

PETTY CASH RECONCILIATION AS AT 31ST DECEMBER 2009

Balance as per physical cash as at 31st December 2009	612.21
Balance as per petty cash vouchers	612.21

BANK RECONCILIATION FOR THE MONTH ENDING DECEMBER 2009
ECOBANK GHANA CEDI ACCOUNT

Balance as per Bank Statement 9,104.12

Less Unpresented cheques:

1. Staff salaries	5,477.77	
2. Staff PAYE	1,352.63	
3. SSNIT contribution	1,230.60	<u>8,061.00</u>

Balance as per Cash Book 1,043.12

**BANK RECONCILIATION FOR THE MONTH ENDING DECEMBER 2009
ECOBANK DOLLAR ACCOUNT**

Balance as per Bank Statement	\$ 2,429.09
Less Uncleared cheque	<u>2300</u>
Balance as per Cash Book	<u><u>129.09</u></u>

ANNEX 3

1. Name of RAO	GACC	
2. Contract Number	03/Core/14/GACC	
3a. Contract Year	2,008	
3b. Contract Period	Aug. 2008	Jan. 2010

FINANCIAL REPORTING FOR G-RAP CORE FUNDING FOR THE PERIOD - AUGUST 2009 - JANUARY,2010

GHANA RESEARCH AND ADVOCACY PROGRAM

G-RAP CORE FUNDING FINANCIAL REPORTING TEMPLATE		NO.	CLASS	RATE	G-RAP FUNDING	Approved budget USD
HUMAN RESOURCE	Exchange rate used:			1.42	70,000.00	70,000.00
	<u>Responsibility</u>					-
	Executive Secretary	6	Executive		13,816.90	13,816.90
	Research & Gender Officer	6	Senior Staff		6,718.31	6,718.31
	Programmes Officer	6	Senior Staff		5,028.17	5,028.17
	Head of Research & Programs (Part time)	3	Senior Staff		5,000.00	5,000.00
	Accounts Officer (Part time)	4	Senior Staff		4,500.00	4,500.00
	Admin. Officer	4	Junior Staff		1,335.21	1,335.21
	Office Clerk	6	Junior Staff		1,478.88	1,478.88
	Other Benefits				3,249.29	3,249.29
Sub Total HR					41,126.76	41,126.76
GOVERNANCE/ ORGANISATIONAL DEVELOPMENT	<u>Tasks</u>					
	- Monthly review meeting				300.00	300.00
	- Quarterly meeting of Board				703.64	703.64
	- Annual Internal Control Reviews					
	- Workshops, Seminars, Meetings				2,240.85	2,240.85
	- Networking with other CSOs				1,141.70	1,141.70
	Organisational Development & Assessment				2,500.00	2,500.00
	- Annual audits				1,190.49	1,190.49
	Others					
	Sub Total Governance, Org Succ					8,076.68
PROGRAM DEVELOPMENT	<u>Items Purchased</u>					
	- Consultancy (To Develop new Concepts & Programs)				2,837.32	2,837.32
	- Fund raising (Development of Strategies & Implementation)				5,202.39	5,202.39
	Others					

Sub Total Program Dev				8,039.71	8,039.71
EQUIPMENT & SUPPLIES	<u>Items Purchased</u>				-
	- Vehicles				-
	- Computers & Printers			2,570.10	2,570.10
	- Scanner				-
	- Photocopier				-
	- Office furniture & equipment (desks, chairs, filing cabinets, fridges, telephone, fax machine, conference table and seats)			647.89	647.89
Sub Total Equipment & Supplies				3,217.99	3,217.99
OFFICE RUNNING COSTS	<u>Office Running Costs</u>				-
	- Maintenance of office equipment			1,191.56	1,191.56
	- Office supplies			1,010.85	1,010.85
	<u>Vehicle running Costs</u>				-
	-Vehicle maintenance & fuel			2,438.00	2,438.00
	- Others - Taxi Fare			442.96	442.96
Others- Cleaning and Sanitation			22.64	22.64	
Sub Total Office Running Costs				5,106.01	5,106.01
OTHER ADMIN COSTS					-
	- Office space				-
	- Office Utilities and Expenses			830.71	830.71
	- Communications			711.74	711.74
	- Recruitment costs				-
	- Bank Charges			79.07	79.07
- International & Local Travel				-	
Sub Total Other Costs				1,621.52	1,621.52
PROGRAM ACTIVITIES	<u>Activities</u>				-
	<u>Output I - Research & Monitoring on Anti-Corruption Action Plan</u>				-
	Task 1 : Dev of Monitoring Indicators on Anticorruption laws			3,560.00	3,560.00
	Task 2: Dev. study on monitoring media reportage			1,043.54	1,043.54
	Task 3: Collate information on researches			500.00	500.00
	Task 4: Validation & dissemination workshops			737.85	737.85
					-
	<u>OUTPUT II - Collaboration with Anti-Corruption Institutions</u>				-
	Task 1: Initial Consultations with stakeholders			450.00	450.00
	Task 3: Consultations with Policy makers			1,200.00	1,200.00
	Task 4: Regional Policy Dialogues			3,494.23	3,494.23
					-
	<u>OUTPUT III - Annual Anti-Corruption Week</u>				-
	Task 1: Production of Annual Anti-corruption Assessment Report			7,304.00	7,304.00
	Task 3: Collate members activities & Organise Press Conference				-
Task 4: Public Education & Sensitization			1,250.00	1,250.00	
Task 4: Dissemination of Anti-Corruption materials			7,973.70	7,973.70	
				-	

	Monitoring & Evaluation				-
				3,537.00	3,537.00
Sub Total Activities				31,050.32	31,050.32
TOTAL COSTS:				98,238.99	98,238.99

Funds Movement		Current Period	Prior Period
Opening Balance		28,368.08	28,368.08
Expenditure		98,238.08	
Surplus/(Deficit)			
Closing Balance			
Summary Cashflow Statement (G-RAP Funds only)		Current Period	Prior Period
Opening cash and bank balance		28,368.08	
Add Receipts			
Grants		70,000.00	
Others			
Total Inflow		98,368.08	
Less Outflows			
Emoluments		41,126.76	###
Admin Overheads		9,945.52	###
Institutional Development		8,076.68	3,480.88
Program Development		8039.71	5,467.12
Program Activities		31,050.32	###
Total Outflow		98,238.99	###
Closing cash and bank balance		129.09	###

Prepared by:

Name: SANDRA ARTHUR

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Date:

Reviewed by:

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Signature:

Date:

