

**PRIVATE & CONFIDENTIAL**

Audit Report and Statement of Accounts

**HUMAN DEVELOPMENT ORGANIZATION (HDO)**

23, Saj Villa, Vatalia Road, P.O + Dist: Sylhet.

For the year ended 31<sup>st</sup> July, 2023.

**চৌধুরী ভট্টাচার্য্য এন্ড কোং**

**CHOWDHURY BHATTACHARJEE & CO.**

**CHARTERED ACCOUNTANTS**

## AUDITORS' REPORT

We have audited the annexed Balance Sheet as on 31 July 2023 and related Income & Expenditure Account and Receipts & Payments Account of Human Development Organization (HDO) Sylhet for the year ended on that date. The Preparation of this financial statement are the responsibility of the management. Our responsibility is to express an independent opinion on these financial statements based on our audit.

### **Basis of Opinion:**

We conducted our audit in accordance with International Standards on Auditing as adopted by the Institute of Chartered Accountants of Bangladesh (ICAB). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts spent and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

### **Opinion:**

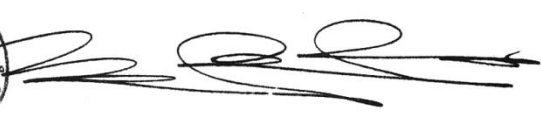
In our opinion the financial statements prepared in accordance with International Standards on Accounting as adopted by the Institute of Chartered Accountants of Bangladesh (ICAB), give a true and correct view of the state of the financial transaction of the Organization for the year from June 2022 to July 2023.

### **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.
- In our opinion, " Human Development Organization (HDO) Sylhet " has kept proper books of account so far as it appeared from our examination of those
- The financial statements dealt with by the report are in agreement with the books of accounts.

Dated, Dhaka  
05 August, 2023



  
**Chowdhury Bhattacharjee & Co.**  
**(CHARTERED ACCOUNTANTS)**

**HUMAN DEVELOPMENT ORGANIZATION (HDO)**

23, Saj Villa, Vatalia Road, P.O + Dist: Sylhet.

**BALANCE SHEET**

As at 30<sup>th</sup> June 2022 to 31<sup>st</sup> July, 2023

<b>PROPERTY &amp; ASSETS</b>	<b>NOTE</b>		
Fixed Assets	2.00		
At Cost less depreciation			913,094.34
Current Assets	3.00		1,912,723.00
Group Loan	3.01	1,567,707.00	
Cash and Bank Balances	3.02	345,016.00	
Cash in Hand		459.50	
Cash at Bank		344,556.50	
		<b>Total Taka</b>	<b><u>2,825,817.34</u></b>

**FUND AND LIABILITIES**

**General Fund**

Balance as on 31 July 2023		1,764,875.61	
Add. Excess of Income Over Expenditure			
Transferred from Income and Expenditure Account		455,820.73	2,220,696.34

**Current Liabilities**

Group Savings	4.00		605,121.00
		<b>Total Taka</b>	<b><u>2,825,817.34</u></b>

Attached notes form an integral part of these accounts.

Signed as per our annexed report of even date.



Dated, Dhaka  
05 August, 2023

**Chowdhury Bhattacharjee & Co.**  
**(CHARTERED ACCOUNTANTS)**

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**HUMAN DEVELOPMENT ORGANIZATION (HDO)**

23, Saj Villa, Vatalia Road, P.O + Dist: Sylhet.

**INCOME AND EXPENDITURE ACCOUNT**

As at 30<sup>th</sup> June 2022 to 31<sup>st</sup> July, 2023

<b>INCOME</b>	<b>NOTE</b>		
Project support	5.00		3,545,263.00
<b>Local Income</b>	6.00		
Member Subscription		5,280.00	
Ring Slable Sale (VSC)		103,878.00	109,158.00
		<b>Total Taka</b>	<b><u>3,654,421.00</u></b>

**EXPENDITURE**

**Project Expenses**

Project Proposal		8,500.00	
Non formal primary Education (ESP-NFPE)	7.00	193,632.00	
Awariness of the Adolescent on HIV/AIDS Program	8.00	2,807,753.01	
Village sanitation centre	9.00	105,060.00	3,114,945.01
Depreciation charged during the year (Sch-A)			83,655.26
Excess of Income Over Expenditure (Transferred to Balance Sheet)			455,820.73
		<b>Total Taka</b>	<b><u>3,654,421.00</u></b>

Attached notes form an integral part of these accounts.

Signed as per our annexed report of even date.



*[Handwritten Signature]*

Dated, Dhaka  
05 August, 2023

**Chowdhury Bhattacharjee & Co.**  
**(CHARTERED ACCOUNTANTS)**

**Chowdhury Bhattacharjee & Co.**

CHARTERED ACCOUNTANTS

**HUMAN DEVELOPMENT ORGANIZATION (HDO)**

23, Saj Villa, Vatalia Road, P.O + Dist: Sylhet.

**RECEIPTS AND PAYMENTS ACCOUNT**As at 30<sup>th</sup> June 2022 to 31<sup>st</sup> July, 2023

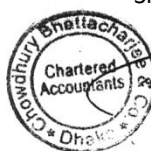
RECEIPTS	NOTE		
<b>Balance as on 31<sup>st</sup> July 2022</b>			
Cash In Hand		360.00	
Cash at Bank		53,679.00	54,039.00
Project support	5.00		3,545,263.00
<b>Local Income</b>			
Member Subscription	6.00	5,280.00	
Ring Slabe Sales (VSC)		103,878.00	109,158.00
Group Loan Realised	3.01		-
Group Savings Received	4.00		-
		<b>Total Taka</b>	<b><u>3,708,460.00</u></b>

**PAYMENTS**

<b>Project Expense</b>			
Project Proposal		8,500.00	
Nonformal Primary Education (ESP-NFPE)	7.00	193,632.00	
Adolescent and Women Reproductive Sexual Health Initiative	8.00	3,056,252.00	
Village Sanitation Centre	9.00	105,060.00	3,363,444.00
<b>Balance as on 31<sup>st</sup> July 2023</b>			
Cash in Hand	3.02	459.50	
Cash at Bank		344,556.00	345,016.00
		<b>Total Taka</b>	<b><u>3,708,460.00</u></b>

Attached notes form an integral part of these accounts.

Signed as per our annexed report of even date.



Dated, Dhaka  
05 August, 2023

**Chowdhury Bhattacharjee & Co.**  
**(CHARTERED ACCOUNTANTS)**

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CHARTERED ACCOUNTANTS

**HUMAN DEVELOPMENT ORGANIZATION (HDO)**

23, Saj Villa, Vatalia Road, P.O + Dist: Sylhet.

**Notes to the Accounts**As at 30<sup>th</sup> June 2022 to 31<sup>st</sup> July, 2023

## 1.00 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

## 1.01 Basic of Accounting:

The books of accounts have been maintained on cash basis except adjustment for depreciation on Fixed Assets.

## 1.02 Scope of the Examination:

Our examination was made in accordance with generally accepted auditing standards and accordingly included such test of the accounting records and such other auditing procedures as were considered necessary in the circumstances.

2.00 FIXED ASSETS: **Tk. 913,094.34**

The movement of the above amount is as follows:

Balance as on 30 <sup>th</sup> June 2022	1,226,487.00
Add. Addition During the Year	<u>248,500.00</u>
	1,474,987.00
Less. Accumulated Depreciation	<u>561,892.66</u>
Balance as on 31 <sup>st</sup> July 2023	<b><u>913,094.34</u></b>

The above amount represents at cost less accumulated depreciation of all Fixed Assets as on 31<sup>st</sup> July 2023.

Depreciation was charged on the basis of reducing balance method. For details schedule "A" may be referred.

3.00 CURRENT ASSETS	Tk. 1,912,723.00	
3.01: Group Loan		1,567,707.00
3.02: Cash and Bank Balance		345,016.00
		<b>Total Taka <u>1,912,723.00</u></b>

3.01 Group Loan **Tk. 1,567,707.00**

Movement of the above amount is given as follows:

Balance as on 30 <sup>th</sup> June 2022	1,56,7707.00
Add. Disbursed During the Year	<u>1,567,707.00</u>
Less. Realized During the Year	
Balance as on 31 <sup>st</sup> July 2023	<b>Total Taka <u>1,567,707.00</u></b>

3.02 Cash and Bank Balance	Tk. 345,016.00	
The above amount is made up as follows:		
(i) Cash in Hand		459.50
(ii) Cash at Bank		<u>344,556.50</u>
		<b>Total Taka <u>345,016.00</u></b>

**(i) Cash in Hand** **Tk. 459.50**

We could not verify the cash in hand as on 31<sup>st</sup> July 2022 as our appointment was after the closing date. However, we have obtained a cash custody certified from the Management confirming the balance held by them as on that date.



**Chowdhury Bhattacharjee & Co.**

CHARTERED ACCOUNTANTS

(i) **Cash in Hand** **Tk. 344,556.50**

Bank transactions have been checked in details with the bank statement, cheque counter foils, pay-in-slips etc. The balances lying with different bank have been confirmed from bank Passbook and Bank certificate. For Details "Schedule-B" may be referred. We suggest to minimize number of bank Accounts.

**4.00 Group Savings** **Tk. 605,121.00**

Movement of the above amount is given as follows:

Balance as on 30<sup>th</sup> June 2022 605,121.00

Add. Received During the Year  
605,121.00

Less. Refund During the Year

Balance as on 31<sup>st</sup> July 2023 **Total Taka 605,121.00**

**5.00 Project Support** **Tk. 3,545,263.00**

The above amount were received as Project support from the following organizations:

BRAC (NFPE) 264,818.00

CARE – Bangladesh (ARSHI) 3,280,445.00

**Total Taka 3,545,263.00**

The above receipt were checked with the bank statements and verified with the donors advices and found in order. The entire amount were received in local currency and no foreign donation was received during the year under review.

**6.00 Local Income** **Tk. 109,158.00**

This is made up as follows:

Member Subscription 5,280.00

Ring Slabe Sale (VSC) 103,878.00

**Total Taka 109,158.00**

The above receipts were vouched with bills, money receipts and ash memos and found correct.

**7.00 Non-formal Primary Education (ESP-NFPE)** **Tk. 193,632.00**

The above amount represents expenditure incurred against the following heads:

Staff Salary (Teachers & Other) 104,612.00

Conveyance Teachers & P.O. 1,050.00

Teacher Refreshers 3,500.00

Salary of P.O 38,400.00

Traveling & Transportation Po 4,325.00

School Sign Boards 2,000.00

Black Board Paint 200.00

Rent of School House 28,550.00

Overhead Cost 3,304.00

Wooden Stool 2,000.00

Mats 5,360.00

Bank Charge 331.00

**Total Taka 193,632.00**



**Chowdhury Bhattacharjee & Co.**

CHARTERED ACCOUNTANTS

**8.00 Adolescent and Women Reproductive Sexual Health Initiative Tk. 3,056.252.00**

The breakup of the above expenses are as follows:

Staff Salary & Benefits	1,408,571.00
Office Rent	72,000.00
Office Maintenance, Utilities	14,746.00
Communication	12,098.00
Furniture, Fixture & Equipment	120,850.00
Motorcycle & By-cycle repairs	25,143.00
Travel / Loading & Perdiem	227,766.00
Workshop/Meeting	1,027,834.00
Materials & Equipment	3,267.00
Miscellaneous & Others	81,516.00
Office Supplies & Stationary	59,101.00
Bank Charge	3,360.00
<b>Total Taka</b>	<b><u>3,056,252.00</u></b>

**9.00 Village Sanitation Centre: Tk. 105,060.00**

The above amount represents as follows:

Stone	41,300.00
Sand	10,450.00
Cement	25,600.00
Hardware	6,360.00
Mason Charge	21,350.00
<b>Total Taka</b>	<b><u>105,060.00</u></b>

**10.00 Authorization**

Vouchers substantiating Payments have been approved by anyone of the Project Manager and supported by bills, memos, receipts and other related documents.





**Chowdhury Bhattacharjee & Co.**

CHARTERED ACCOUNTANTS

**HUMAN DEVELOPMENT ORGANIZATION (HDO)**

23, Saj Villa, Vatalia Road, P.O + Dist: Sylhet-3100.

**ANNEXURE-A****PROJECT PARTICULARS**

01. Name of the Organization : Human Development Organization (HDO)  
 02. Permanent Address : 23, Saj Villa, Vatalia Road, P.O: Sylhet-3100  
 P.S: Sadar, District: Sylhet.  
 03. Date of Establishment : 3<sup>rd</sup> July, 1988  
 04. Legal Status :

SL. No.	Authority	Registration No.	Date
a.	Directorate of Social Welfare	Syl-574/99	10-May-1999
b.	Department of Youth Development	Syl Sadar-80/33	03-May-1999

05. a. Name of Executive : Rtn. Md. Mansur Alam  
 b. Designation : Executive Director

06. Number of Executive Committee Members :

Male	Female	Total
05	04	09

07. Number of General Committee Members :

Male	Female	Total
17	04	21

08. Number of Total Meeting : 08  
 a. General Meeting : 02  
 b. Executive Committee Meeting : 06

09. Staff Strength :

Type of Staff	Male	Female	Total
Full Time (With Salary)	12	08	20
Part Time	21	14	35
Volunteers (Without Salary)	90	25	115
<b>Total</b>	<b>123</b>	<b>37</b>	<b>170</b>

10. Present Project Area

District	Upazilas	Unions	Villages
Sylhet	Sadar	06	20
	Bishwanath	05	15
	Gowainghat	02	10
<b>Total</b>	<b>03</b>	<b>13</b>	<b>45</b>

11. Group Information

Somity			Members		
Female	Male	Total	Female	Male	Total
18	3	21	210	20	230

12. Executive Committee:

SL.	Designation	Name	Education	Occupation
01	President	Zillur Rahman	B.Com	Social Worker
02	Sr. Vice-President	Dr. Abdul Karim	DHMS	Doctor
03	Vice-President	Afia Khanam	S.S.C	Social Worker
04	Executive Director	Md. Mansur Alam	M.A, LL.B	Social Worker
05	Deputy Executive Director	Surovi Akter	B.A	Social Worker
06	Treasurer	Helal Ahmed	H.S.C	Social Worker
07	Executive Member	Shima Alam	H.S.C	Social Worker
08	Executive Member	Laiju Begum	H.S.C	Social Worker
09	Executive Member	Md. Mujahidul Islam	S.S.C	Social Worker

13. Bank Information:

- a) Name of Bank : United Commercial Bank Ltd.  
 b) Address : Lamabazar Branch, Sylhet  
 c) Account Number : Current- 009811100004582  
 d) Signatory Persons : President, Executive Director and Treasure

