

FORM FD- 4

Certificate to be given by the Auditors

I/we have audited the Accounts of (Name of the organisation with full Address including Registration number) for the year ending ----- and examined all relevant books and vouchers and certify that according to the audited accounts:

- (1) The brought forward Foreign Donations at the beginning of the year ----- was Tk -----
- (2) The Foreign Donations amounting to Tk----- were received by the organisation during the year-----
- (3) The Balance of unutilized Foreign Donations by the organisations was-----
- (4) Foreign Donations amounting to Tk----- have been utilized for the following purposes (to be submitted Project wise):

Name of the project

Heads of expenditure	Amount as per approved budget	Amount actually spent	Differences, if any, with reasons.
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(As per annexure A of project proforma)

- (5) Certified that the organisation has maintained the accounts of Foreign Donations and records relating thereto 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 me/us.

Signature of the Chartered Accountant

Date :

Name :

Place :

Address :

DETAILS OF ESTIMATED COST OF THE PROJECT

Cost in Bangladesh Taka.

	Financial Year 1.	Financial Year 2.	Total
Head of Expenditure			
(i) Civil construction, if any	:		
(ii) Other material inputs including furniture and fixtures. (Please specify itemwise).	:		
(iii) Personnel	Number Man Months		
(a) Chief Executive (Please specify whether: foreign or local):	:		
(b) Other Managerial :	:		
(1) Foreign.....	:		
(2) Local.....	:		
(c) Skilled :	:		
(1) Foreign.....	:		
(2) Local.....	:		
(d) Unskilled	:		
Total (a+b+c+d)	:		
(iv) Consultants:	Number Man Months		
(a) Foreign.....	:		
(b) Local	:		
Total (a+b)	:		
(v) Revolving loan fund, if any	:		
(vi) Training, if any	:		
Field	Duration	Number of Trainees:	
		:	
		:	
		:	

Cost in Bangladesh Taka.

	Financial Year 1.	Financial Year 2.	Total
(vii) Seminar / Workshop / Conferences	:	-----	-----
(viii) Office Accommodation	:	-----	-----
(ix) Office equipment	:		
(x) Vehicles (Details of office equipment and vehicles are to be given in the formal at Annexure-B).	:	-----	-----
(xi) Travelling, Allowances and Daily Allowances: (TA & DA) for Consultant and Project Personnel.	:	-----	-----
(xii) Custom duty and Sales Tax (CDST).	:	-----	-----
(xiii) Head Office and Branch Office's expenses: charged, if any on this Project. (Please specify itemwise).	:	-----	-----
(xiv) Contingency	:	-----	-----
(xv) Others (Please specify itemwise).	:	-----	-----
Total	:	-----	-----