

RAO : Public Agenda  
 Contract Number: 04/Core/90/PA  
 Contract Period: January 2010 to December 2010  
 Reporting Period: January to June 2010

RAO Public Agenda  
 Contract Number 04/Core/90/PA  
 Contract Year 2010  
 Contract Period January - Dec. 2010

				RATE	GTZ	KASA	ISODEC	PUBLIC	G-RAP
				ACTUAL				AGENDA	
	<b>GRANT CURRENCY</b>			<b>US\$</b>	<b>US\$</b>	<b>US\$</b>	<b>US\$</b>	<b>US\$</b>	<b>US\$</b>
	<b>EXCHANGE RATE</b>		<b>Gh¢1.40</b>						
	<b>GRANT</b>					<b>8,375.72</b>	<b>19,970.72</b>	<b>39,942.15</b>	<b>50,000.00</b>
<b>HUMAN RESOURCES</b>	Programme director/Editor	6	Smt	5,042.86			2,521.43		2,521.43
	Project Coordinator	6	Smt	3,000.00			1,500.00		1,500.00
	Programme / M&E Officer	6	Smt	2,230.00			1,115.00		1,115.00
	Rearchers/Reporters	6	Mgt	5,265.71			2,632.86		2,632.85
	Finance manager:	6	Smt	4,412.86			2,206.43		2,206.43
	Admin/Office manager	6	Smt	2,618.57			1,309.29		1,309.28
	Accounts officer:	6	Spg	2,060.00			1,030.00		1,030.00
	Front desk officer/Ass. PRO	6	Spg	1,857.86			928.93		928.93
	Receptionist/Diver/Security/Office assistant/Others	6	Jstaf	3,905.71			1,952.86		1,952.85
	Social Security 12.5%	6		2,965.71			1,482.86		1,482.85
	Medicare / Staff welfare	6		767.14					767.14
<b>Sub Total - Human Resources</b>				<b>34,126.42</b>	<b>-</b>	<b>-</b>	<b>16,679.66</b>	<b>-</b>	<b>17,446.76</b>
<b>GOVERNANCE &amp; OD</b>	Staff capacity building	1		1,299.29					1,299.29
	Customising P A website	12							
	Acquisition of Res materials	12							
	SMT quarterly review meeting	4							
	Annual budget review meeting	2							
	Ex. Council/Board meeting	2							
	Financial manual development	1		604.29					604.29
	Human resources manual develop	20		705.00					705.00
	Gender policy development	1							
	Organisational process developmt								
	Networking with NGOs / CVSs / CBOs{5 No.}	4							
	Recruitment expenses								
	Annual Audit	1							
	<b>5 years Strategic Plan</b>								
	Research /Studies /Dev- Consultancy	1							
Editing / Review- Consultancy	1								
Printing cost	20								
<b>Sub Total - Governance / Organizational Dev.</b>				<b>2,608.58</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,608.58</b>
<b>PROGRAMME DEVELOPMENT</b>	Programme Dev. and/or proposal writing								
	Research & Dev -Consultant's fees	1							
	Editing / Review- Consultants fees	1							
	Printing cost	25							
PROGRAM Dev -Fund base development									

PRO DEVE	Fund base Strategy dev -Consultant's fees	1							
	Communication with prospective donors	12							
	Travel and Accommodation	12							
<b>Sub Total - Programme Development</b>				-	-				
EQUIPMENT	Computers	3		3,248.04					3,248.04
	Printers	1		906.43					906.43
	UPS	2							
	Lap Top	1		1,359.61					1,359.61
	Electronic Comb binding machine	1							
	Manual cutting machine/Trimmer	1							
<b>Sub Total Equipment</b>				<b>5,514.08</b>	-	-	-	-	<b>5,514.08</b>
ADMINISTRATIVE OVERHEADS	<b>Office Running Expenses</b>								
	Office rent	6							
	Office maintenance	6		123.57			69.57		54.00
	Stationery and office supplies	6		1,084.29			922.29		162.00
	Printing and Photocopying	6		5.71			5.71		
	Communication	6		638.57					638.57
	Electricity	6		745.71			155.21		590.50
	Water rate	6		254.29			173.29		81.00
	Equipment maintenance	6		219.29					219.29
	AMA business operating permit	1							
	Fees for filing statutory returns	1							
	<b>Vehicle Running Expenses</b>								
	Vehicle maintenance			784.29			448.29		336.00
	Fuel and oil			284.29			284.29		
	Insurance								
	<b>General Expenses</b>								
	Travel and Transportation	6		247.14					247.14
Environmental sanitation	6		171.43					171.43	
Entertainment / Protocol	6		172.86			172.86			
Bank Charges	6		217.86			78.96		138.90	
<b>Sub Total Administrative Overheads</b>				<b>4,949.30</b>	-	-	-	<b>2,310.47</b>	<b>2,638.83</b>
	<b>OUTPUT I</b>								
	<i>Natural Resource and Environmental Governan.</i>								
	Research into envirnmtal impact of mining	1							
	Research into envirnmtal impact of oil exploration	1							
	Research into environmental impact in forestry	1		407.14		407.14			
	Studies into land -user rights/compensation	1							
	Research into forced eviction, and Relocation	1							
	Research into issues of Royalties {Determ / Pymnt	1							
	Editorial review and supervision	1		71.43		71.43			
	Project implementation fees	1		858.57		858.57			
	8 page full coloured "Resource Watch " pull out	10000		6,151.43		6,151.43			

PROGRAMME ACTIVITIES

Distribution cost of pull out	1		1,076.79		1,076.79			
<b>OUTPUT II -</b>								
<b>Natural Resource and Environmental Governan</b>								
Research into issues bordering on EIA / SEA	1							
Issues of climate change and sustainable land use	1		214.29		214.29			
Mainstreaming envirnmtal issues in dev plans-MMDA	1							
Editorial review and supervision	1		71.43		71.43			
Project implementation fees	1		858.57		858.57			
8 page full coloured "Resource Watch " pull out	10000		6,151.43		6,151.43			
Distribution cost of pull out	1		1,076.79		1,076.79			
<b>OUTPUT 111</b>								
<b>Decentralisation Programme-Capacity buil</b>								
<b>4 Zones for a minimum of 75 participants</b>								
Participants and facilitators mobilisation	4							
Publicity	4							
Development of concept paper	4							
Production of training materials	4							
Hotel accommadation/food/refreshment	4							
Workshop materials	4							
Car hire & fueling	4							
Video/Dvd/Cd documentary	4							
Electroni/Print media coverage	4							
Facilitation fees{Honorarium} -8	4							
Rapporteuring	4							
Transport to participants { Minimum of 60 }	4							
Development/ printing of Decentralisation Agenda	4		6,401.43		6,401.43			
Distribution cost of pull out	4							
Project implementation fees	4		333.57		333.57			
<b>OUTPUT 1V</b>								
<b>Research-Studies -Advocacy &amp; Publishing</b>								
Research/Studies & stories/article write ups	6		1,648.57				1,648.57	
Travel and transport	6		220.00				220.00	
Twice Weekly publishing of Public Agenda/Pullouts	6		13,267.86				13,267.86	
Advert sourcing Cost	6		13,405.71				13,405.71	
Selling and Distribution cost	6		2,898.57				2,898.57	
<b>Sub Total -Programme Activities</b>			<b>55,113.58</b>	<b>6,735.00</b>	<b>16,937.87</b>	<b>-</b>	<b>31,440.71</b>	<b>-</b>
<b>TOTAL COSTS:</b>			<b>102,311.96</b>	<b>6,735.00</b>	<b>16,937.87</b>	<b>16,679.66</b>	<b>33,751.18</b>	<b>28,208.25</b>

Funds Movement					Current Period	Prior Period
					\$	\$
Opening Balance {SPF 2009}					28,029.99	3,092.76
Surplus / {Deficit }					21,791.75	24,937.23
Closing Balnce					49,821.74	28,029.99

Summary Cashflow Statement { G-RAP Funds only }					Current Period	Prior Period
					\$	\$
Opening bank balance					12,071.37	1,194.20
<b>Add Receipts</b>						
Grants					50,000.00	50,000.00
Others						
<b>Total Inflow</b>		-	-		<b>62,071.37</b>	<b>51,194.20</b>
<b>Less Outflows</b>						
Emoluments	17,446.76			5,957.25		
Admin.Overheads	2,638.83			5,213.85		
Intitutional Development	5,514.08			4,641.67		
Capacity Building	2,608.58			3,000.00		
Programme Development				6,250.00		
Output / Activity						
<b>Total Outflow</b>	<b>28,208.25</b>	-	-	<b>25,062.77</b>	<b>-28,208.25</b>	<b>(25,062.77)</b>
<b>Closing balance - Surplus / {Deficit }</b>					<b>33,863.12</b>	<b>26,131.43</b>

Prepared by.....  
Accountant

Review by.....  
The Coordinator

Approved by.....  
The Editor {Programme Manager}