

Voice & Views

Project: To strengthen Organizational Capacity of Voice & Views for Promoting Rights of Women with
and without Disabilities

Auditor's Report and Financial Statements For the period ended September 30, 2021

SHIRAZ KHAN BASAK & CO.
CHARTERED ACCOUNTANTS
R.K Tower

86, Bir Uttam C.R Datta Road, (312 Sonargaon Road), Level-10 & 6, Hatirpool, Dhaka-1205.



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Independent Auditors' Report

To

Voice & Views

Project: To strengthen Organizational Capacity of Voice & Views for Promoting Rights Of Women with and without Disabilities

Report on the Audit of the Financial Statements Opinion

We have audited the financial statements of “**Voice & Views (Project: To strengthen Organizational Capacity of Voice & Views for Promoting Rights Of Women with and without Disabilities)**” which comprise the Statement of Financial Position as at September 30, 2021 and the Statement of Comprehensive Income and Expenditure, Statement of Receipts & Payments for the year then ended, and General information, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements give a true and fair view of the financial position of “**Voice & Views (Project: To strengthen Organizational Capacity of Voice & Views for Promoting Rights Of Women with and without Disabilities)**” as at September 30, 2021, and of its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRSs) and other applicable laws and regulations.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's 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 requirement that are relevant to our audit of the financial statements in Bangladesh, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with IFRSs and other applicable laws 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 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.

Auditor's 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.





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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. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease 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.

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 purpose of our audit and made due verification thereof.
- b) In our opinion, proper books of accounts as required by law & Rule have been kept by organization so far as it appeared from our examination of those books, and
- c) In our opinion, the Statement of Financial Position, the Statement of Comprehensive Income and Expenditure and Statement of Receipts & Payments dealt with by the report are in agreement with the books of accounts.

Place: Dhaka
Date: October 31, 2021



Chaity Basak, FCA (Enrol. 1772)
Partner
Shiraz Khan Basak & Co.
Chartered Accountants
DVC: 2110311772AO669052

Voice & Views
To strengthen Organizational Capacity of Voice & Views for Promoting Rights
Of Women with and without Disabilities
Statement of Financial Position
AS On 30 September 2021

<u>PROPERTY AND ASSETS:</u>	<u>NOTES</u>	<u>TAKA</u>
Fixed Assets		Nil
Cash at Bank balance	12.00	54,993
Total		54,993
 <u>FUND AND LIABILITIES:</u>		
Fund Account	13.00	3,343
Liabilities:	14.00	51,650
Total		54,993

Executive Director

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

Place: Dhaka
Date: 31st October, 2021



A handwritten signature in black ink, appearing to read "Chaity Basak".

Chaity Basak, FCA (Enrol. 1772)
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Shiraz Khan Basak & Co.
Chartered Accountants
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Voice & Views
To strengthen Organizational Capacity of Voice & Views for Promoting Rights
Of Women with and without Disabilities
Statement of Comprehensive Income and Expenditure
For the period from September 15, 2020 to September 30, 2021


<u>Particulars</u>	<u>Taka</u>
<u>Income :</u>	
South Asia Women's Found (SAWF)	757,800
Bank Interest	3,606
Total	761,406
<u>Expenditure :</u>	
Personnel Expenses	221,000
Program Cost	351,453
Office Rent	151,200
Stationary	18,569
Audit Fee	14,950
Bank Charge	1,234
Total Expenditure	758,406
Excess of Income over Expenditure	3,000
Total	761,406

Executive Director

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

Place: Dhaka
Date: 31st October, 2021




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Voice & Views
To strengthen Organizational Capacity of Voice & Views for Promoting Rights
Of Women with and without Disabilities
Statement of Receipts & Payments
For the period from September 15, 2020 to September 30, 2021

<u>Particulars</u>	<u>Notes</u>	<u>Taka</u>
Opening Balance:		
Cash in Hand		1,642
Cash at Bank		10,201
Receipts:		
South Asia Women's Found (SAWF)	15.00	757,800
Bank Interest		3,606
Loan Account		
Total		773,249
Payments:		
Personnel Expenses		221,000
Program Cost		351,453
Office Rent		126,000
Stationery, Internet & phone bill and others communication		18,569
Loan Account		
Bank Charge		1,234
Total Payment		718,256
Closing Balance:		54,993
Cash in Hand		24,254
Cash at Bank		30,739
Total		773,249

Executive Director

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

Place: Dhaka
Date: 31st October, 2021




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Partner

Shiraz Khan Basak & Co.
Chartered Accountants
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Voice & Views
To strengthen Organizational Capacity of Voice & Views for Promoting Rights
Of Women with and without Disabilities
Notes to the Financial Statement
For the period from September 15, 2020 to September 30, 2021

1.00 SCOPE OF AUDIT:

We have carried out our examinations in accordance with generally accepted auditing standards and accordingly it included test of such accounting records and such other auditing procedures as were considered necessary and found feasible under the circumstances. The audit was conducted at the Head Office of the Organization Vill. & Post – Baghata, Upzila – Narsindi Sadar , District- Narsindi, Bangladesh Where necessary books of Accounts, Vouchers etc. were produced by the management of the organization.

2.00 LEGAL STATUS OF THE ORGANIZATION:

Voice and Views started its activities since January 2014 as a non profit, non government & voluntary social welfare organization. It is registered with Social Welfare Registration No.N-0538 dated 03.02.2015 and also registered with NGO Affairs Bureau of Bangladesh vide Registration No. 3046, dated 25.10.2016 under the Foreign Donation (Voluntary Activities) Ordinance.

3.00 VISION:

A society where the women with disabilities will enjoy equal rights and dignity with non-disabled and disabled men and women.

4.00 MISSION:

To build up a resource based organization and raise voices of women with disability to establish their potentialities among the society.

5.00 OBJECTIVE OF THE ORGANIZATION:

It work toward , better education , create agriculture employment women's empowerment and make arrange to stay Govt. land for landless people by different activities such as, drama, sports and musicale arrangement , More over it works for development of member and employee make available training collaboration with Govt. and public company and take initiative of man kind activities and implement it effectively.

6.00 OBJECTIVE OF THE PROJECT:

- a) Raise awareness on Socio-economic rights of burn survivor women.
- b) Institutional running of Voice and Views.

7.00 MANAGEMENT OF THE ORGANIZATION:

The Affairs of the Organization have been entrusted to an Governing Body consisting of 7(Seven) members elected in the Annual General Meeting (AGM) .The following persons were in the committee during the period of our audit.

SL No.	Name	Designation
1	Nazrana Yeasmin	Chairperson
2	Tamjida Jannati	Vice- Chairperson
3	Janntul Ferdous	General Secretary
4	Fazlul Azim	Vice General Secretary
5	Md. Rafiqul Islam	Treasurer
6	Md. Bellal Hossain	Law Secretary
7	Fayequa Shams	Women's & Child Secretary



8.00 SIGNIFICANT ACCOUNTING POLICIES:

- ♣ The financial statements have been prepared under historical cost convention and on cash basis.
- ♣ Grant recognized as income when it is received.

9.00 ACCOUNTING RECORDS:

The organization maintains a double column cash book, ledger book, salary register, Chaque register

Resolution Book and separate books of accounts were maintained by the organization for each Program.

10.00 REPORTING:

This report covers from September 15, 2020 to September 30, 2021.

11.00 FINANCIAL STATEMENT:

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

- ♣ Statement of Financial Position as at September 30, 2021.
- ♣ Statement of Comprehensive Income and Expenditure for the period from September 15, 2020 to September 30, 2021
- ♣ Statement of Receipts and Payments for the period from September 15, 2020 to September 30, 2021



12.00 Cash at Bank Balance:

Break up of above is as under:

Cash in hand	24,254
Cash at Bank	30,739
Sonali Bank Ltd. (A/C No.1719002066709)	
	54,993

13.00 Fund Account:

Break up of above is as under:

Balance as on 15.09.2020	343
Add/Less: Surplus/(Deficit) during the year	3,000
	3,343

14.00 Liabilities:

Audit fee last year	9,500
Loan last year	2,000
Audit fee current year	14,950
VAT & Tax on Office rent	25,200
	51,650

15.00 Grant Received Tk. 757,800.00

Break up of above is as under:

The above amount of Tk. 757,800 has been received by Voice & Views for Project of "To Strengthen Organizational Capacity of Voice & Views for Promoting Rights of Women with and without Disabilities ". Funded by-South Asia Women's Found (SAWF) through savings Account No.1719002066709, Sonali Bank Limited, Branch 17194-Court Building, Narsindi. dated:11.10.2020 & 20.06.2021 and foreign exchange Gain TK.7200.00

Date	Name of Donor	US Dollar	Rate	Total Taka
11.10.2020	South Asia Women's Found (SAWF)	4,500	84.2	378,900
20.06.2021	South Asia Women's Found (SAWF)	4,500	84.2	378,900
	Total	9,000		757,800



FORM FD-4

We have audited the financial statements of the project '**To strengthen Organizational Capacity of Voice & Views for Promoting Rights Of Women with and without Disabilities**' implemented by Voice & Views (registration No. 3046 dated 25.12.2016 by the NGO Affairs Bureau) for the period from September 15, 2020 to September 30, 2021 and examined all relevant books and vouchers and certified that according to the audited financial statements:

1. The brought forward Foreign Donation at the beginning of the period 15.09.2020 was **Tk. 11,843**
2. The Foreign Donations amounting to **Tk. 8,57,800** was received by the organization during the period from 15.09.2020 to 30.09.2021.
3. The balance of unutilized Foreign Donations by the organization was **Tk. 51,387** (see notes on FD-4).
4. Foreign Donations amounting to **Tk.7,18,256** have been utilized for the following purpose:

Name of the project: **To strengthen Organizational Capacity of Voice & Views for Promoting Rights Of Women with and without Disabilities**

Head of Expenditure	Amount as per approval budget (Taka)	Amount actually spent (Taka)	Difference (Taka)	Reason of Variance
As per approved budget (Annexure-A/1)	765,000	718,256	46,744	Shown in Annexure-A/1

5. Certified that the organization 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.



Chaity Basak

Chaity Basak, FCA (Enrol # 1772)
Partner
Shiraz Khan Basak & Co.
Chartered Accountants
DVC: 2110311772AO669052

Dated: Dhaka, October 31, 2021

Notes to FD - 4

Break-up of Unutilized Donor Fund:

Particulars	Amount	Amount
Opening Balance as on 15 September 2020		11,843
Add: Fund received during the period		757,800
Total Fund Available		769,643
Payment made during the year as per Receipt & Payment Statement	718,256	
Less: Foreign Donation utilized during the year		718,256
Balance of Unutilized Fund		51,387



Annexure-A/1

1. Name of the Organization	: Voice & Views
2. Name of the Project	: To strengthen Organizational Capacity of Voice & Views for Promoting Promoting Rights of Women With and without Disabilities
3. Date of Govt. Approval with Memo No.	: Ref: 03.07.2666.665.68.223.20-41, Date-10-01-2021
4. Fund Clearance Memo No.	: Ref: 03.07.2666.665.68.223.20-41, Date-10-01-2021
5. Project Period	: 1 Year 1/2 month (September 2010 to September 2021)
6. Current audit period	: September 15, 2020 to September 30, 2021
7. Approved budget for current audit period	: Tk. 7,65,000

Sl #	Head of Expenditure	Approved Budget (Sept 20-	Actual Expenditure (Sept 20-Sept	Budget Variance	% of Expenditure	Reason for Variance
1	Programme Cost					
1.1	Formation of 8 support groups with women and girls who are burn survivors.	25500	20750	4,750	81%	Spent as per requirement
1.2	Organise 8 training sessions with women and girls on gender, women's rights and disability rights	115600	110872	4,728	96%	Spent as per requirement
1.3	Excutive Committee Meeting	8500	9000	(500)	106%	Spent as per requirement
1.4	Documentation on organisation acivities	100900	82000	18,900	81%	Spent as per requirement
1.5	Develop & maintain organisation Website	42500	40000	2,500	94%	Spent as per requirement
1.6	Networking with others organisation	98000	88831	9,169	91%	Spent as per requirement
	Sub Total	391,000	351,453	30,569	90%	
2	Satff Salaries					
2.1	Program OfficerAccounts Officer	110500	110500	-	100%	
2.2	Field Supervisor	110500	110500	-	100%	
	Sub Total	221,000	221,000	-		
3	Administrative Expenses					
3.1	Office Rent	120000	151200	(31,200)	126%	Spent as per requirement
3.2	Mobile phone bill+ internet+ Stationaries+ office cleaning +etc.	18000	18569	(569)	103%	Spent as per requirement
3.3	Audit Cost	15000	14,950	50	100%	Spent as per requirement
3.4	Bank charge	0	1,234	(1,234)		
	Sub Total	153,000	185,953	(31,719)	122%	
	Grand Total	765,000	758,406	(1,150)	99%	
	Add: Last year provision payment					
			758,406			
	Less: Accounts Payable during the year		40,150			
			718,256			
	Foreign Donation utilized during the year	765,000	718,256	46,744		



