

SEND Ghana
03/core/39/SEND
2008
Aug, 2008
Jan., 2010

## GHANA RESEARCH AND ADVOCACY PROGRAM

## Actual Expenditure

	G-RAP CORE FUNDING FINANCIAL REPORTING TEMPLATE	NO.	CLASS	RATE	Total	G-RAP FUNDING	Christian Aid (UK)	Cordaid	OTHER FUNDERS	Total
						100,000	409,603	445,714	56,004	
<b>HUMAN RESOURCE</b>	<u>Responsibility</u>									
	- CEO	1		20,104.17	20,104	2,614	9,047	5,026	3,418	20,104
	- Country Director	1		22,050.39	22,050	2,867	9,923	5,513	3,749	22,050
	- Finance Manager	1		16,995.03	16,995	2,209	7,648	4,249	2,889	16,995
	- Program Officer	5		13,815.22	69,076	8,980	31,084	17,269	11,743	69,076
	- Senior Project Officer	2		9,989.67	19,979	2,597	8,991	4,995	3,396	19,979
	- Project Officer	6		7,833.25	47,000	6,110	21,150	11,750	7,990	47,000
	- Finance Officer	1		4,817.82	4,818	626	2,168	1,204	819	4,818
	- HR and Admin Manager	1		7,833.25	7,833	1,018	3,525	1,958	1,332	7,833
	- Field Officer	1		4,768.71	4,769	620	2,146	1,192	811	4,769
	- Accounts Officer	4		4,768.71	19,075	2,480	8,584	4,769	3,243	19,075
	- Administrative Officer	4		4,768.71	19,075	2,480	8,584	4,769	3,243	19,075
	- Operations Support Officer (Driver)	5		3,788.45	18,942	2,462	8,524	4,736	3,220	18,942
	- Security Officer	7		1,828.08	12,797	1,664	5,758	3,199	2,175	12,797
	- Office Assistant	4		1,828.08	7,312	951	3,291	1,828	1,243	7,312
	- Cleaner/Janitor	4		768.23	3,073	399	1,383	768	522	3,073
										0
	<b>Sub Total HR</b>				292,898	38,077	131,804	73,224	49,793	292,898
<b>GOVERNANCE/ ORGANISATIONAL DEVELOPMENT</b>	<u>Tasks</u>									
	- Monthly review meeting	5		1,998	9,989	1,299	4,495	2,497	1,698	9,989
	- Bi-annual meeting of Board	1		0	-	0	0	0	0	0
	- Annual Internal Control Reviews	1		10,714	10,714	1,393	4,821	2,679	1,821	10,714
	- Workshops, Seminars, Meetings				-	0	0	0	0	0
	- Networking with other CSOs				-	0	0	0	0	0
	- Annual audits	1		0	-	0	0	0	0	0
	- Others					0	0	0	0	0
										0
	<b>Sub Total Governance, Org Succ</b>				20,703	2,691	9,316	5,176	3,520	20,703
<b>PROGRAM DEVELOPMENT</b>										0
	- Consultancy			12,500	12,500	1,625	5,625	3,125	2,125	12,500
	- Fund raising			7,500	7,500	975	3,375	1,875	1,275	7,500
										0
										0
	<b>Sub Total Program Dev</b>				20,000	2,600	9,000	5,000	3,400	20,000

<b>EQUIPMENT &amp; SUPPLIES</b>	Items Purchased								
	- Vehicles	2		0	0	0	0	0	0
	- Motorbike	2	0	-	0	0	0	0	0
	- Computers: Lap-top	5	0	-	0	0	0	0	0
	- Computers: Desktop & Accesories	3	0	-	0	0	0	0	0
	- Printers			-	0	0	0	0	0
	- Scanner			-	0	0	0	0	0
	- Photocopier			-	0	0	0	0	0
- Office furniture & equipment ( desks, chairs, filing cabinets, fridges, telephone, fax machine, conference table and seats)	3	0	-	0	0	0	0	0	
- Airconditioners	3	0	-	0	0	0	0	0	
<b>Sub Total Equipment &amp; Supplies</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OFFICE RUNNING COSTS</b>	Office Running Costs								
	- Maintenance of office equipment	4		1,339	174	603	335	228	1,339
	- Office supplies	4		3,170	412	1,426	792	539	3,170
	Vehicle running Costs				0	0	0	0	0
	-Vehicle maintenance	4		6,696	871	3,013	1,674	1,138	6,696
	- Fuel	4		18,080	3,207	8,136	4,520	3,074	18,937
	- Others			-	0	0	0	0	0
<b>Sub Total Office Running Costs</b>				<b>29,286</b>	<b>4,664</b>	<b>13,179</b>	<b>7,321</b>	<b>4,979</b>	<b>30,143</b>
<b>OTHER ADMIN COSTS</b>	- Office rent	2		-	0	0	0	0	0
	- Office Utilities and Expenses	4		7,071	919	3,182	1,768	1,202	7,071
	- Communications	4		5,571	724	2,507	1,393	947	5,571
	- Internet connectivity	4		2,455	319	1,105	614	417	2,455
	- Recruitment costs	3		-	0	0	0	0	0
	- Bank Charges			30	30	0	0	0	30
	- International & Local Travel	4		-	0	0	0	0	0
<b>Sub Total Other Costs</b>				<b>15,128</b>	<b>1,993</b>	<b>6,794</b>	<b>3,775</b>	<b>2,567</b>	<b>15,128</b>
<b>PROGRAM ACTIVITIES</b>	<b>Activities</b>								
	<i>Outcome I</i> - Increased good governance practices in and the access of women and persons with disability to pro-poor health programmes			17,589	0	6,156	8,443	2,990	17,589
	<i>Outcome II</i> - Strengthened good governance practices and access of girls and PWDs to pro-poor education programmes			8,036	0	2,813	3,857	1,366	8,036
	<i>Outcome III</i> - Strengthened women farmers, craft and small scale producers participation in trade policy making and increased their access to pro-poor facilities			7,768	0	2,719	3,729	1,321	7,768
	<i>Outcome IV</i> - Maximization of the attainment of the MDGs by 2015 in Ghana			8,304	0	2,906	3,986	1,412	8,304
	<i>Outcome V</i> - Effective and efficient Ghana Participatory Monitoring and Evaluation Network			25,893	0	9,063	12,429	4,402	25,893
	<b>Sub Total Activities</b>				<b>67,589</b>	<b>0</b>	<b>23,656</b>	<b>32,443</b>	<b>11,490</b>
<b>TOTAL COSTS:</b>				<b>445,604</b>	<b>50,025</b>	<b>193,750</b>	<b>126,939</b>	<b>75,748</b>	<b>446,461</b>

	Current Period	Prior Period
	USD	USD
Opening Balance	4,916	0
Surplus/(Deficit)	-25	4,916
Closing Balance	4,891	4,916

<b>Summary Cashflow Statement (G-RAP Funds only)</b>		
	Current Period	Prior Period
	USD	USD
Opening cash and bank balance	4,916	0
<b>Add Receipts</b>		
Grants	50,000	50,000
Others	0	0
<b>Total Inflow</b>	<b>50,000</b>	<b>50,000</b>
<b>Less Outflows</b>		
Emoluments	38,077	27,187
Admin Overheads	6,657	14,049
Institutional Development	2,691	3,848
Program Development	2,600	0
<b>Total Outflow</b>	<b>50,025</b>	<b>45,084</b>
Closing cash and bank balance	<b>4,891</b>	<b>4,916</b>

**Prepared by:**

Name: *David Issaka*

Signature:

Date: *18/Aug/09*

**Reviewed by:**

Name: *Shafiu Shaibu*

Signature:

Date: *19th August 2009*

**Bank Reconciliation Statement**

**ACCOUNT NAME:** SOC. ENT. DEVPT FOUNDATION  
**ACCOUNT NUMBER:** 8701521006800  
**CURRENCY:** US Dollar  
**DATE:** 30 June, 2009  
**PREPARED BY:** Shafiu Shaibu

<b>BALANCE AS PER CASH BOOK</b>	4,891
<b>Add: Unpresented Cheque</b>	-
<b>*Other Project Cheque Deposit</b>	7,947
	<b>12,838</b>
<b>Less: Uncredit Cheque</b>	-
<b>BALANCE AS PER BANK STATEMENT</b>	<b>12,838</b>

*\*We had to use this account to receive a dollar cheque deposit as we do not have any other local dollar account.*