

										-
	PROGRAM -Redesign of Website									-
	Consultant's fees							3,000	-	3,000
	Staff traing on ICT							1,000	-	1,000
										-
								4,000	1,200	5,200
EQUIPMENT & SUPPLIES	Vehicles									
	Computers	5	1000					-	-	-
	Laptop	1	1200					-	-	-
	Internet & Software upgraade		5500					2,000	1,500	3,500
	Furniture & Fittings		10000					-	-	-
	Printer	1					550			550
OFFICE RUNNING COSTS	Office Running Expenses									-
	Office Supplies		500	1,125				620	1,354	3,099
	Maintenance- office equipment		550					1,436	2,266	3,702
	Insurance - of officeEquipments		3000	2,522						2,522
	Office rent		5000							-
	Utilities – electricity, water		950		420	702		1,208	3,775	6,105
	Communication		1000		420	568	516	2,479	2,172	6,155
	Stationery		550	1,300				562	1,262	3,124
OTHER ADMIN COSTS	Postage/Courier		350					1,528	728	2,256
	Vehicle Running Expenses									-
	Vehicle maintenance		450					1,180	1,458	2,638
	Fuel and oil		1,000		1,429	800		2,000	1,429	5,658
	Insurance		3,000						1,771	1,771
	General Expenses									-
	Travel and Transportation		1,800	2,100	960	1,650	714	3,575	2,108	11,107
	Bank Charges		75	285				225	148	658
Registration and licenses		1,500	892						892	

	Staff Medicals		500					885	1,599	2,484
	Recruitment cost		2,500	1,500				1,900	-	3,400
	Security Services		350					514	1,029	1,543
	Staff Pension		1,056					4,224	1,272	5,496
				9,724	3,229	3,720	1,230	22,336	22,371	62,610
PROGRAMME ACTIVITIES	Research Studies		60,000	7,578	18,844			7,820		34,242
	Publication		30,000	12,552			-	17,000	-	29,552
	Dissemination		20,000	6,275	1,000	2,000	-	-		9,275

Governance Issue Forum		30000	3,552		16,500			-	20,052
Growth & Poverty Forum		20000	-				2,205	-	2,205
Ghana Speak Forums		10000	6,480						6,480
Workshop & Seminars/Dialogues		24550	4,100		5,260		5,200		14,560
Training		50000	4,942		18,000		5,220		28,162
Networking/Linkages		40000	7,500		-	5,570	12,520	-	25,590
NGO Bill Consultancy		25000				10,500			10,500
									-
PROGRAMS STAFF COST									
									-
Head Of Research	1	4500	9,600						9,600
Head of Training Unit/Research fellow	1	4500	2,500				5,000		7,500
Research Fellow	1	2500		4,500	-	3,000	3,000	6,000	16,500
Senior Researcher	2	2000	12,000						12,000
Research Officer	2	1500	-	-	6,000		3,000	-	9,000
Info Officer	1	2000					-	-	-
			77,079	24,344	42,500	24,330	60,965	6,000	235,218
			147,903	28,073	49,580	26,110	95,501	64,191	411,358

Funds Movement		Current Period	Prior Period
Opening Balance		255,595.67	448,532.50
		-	-
Surplus/(Deficit)		144,828.76	(192,936.83)
		-	-
Closing Balance		400,424.43	255,595.67

Summary Cashflow Statement (G-RAP Funds only)		Current Period	Prior Period
Opening cash and bank balance		13,745.01	13,745.01
		-	-
Add Receipts			
Grants		120,000.00	60,000.00
Others			-
			-
Total Inflow		133,745.01	97,195.06
			-
Less Outflows			
Emoluments		33,120.00	38,650.00
Admin Overheads		23,601.01	18,734.69
Institutional Development		3,250.00	4,285.00
Program Development		30,330.00	21,780.36
			-
Total Outflow		90,301.01	83,450.05
			-
Closing cash and bank balance		43,444.00	13,745.01

Prepared by:

Name: Joseph Yeboah

Signature:

Date: 30/6/2010

Reviewed by:

Name: Dr. Emmanuel Akwetey

Signature:

Date: 30/6/2010

ANNEX 3

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

IDEG	
01/core/28/IDEG	
2008/2009	
From	
01/7/2009	31/12/2009

GHANA RESEARCH AND ADVOCACY PROGRAM

G-RAP CORE FUNDING FINANCIAL REPORTING TEMPLATE		NO.	CLASS	RATE	G-RAP SPF	G-RAP	ACBF	Christian Aid	Others	Total US\$
INCOME						60,000.00		31,883.15	68,185.00	160,068.15
HUMAN RESOURCE	<u>Responsibility</u>									-
	Executive Director	1.00		4,800			28,800.00		-	28,800.00
	Research Fellow	1.00		1,600		-	9,600.00			9,600.00
	Finance Officer	1.00		2,400		-	14,400.00			14,400.00
	Researchers	1.00		1,000			6,000.00			6,000.00
	Researchers	1.00		1,300			7,800.00			7,800.00
	Researchers	1.00		1,000			6,000.00			6,000.00
	Researcher(GIF Project)	1.00		1,100		-	-	6,600.00	-	6,600.00
	Info Mgt Assistant	1.00		350		1,750.00			-	1,750.00
	Finance Assiatant	1.00		1,400	1,400.00	7,000.00				8,400.00
	Admi Officer program	1.00		1,400	-	8,400.00			-	8,400.00
	Executive Assistan	1.00		1,400	2,800.00	5,600.00				8,400.00
	Admi Assistant HR	1.00		900		5,400.00				5,400.00
	Program Assistant	1.00		650	1,950.00	1,950.00				3,900.00
	Office Clark	1.00		350		2,100.00				2,100.00
	Driver	1.00		350		300.00	1,800.00			2,100.00
Sub Total HR					6,150.00	32,500.00	74,400.00	6,600.00	-	119,650.00
GOVERNANCE/ ORGANISATIONAL DEVELOPMENT										-
										-
										-
	<u>Tasks</u>									-
	- Monthly review meeting								581.12	581.12

	-Vehicle maintenance			807.56	3,384.26			4,287.96	7,672.23
	- Fuel				785.71				785.71
	- Insurance(Vehicle)								-
	- Others(security,medicals)				2,085.14			568.36	2,653.50
									-
Sub Total Office Running Costs				2,049.56	10,663.82	-	-	7,900.96	18,564.78
OTHER ADMIN COSTS									-
	- Office rent					26,400.00			26,400.00
	- Office Utilities and Expenses			560.00	3,282.90		874.68	533.13	5,250.71
	- Communications/Internet			700.00	3,262.04	1,156.37	522.00	2,039.55	7,679.96
	- Recruitment costs								-
	- Bank Charges				304.94	198.57		766.58	1,270.09
	- International & Local Travel				317.00			640.44	957.44
									-
Sub Total Other Costs				1,260.00	7,166.88	27,754.94	1,396.68	3,979.70	41,558.20
PROGRAM ACTIVITIES									-
	Activities								-
	Establishment of formal interface Framework			5,617.56		10,363.57			15,981.13
	Research, Policy Analysis and Consultancies			1,724.77		16,100.00		11,011.58	28,836.34
	Skills Training and Knowledge Building Workshop					4,800.63	8,004.80		12,805.43
	Review Publication & Dissemination			1,502.00		8,274.14		4,818.75	14,594.89
	Library & Information management							421.00	421.00
	African Union Project/GPF/GIF Cooperation and Knowledge Networking					-		4,014.13	4,014.13
	DIIS Project			1,712.81	-	-		33,771.68	35,484.49
	Meetings of the NCG					-		20,366.00	20,366.00
	Consultancy for Dev't of Draft NGO Alternative legislation			423.23					423.23
				10,800.00					10,800.00
									-
Sub Total Activities				21,780.36	-	39,538.34	8,004.80	74,403.13	143,726.64
TOTAL COSTS:				31,239.92	54,615.70	149,358.29	16,826.48	103,014.15	353,004.98

Funds Movement		Current Period	Prior Period
Opening Balance		448,532.50	211,284.89
		-	-
Surplus/(Deficit)		(192,936.83)	237,247.61
		-	-
Closing Balance		255,595.66	448,532.50

Summary Cashflow Statement (G-RAP Funds only)		Current Period	Prior Period
Opening cash and bank balance		37,195.06	3,729.58
			-
Add Receipts			-
Grants		60,000.00	110,000.00
Others			-
			-
Total Inflow		97,195.06	113,729.58
			-
Less Outflows			-
Emoluments		38,650.00	45,570.00
Admin Overheads		18,734.69	25,712.42
Institutional Development		4,285.00	
Program Development		21,780.36	5,252.11
			-
Total Outflow		83,450.05	76,534.53
			-
Closing cash and bank balance		13,745.01	37,195.06

Prepared by:	
Name:	Joseph Yeboah
Signature:	
Date:	29/1/2010
Reviewed by:	
Name:	Dr. Emmanuel Akwetey
Signature:	
Date:	29/1/2010

ADMINISTRATIVE OVERHEADS	Office Supplies		500	3,000			1,000	2,000	6,000
	Maintenance- office equipment		550				3,356	3,244	6,600
	Insurance - of officeEquipments		3,000	3,000					3,000
	Office rent		5,000	30,000			20,000	10,000	60,000
	Utilities – electricity, water		950		1,500		3,000	5,900	11,400
	Communication		1,000		1,250	1,010	4,000	4,740	12,000
	Stationery		550	3,300			1,000	2,300	6,600
	Postage/Courier		350				3,000	1,200	4,200
	Vehicle Running Expenses								-
	Vehicle maintenance		450				2,000	3,400	5,400
	Fuel and oil		1,000		1,800		4,000	4,200	12,000
	Insurance		3,000					3,000	3,000
	General Expenses								-
	Travel and Transportation		1,800	5,000	3,000	1,600	5,000	4,000	21,600
	Bank Charges		75	480			184	236	900
	Registration and licenses		1,500	1,500					1,500
Staff Medicals		500				3,000	3,000	6,000	
Recruitment cost		2,500	1,500			1,000	-	2,500	
Security Services		350				1,800	2,400	4,200	
Staff Pension		1,056				10,560	2,120	12,680	
Sub Total Administrative Overheads			47,780	7,550	2,610	62,900	51,740	179,580	

PROGRAMME ACTIVITIES	Research Studies		60,000	15,000			10,000		60,000
	Publication		30,000	10,000		3,000	17,000	-	30,000
	Dissemination		20,000	7,500	2,000	2,000	-		12,500
	Governance Issue Forum		30,000	5,000	25,000			-	30,000
	Growth & Poverty Forum		20,000	5,000			15,000	-	20,000
	Ghana Speak Forums		10,000	10,000					10,000
	Workshop & Seminars/Dialogues		24,550	5,000		14,550	5,000		24,550
	Training		50,000	10,000	30,000		10,000		50,000
	Networking/Linkages		40,000	7,500	-	10,000	22,500	-	40,000
	NGO Bill Consultancy		25,000			25,000			25,000
									-
	PROGRAMS STAFF COST								-
	Head Of Research	1							
	Head of Training Unit	1							
	Research Fellow	1							
	Senior Researcher	2							
Research Officer	2	1,500	18,000	12,000		6,000	-	36,000	
Info Officer(50%)	1	2,000				12,000	12,000	12,000	
Sub Total -Programme Activities			93,000	69,000	54,550	97,500	12,000	350,050	
TOTAL COSTS:			267,380	84,270	57,710	205,800	140,000	638,160	