

Cash at Bank amounting Taka 7000/-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

Contact Office : House # 314, Mehedi Complex,
Hospital Road, Barisal, Bangladesh.

Balance Sheet

As at 31st December, 2019

Fund and liabilities	Note #	Amount
Fund Account :	1	806360
Total		806360

Property & Assets	Note #	Amount
Fixed asset :	2	624000
Cash in hand		7000
Cash at Bank		2000
Total		633000

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

Mijan Rahman Bhuiyan & Co.
Chartered Accountants
Date: 12.01.2020





Mijan Rahman Bhuiyan & Co.
Chartered Accountants

UTTHAN

Contact Office : House # 314, Mehedi Complex,
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Income and Expenditure Account **For the year ended 31st December, 2019**

Expenditure	Amount	Income	Amount
Staff Salary and Allowance	796000	Beneficiaries Participation	982640
Office Rent	96000	Elite Person Donation	620000
Printing & Stationary	56860	Project Fund receipt	3630700
Traveling & Conveyance	46980	Membership Fees	49200
Telephone & Mobile Bill	23840	Ec-Donation	350000
Electric Bill	12900	Tuition Fees	480000
Paper & Magazine Bill	7200	Project Income	866000
Internet Bill	7200	Bank interest	16800
Basic Literacy Program (64 Districts)	2048000	Others Income	18000
HIV/AIDS Advocacy Program	366000		
HR & law Enforcement Program	676000		
Disability Right Based Program	212000		
Tobacco & Drug Protection Program	288900		
Small Entrepreneurship Education-SEEP	323000		
Early Marriage Protection Program	286000		
Adult & Adolescent Development Program	388 000		
Women & Child Violence Protection Program	1276000		
National Day Calibration	36000		
Audit	5000		
Others Expenditure	12900		
Depreciation	23700		
Excess of income over expenditure	14860		
Total =	7013340	Total =	7013340

Mijan Rahman Bhuiyan & Co.
Chartered Accountants
Date: 12.01.2020





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Chartered Accountants

UTTHAN

Contact Office : House # 314, Mehedi Complex,
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Receipts & Payments Account

For the year ended 31st December, 2019

RECEIPS:	TK.	PAYMENTS:	TK.
Opening Balance-		Staff Salary and Allowance	796000
Cash & Bank	9000	Office Rent	96000
Beneficiaries Participation	982640	Printing & Stationary	56860
Elite Person Donation	620000	Traveling & Conveyance	46980
Project Fund receipt	3630700	Telephone & Mobile Bill	23840
Membership Fees	49200	Electric Bill	12900
Ec-Donation	350000	Paper & Magazine Bill	7200
Tuition Fees	480000	Internet Bill	7200
Project Income	866000	Basic Literacy Program (64 Districts)	2048000
Bank interest	16800	HIV/AIDS Advocacy Program	366000
Others Income	18000	HR & law Enforcement Program	676000
		Disability Right Based Program	212000
		Tobacco & Drug Protection Program	288900
		Small Entrepreneurship Education-SEEP	323000
		Early Marriage Protection Program	286000
		Adult & Adolescent Development Program	388 000
		Women & Child Violence Protection Program	1276000
		National Day Calibration	36000
		Audit	5000
		Others Expenditure	12900
		Procurement/Printer	6000
		Cash in Hand	1000
		Cash in Bank	1000
Total =	7022340	Total =	7022340

Mijan Rahman Bhuiyan & Co.
Chartered Accountants
Date: 12.01.2020



Notes :

Note # 1	<u>Calculation of Fund account :</u>	
	Balance as on 31-12-2018	128900
Add :	Excess of income over expenditure	<u>12900</u>
	During the year Balance as on 31-12-2019	141800
Note # 2	<u>Fixed Asset:</u>	
	Balance as on 01-01-2019	624000
Add	Addition during the year (Land Donation Receipt)	000
	Balance as on 31-12-2019	-----
		624000
Less	Depreciation	62400
		561600

