

THE IEA/GHANA RESEARCH AND ADVOCACY PROGRAMMME

Financial Report

(Core Funding July 2008 - December 2008)

THE IEA/GHANA RESEARCH AND ADVOCACY PROGRAM (Core Funding July 2008 - December 2009)

G-RAP CORE/SPF FUNDING BUDGET TEMPLATE		NO.	CLASS	RATE	Approved budget USD	G-RAP FUNDING	NIMD	Others (Note 1)	Approved budget GHS
Exchange rate used:\$ = GH¢1.00									
HUMAN RESOURCE	<u>Responsibility</u>								
	- Administrator	18	Management Staff	3,176.26	57,173	28,586		28,586	57,173
	- Director of Research - Economist	18	Fellow	5,000.00	90,000	45,000		45,000	90,000
	- Senior Research Fellow - Governance (1)	18	Fellow	3,000	54,000			54,000	54,000
	- Director of Programmes	18	Fellow	947.37	17,053	10,526		6,526	17,053
	- Distinguished Visiting Fellow (2)	36	Fellow	284.21	10,232	7,116		3,116	10,232
	Finance & Admin. Consultant	18	Management Staff	526.32	9,474	6,737		2,737	9,474
	- Programmes Coordinator	18	Management Staff	956.25	17,213	10,606		6,606	17,213
	- Research Assistants (3)	54	Senior Staff	700.71	37,838	19,919		17,919	37,838
	- Programmes Officers (3)	54	Senior Staff	475.06	25,653	12,827		12,827	25,653
	- Finance Officers (2)	36	Senior Staff	438.44	15,784	9,892		5,892	15,784
	- Office Manager	18	Senior Staff	360.00	6,480	3,240		3,240	6,480
	- Systems Administrator	18		200.00	3,600	1,800		1,800	3,600
	- Others (6 Junior Staff)	108	Junior Staff	105.18	11,360	5,680		5,680	11,360
	Sub Total HR					355,858	161,929	0	193,929
GOVERNANCE/ ORGANISATIONAL DEVELOPMENT	<u>Tasks</u>								
	- Monthly review meeting	12		2,113.58	25,363		25,363		25,363
	- Biannual meeting of Board	3		1,500.00	4,500			4,500	4,500
	- Networking with other CSOs	12		167.00	2,004			2,004	2,004
	- Annual audits	1		8,700.00	8,700		8,700		8,700
	- Staff Training/Gender Awareness	4		500.00	2,000	2,000			2,000
Sub Total Governance, Org Succ					42,567	2,000	34,063	6,504	42,567
PROGRAM DEVELOPMENT	- External Consultancies (Fees for International & Local Scholars)	12		1,700.00	20,400			20,400	20,400
	- Fund raising (Travel & Lobbying)	1		15,000.00	15,000			15,000	15,000
	- Organization of Policy In-House Fora/Roundtable Discussions	12		1,666.70	20,000			20,000	20,000
	- Publication of Workshop Reports	12		1,377.50	16,530		16,530	-	16,530
	- Advertisement of Programmes	12		1,000.00	12,000			12,000	12,000
	- Preparation of Reports (Formatting, Compilation, Editing, Typesetting, & Rapporteur)	10		3,036.30	30,363		30,363		30,363
	Sub Total Program Dev					114,293	0	46,893	67,400
EQUIPMENT & SUPPLIES	<u>Items Purchased</u>								
	- Generator	1		30,000.00	30,000			30,000	30,000
	- Computers	5		1,300.00	6,500			6,500	6,500
	- UPS	5		400.00	2,000			2,000	2,000
	- Printers	2		1,200.00	2,400	1,440		960	2,400
- Office furniture & equipment (desks, filing cabinets, telephones, fax machine, conference table and seats, etc.)	6		600.00	3,600			3,600	3,600	
Sub Total Equipment & Supplies					44,500	1,440	0	43,060	44,500
OFFICE RUNNING COSTS	<u>Office Running Costs</u>								0
	- Maintenance of office equipment/building	12		800.00	9,600	2,400		7,200	9,600

- Utilities (Electricity, Telephone, Water, Internet, Hosting Fee, Security Guards, etc.)	18	3,450.00	62,100	18,000	17,400	26,700	62,100
- Office Space (IMD)	12	1,740.00	20,880		20,880		20,880
- T&T for Office	12	1,000.00	12,000	3,000		9,000	12,000
Vehicle running Costs							
- Vehicle maintenance	12	800.00	9,600	2,400		7,200	9,600
- Fuel	12	1,000.00	12,000			12,000	12,000
- Insurance	4	1,000.00	4,000			4,000	4,000
Sub Total Office Running Costs			130,180	25,800	38,280	66,100	130,180
OTHER ADMIN COSTS							
- Office supplies (Stationery/Provisions)	12	1,353.58	16,243	5,000	6,163	5,080	16,243
- Communications	12	800.00	9,600	1,589		8,011	9,600
- Reimbursables (Transportation, Health bills)	12	834.00	10,008	2,002		8,006	10,008
- Bank Charges	12	20.00	240	240			240
Sub Total Other Costs			36,091	8,831	6,163	21,097	36,091
PROGRAM ACTIVITIES							
Activities							
<i>Output I - Netherlands Institute of Multi Party Democracy Ghana</i>							
Accommodation	5	2,441.80	12,209		12,209		12,209
T&T and Per diem	11	2,666.73	29,334		29,334		29,334
Honorarium & Fees to Resource Persons	11	2,330.55	25,636		25,636		25,636
Feeding & Entertainment	11	2,080.09	22,881		22,881		22,881
Other Direct Costs	12	3,528.33	42,340		42,340		42,340
Media Coordination	10	3,320.50	33,205		33,205		33,205
Direct Support for Political Parties	12	22,208.33	266,500		266,500		266,500
Consultancies	12	15,045.58	180,547		180,547		180,547
2007 Outstanding Activities	1	71,735.00	71,735		71,735		71,735
<i>OUTPUT II - Center for International Private Enterprise (CIPE) - Building Economic Platform among Political Leaders</i>							
Task 1: Annual Collaboration with CIPE Project (Regional Workshop, Debates & Consultancies)	1	###	158,900			158,900	158,900
<i>OUTPUT III - British High Commission</i>							
Task 1: Collaboration with British High Commission (Presidential Debates & Consultancies)	1	###	128,000			128,000	128,000
<i>OUTPUT IVI - UNDP, FNF etc.</i>							
Task 1: Collaboration with UNDP Project (Regional Workshop, Debates & Consultancies)	1	33,000.00	33,000			33,000	33,000
Sub Total Activities			1,004,287	-	684,387	319,900	1,004,287
TOTAL PROJECTED REIMBURSABLE COSTS: (B)			1,727,777	200,000	809,786	717,991	1,727,777

Notes

1. Funding has not been secured. Efforts are underway to attract other partners.
2. G-rap budget is for 18 months period; June 2008 to December 2009
3. Netherlands Institute of Multi Party Democracy (NIMD) and other projects are for 12 months; January to December 2008

Prepared by Samuel K. Darkwa

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Reviewed by Rev. Daniel Annan

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Signature

Date 4th August, 2008

THE IEA/GHANA RESEARCH AND ADVOCACY PROGRAM (Core Funding July 2008 - December 2009)

	G-RAP CORE/SPF FUNDING BUDGET Financial Report	NO.	CLASS	RATE	Approved budget USD	G-RAP FUNDING (Budget)	G-RAP FUNDING (Expenditure)	NIMD (Budget)	NIMD (Expenditure)	Others (Budget)	Others (Expenditure)	Total Expenditure	Variance	Variance in %	
HUMAN RESOURCE	Exchange rate used:\$ = GH¢1.00														
	<u>Responsibility</u>														
	- Administrator	18	Management Staff	3,176.26	57,173	28,586	9,528.78			28,586	9,528.78	19,058	38,115	67%	
	- Director of Research - Economist	18	Fellow	5,000.00	90,000	45,000	30,000.00			45,000		30,000	60,000	67%	
	- Senior Research Fellow - Governance (1)	18	Fellow	3,000	54,000					54,000	12,000.00	12,000	42,000	78%	
	- Director of Programmes	18	Fellow	947.37	17,053	10,526	5,684.21			6,526		5,684	11,368	67%	
	- Distinguished Visiting Fellow (2)	36	Fellow	284.21	10,232	7,116	2,210.53			3,116		2,211	8,021	78%	
	- Finance & Admin. Consultant	18	Management Staff	526.32	9,474	6,737	3,157.92			2,737		3,158	6,316	67%	
	- Programmes Coordinator	18	Management Staff	956.25	17,213	10,606	5,737.50			6,606		5,738	11,475	67%	
	- Research Assistants (3)	54	Senior Staff	700.71	37,838	19,919	11,176.47			17,919		11,176	26,662	70%	
	- Programmes Officers (3)	54	Senior Staff	475.06	25,653	12,827	8,089.85			12,827		8,090	17,563	68%	
	- Finance Officers (2)	36	Senior Staff	438.44	15,784	9,892	5,261.22			5,892		5,261	10,523	67%	
	- Office Manager	18	Senior Staff	360.00	6,480	3,240	1,450.00			3,240		1,450	5,030	78%	
- Systems Administrator	18		200.00	3,600	1,800	1,147.50			1,800		1,148	2,453	68%		
- Others (6 Junior Staff)	108	Junior Staff	105.18	11,360	5,680	3,155.52			5,680		3,156	8,204	72%		
Sub Total HR					355,858	161,929	86,599.50	0	0	193,929	21,529	108,128	247,730		
GOVERNANCE/ ORGANISATIONAL DEVELOPMENT	<u>Tasks</u>														
	- Monthly review meeting	12		2,113.58	25,363			25,363	25,363			25,363	0	0%	
	- Biannual meeting of Board	3		1,500.00	4,500					4,500	4,500	4,500	0	0%	
	- Networking with other CSOs	12		167.00	2,004					2,004	2,004	2,004	0	0%	
	- Annual audits	1		8,700.00	8,700			8,700	8,700				8,700	100%	
	- Staff Training/Gender Awareness	4		500.00	2,000	2,000							0	2,000	100%
	Sub Total Governance, Org Succ					42,567	2,000	-	34,063	34,063	6,504	6,504	31,867	10,700	
PROGRAM DEVELOPMENT	-External Consultancies	12		2,540.00	30,480.00					30,480	30,480	30,480	0	0%	
	-Fund raising (Travel & Lobbying)	1		15,000.00	15,000					15,000	4,500	4,500	10,500	70%	
	- Organization of Policy In-House Fora/Roundtable Discussions	12		1,666.70	20,000					20,000	20,000	20,000	0	0%	
	- Publication of Workshop Reports	12		1,377.50	16,530			16,530	16,530	-	-	16,530	0	0%	
	- Advertisement of Programmes	12		1,000.00	12,000					12,000	12,000	12,000	0	0%	
	- Preparation of Reports (Formatting, Compilation, Editing, Typesetting, & Rapporteur)	10		3,036.30	30,363			30,363	30,363			30,363	0	0%	
Sub Total Program Dev					124,373	0	-	46,893	46,893	77,480	66,980	113,873	10,500		
EQUIPMENT & SUPPLIES	<u>Items Purchased</u>														
	- Computers	5		1,300.00	6,500					6,500	6,500	6,500	0	0%	
	- UPS	5		400.00	2,000					2,000	2,000	2,000	0	0%	
	- Printers	2		1,200.00	2,400	1,440	1,717.25			960	960	2,677	-277	-12%	
- Office furniture & equipment (desks, filing cabinets, telephones, fax machine, conference table and seats, etc.)	6		600.00	3,600					3,600	3,600	3,600	0	0%		

Sub Total Equipment & Supplies					14,500	1,440	1,717.25	0	0	13,060	13,060	14,777	-277	
OFFICE RUNNING COSTS	Office Running Costs													
	- Maintenance of office equipment/building	12	800.00	9,600	2,400	1,581.83				7,200	7,200	8,782	818	9%
	- Utilities (Electricity, Telephone, Water, Internet, Hosting Fee, Security Guards, etc.)	18	3,450.00	62,100	18,000	6,088.37	17,400	17,400	26,700	26,700	50,188	11,912	19%	
	- Office Space (IMD)	12	1,740.00	20,880			20,880	20,880			20,880	0	0%	
	- T&T for Office	12	1,000.00	12,000	3,000	2,384.43			9,000	9,000	11,384	616	5%	
	Vehicle running Costs													
	- Vehicle maintenance	12	800.00	9,600	2,400	1,989.04			7,200	7,200	9,189	411	4%	
	- Fuel	12	1,000.00	12,000					12,000	12,000	12,000	0	0%	
Sub Total Office Running Costs				126,180	25,800	12,043.66	38,280	38,280	62,100	62,100	112,424	13,756		
OTHER ADMIN														
	- Office supplies (Stationery/Provisions)	12	1,353.58	16,243	5,000	2,838.30	6,163	6,163	5,080	5,080	14,081	2,162	13%	
	- Communications	12	800.00	9,600	1,589	643.48			8,011	8,011	8,654	946	10%	
	- Reimbursables (Transportation, Health bills)	12	834.00	10,008	2,002	1,729.13			8,006	8,006	9,736	272	3%	
	- Bank Charges	12	20.00	240	240						0	240	100%	
Sub Total Other PROGRAM				36,091	8,831	5,210.91	6,163	6,163	21,097	21,097	32,471	3,620		
	Activities													
	<i>Output I - Netherlands Institute of Multi Party Democracy Ghana</i>													
	Accommodation	5	2,441.80	12,209			12,209	12,209			12,209	0	0%	
	T&T and Per diem	11	2,666.73	29,334			29,334	29,334			29,334	0	0%	
	Honorarium & Fees to Resource Persons	11	2,330.55	25,636			25,636	25,636			25,636	0	0%	
	Feeding & Entertainment	11	2,080.09	22,881			22,881	22,881			22,881	0	0%	
	Other Direct Costs	12	3,528.33	42,340			42,340	42,340			42,340	0	0%	
	Media Coordination	10	3,320.50	33,205			33,205	33,205			33,205	0	0%	
	Support for Political Parties	12	22,208.33	266,500			266,500	266,500			266,500	0	0%	
	Consultancies - Commissioning of Papers etc.	12	15,045.58	180,547			180,547	180,547			180,547	0	0%	
	2007 Outstanding Activities	1	71,735.00	71,735			71,735	71,735			71,735	0	0%	
	<i>OUTPUT II - Center for International Private Enterprise (CIPE) - Building Economic Platform amount Political Leaders</i>													
	Task 1: Annual Collaboration with CIPE Project (Regional Workshop, Debates & Consultancies)	1	###	158,900					158,900	158,900	158,900	0	0%	
	<i>OUTPUT III - British High Commission</i>													
	Task 1: Collaboration with British High Commission (Presidential Debates & Consultancies)	1	###	128,000					128,000	128,000	128,000	0	0%	
	<i>OUTPUT IVI - UNDP, FNF etc.</i>													
	Task 1: Collaboration with UNDP Project (Regional Workshop, Debates & Consultancies)	1	33,000.00	33,000					33,000	30,000	30,000	3,000	9%	
Sub Total Activities				1,004,287	-	-	684,387	684,387	319,900	316,900	1,001,287	3,000	0%	
TOTAL PROJECTED REIMBURSABLE COSTS: (B)				1,703,857	200,000	105,571.32	809,786	809,786	694,071	508,171	1,414,828	289,029	17%	

Prepared by : Samuel K. Darkwa

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Notes

1. G-rap report covers the period July 2008 to December 2008

2. Netherlands Institute of Multi Party Democracy (NIMD) and other projects are for 12 months; January to December 2008

Reviewed by : Rev. Daniel Annan

Date : 26th January, 2009

Signature

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COMMENTS

Kindly complete the entire form which is in 3 parts - main expenditure schedule, fund movt sch, and summary cash flow for G-rap funding only
Kindly add your bank recs, cash book extract and bank statement for the period