

J.U. AHMED & CO.

Chartered Accountants

AL IHSAN SOCIAL DEVELOPMENT CENTER

**PROJECT: EDUCATION OF 60 (SIXTY) YATEEM
GIRLS (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা)**

AUDITORS' REPORT, ACCOUNTS AND FD-4

**FOR THE PERIOD JANUARY 01, 2024
TO DECEMBER 31, 2024**

Al Ihsan Social Development Center**Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা)****For the period January 01, 2024 to December 31, 2024****Table of Contents**

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INDEPENDENT AUDITORS' REPORT**Opinion**

We have audited the accompanying financial statements of **Education of 60 (Sixty) Yateem girls** (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা) project of **Al Ihsan Social Development Center** funded by **ICNA Relief, Canada**, which comprise the Statement of Financial Position as at December 31, 2024 and the Statement of Income and Expenditure and the Statement of Receipts and Payments for the period January 01, 2024 to December 31, 2024, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section, the accompanying financial statements give a true and fair view of the financial position of the project as at December 31, 2024, and its financial performance and its receipts and payments for the period then ended.

Basis for Qualified Opinion

- a. Debit and Credit Vouchers were not prepared to document the income and expenditures of the project.
- b. Cash at bank with Dutch-Bangla Bank PLC, Sreenagar Branch, Munshiganj (Account # 2741100003739) amounting to Tk. 731 could not be confirmed with bank statement.

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), and we have fulfilled our other ethical responsibilities in accordance with the IESBA Code and the Institute of Chartered Accountants of Bangladesh (ICAB) Bye Laws. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting policies as mentioned in Note - 2 to the financial statements 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.

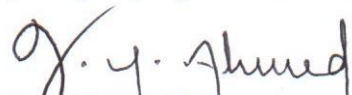
Auditor's responsibilities for the audit of the financial statements

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.

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.



J. U. Ahmed & Co.

Chartered Accountants

Signed by:

Jamiluddin Ahmed FCA, FCMA

Partner

DVC: 2508030679AS897976

Dated: **August 03, 2025**
Dhaka

Al Ihsan Social Development Center
Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা)
Funded by
ICNA Relief, Canada

Statement of Financial Position
As at December 31, 2024

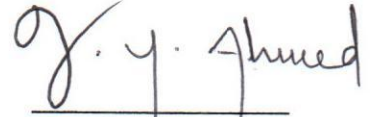
Non-Current Assets	Notes	Taka
Property, plant and equipment	Annex - A	<u>27,000</u>
Current Assets		
Cash and Cash equivalents	4	<u>7,463</u>
		<u><u>34,463</u></u>
Fund and Liabilities		
Fund Account - Transferred from Statement of Income and Expenditure		(396,787)
Audit fee payable		31,250
Loan from Al Ihsan Social Development Center		<u>400,000</u>
		<u><u>34,463</u></u>

The accompanying notes form an integral part of these financial statements.


Finance Director


Executive Director

As per our report of same date


J. U. Ahmed & Co.
Chartered Accountants
Signed by:
Jamiluddin Ahmed FCA, FCMA
Partner
DVC: 2508030679AS897976

Dated: August 03, 2025
Dhaka

Al Ihsan Social Development Center
Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা)
Funded by
ICNA Relief, Canada

Statement of Income and Expenditure
For the period January 01, 2024 to December 31, 2024

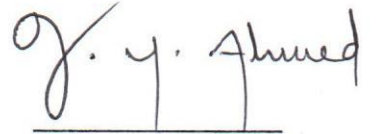
A. Income	Notes	Taka
Grant received from ICNA Relief, Canada	5	<u>1,272,631</u>
B. Expenditure		
Administrative cost	6	379,500
Academic expense	7	1,253,850
Bank charge		1,818
Provision for audit fee		31,250
Depreciation		<u>3,000</u>
		<u>1,669,418</u>
C. Excess of Expenditure over Income for the period (A-B):		
Transferred to Statement of Financial Position		<u>(396,787)</u>

The accompanying notes form an integral part of these financial statements.


Finance Director


Executive Director

As per our report of same date



J. U. Ahmed & Co.
Chartered Accountants
Signed by:
Jamiluddin Ahmed FCA, FCMA
Partner
DVC: 2508030679AS897976

Dated: August 03, 2025
Dhaka

Al Ihsan Social Development Center
Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা)

Funded by
ICNA Relief, Canada

Statement of Receipts and Payments
For the period January 01, 2024 to December 31, 2024

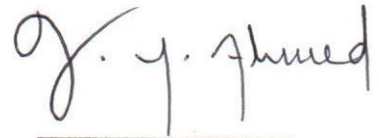
A. Receipts	Notes	Taka
Grant received from ICNA Relief, Canada	5	1,272,631
Loan from Al Ihsan Social Development Center		400,000
		<u>1,672,631</u>
B. Payments		
Administrative cost	6	379,500
Academic expense	7	1,253,850
Bank charge		1,818
Furnitures		30,000
		<u>1,665,168</u>
C. Closing balance (A - B)	4	
Cash and Bank balances		<u>7,463</u>

The accompanying notes form an integral part of these financial statements.


Finance Director


Executive Director

As per our report of same date



J. U. Ahmed & Co.
Chartered Accountants
Signed by:
Jamiluddin Ahmed FCA, FCMA
Partner
DVC: 2508030679AS897976

Dated: August 03, 2025
Dhaka

Al Ihsan Social Development Center
Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা)
Funded by
ICNA Relief, Canada

Notes to the Accounts
For the period January 01, 2024 to December 31, 2024

1 The Organization

Al Ihsan Social Development Center is a local NGO based in Sreenagar, Munshiganj. It is registered with the following Govt. agencies:

- Department of Social Services, Government of Bangladesh under the Voluntary Social Welfare Agencies (Registration & Control) Ordinance, 1961 (Registration no. MU - 0303 dated April 10, 2007); and
- NGO Affairs Bureau under the Foreign Donations (Voluntary Activities), Regulation Act, 2016 (Registration no. 2360 dated May 20, 2008 and renewed on March 29, 2018 for the period May 20, 2018 to May 19, 2028).

The objectives of the organization are as follows:

- To impart basic and versatile education to poor girls;
- Providing light vocational training to poor teachers.
- Providing safe shelter to poor girls.
- Providing knowledge on first aid and improving physical health.
- Providing legal aid to working children on distress.
- Encouraging the spirit in recreational and other educational activities and sports.

1.1 Objectives of the Project

Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা) project was undertaken in 2024 with financial assistance from ICNA Relief, Canada. The objectives of the project are as follows:

The project aims to protect more children's rights and create opportunities for flood-affected children to live in a favorable environment. The activities of the project are as follows:

- Providing basic and multifaceted education to orphan girls.
- Providing light vocational training to orphan children.
- Identifying orphan children and developing them as a driving force.
- Involving these orphan girls in light low-income earning activities.
- Encouraging small businesses with small capital.
- Providing safe shelter to orphan girls.
- Providing knowledge on primary care and improving physical health.
- Providing legal assistance to orphan, poor and destitute working children.
- Creating widespread public awareness through documentaries, publicity etc.
- Encouraging them to engage in mental recreation and other educational activities and sports.
- Providing food, primary care and education to orphan girls.
- Provision of vocational training for orphan girls.

2 Significant Accounting Policies

2.1 Basis of Accounting

The financial statements of the project have been prepared in accordance with historical cost convention on accrual basis.

2.2 Accounting for grant

Grant is recognized as income when it is received.

2.3 Foreign Currency Transaction

Foreign currencies were translated at the rates ruling on the transaction date.

2.4 Figures have been rounded off to the nearest Taka.

Taka

4 **Cash and Cash equivalents:** Tk. 7,463

Cash in hand	5,648
Cash at banks	
Dutch-Bangla Bank PLC, Sreenagar Branch, Munshiganj (Account # 2741100003905)	1,084
Dutch-Bangla Bank PLC, Sreenagar Branch, Munshiganj (Account # 2741100003739)	731
	1,815
	7,463

Cash-in-hand has been confirmed with Cash Custody Certificate obtained from the management. Cash at Banks have been confirmed with bank statements after necessary reconciliation excepting balance of Tk. 731 with Dutch-Bangla Bank PLC, Sreenagar Branch, Munshiganj (Account # (2741100003739).

5 **Grant received from ICNA Relief, Canada:** Tk. 1,272,631

The above amount was received from ICNA Relief, Canada during the period under audit and was deposited into Account # 2741100003739 of Dutch-Bangla Bank PLC, Sreenagar Branch, Munshiganj, Dhaka. The details of above amount are as follows:

Date	Mode of Receipt	Taka
29.02.2024	Bank Transfer	404,224
10.07.2024	Bank Transfer	429,923
01.10.2024	Bank Transfer	438,484
		1,272,631

The above amount was transferred to the project bank account as follows:

Information of Mother Account			Information of Project Account			Name of Donor	Remarks
Name and address of the Bank	Amount received Taka	Date of receipt	Name and address of the Bank	Amount received Taka	Date of receipt		
Dutch-Bangla Bank PLC, Sreenagar Branch, Munshiganj (Account # 2741100003739)	404,224	29.02.2024	Dutch-Bangla Bank PLC, Sreenagar Branch, Munshiganj (Account # 2741100003905)	404,200	07.03.2024	ICNA Relief, Canada	
	429,923	10.07.2024		429,900	16.07.2024		
	438,484	01.10.2024		437,800	02.10.2024		

6 **Administrative cost:** Tk. 379,500

Salary and allowance:

Arabic teacher	188,100
Senior teacher	118,800
Cleaner	72,600
	379,500

7 **Academic expense:** Tk. 1,253,850

7.1 School supplies	92,055
7.2 Students staff lunch/tiffin	1,004,857
Health care	30,938
Uniform	126,000
	1,253,850

Taka

7.1 **School supplies:** Tk. 92,055

Books items	19,500
Books, guides, Quran sharif	900
Pencil box	4,300
Eraser box	2,000
Cutter box	1,500
Pen	4,520
Chalk box	860
Stationery	1,040
Printing	46,735
	<hr/>
	81,355
Miscellaneous	10,700
	<hr/>
	92,055
	<hr/> <hr/>

7.2 **Students staff lunch/tiffin:** Tk. 1,004,857

Rice	129,736
Lentils	34,988
Oil	61,685
Fish	261,200
Chicken	120,300
Egg	35,184
Potatoes	18,550
Onion	7,100
Spices	12,479
Wood	105,060
Lunch	218,575
	<hr/>
	1,004,857
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Al Ihsan Social Development Center
 Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা)
 Funded by
 ICNA Relief, Canada

Schedule of Property, plant and equipment
 As at December 31, 2024

Name of assets	Cost			Rate (%)	Depreciation			Written down value as on December 31, 2024
	Balance as on January 01, 2024	Addition during the period	Balance as on December 31, 2024		Balance as on January 01, 2024	Charged during the period	Balance as on December 31, 2024	
	Taka	Taka	Taka	Taka	Taka	Taka	Taka	
Furniture	-	30,000	30,000	10%	-	3,000	3,000	27,000
Total as on December 31, 2024	-	30,000	30,000		-	3,000	3,000	27,000

FORM FD - 4

Auditors' Certificate

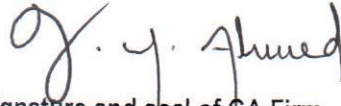
I, the undersigned, do hereby certify that the accounts of the below project for the period January 01, 2024 to December 31, 2024 have been audited by my firm, J. U. Ahmed & Co., Chartered Accountants. During the course of audit all relevant books, bill-vouchers and other necessary evidences were examined. According to the audited accounts the related information are as under:

(1)	Name of NGO	Al Ihsan Social Development Center
(2)	Registration No.	2360
(3)	Address (with telephone no. website and e-mail address)	Village & P.O.: Hashara, P.S. & Upazila: Sreenagar, Munshiganj Mobile no. 01774936654 & 01726151365 Website: www.aiwvc.com e-mail: admin@aiwvc.com
(4)	Name and duration of the Project	Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা) January 01, 2024 to December 31, 2024
(5)	Project year under audit	January 01, 2024 to December 31, 2024
(6)	Opening balance at the beginning of the year	Tk. Nil. (Note - 1)
(7)	Amount of foreign donation received during the audit year	Tk. 1,272,631
(8)	Amount of foreign donation spent during the audit year	Tk. 1,272,631
(9)	Unspent amount of foreign donation at the end of audit year	Tk. Nil

Statement of budget head-wise expenditure of the Project approved by NGO Affairs Bureau is properly filled in as per Form FD-4/1.

Declaration

I do hereby declare that I have read all the related laws, rules and regulations, examined the statement of expenses with approved head-wise amount and certify that all the information furnished above are true and correct.



Signature and seal of CA Firm
Name: Jamiluddin Ahmed FCA, FCMA
Partner

J. U. Ahmed & Co.

Chartered Accountants

Address: House no. 170 (1st Floor), Lane no. 3,
New DOHS, Mohakhali, Dhaka-1206

Dated: August 03, 2025

NGO Bureau enlistment/renewal memo no: 03.07.2666.657.43.253.17-2458 dated December 24, 2023 (Serial # 77).

Form FD - 4 (1)

Statement provided by CA Firm

1. Name of Project: Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা)
2. Date of Govt. approval with memo no.: 03.07.0000.657.68.281.23-643 dated February 08, 2024 and 03.07.0000.657.68.281.2023-1191 dated October 20, 2024.
3. Project period: January 01, 2024 to December 31, 2024.
4. (a) Amount of fund released and date (Bangladeshi Taka): Tk. 1,338,624 dated February 08, 2024 and Tk. 334,656 October 20, 2024.
(b) Amount received and date: Tk. 1,272,631 (Tk. 404,224 dated 29/02/2024, Tk. 429,923 dated 10/07/2024 and Tk. 438,484 dated 01/10/2024).

Sl. no.	Head of Expenditure	Amount as per approved budget	Amount actually spent	Balance		Reasons for variation
				Taka	%	
1	Salary and allowances					
	Arabic teacher	188,100	188,100	-	0%	
	Senior teacher	118,800	118,800	-	0%	
	Cleaner	72,600	72,600	-	0%	
		<u>379,500</u>	<u>379,500</u>	-		
2	Educational materials/stationery					
	Books items	36,000	19,500	16,500	46%	
	Books, guides, Quran Sharif	24,000	900	23,100	96%	
	Pencil box	2,000	4,300	(2,300)	-115%	Actual expenditure was incurred as per project need.
	Eraser box	750	2,000	(1,250)	-167%	Actual expenditure was incurred as per project need.
	Cutter box	1,250	1,500	(250)	-20%	Actual expenditure was incurred as per project need.
	Pen	4,000	4,520	(520)	-13%	Actual expenditure was incurred as per project need.
	Chalk box	4,000	860	3,140	79%	
	Stapler, Pin, Ink, Seal-pad, File, Folder, Glue, Envelope, Clip, Aica glue, Pad, Marker, Pen, Fluid, Scotch tape, Punch machine, Pin remover etc.	6,000	1,040	4,960	83%	
		<u>78,000</u>	<u>34,620</u>	<u>43,380</u>		
3	Medical and health care for orphan girls	36,000	30,938	5,062	14%	
4	1 time meal for 60 orphan students for 350 days					
	Rice	147,000	129,736	17,264	12%	
	Lentils	80,500	34,988	45,512	57%	
	Soyabean oil	126,000	61,685	64,315	51%	
	Fish	262,080	261,200	880	0%	
	Chicken	168,480	120,300	48,180	29%	
	Eggs	83,520	35,184	48,336	58%	
	Potato	52,500	18,550	33,950	65%	
	Onion	24,000	7,100	16,900	70%	
	Spices	6,000	12,479	(6,479)	-108%	Actual expenditure was incurred as per project need.

Sl. no.	Head of Expenditure	Amount as per approved budget	Amount actually spent	Balance		Reasons for variation
				Taka	%	
	Wood	105,000	105,060	(60)	0%	
	Lunch	-	218,575	(218,575)	-	Unbudgeted.
		<u>1,055,080</u>	<u>1,004,857</u>	<u>50,223</u>		
5	Dresses for Orphan students	84,000	126,000	(42,000)	-50%	Bulk purchase was made.
6	Audit fee and VAT-tax	30,000	-	30,000	100%	
7	Incidental (Printing and writing materials)	10,700	57,435	(46,735)	-437%	Compilation note - 1 Actual expenditure was incurred as per project need.
8	Furniture	-	30,000	(30,000)	-	Unbudgeted.
9	Bank charge	-	1,818	(1,818)	-	Unbudgeted.
		<u>124,700</u>	<u>215,253</u>	<u>(90,553)</u>		
		<u>1,673,280</u>	<u>1,665,168</u>	<u>8,112</u>		

NOTES FOR FD-4

1 The brought forward foreign donations at the beginning of the period is nil as foreign donations were received for the first time for the project during the period under audit.

2 Reconciliation between closing balance as per Statement of Receipts and Payments and Unspent amount of foreign donation as on December 31, 2024:

	Foreign Taka	Loan Taka	Total Taka
Grant received from ICNA Relief, Canada	1,272,631	-	1,272,631
Loan from Al Ihsan Social Development Center	-	400,000	400,000
	<u>1,272,631</u>	<u>400,000</u>	<u>1,672,631</u>
Less: Expensed for the period	1,272,631	392,537	1,665,168
	<u>-</u>	<u>7,463</u>	<u>7,463</u>

3 Budgeted figures in FD-4 (1) have been gathered from FD-6 produced to us by the management of the organization.

Compilation Note to FD - 4 (1)

1 Incidental (Printing and writing materials)

	Taka
Printing	46,735
Miscellaneous	10,700
	<u>57,435</u>

**PARTICULARS REQUIRED
BY
THE NGO AFFAIRS BUREAU**

In addition to our Auditors' Report, we also report as follows, on the specific points required by the NGO Affairs Bureau, vide its circular no. 03.07.2666.657.43.253.17-2458 dated December 24, 2023. This report is prepared on the basis of our examination of the books and records of **Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা)** project of **Al Ihsan Social Development Center**.

TOR - 1:

Requirements:

In course of audit of NGOs, the audit firm should perform their duties with utmost responsibility remaining fully independent.

Compliance:

We confirm that the audit of accounts of Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা) project of Al Ihsan Social Development Center for the period January 01, 2024 to December 31, 2024 was carried out by us with due diligence, keeping in view the requirements of the Bureau and the International Standards on Auditing (ISA). Our comments are disclosed in the Auditors' Report.

TOR - 2:

Requirements:

The audit firm shall give comments after conducting audit of NGOs keeping in view of and in compliance with The Foreign Donations (Voluntary Activities) Regulation Act, 2016 and FD - 6 and terms and conditions relating to project approval.

Compliance:

We observed that Al Ihsan Social Development Center complied with regulations and rules as mentioned in the Foreign Donations (Voluntary Activities) Regulation Act, 2016. Subject to information presented in FD-4 (1), the programme was implemented and expenses were incurred as per terms of approval of FD - 6.

TOR - 3:

Requirements:

The audit firm, along with their audit report, should issue audit certificate as per format FD - 4 and FD-4 (1) attached thereto prescribed by the NGO Affairs Bureau, relating to foreign donation received and expenditure incurred. All the information in FD-4 regarding foreign donation receipts and payments must be on cash basis, not on accrual basis, i.e., no foreign donation can be presented as negative or receivables. In FD - 4, difference between approved budget and actual budget need to be disclosed as gross amount. All details, i.e., line item-wise approved budget, actual expenditures, variances in percentage and reason for variances will be included in FD-4 (1). All information (budget line item and sub line item) in FD-4 (1) and budget should be same as in approved project.

Compliance:

FD-4 and FD-4 (1) as prescribed by the NGO Affairs Bureau have been shown in pages 11 to 13 of the report.

TOR - 4:

Requirements:

In case of more than one project, separate audit reports must be prepared as per project year (maximum 12 months). If there is any local income/donation related to the project should be shown in the separate columns.

Compliance:

Separate audit report is prepared for the project. The audit report is prepared on the basis of project period. There was no local income/donation during the period under audit.

TOR - 5:

Requirements:

The summarized goals, objectives and main activities of the project should have to be mentioned in the audit report. Date of appointment as auditor, name of the project, total duration of the project, memo number and date of the project approved by the Bureau, memo number and date of fund released, amount of fund released (including installment), amount of fund received, whether foreign donation is received in mother account before fund released, year of audit (project year), location of the project, no. of beneficiaries should have to be mentioned clearly.

Compliance:

The brief project description is as follows:

Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা) project was undertaken in 2024 with financial assistance from ICNA Relief, Canada. The objectives of the project are as follows:

The project aims to protect more children's rights and create opportunities for flood-affected children to live in a favorable environment. The activities of the project are as follows:

- Providing basic and multifaceted education to orphan girls.
- Providing light vocational training to orphan children.
- Identifying orphan children and developing them as a driving force.
- Involving these orphan girls in light low-income earning activities.
- Encouraging small businesses with small capital.
- Providing safe shelter to orphan girls.
- Providing knowledge on primary care and improving physical health.
- Providing legal assistance to orphan, poor and destitute working children.
- Creating widespread public awareness through documentaries, publicity etc.
- Encouraging them to engage in mental recreation and other educational activities and sports.
- Providing food, primary care and education to orphan girls.
- Provision of vocational training for orphan girls.

The various information in relation to the project is as follows:

- a. **Date of appointment of CA Firm for conducting audit:** December 02, 2024.
- b. **Name of the Project:** Education of 60 (Sixty) Yateem girls (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা)
- c. **Project period:** January 01, 2024 to December 31, 2024
- d. **Project approval memo no. and date:**
03.07.0000.657.68.281.23-643 dated February 08, 2024 and
03.07.0000.657.68.281.2023-1191 dated October 20, 2024.
- e. **Fund clearance memo no. and date:**
03.07.0000.657.68.281.23-643 dated February 08, 2024 and
03.07.0000.657.68.281.2023-1191 dated October 20, 2024.
- f. **Amount of Fund clearance (with installment):** Tk. 1,673,280.
The installments are:
- | Date of fund clearance | Taka |
|------------------------|-----------|
| February 08, 2024 | 1,338,624 |
| October 20, 2024 | 334,656 |
| | ----- |
| | 1,673,280 |
| | ===== |
- g. **Amount of foreign donation receipt:** Tk. 1,272,631.
- h. **Whether foreign donation was received in mother account before fund clearance:** No.
- i. **Audit period:** January 01, 2024 to December 31, 2024.
- j. **Project area:** Sreenagar, Munshiganj.
- k. **No. of beneficiaries:** 60

TOR - 6:

Requirements:

Balance Sheet (Statement of Financial Position), Income & Expenditure Account and Receipts & Payments Account will be part of audit report and duly signed by the NGO authority. Further explanation is required if Statement of Financial Position (Balance Sheet) is not required. The Receipts and Payments Account should be prepared in accordance with the head of accounts maintained in the ledger book of the NGO. The detailed break-up of the expenditures shall have to be projected in the notes, where the consolidated expenditure (such as contingency and others) has been shown.

Compliance:

Balance Sheet (Statement of Financial Position), Statement of Income and Expenditure and Statement of Receipts and Payments have been included in the Audit Report and are signed by the Executive Director and Finance Director of Al Ihsan Social Development Center. Statement of Receipts and Payments has been prepared in accordance with head of accounts of ledger and necessary notes have enclosed in the report showing break-up of expenses. Compilation note to FD-4(1) of FD-4 have been given in page no. 13 of the report.

TOR - 7:

Requirements:

Page numbers should be given in every page of the audit report of the NGO. Every page of the audit report for NGO must be counter-signed by the appropriate authority of CA firm along with common seal. But full signature of auditor is required in audit certificate, Balance Sheet (Statement of Financial Position), Accounts Statement, FD - 4 certificate and compliance of TOR statement. Full signature of auditor will be followed by full name and title of FCA/ACA. NGO audit report must be prepared according to the following sequence:

First Part

- Auditors certificate along with scope, opinion etc.
- Balance Sheet (Statement of Financial Position)
- Income & Expenditure Account/Statement
- Receipts & Payments Account/Statement
- Notes to Financial Statements
- Schedule/Appendix/Others Statement

Second Part

- FD-4 Certificate
- FD-4 (1)
- Notes to FD-4 (if any)
- TOR of NGO Bureau. Preparation of report in compliance with TOR. (all conditions described in ToR must be complied chronologically).

Compliance:

Page no. has been inserted in each page of the report. Each page of the report was also initialed by us with common seal. Auditors' signature has been given in Auditors' Report, Statement of Financial Position, Statement of Income and Expenditure and Statement of Receipts and Payments, FD-4 and the report prepared as per TOR. Audit Report has been prepared serially as follows:

First Part

- Auditors' Report containing Scope, Opinion etc.
- Balance Sheet (Statement of Financial Position)
- Statement of Income and Expenditure
- Statement of Receipts and Payments
- Notes to the Accounts

Second Part

- FD-4
- FD-4 (1)
- Notes to FD-4
- Particulars as required by TOR of the NGO Affairs Bureau

TOR - 8:

Requirements:

In case of multi-years on-going project, the auditors' report must contain information on whether last year audit has been performed and if performed whether the auditors' report was sent to the NGO Affairs Bureau. In case of continuous project (i.e. in last year there was a similar name/similar nature), the auditors' report should also contain information on whether last year audit has been performed or not and if performed whether that was sent to NGO Affairs Bureau.

Compliance:

The audit was conducted for the first time for the project during the period under audit.

TOR - 9:

Requirements:

On completion of the audit, the CA Firm should forward one copy (original copy) of the audit report in a sealed cover directly to the Director General of the NGO Affairs Bureau, Dhaka.

Compliance:

Original copy of this Audit Report has been sent to the Director General of the NGO Affairs Bureau, Dhaka in a sealed envelope.

TOR - 10:

Requirements:

Information of first registration number and date of registration of the NGO with the NGO Affairs Bureau and last renewal date need to be mentioned.

Compliance:

The organization is registered with the NGO Affairs Bureau vide registration # 2360 dated May 20, 2008. The registration was renewed by the NGO Affairs Bureau for the period May 20, 2018 to May 19, 2028 on March 29, 2018.

TOR - 11:

Requirements:

There is a rule that all the foreign donations shall have to be received by the NGO through a single bank account as per provision of section 9 of the Foreign Donations (Voluntary Activities) Regulation Act, 2016. If the foreign donations are received through more than one bank account the name of concerned bank, account number and the amount received shall have to be mentioned.

Compliance:

Foreign donation has been received through single bank account in accordance with section 9 of the Foreign Donations (Voluntary Activities) Regulation Act, 2016.

TOR - 12:

Requirements:

The detailed description of the bank account (mother account) number approved by the NGO Affairs Bureau to receive foreign donations, name of the bank and branch, amount of donation received with dates and name of the donor should be mentioned. Also relevant project bank account number, bank name & branch and balance information will be mentioned. There should be information regarding reconciliation of mother account and project account and whether the reconciliation is correct or not.

Compliance:

Foreign donation of Tk. 1,272,631 was received from ICNA Relief, Canada during the period under audit and was deposited into CA # 2741100003739 of Dutch-Bangla Bank PLC, Sreenagar Branch, Munshiganj approved by the NGO Affairs Bureau. The details are as follows:

Date	Mode of Receipt	Taka
29.02.2024	Bank transfer	404,224
10.07.2024	Bank transfer	429,923
01.10.2024	Bank transfer	438,484
		1,272,631
		=====

The above amount was transferred to the project bank account as follows:

Information of Mother Account			Information of Project Account			Name of Donor	Remarks
Name and address of the Bank	Amount received Taka	Date of receipt	Name and address of the Bank	Amount received Taka	Date of receipt		
Dutch-Bangla Bank PLC, Sreenagar Branch, Munshiganj (Account # 2741100003739)	404,224 429,923 438,484	29.02.2024 10.07.2024 01.10.2024	Dutch-Bangla Bank PLC, Sreenagar Branch, Munshiganj (Account # 2741100003905)	404,200 429,900 437,800	07.03.2024 16.07.2024 02.10.2024	ICNA Relief, Canada	

As of December 31, 2024, the balance of the project's bank account (CA # 2741100003905 of Dutch-Bangla Bank PLC, Sreenagar Branch, Munshiganj) as per book was Tk. 1,084, which was agreed with the bank statement after necessary reconciliation. However, balance of Tk. 731 with Dutch-Bangla Bank PLC, Sreenagar Branch, Munshiganj (Account # 2741100003739) could not be confirmed with bank statement.

TOR - 13:

Requirements:

In case of donations received in kinds, making the valuation thereof should be included with donation shown in FD - 4. Statement should be given in respect of its utilization and description of balance in accordance with FD - 5.

Compliance:

During the period under audit, the programme did not receive any donations in kind.

TOR - 14:

Requirements:

Interest earned/exchange gain derived on foreign donations should have to be stated separately in the statement of accounts and to utilize such fund whether permission/approval has been obtained from the NGO Affairs Bureau should have to be mentioned.

Compliance:

No bank interest and exchange gain was earned during the period under audit.

TOR - 15:

Requirements:

The report should contain information whether the NGO has maintained Cash Book, Bank Book, Ledger Book under double entry system of accounting, stock register, asset register and other register as per requirement of section 12 of the Foreign Donations (Voluntary Activities) Regulation Act, 2016.

Compliance:

Cash Book/Bank Book and Ledger have been prepared under double entry system of accounting in accordance with section 12 of the Foreign Donations (Voluntary Activities) Regulation Act, 2016 using accounting software. Stock Register was maintained for the project.

TOR - 16:

Requirements:

In case, where there is Revolving Loan Fund (RLF) against previously and currently implemented projects of the NGO, whether separate project/donor-wise accounts are maintained or a consolidated accounts is maintained should have to be mentioned. Also a statement on whether this account has been audited separately every year or not should be provided. If foreign aided RLF account is not kept



separately and there are loan disbursements from the projects under implementation, then service charge received required to be shown as receipt to be ensured.

Compliance:

The organization does not have microcredit programme

TOR - 17:

Requirements:

Information regarding having license of Microcredit Regulatory Authority (MRA) for implementing microcredit programme.

Compliance:

The organization has not obtained certificate from the Microcredit Regulatory Authority, as it has no microcredit programme.

TOR -18:

Requirements:

Whether the amount of donation has been spent in foreign currency, if spent the details of which should have to be mentioned.

Compliance:

Expenditures were not incurred in foreign currencies.

TOR - 19:

Requirements:

Whether excess expenditure over budget head has been adjusted against another head or adjusted the expenditure of an unapproved head with an approved head. In such case whether approval from the NGO Affairs Bureau has been obtained for excess expenditure over budget.

Compliance:

Over-expenditure of particular head has not been adjusted in other head or unapproved head of expenditure has not been adjusted in regular head.

TOR - 20:

Requirements:

There has been instruction in the concerned circular that salary and allowances of officers/staffs of any amount and in case of other expenditure over Taka 10,000 shall be paid through bank account. Any contravention of this instruction shall be mentioned in the report.

Compliance:

Salaries and allowance were paid to the officers/staff of the project by bank transfer/Cash. All other expenditures were paid by cash.

TOR - 21:

Requirements:

If the project is implemented by receiving loan, necessary information relating to the source of loan and approval from Executive Committee of the NGO should have to be mentioned.

Compliance:

Tk. 400,000 was received as loan from Al Ihsan Social Development Center to implement project activities during the period under audit. Approval was not obtained from the Executive Committee to receive the loan. Prior approval was also not taken from the NGO Affairs Bureau in this regard.

TOR - 22:

Requirements:

Whether any member of the General Body and Executive Committee receives salary and allowance or any sorts of honorarium. If received, the details of which should have to be provided. Also if Executive Head of the NGO is taking salary or other benefits and honorarium from the project under audit, either full or partial, the detail disclosure is required.

Compliance:

No salary and allowance or remuneration was received by any member of the General Committee and Executive Committee of the organization.

TOR - 23:

Requirements:

Whether the internal control system of the NGO is satisfactory or not should have to be mentioned.

Compliance:

Subject to observations contained in the audit report and management letter, it appears to us that Internal Control System of the organization was operating satisfactorily.

TOR - 24:

Requirements:

Whether any amount has been refunded to the donor agency without prior approval from the NGO Affairs Bureau? If refunded, details should have to be given.

Compliance:

No fund was refunded to the Donor during the period under audit.

TOR - 25:

Requirements:

Whether in compliance with the government rules and regulations, revenue stamp has been affixed in appropriate cases, VAT/Income tax has been deducted at source from bill/voucher or not and deducted VAT/Income tax have been duly deposited with government exchequer in time, auditors comments should have to be given in this regard.

Compliance:

Revenue stamps were not affixed on vouchers, where applicable. On the basis of vouchers produced and checked by us, Deductible, Deducted, Deposit to Govt. Treasury, Outstanding VAT/IT and Treasury/Mushak challan no. is given in Schedule - A at page no. 29 of the report. We could not satisfactorily verify VAT and Income tax deducted at source as challans of VAT and Income tax deducted at source as per expenditure head of budget in FD-6 was not produced to us. Moreover, Al Ihsan Social Development Center did not deposit VAT and Income tax deducted at source project-wise.

TOR - 26:

Requirements:

Statement on whether the NGO as a Legal Entity as per Income Tax Ordinance 1984 submitted income tax return accordingly. Moreover, whether income tax return has been submitted and assessment has been completed or not for any foreign employee employed in the NGO.

Compliance:

The organization has not yet submitted Income Tax Return to the National Board of Revenue.

TOR - 27:

Requirements:

Information required relating to: whether the NGO has any Income Generating Activities (IGA) under the project, if so whether the income tax has been duly paid for on all earnings or income tax exemption certificate in relevant case has been obtained from the National Board of Revenue.

Compliance:

The project has no Income Generating Activities - IGA.

TOR - 28:

Requirements:

Whether any officer/staff/member of the Executive Committee or General Body has availed foreign tour with the finance/air ticket/other facilities received from foreign sources. If availed, description of which and in case of foreign tour whether permission of NGO Affairs Bureau has been obtained, details of which should have to be stated.

Compliance:

Any officer/staff or any member of the General Committee or Executive Committee did not travel abroad out of fund received from foreign source or having ticket/receiving any other facility from foreign source.

TOR - 29:

Requirements:

The description of fixed assets along with value held by the NGO at the time of audit should have to be attached with the audit report. Whether the related fixed assets/deeds/house rent agreement/donated land/car and other assets are in the name of the organization should have to be mentioned in the report.

Compliance:

Fixed assets were found in the name of the organization. The list of fixed assets is as follows:

Particulars	Taka
Furniture	27,000 =====

TOR - 30:

Requirements:

Whether any movable/immovable property procured from the fund of the project has been sold/transferred? If yes, whether approval from the NGO Affairs Bureau has been obtained or not?

Compliance:

Fixed assets of the project were not disposed of/handed over.

TOR - 31:

Requirements:

After the completion of audit the CA firm should submit a Management Letter/Report of all irregularities/illegal expenditure/unauthorized expenditure/expenditure exceeding budget to the management authority of the NGO and one copy of such report is required to be submitted to the

Director General of the NGO Affairs Bureau along with the audit report. If such letter/report is not required that also needs to be mentioned.

Compliance:

Management Letter has been issued and a copy of the management letter has been submitted to the Director General of the NGO Affairs Bureau.

TOR - 32:

Requirements:

A CA firm can not perform audit for the same NGO project for more than 05 (five) consecutive years. For this purpose a statement is required that the CA firm is not engaged as an auditor for the NGO under audit for more than 05 (five) consecutive years.

Compliance:

A Certificate regarding the fact that the audit of the project has not been audited by us continuously for more than 5 years has been given in page no. 28 of the report.

TOR - 33:

Requirements:

A list of Executive Committee/Governing Board/Management Committee members of NGO under audit shall have to be given.

Compliance:

The list of Executive Committee members of the organization is as follows:

Sl. No.	Name	Designation
1	Md. Salahuddin Khan	Chairman
2	Md. Azizul Haq	Vice-Chairman
3	Shah Md. Sultan Uddin Iqbal [Brig. General (BP) Retd.]	Vice-Chairman
4	Mohammad Abdul Aziz Khan	Executive Director
5	Afroza Khanam	Finance Director
6	Rafiqul Islam	Director
7	S M Masud Hasan Khan	Director

TOR - 34:

Requirements:

Whether, all the expenses relating to the audit has been met out of fund of the concerned project or not, should have to be mentioned.

Compliance:

Provision was made in the budget of the project for audit fee.

TOR - 35:

Requirements:

Memo number along with date of enlistment of the audit firm should be mentioned in the audit report.

Compliance:

Our enlistment memo number with NGO Affairs Bureau and date is as follows:

03.07.2666.657.43.253.17 - 2458 dated December 24, 2023 (Serial # 77).

TOR - 36:

Requirements:

Whether, all the financial transactions are free from money laundering and terrorist financing should be mentioned by examining those.

Compliance:

Our test examination reveals that financial transactions of the project are free from money laundering and terrorist financing.

TOR - 37:

Requirements:

Opinion shall be given with supporting that whether conditions regarding project approval has been followed and whether local administration has been involved in implementation of the project.

Compliance:

Our opinion on compliance with the conditions in the project approval letter: 03.07.0000.657.68.281.23-643 dated February 08, 2024 and engagement of local administration in project implementation is as follows:

- (a) On the basis of documentary evidence produced to us, it appears to us that Al Ihsan Social Development Center engaged the concern Upazila Nirbahi Officer in the project implementation. Please see the copy in Schedule - B. However, acknowledgement of receipt of FD-6 submitted to the concern Deputy Commissioner and Upazila Nirbahi Officer has not yet been submitted to the NGO Affairs Bureau.
- (b) The project's progress report and certificate from local administration has not yet been submitted to the NGO Affairs Bureau.
- (c) The annual report has not yet been submitted to the NGO Affairs Bureau.
- (d) It appears to us that Al Ihsan Social Development Center has avoided overlapping during implementation of the project.
- (e) Our test examination reveals that Income Tax/VAT was not deducted at source as per circular of the National Board of Revenue.

- (f) It was informed that no opinion was received from the Ministry regarding the project.
- (g) The budget of the project was not published in the website of the organization.

TOR - 38:

Requirements:

Whether the audit has been completed within stipulated time frame; if not then the reason for non completion audit shall be stated.

Compliance:

There has been delay in completing the audit within time frame due to delay in preparation of the financial statements.

TOR - 39:

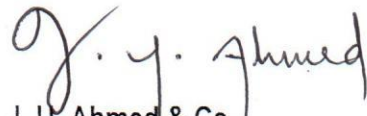
Requirements:

Document Verification code shall be stated.

Compliance:

Document Verification code is as follows:

DVC: 2508030679AS897976



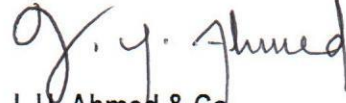
J. U. Ahmed & Co.
Chartered Accountants

Signed by:
Jamiluddin Ahmed FCA, FCMA
Partner
House 170 (1st Floor), Lane 3,
New DOHS, Mohakhali, Dhaka-1206

Dated: **August 03, 2025**
Dhaka

TO WHOM IT MAY CONCERN

This is to certify that of **Education of 60 (Sixty) Yateem girls** (৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা) project of **Al Ihsan Social Development Center** has not been audited by us continuously for more than 5 years.



J. U. Ahmed & Co.

Chartered Accountants

Signed by:

Jamiluddin Ahmed FCA, FCMA

Partner

House 170 (1st Floor), Lane 3,

New DOHS, Mohakhali, Dhaka-1206

Dated: **August 03, 2025**

Dhaka



আল ইহসান সোশ্যাল ডেভেলপমেন্ট সেন্টার
Al Ihsan Social Development Center
مركز الإحسان للتطوير الاجتماعي Schedule - B
স্থাপিত-২০০৪ খ্রিঃ

স্মারক নংঃ এ, আই, এস, ডি, সি/ হাঁসাড়া, মুন্সীগঞ্জ/ ২০২৫/ ২৭০

সূত্রঃ ০৩.০৭.০০০০.৬৫৭.৬৮.২৮১.২৩-৬৪৩

সূত্রঃ ০৩.০৭.০০০০.৬৫৭.৬৮.২৮১.২০২৩-১১৯১

তারিখঃ ১২/০২/২০২৫খ্রিঃ

তারিখঃ ০৮/০২/২০২৪খ্রিঃ

তারিখঃ ২০/১০/২০২৪খ্রিঃ

বরাবর

উপজেলা নিবাহী অফিসার

শ্রীনগর উপজেলা, মুন্সীগঞ্জ।

বিষয়ঃ আল ইহসান সোশ্যাল ডেভেলপমেন্ট সেন্টারের “৬০ (ষাট) জন এতিম মেয়েদের শিক্ষা, দক্ষতা প্রশিক্ষণ ও ভরণপোষণ” শীর্ষক প্রকল্পটি ১ জানুয়ারী ২০২৪ হতে ৩১ ডিসেম্বর ২০২৪ পর্যন্ত প্রত্যয়ন পত্র প্রাপ্তির আবেদন এসঙ্গে।

জনাব,

যথাবিহীন সম্মান পূর্বক বিনীত নিবেদন এই যে, আল ইহসান সোশ্যাল ডেভেলপমেন্ট সেন্টার, গ্রাম+পোঃ হাঁসাড়া, উপজেলাঃ শ্রীনগর, জেলাঃ মুন্সীগঞ্জ একটি বেসরকারী স্বেচ্ছাসেবী সংস্থা যার এনজিও নিবন্ধন নং ২৩৬০ এবং সমাজসেবা নিবন্ধন নং মু-০৩০৩। সংস্থাটি ২০০৪ সাল থেকে দরিদ্র ও সুবিধ বঞ্চিত মেয়েদের শিক্ষা কার্যক্রম বাস্তবায়ন করে আসছে। প্রতিষ্ঠানটি ৬ তলা ভবনে উন্নত পরিবেশে দরিদ্র মেয়েদের মধ্যে শিশু শ্রেণি থেকে দশম শ্রেণি পর্যন্ত NCTB এর কারিকুলাম অনুসরণ পূর্বক শিক্ষা কার্যক্রম, এতিমখানা ও বয়স্কশিক্ষা বাস্তবায়ন করছে। প্রতিষ্ঠানটির বর্তমান মোট ছাত্রী সংখ্যা ৪৫৫ জন। এর মধ্যে বর্তমানে স্কুলে ২৮৩ জন, এতিম খানায় ১১২ জন এতিম মেয়ে ও ৬০ নিরক্ষর বয়স্ক মহিলা লেখাপড়া করেন। পেন্সিল, কলম, খাতা, ইউনিকর্ম, জুতা, ব্যাগ বিনামূল্যে সরবরাহ করা হয় এবং দুপুরে সকল ছাত্রীদের মধ্যে পুষ্টিকর খাবার সরবরাহ করা হয়। ছাত্রীদের প্রাথমিক চিকিৎসা ও অপারেশনের প্রয়োজন হলে সকল খরচ প্রতিষ্ঠান বহন করে থাকে। এ সকল দরিদ্র মেয়েদের স্বাবলম্বী করে গড়ে তোলার প্রয়াসে কম্পিউটার প্রশিক্ষণ, সেলাই, বুক, এম্বয়ডারী, কাটিং ও হাতের কাজের প্রশিক্ষণ করা হয়। প্রতিষ্ঠানটিতে মোট ২৯ জন শিক্ষক ও ৩১ জন কর্মকর্তা - কর্মচারী রয়েছে।

অতএব, এসকল দরিদ্র, এতিম মেয়ে শিশুদের শিক্ষা, খাদ্য ও তাদের পরিবারের জীবনমান উন্নয়নের ধারাবাহিকতা বজায় রাখার জন্য প্রতিষ্ঠানটিকে উপরিউক্ত বিষয়ে প্রত্যয়ন পত্র দিতে আপনার সদয় মর্জি কামনা করছি।

সংযুক্তি

১. অনুমোদনসহ অর্থ ছাড়করণ পত্র
(১ জানুয়ারী ২০২৪ হতে ৩১ ডিসেম্বর ২০২৪ পর্যন্ত) ১- কপি।
২. FD-6, FD-2 ১- কপি।
৩. এনজিও ব্যুরো কর্তৃক নবায়নকৃত সনদ পত্র। ১- কপি।
৪. সমাজসেবা সনদ পত্র ১- কপি।

আপনার বিশ্বস্থ

Munana
মাহমুদা খানম
প্রকল্প পরিচালক

আল- ইহসান সোশ্যাল ডেভেলপমেন্ট সেন্টার
হাঁসাড়া, শ্রীনগর, মুন্সীগঞ্জ।