

# 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 Differences	Amount as per Approved budget	Amount actually spent	Differences if any with reason
(As per Annexure-A of project proforma)			

(As per approved Budget of the project, e.g. Annexure A-1)

- (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

	Financial Year-1	Cost in Bangladesh Taka Financial Year-2	Total
Head of Expenditure			
(i) Civil construction, if any		:	.....
(ii) Other material inputs including Furniture and fixtures (Please specify item-wise)			
(iii) Personnel	Number	Man Months	
(a) Chief Executive (Please specify whether Foreign or local)			
(b) Other Managerial :			
(i) Foreign .....		:	.....
(ii) Local .....		:	.....
(c) Skilled :			
(i) Foreign .....		:	.....
(ii) Local .....		:	.....
(d) Unskilled : .....		:	.....
Total (a+b+c)			
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(iv) Consultants :	Number	Man Months	
(i) Foreign .....		:	.....
(ii) Local .....		:	.....
Total (a+b)		:	.....
(v) Revolving loan fund, if any		:	.....
(vi) Training, if any		:	.....
Field duration		:	.....
Number of Trainees		:	.....
(vii) Seminar/Workshop/Conferences		:	.....
(viii) Office Accommodation		:	.....

Cost in Bangladesh Taka			
	Financial Year-1	Financial Year-2	Total
(ix) Office equipment :			.....
(x) Vehicles (Details of office equipment and vehicles are to be given in the format 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 item-wise).			
(xiv) Contingency			.....
(xv) Others (Please specify item-wise)			.....
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Total			: