

1. Name of RAO
2. Contract Number
3a. Contract Year
3b. Contract Period

Centre For Policy Analysis
01/core/CEPA
January - December 2009

CENTRE FOR POLICY ANALYSIS(CEPA)

FINANCIAL STATUS REPORT FOR JANUARY - DEC. 2009		NO.	CLASS	RATE	G-RAP FUNDING	ACBF	CEPA+	OTHER FUNDERS	Total Actual USD
					USD	USD	USD		
REVENUE					120,000	235,669	247,880		603,549
HUMAN RESOURCE	Responsibility								
	Program Staff								
	- Executive Director	1			18,000	31,500	92,336		141,836
	- Fellows	2			15,333	35,500	108,732		159,565
	- Snr Research Officers	2				31,000	21,234		52,234
	- Research Officer	1					13,263		13,263
	Support Staff								
	- Finance Officer	1			12,000	18,000	21,751		51,751
	- Program Coordinator	1			8,000		23,336		31,336
	- Documentation Specialist	1					23,785		23,785
	- Accounts Officer	1					16,415		16,415
	- Public Relations Officer	1					10,390		10,390
	- Printing & Publications Officer	1					10,390		10,390
	- Drivers	2					9,242		9,242
	- Groundsmen	2					7,019		7,019
Sub Total HR					53,333	116,000	357,893		527,226
GOVERNANCE/ ORGANISATIONAL DEVELOPMENT	Tasks								
	- Monthly review meeting								
	- Council Expenses	4			1,200	7,000			8,200
	- Annual Internal Control Reviews								
	- Workshops, Seminars, Meetings	12			4,962	8,682			13,644
	- Networking with other CSOs				5,000				5,000
	- Annual audits	1				5,000			5,000
	- Others								
Sub Total Governance, Org Succ					11,162	20,682	0	0	31,844
PROGRAM DEVELOPMENT	Items Purchased								
	- Consultancy								
	- Fund raising								
Sub Total Program Dev					0	0	0	0	0

OFFICE RUNNING COSTS	Office Running Costs							
	- Maintenance of office equipment			9,645				9,645
	- Office supplies			13,672				13,672
	- Maintenance of Premises			9,975				9,975
	- Insurance			3,487				3,487
	Vehicle running Costs							
	- Vehicle maintenance			1,578				1,578
	- Fuel			11,175				11,175
	- Others							
	Sub Total Office Running Costs				49,532	0	0	0
OTHER ADMIN COSTS	- Office rent			20,000		-		20,000
	- Office Utilities Expenses			3,000				3,000
	- Communications			4,112				4,112
	- Recruitment costs							
	- Bank Charges			1,309		1,986		3,295
	- Local Travel			6,468				6,468
	Sub Total Other Costs				34,889	0	1,986	0
PROGRAM ACTIVITIES	Activities							
	<i>Output I - Socio-Economic Research and Policy Analysis</i>							
	Ghana Economic Review and Outlook			13,481				13,481
	Research Policy Analysis			9,803				9,803
	Review of the State of the Economy			2,990				2,990
	Spatial Dimension of Poverty in Ghana			5,435	18,053			23,488
	Gender, Poverty and Economic Growth							
	<i>OUTPUT II - Accelerated Growth Program Studies</i>							
	Growth Projects				4,161			4,161
	<i>OUTPUT III - Capacity Building/Institutional Strengthening</i>							
	Capacity Building Projects			16,994	7,510			24,504
	Task 2							
	Task 3							
	Task 4							
	<i>OUTPUT IV -</i>							
	Task 1							
	Task 2							
Task 3								
Task 4								
Sub Total Activities				0	48,703	29,724	0	78,427
TOTAL COSTS:				148,916	185,385	443,355	0	777,656

Funds Movement	Current Period	Prior Period
Opening Balance	1,318,386	1,386,256
Surplus/(Deficit)	(106,237)	(67,870)
Closing Balance	1,212,149	1,318,386

Summary Cashflow Statement (G-RAP Funds only)	Current Period	Prior Period
Opening cash and bank balance	25,587	56,144
Add Receipts		
Grants	60,000	60,000
Others		
Total Inflow	85,587	116,144
Less Outflows		
Emoluments	9,333	44,000
Admin Overheads	48,125	40,087
Institutional Development	901	6,470
Program Activities		
Total Outflow	58,359	90,557
Closing cash and bank balance	27,228	25,587

Prepared by:

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