

GHANA RESEARCH AND ADVOCACY PROGRAM

	G-RAP CORE FUNDING BUDGET REPORTING TEM	NO.	Class	Rate	G-RAP Core Funding	GRAP SPF Funding	VSOG Funding	UNDP & Interact worldwide	Memberships Dues/Consultancies & Others	Approved budget GHS
RECEIPTS	Currency: US \$				30,000	0	15,000	28,000	18,000	
	Total Receipts for period				30,000	-	15,000	28,000	18,000	91,000
HUMAN RESOURCE	Currency: US \$									
	<u>Responsibility</u>									
	Executive Secretary	6	managem	889	0	0	0	0	5,333	5,333
	Training Coordinator	6	profession	778	4,667	0	0	0	0	4,667
	Finance Manager	6	managem	778	4,667	0	0	0	0	4,667
	Research/Advocacy Manager	6	profession	778	4,667	0	0	0	0	4,667
	Networking Coordinator	6	profession	594	0	0	0	0	3,567	3,567
	Program level officers	6	program	758	0	0	4,550	0	0	4,550
Support staffs	6	support	153	0	0	0	0	920	920	
									0	
Sub Total HR					14,000	0	4,550		9,820	28,370
GOVERNANCE/ ORGANISATIONAL DEVELOPMENT										0
										0
										0
	<u>Tasks</u>									0
	Support for female staff development	1		3,500	0	0	0	0	0	0
	staff development course	1		1,500	2,400	0	0	0	0	2,400
	Strategic review meeting	1		3,700	1,000	0	0	0	2,000	3,000
	Executive Committee quartely meetings	2		2,800	1,300	0	0	0	0	1,300
	Regional Chapter meetings	1		1,600	0	0	0	0	1,600	1,600
	Annual audit	1		2,500	1,150	0	0	0	0	1,150
Accounting software	1		4,000	3,000	0	0	0	0	3,000	
									0	
Sub Total Governance, Org Succ					8,850	0	0	0	3,600	12,450
PROGRAM DEVELOPMENT	<u>Items Purchased</u>									0
	Impact evaluation-consultancy fees	0		5,000	0	0	0	0	0	0
	internal travel cost	0		300	20	0	0	0	0	20
	Baseline survey on GETFUND projects	0		7,600	0	0	0	0	0	0
									0	
Sub Total Program Dev					20	0	0	0	0	20
EQUIPMENT & SUPPLIES	<u>Items Purchased</u>									0
	Vehicle hire services	10		150	0	0	0	0	1,500	1,500
	computer equipment-desktop with software	3		3,000	2,800	0	0	0	0	2,800
	Laptop computer equipment with software	1		2,400	0	0	0	0	0	0
									0	
Sub Total Equipment & Supplies					2,800	0	0	0	1,500	4,300
OFFICE RUNNING COSTS	<u>Office Running Costs</u>									0
	Repairs and maintenance of office equipment	1		600	0	0	0	0	600	600
	office consumables	4		350	0	0	0	0	1,400	1,400

	cleaning and medex	4	300	0	0	0	0	1,200	1,200
	vehicle maintenance and repairs	4	300	0	0	0	0	1,200	1,200
	Fuel and lubricant	4	450	0	0	0	0	1,800	1,800
	utilities	4	640	0	0	0	0	2,560	2,560
	vehicle insurance	1	900	0	0	0	0	0	0
	Sub Total Office Running Costs			0	0	0	0	8,760	8,760
	OTHER ADMIN COSTS								0
	office rent	0	350	0	0	0	0	0	0
	parliamentary liason services	1	667	830	0	0	0	0	830
	annual reports	0	10	0	0	0	0	0	0
	quarterly newsletter production/distribution	200	2	400	0	0	0	0	400
	Bank charges	6	15	30	0	30		30	90
	internet connectivity	12	65	240	0	0	0	0	240
	website maintenance	1	480	400	0	0	0	0	400
	International & Local Travel	1	5,000	0	0	0	5,000	0	5,000
	networking with other CSOs	2	900	1650	0	0	-	0	1,650
									0
	Sub Total Other Costs			3,550.00	0	30	5,000	30	8,610
	PROGRAM ACTIVITIES								0
	Activities								0
	<i>MCA Research, Monitoring and Evaluation</i>								0
	Regional Research on MCA Activites and Advocacy	2	10,000	0	0	0	0	0	0
	<i>NGOs/RAOs are gender oriented & Design RBA projects</i>								0
	conduct gender audit of 24 RAOs/NGOs	9	650	3,630	0	0	0	2,350	5,980
	NGO/RAO leaders training on PM & E, RBA works	1	8,500	0	0	0	0	0	0
	training of community agents on PM & E	0	6,200	0	0	0	0	0	0
									0
	<i>5District Assemblies support with volunteer staff</i>								0
	organise volunteer management program	2	5,000	0	0	10,000	0	0	10,000
									0
	<i>Interparty Dialogue for peaceful election 2008</i>								0
	Organise Dialogue workshop of political parties	1	8,000	0	0	0	0	8,000	8,000
	Organise quartely review meetings of political parties	2	6,000	0	0	0	12,000	0	12,000
	<i>Election 2008 Affirmative Action and Peace Project</i>								
	Conference of female aspiring MPs	0	5,310	0	0	0	0	0	0
	Roundtable conference of political parties	1	7,800	0	0	0	0	0	0
	Interparty dialogue meetings	2	3,183		0	0			0
	Media and Administrative support for female aspiring	0	7,340		0	0			0
	Sub Total Activities			3,630	0	10,000	12,000	10,350	35,980
	TOTAL COSTS			32,850	0	14,580	17,000	34,060	98,490

NORTHERN GHANA NETWORK FOR DEVELOPMENT -NGND

NGND-G-RAP IMPREST ACCOUNT AUGUST TO JANUARY 2010

AUGUST 2009

DATE	DESCRIPTION	PV NO	CHQ NO	USD\$		Balance
				Received	Disbursed	
01-Aug	Balance b/d					457.50
31-Aug	Fund Received from G-rap(core)	DT		30,000.00		30,457.50
31-Aug	Bank Charges	Bs			5.00	30,452.50
	31-Aug Closing Balance					30,452.50

SEPTEMBER 2009

DATE	DESCRIPTION	PV NO	CHQ NO	Received	Disbursed	Balance
01-Sep	Balance b/d					30,452.50
03-Sep	Paid to imprest Exp	DA			10,000.00	20,452.50
03-Sep	Paid to imprest Exp	DA			5,000.00	15,452.50
11-Sep	Paid to imprest Exp	DA			5,000.00	10,452.50
30-Sep	Bank charges	Bs			5.00	10,447.50
	30-Sep Closing Balance				20,005.00	10,447.50

OCTOBER 2009

DATE	DESCRIPTION	PV NO	CHQ NO	Received	Disbursed	Balance
01-Oct	Balance b/d					10,447.50
31-Oct	Bank charges	Bs			5.00	10,442.50
	31-Oct Closing Balance					10,442.50

NOVEMBER 2009

DATE	DESCRIPTION	PV NO	CHQ NO	Received	Disbursed	Balance
01-Nov	Balance b/d					10,442.50
16-Nov	Paid to imprest Exp	DA			4,000.00	6,442.50
19-Nov	Paid to imprest Exp	DA			2,000.00	4,442.50
29-Jan	Bank charges	Bs			5.00	4,437.50
	30-Nov Closing Balance					4,437.50

DECEMBER 2009

DATE	DESCRIPTION	PV NO	CHQ NO	Received	Disbursed	Balance
01-Dec	Balance					4,437.50
03-Dec	Paid to imprest Exp	DA			1,500.00	2,937.50
03-Dec	Paid to imprest Exp	DA			500.00	2,437.50
18-Dec	Paid to imprest Exp	DA			1,000.00	1,437.50
	31-Dec Closing Balance				3,000.00	1,437.50

JANUARY

2010

DATE	DESCRIPTION	PV #	CHQ #	Received	Disbursed	Balance
01-Jan	Balance b/d					1,437.50
12-Jan	Paid to imprest Exp	DA			1,000.00	437.50
31-Jan	Closing Bal for the qtr					437.50



ANALYSIS

Imprest ExpBank charge

5.00



ANALYSIS

Imprest ExpBank charge

10,000.00

5,000.00

5,000.00

5.00

20,000.00



ANALYSIS

Imprest ExpBank charge

5.00



ANALYSIS

Imprest ExpBank Charges

4,000.00

2,000.00

5.00

6,000.00



ANALYSIS

Imprest ExpBank Charges

1,500.00

500

2,000.00

#REF!



ANALYSIS

Imprest Exp B.charges

1,000.00

**NORTHERN GHANA NETWORK FOR DEVELOPMENT
BANK RECOULIATION STATEMENT**

PERIOD: AUGUST 09 -JUNUARY 2010

**Accounts Name: NGND/C
Account NO: 8700271010
Bank: SCB Tamale Branch
Currency: US Dollar**

Date	Description	Amount\$	
30-Nov	Balance as per cashBook	50.5	1,437.50
note 1	Less Periodic Bank Charge 31 Dec 09	(18.0)	5.00
note 2	Less Periodic Bank Charge 31 Dec 09		
note 3	Less Uncredited Cheques	0	1,000.00
	Total- Adjusted Balance		432.50
note 4	Add cheques not yet presented for payment		-
	Add commisions/direct tranfers		0.00
	Total-Adjusted Balance		0.00
31-December	Balance as per Bank Statement		

Prepared By : Fuseini Ibn Safian Nyendini.....

Date:.....

Approved By: Ismail Lansah

Date:.....

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Amount\$

432.50

0.00

40.59

432.50

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