

# **Private and Confidential**

**BANGLADESH DISASTER PREPAREDNESS CENTER (BDPC)**

**AUDIT REPORT AND STATEMENT OF ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2010**

হাফিজ আহমেদ এন্ড কোং  
**Hafiz Ahmed & Co.**  
CHARTERED ACCOUNTANTS



House-6, Road-1, Block-B, Section-6,  
Mirpur, Dhaka-1216.  
Cell-01719875359



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## **AUDITORS' REPORT**

We have audited the accompanying Balance Sheet of **BANGLADESH DISASTER PREPAREDNESS CENTER (BDPC)** as on 31 December 2010 and the related Income and Expenditure Account and Receipts and Payments Account for the year then ended. The preparation of these financial statements is the responsibility of the management. Our responsibility is to express an independent opinion on these financial statements based on our audit.

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

In our opinion, the enclosed financial statements prepared in accordance with Bangladesh Accounting Standards (BSA) give a true and fair view of the organization's affairs as on 31 December 2010 and its financial transactions for the year then ended.

### **We also report that:**

- a) We have obtained all the information and explanation which to the best of our knowledge and belief were necessary for the purpose of our audit and made due verification thereof;
- b) The financial statements dealt with by this report are in agreement with the books of accounts; and
- c) In our opinion, proper books of accounts have been maintained as required by rules.

Date: 16 November 2011



**Signed by: Hafiz Ahmed FCA**

Principal

Hafiz Ahmed & Co.  
Chartered Accountants

Hafiz Ahmed & Co  
Chartered Accountants

## BANGLADESH DISASTER PREPAREDNESS CENTER(BDPC)

### Balance Sheet

As on 31 December 2010

Particulars	Notes	Taka(31.12.10)	Taka(31.12.09)
<b>Assets and Property:</b>			
Fixed Asstets(At Cost Less Depreciation)	16.00	1,426,770	1,731,312
Loan to Projects	17.00	1,018,330	876,430
Advances	18.00	48,670	70,100
Cash and Bank Balances	19.00	5,305,552	2,577,592
<b>Total:</b>		<b>7,799,322</b>	<b>5,255,434</b>

Particulars	Notes	Taka	Taka
<b>Fund and Liabilities:</b>			
Fund Account	20.00	7,670,675	5,255,434
Loan from Projects	21.00	128,647	-
<b>Total:</b>		<b>7,799,322</b>	<b>5,255,434</b>

Examined and found correct.

Date: The Dhaka  
16 November 2011,



Signed by: Md.Hafiz Ahmed FCA  
Principal  
Hafiz Ahmed & Co.  
Chartered Accountants



**BANGLADESH DISASTER PREPAREDNESS CENTER(BDPC)**  
**GENERAL FUND**

**Income & Expenditure Account**  
for the year ended 31 December 2010

Particulars	Notes	Taka
<b>A: Income:</b>		
Fund From Donors	10.00	16,385,369
Income Against Program Cost & Service	11.00	1,883,963
Income Against Admin Cost & Service	12.00	546,922
<b>Total:</b>		<b>18,816,254</b>

B: Expenditure:	Notes	Taka
Salaries & Allowances		2,258,172
Office Rent		296,000
Admin Cost	13.00	1,008,193
Project Cost	14.00	12,807,050
Program Expenses	15.00	477,355
Depreciation		318,742
		<b>17,165,512</b>
<b>Excess/(Deficit) of income over expenditure</b>		<b>1,650,742</b>
<b>Total:</b>		<b>18,816,254</b>

Examined and found correct.

Date: The Dhaka  
16 November 2011,



**Signed by: Md.Hafiz Ahmed FCA**  
Principal  
Hafiz Ahmed & Co.  
Chartered Accountants

**BANGLADESH DISASTER PREPAREDNESS CENTER(BDPC)**  
**GENERAL FUND**

**Receipts & Payments Account**  
for the year ended 31 December 2010

Particulars	Notes	Taka
<b>A: Receipts:</b>		
<b>Opening Balance(as on 01.01.2010):</b>		<b>2,577,592</b>
Cash in Hand		64,578
Cash at Bank		2,513,014
Fund From Donors	10.00	16,385,369
Income Against Program Cost & Service	11.00	1,883,963
Income Against Admin Cost & Service	12.00	546,922
Loan Realised from MJF & Others		2,122,599
Loan Received from SDC-Shelter Project		128,647
Advances		84,030
<b>Total Receipts</b>		<b>21,151,530</b>
<b>Total:</b>		<b>23,729,122</b>

	Notes	Taka
<b>B: Payments:</b>		
Salaries & Allowances		2,258,172
Office Rent		296,000
Admin Cost	13.00	1,008,193
Project Cost	14.00	12,807,050
Program Expenses	15.00	477,355
Furniture & Fixture		14,200
Loan to MJF Projects		1,500,000
Advances		62,600
<b>Total Payments</b>		<b>18,423,570</b>
<b>Closing Balance(as on 31.12.2010):</b>		<b>5,305,552</b>
Cash in Hand		31,890
Cash at Bank		5,273,662
<b>Total:</b>		<b>23,729,122</b>

Examined and found correct.

Date: The Dhaka  
16 November 2011,



**Signed by: Md.Hafiz Ahmed FCA**  
Principal  
Hafiz Ahmed & Co.  
Chartered Accountants



## **BANGLADESH DISASTER PREPAREDNESS CENTER(BDPC)**

**Notes to the financial statements  
For the year ended 31 December 2010**

### **1.0 Background Information of the Organization:**

The Bangladesh Disaster Preparedness Centre (BDPC) was established in 1992 as Bangladesh's first independent, local NGO focused solely on disaster risk reduction (DRR). Devastating floods in 1988 and a cyclone claiming 138,000 lives in 1991 highlighted the need for a shift from post-disaster response to pre-disaster preparedness. Although billions had been spent on relief and recovery, communities remained vulnerable and under prepared for the next disaster. BDPC set out to put vulnerable communities at the centre of disaster management, adopting a community-based approach, complemented by advocacy, policy advice and knowledge sharing.

Twenty years later, change is evident. Disaster risk reduction has been integrated into policies and practices, disaster management committees have been formed from national to local levels of government and public awareness programs have been established. BDPC has been one of many players in this process of change, alongside the Government of Bangladesh and numerous local and international NGOs.

But there is still a long way to go, with millions of people being affected each year by floods, cyclones, drought, riverbank erosion and storm surge.

BDPC is continuing its strategy of community empowerment, knowledge promotion and advocacy. We work with national and international donor agencies to ensure that communities drive their own disaster preparedness, best practices are shared across the disaster management field and the Government of Bangladesh is well-informed of the needs and capacities of disaster-prone communities.

### **2.00 Our mission**

BDPC aims at reducing the risks of people vulnerable to disasters through empowering them to establish their rights.

### **3.00 Our vision**

Reduction of loss of life and property caused by natural hazards

### **4.00 Our values**

*Change from the bottom up*

Reducing the risk of disaster is a basic human right. It is not acceptable that thousands of homes and livelihoods are lost each year, when the resources and knowledge are available to avert these disasters. Sometimes it is simply a matter of repairing a damaged embankment or ensuring effective dissemination of warning messages. Working with vulnerable communities and local government service providers, we facilitate the planning and implementation of local disaster risk





reduction plans, enabling communities to take control of their own risk management with the support of an accountable and proactive local government.

*Keeping it local*

As the only Bangladeshi national level organization dedicated solely to disaster risk reduction, BDPC aims to ensure that local capacity for disaster management is not compromised through over reliance on external assistance. Our capacity building activities develop the skills and knowledge of local DRR practitioners, promoting professionalism in the field of disaster management in Bangladesh.

*Sharing knowledge for global best practice*

Global best practice for disaster risk reduction requires input from a multitude of sources. The latest scientific knowledge must be complemented by the experiences of vulnerable communities, while political players and NGOs need to turn the knowledge into action.

**5.00 Networks and Organizations:**

BDPC has functional relationships with different networks and organizations:

**International:**

International Strategy for Disaster Reduction (ISDR) of Geneva, Asian Disaster Reduction Center (ADRC) of Japan, Asian Disaster Reduction and Response Network (ADRRN) of Malaysia, partnership with Asian Disaster Preparedness Center (ADPC) of Bangkok, National Society for Earthquake Technology (NSET) of Nepal and Disaster Management Committee of South Asian Association for Regional Cooperation - (SAARC-DMC).

**National:**

BDPC has working experience with the Ministry of Food and Disaster Management (MoFDM), Disaster Management Bureau (DMB), Directorate of Relief and Rehabilitation (DRR), Bangladesh Water Development Board (BWDB), Flood Forecasting and Warning Centre (FFWC), Disaster Emergency Response Group (DERG), Cyclone Preparedness Programme (CPP), Bangladesh Meteorological Department (BMD), and Comprehensive Disaster Management Programme (CDMP). Moreover, BDPC keeps active relationships with district, upazila and union level DMCs and GoB agencies.

**Local:**

BDPC has a network with a large number of micro-level organizations.

active participant in global disaster management networks and events. As well as keeping our own knowledge up to date, this enables us to share internationally our experience of community-based disaster risk reduction in one of the world's most vulnerable nations.





## 6.00 Legal Status/Registration

BDPC is a not-for-profit entity and registered as a Non-Government Voluntary Organization with the NGO Affairs Bureau (No. 1043, dated 27.05.1996) of Bangladesh.

## 7.00 Governance

BDPC governance is administered and maintained by two committees:

The General Committee is the policy making body of BDPC. The general committee, comprising 12 members, is the highest committee which is responsible for adopting policy decisions and approval of the activities of the executive committee.

The Executive Committee, accountable to General Committee, is responsible for the smooth operation and overall management. There are seven members in the Executive Committee, as listed below.

Name and Position	Profession
<b>Prof. Quazi Quamruzzaman</b> Chairman	Medical Practitioner
<b>Mr. Md. Rafiqul Alam</b> Vice-Chairman	NGO Leader
<b>Mr. Habibullah Bahar</b> Member	Development Worker
<b>Ms. Rawshan Jahan Moni</b> Member	Development Worker
<b>Mr. Md. Shafiqur Rahman</b> Member	Social Worker
<b>Mr. Mirza Md. Azim Haider</b> Treasurer	NGO Leader
<b>Mr. Muhammad Saidur Rahman</b> Member Secretary/Director	Disaster Management Specialist

## 8.00 Basis of Accounting:

The organization has been maintaining the accounts on cash basis under the historical cost convention and the financial statements have prepared accordingly.

## 9.00. Scope of Audit:

Our audit was carried out in accordance with the Bangladesh standards on Auditing (BSA) and accordingly included such tests of the accounting records and such other auditing procedures as were considered necessary in the circumstances.





**10.00 Fund from Donors**

Break up of above amounts are as follows;

**Particulars**

	<b>Amount(Tk.)</b>
ADPC - DMIN Project	512,250
Int. Forum on Tornado	547,060
Action-AID	144,215
ADPC Project	1,393,910
ADRRN Project	563,092
Care Project	915,970
IR-EW	1,348,556
IR-CM	1,306,540
UNCRD Project	306,833
SDC Shelter Based Project	1,557,259
MJF Project	7,789,684
<b>Total:</b>	<b>16,385,369</b>

**11.00 Income Against Program Cost & Service**

Break up of above amounts are as follows;

**Particulars**

	<b>Amount(Tk.)</b>
ICE Materials	69,000
National workshop	57,800
Regional Conference	33,500
Contribution	1,571,798
SDC-Workshop	151,865
<b>Total:</b>	<b>1,883,963</b>

**12.00 Income Against Admin Cost & Service**

Break up of above amounts are as follows;

**Particulars**

	<b>Amount(Tk.)</b>
Office Rent	205,000
Utilities	94,900
Insurance	2,566
Multimedia Rent	9,000
Overhead Cost-MJF	220,251
Bank Interest	15,205
<b>Total:</b>	<b>546,922</b>

**13.00 Admin Cost**

Break up of above amounts are as follows;

**Particulars**

	<b>Amount(Tk.)</b>
Conveyance	21,433
Car Expenses	104,388
Entertainment	66,947
Photocopy	16,451
Stationery	144,718
Telephone	69,304
Bank Charge	5,262
News Paper	8,216
Advertisement cost	15,000
Electricity	115,402





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Misc. Expenses	5,753
Internet	48,289
Computer & Network	99,499
Postage	14,189
Auditor Fees	17,000
Gas	12,338
Repair & Maintenance	5,250
Insurance	3,095
Machineries Expenses	32,495
Mobile	37,996
Printing Expenses	87,978
Service Charge	54,000
Visa Fees	23,190

**Total:** **1,008,193**

**14.00 Projects Cost**

**TK. 12,807,050**

Break up of above amounts are as follows;

<b>Particulars</b>	<b>Amount(Tk.)</b>
SDC-Shelter Base project	2,003,612
Int. Forum on Tornado	13,472
ADPC Project	120,520
Care Project	48,468
IR-EW	1,178,771
IR-CM	1,161,147
SDC NC4 Project	11,360
BDPC NC4 Project	73,021
UNCRD Project	180,308
MJF Project	8,016,371

**Total:** **12,807,050**

**15.00 Program Expenses**

**TK. 477,355**

Break up of above amounts are as follows;

<b>Particulars</b>	<b>Amount(Tk.)</b>
Meeting Expenses	950
ICE Materials	1,949
Field Visit	39,782
Website Hosting	16,752
Consultant Fee	80,000
Daily Allowance I	11,925
DJIBOUTI Training	35,000
Foreign Visit	122,328
National workshop	109,520
Regional Conference	37,080
Registration Fee	18,100
Training Expenses	3,969

**Total:** **477,355**





<b>16.00 Fixed Assets:</b>	<b>TK.</b>	<b>1,426,770</b>
The above amount arrived as at under;		
<b>Balance as on 1 January 2010</b>		<b>1,731,312</b>
Add: Addition during the year		14,200
		<b>1,745,512</b>
Less: Depreciation		318,742
<b>Balance as on 31 December 2010</b>		<b>1,426,770</b>

<b>17.00 Loan to Projects:</b>	<b>TK.</b>	<b>1,018,330</b>
The above amount arrived as at under;		
<b>Balance as on 1 January 2010</b>		<b>876,430</b>
Add: Payment during the year		1,500,000
		<b>2,376,430</b>
Less: Loan realized during the year		2,122,599
		<b>253,831</b>
Add: Adjustment with Fund Account		764,499
<b>Balance as on 31 December 2010</b>		<b>1,018,330</b>

The above amount receivable from SDF-NJ project which was subsequently received as on January 2011.

<b>18.00 Advances:</b>	<b>TK.</b>	<b>48,670</b>
The above amount arrived as at under;		
<b>Balance as on 1 January 2010</b>		<b>70,100</b>
Add: Advance given during the year		62,600
		<b>132,700</b>
Less: Advance realized during the year		84,030
<b>Balance as on 31 December 2010</b>		<b>48,670</b>

<b>19.00 Cash &amp; Bank Balances:</b>	<b>TK.</b>	<b>5,305,552</b>
Cash in hand		31,890
Cash at Bank		5,273,662
		<b>5,305,552</b>

**Break up of Cash and Bank Balances are as follows;**

Name of Bank	Cash	Bank
Sonali Bank(A/C-33004779)	9319	3,908,417
Sonali Bank(A/C-33005819)	1176	430,722
Sonali Bank(A/C-1013656)	46	2,190
Sonali Bank(A/C-36000313)	10001	74,269
Sonali Bank(A/C-599)	6446	15,460
Sonali Bank(A/C-827)	0	1,446
Sonali Bank(A/C-1223)	0	1,550
Sonali Bank(A/C-1123)	4396	157,162
Sonali Bank(A/C-1757)	506	78,451
Standard Bank(A/C-115789501)	0	603,995
	<b>31,890</b>	<b>5,273,662</b>

Cash and Bank Balances have been verified with cash books and found in correct.





**20.00 Fund Account:**

The above amount arrived as at under;

**Balance as on 1 January 2010**

Add: Excess of Income over Expenditure during the year

Add: Adjusted with Loan Account

**Balance as on 31 December 2010**

TK.	7,670,675
	5,255,434
	1,650,742
	6,906,176
	764,499
	7,670,675

**21.00 Loan from Projects:**

The above amount arrived as at under;

**Balance as on 1 January 2010**

Add: Loan received during year

Less: Loan refund during the year

**Balance as on 31 December 2010**

TK.	128,647
	-
	128,647
	128,647
	-
	128,647

The above amount payable to SDC-Shelter Based Project and subsequently paid to the project account as on May 2011.



**BANGLADESH DISASTER PREPAREDNESS CENTER**  
Schedule of Fixed Assets  
As on 31 December 2010

**Schedule-A**

Sl. No.	Particulars	At Cost			Depreciation			W.D.V as on 31.12.10
		Balance as on 01.01.10	Addition during the year	Balance as on 31.12.10	Rate	Balance as on 01.01.10	Charged during the year	Balance as on 31.12.10
1	Furniture & Fixture	321,556	14,200	335,756	10%	32,156	30,360	62,516
2	Office Equipment	895,028	-	895,028	20%	154,876	148,030	302,906
3	Vehicles	877,200		877,200	20%	175,440	140,352	315,792
	<b>Total:</b>	<b>2,093,784</b>	<b>14,200</b>	<b>2,107,984</b>		<b>362,472</b>	<b>318,742</b>	<b>681,214</b>
								<b>1,426,770</b>





