

	- Monthly review meeting								1,440.00
	- Quarterly meeting of Board								-
	- Workshops, Serminars, Meetings								8,652.00
	- Networking with other CSOs								6,255.00
	- Annual audits								-
	- Others								1,840.00
Sub Total Governance, Org									-
Succ									18,187.00
PROGRAM DEVELOPMENT									-
	<u>Items Purchased</u>								-
	- Consultancy								-
	- Fund raising								-
									-
									-
Sub Total Program Dev									-
EQUIPMENT & SUPPLIES									-
	<u>Items Purchased</u>								-
	- Vehicles					15,000.00	33,500.00		48,500.00
	- Computers					1,965.19			1,965.19
	- Printers								-
	- Scanner								-
	- Photocopier								-
	- Office furniture & equipment (desks, chairs, filing cabinets, fridges, telephone, fax machine, conference table and seats)					1,595.00			1,595.00
	- Others								-
Sub Total Equipment & Supplies									-
Supplies									-
OFFICE RUNNING COSTS									-
	<u>Office Running Costs</u>								-
	- Maintenance of office equipment			873.00		1,899.08			2,772.08
	- Office supplies			39.00		2,119.00			2,158.00
	<u>Vehicle running Costs</u>								-
	-Vehicle maintenance					1,291.00			1,291.00
	- Fuel					2,000.00			2,000.00
	- Insurance(Vehicle)					2,776.00			2,776.00
	- Others(security,medicals)			4,906.92		2,426.56	3,687.00		11,020.48
Sub Total Office Running Costs									-
Costs									-
OTHER ADMIN COSTS									-
	- Office rent			26,400.00					26,400.00
	- Office Utilities and Expenses			1,253.29	1,657.37	2,207.34			5,118.00
	- Communications/Internet			2,305.00	5,321.00	3,745.00			11,371.00

	- Recruitment costs				-				-
	- Bank Charges				586.39	1,090.88	911.73		2,589.00
	- International & Local Travel				1,131.00		2,504.00		3,635.00
									-
	Sub Total Other Costs				31,675.68	8,069.25	9,368.07	-	49,113.00
PROGRAM ACTIVITIES	Activities								-
									-
	Establishment of formal Interface Framework					11,657.77			11,657.77
	Research, Policy Analysis and Consultancies					2,854.80			2,854.80
	Skills Training and Knowledge Building Workshop					3,635.00			3,635.00
	Review Publication & Dissemination					14,741.20			14,741.20
	Library & Information management					820.00			820.00
	African Union Project/GPF/GIF					-			-
	Cooperation and Knowledge Networking					-			-
	DIIS Project					-		14,044.49	14,044.49
	Elections project						388,337.00		388,337.00
									-
									-
									-
	Sub Total Activities				-	33,708.77	388,337.00	14,044.49	436,090.26
	TOTAL COSTS:				92,277.60	90,878.02	428,776.90	55,348.49	685,468.01

Funds Movement		Current Period	Prior Period
Opening Balance		161,411.59	223,514.31
		-	-
Surplus/(Deficit)		49,873.30	(62,102.72)
		-	-
Closing Balance		211,284.89	161,411.59

Summary Cashflow Statement (G-RAP Funds only)		Current Period	Prior Period
Opening cash and bank balance		#REF!	#REF!
Add Receipts			
Grants		80,000.00	95,818.95
Others			
Total Inflow		#REF!	#REF!
Less Outflows			
Emoluments		54,783.00	32,876.39
Admin Overheads		37,494.60	29,249.34
Institutional Development			
Program Development			#REF!
Total Outflow		#REF!	#REF!
Closing cash and bank balance		#REF!	#REF!

NB Governance activities for the period were captured under the elections project

COMMENTS

1. Kindly include the numbers/quantities for persons and the rates for budget lines
2. The governance budget referred in the template is for the organisation specific governance

Prepared by:

Name: Joseph Yeboah

Signature:

Date:

Reviewed by:

Name: Dr. Emmanuel Akwetey

Signature:

Date: