

GHANA RESEARCH AND ADVOCACY PROGRAM

	G-RAP CORE/SPF FUNDING BUDGET TEMPLATE	NO.	CLASS	RATE	G-RAP FUNDING	COMIC RELIEF FUNDING	DEVTECH USAID FUNDING	WOMAN KIND FUNDING	WILDAF FUNDING	Approved budget USD
HUMAN RESOURCE	Exchange rate used:									
	Responsibility									
	Executive Director	1			7,500		405	12,886		26,250
	Programme Manager	1			6,484		1,364	4,761	1,200	15,007
	Project Officers	2			2,197		4,678	1,545		8,479
	Accounts Officer	1			3,500		1,068	3,290	485	9,935
	Admin/Documentation Officer	1			3,000		384	2,742		6,675
	Driver	1			1,502			1,371		2,921
	Cleaner	1			817			823		1,546
Sub Total HR					25,000		7,899	27,418	1,685	70,812
GOVERNANCE/ DEVELOPMENT	- Annual meeting of Board									
	- Staff Training and Development				803					840
	- Networking with other CSOs				249					286
	- Annual audits							2,386		
	- Installation of Accounting Software									
	-HR review									
	-Annual staff retreat									
	Gender Lens Newsletter Bi Annual									
Sub Total Governance, Org Succ					1,052	0		2,386		1,126
PROGRAM DEVELOPMENT	Items Purchased									
	- Consultancy									
	- Fund raising (Development of Plan)									
Sub Total Program Dev										0
EQUIPMENT &	Items Purchased									0
	- Computers									0
	- Printers									0
Sub Total Equipment & Supplies										0
OFFICE RUNNING COSTS	Office Running Costs									
	- Maintenance of office equipment				926			0	484	1,410
	- Office supplies				666		382	377		1,593
	Vehicle running Costs									
-Vehicle maintenance				630			1,186		3,685	

	- Fuel				1,808			1,074	440	3,781
	-Vehicle Insurance							2,315		
	-Security				1,357			945	118	2,836
	- Office Repairs and Maintenance				173					383
Sub Total Office Running Costs					5,559		382	5,898	1,042	13,688
OTHER ADMIN COSTS	- Office rent				6,288			0		12,000
	- Office Utilities and Expenses				1,300		150	987		2,623
	- Communications (telephone, internet,				2,511		300	2,132		4,943
	- Recruitment costs									
	- Bank Charges				267		32		55	417
	- International & Local Travel									
Sub Total Other Costs					10,366	0	482	3,119	55	19,983
PROGRAM ACTIVITIES	Activities									
	<i>Output I - Nkyinkyim Anti Violence Project</i>									
	Task 1 - End of Project Evaluation					13,662				13,662
	<i>OUTPUT II - Safe Schools Project</i>									
	Task 1- Improving Capacity of Counsellors						11,398			11,398
	Task 2 - Support of Stake holders						10,162			10,162
	Task 3 - Monitoring & Evaluation						1,192			1,192
Sub Total Activities						13,662	22,752			36,414
	<i>Output III - " We Know Politics"</i>									0
	Task 1- Regional Consultations								5,158	5,158
	Task 2 - Legal Literacy Volunteers Training								17,125	17,125
	Task 3 - Voter Education in Communities								2,254	2,254
	Task 4 - Public Education in Constituencies								2,913	2,913
Sub Total Activities						0			27,450	27,450
TOTAL PROJECTED REIMBURSABLE COSTS: (B)					41,978	13,662	31,515	38,821	30,231	169,473

Notes:

1. Board Meeting - No cost was incurred during the Board Meeting

2. Retreat - This was undertaken in January, 2009

3. Installation of Accounting Software - A Software package is currently being considered on a trial basis

4. HR Review - A Consultant has been identified and is yet to commence work

5. Bi - Annual Newsletter - The Centre was unable to finalise and print its Newsletter.

6. Fund Raising Development Plan - This has been put on hold pending the review and finalisation of the Centre's Strategic Plan

7. Recruitment - It has been put on hold pending the outcome of the skills audit.

Funds Movement		Current Period	Prior Period
Opening Balance			
Surplus/(Deficit)			
Closing Balance			

Summary Cashflow Statement (G-RAP Funds only)		Current Period	Prior Period
		US\$	US\$
Opening cash and bank balance		0	
Add Receipts			
Grants		49,989	
Others (Exchange Gain)		947	
Total Inflow		50,936	
Less Outflows			
Emoluments		25,000	
Admin Overheads		15,925	
Institutional Development		1,052	
Program Development		0	
Total Outflow		41,978	
Closing cash and bank balance		8,959	

Prepared by: Accounts Officer

Name: Annabelle Akuki Azu

Signature:

Date: 28th January, 2009

Reviewed by: Programme Manager

Name: Margaret Brew - Ward

Signature:

Date: 28th January, 2009

COMMENT

Kindly fill out the columns for no., rate and class as far as practicable
 Complete the funds movtr section
 Pls add your bank recs, cashbook extract and bank statement for the