


QUARTERLY FINANCIAL REPORT - FOUNDATON FOR CIVIL SOCIETY

| PERIOD: March TO May 2012 | | FCS REFERENCE NO: FCS/MG/1/11/191 | | | | | | | |
|--|--------------------------|--|-------------------------------|--|--|---|-------------------------------|---|--|
| NAME OF ORGANISATION: SAHRINGON Tanzania Chapter | | PROJECT TITLE: Organization Strategic plan Development | | | | | | | |
| SECTION A: | | | | | | | | | |
| CASH FLOW: | | | | | | | | | |
| Funds received this Period: (Carried forward balance) | | 24,965,002 | | | | | | | |
| Less expenses for this Period: | | 24,931,332 | | | | | | | |
| Balance at end of Period: | | 33,670 | | | | | | | |
| | | | | | | | | | |
| SECTION B: | | | | | | | | | |
| Classification of Activity expenses by Budget Components in local currency. | | | | | | | | | |
| Activity Detailed by Budget Components | A: Total Approved Budget | B: Approved Quarters' Budget | C: Expenses from this Quarter | D: Variance from this quarter's budget D=B-C | E: % age variance from this quarter's budget E=D/B | F: Accumulated Expenses for the Project F=C + expenses for previous quarters (if any) | G: Unspent Total Budget G=A-F | H: % age variance from total budget to date H=G/A | Remarks |
| To conduct training to staff and board members on strategic plan development | | | | | | | | | |
| Conference package 18 @30,000X 3days | 1,620,000 | 1,620,000 | 1,520,000 | 100,000 | 6% | 1,520,000 | 100,000 | 6% | |
| Accomodation 18 @32,000X4days | 2,304,000 | 2,304,000 | 2,120,000 | 184,000 | 8% | 2,120,000 | 184,000 | 8% | |
| Perdiem 18 @13,000X4 days | 936,000 | 936,000 | 1,020,000 | -84,000 | -9% | 1,020,000 | -84,000 | -9% | |
| Transport 18 @3,000X 2 trips | 108,000 | 108,000 | 100,000 | 8,000 | 7% | 100,000 | 8,000 | 7% | |
| Facilitator fee 3 days X 2 people X 350,000 | 2,100,000 | 1,260,000 | 1,110,000 | 150,000 | 12% | 1,110,000 | 990,000 | 47% | The remaining amount will be paid after submission of the report |
| 18 bags x 2,000/= | 36,000 | 36,000 | 36,000 | 0 | 0% | 36,000 | 0 | 0% | |
| Sub Total | 7,104,000 | 6,264,000 | 5,906,000 | 358,000 | | 5,906,000 | 1,198,000 | 17% | |
| To conduct review of the ending strategic plan | | | | | | | | | |
| Consultancy fee-Data collection 4 days X 2 people @350,000 | 2,800,000 | 0 | 0 | 0 | - | 2,800,000 | 0 | 0% | |
| Consultancy fee-report writing 2 days X 2 people @350,000 | 1,400,000 | 1,196,000 | 1,100,000 | 96,000 | 8% | 1,304,000 | 96,000 | 7% | |
| Consultancy fee-report presentation 2pple @350,000 | 700,000 | 700,000 | 0 | 700,000 | 100% | 0 | 700,000 | 100% | |
| Sub Total | 4,900,000 | 1,896,000 | 1,100,000 | 796,000 | | 4,104,000 | 796,000 | 16% | |
| To conduct baseline survey | | | | | | | | | |
| Transport 2 pple @ 15,000 X 5 days | 150,000 | 114,000 | 0 | 114,000 | 100% | 36,000 | 114,000 | 76% | |
| Internet charges (Questionnaire dissemination) | 120,000 | 0 | 0 | 0 | - | 120,000 | 0 | 0% | |
| Stationery 2 rims@8000 | 16,000 | 16,000 | 0 | 16,000 | 100% | 0 | 16,000 | 100% | |
| Consultancy fee-Data collection 4 days X 1person @125,000 | 500,000 | 0 | 0 | 0 | - | 500,000 | 0 | 0% | |
| Consultancy fee-report writing 2 days X 1 person @125,000 | 250,000 | 250,000 | 250,000 | 0 | 0% | 250,000 | 0 | 0% | |
| Consultancy fee-report presentation 1 person @125,000 | 125,000 | 125,000 | | 125,000 | 100% | 0 | 125,000 | 100% | |
| Sub Total | 1,161,000 | 505,000 | 250,000 | 255,000 | | 906,000 | 255,000 | 22% | |
| To commission consultant to develop strategic plan | | | | | | | | | |

| Activity Detailed by Budget Components | A: Total Approved Budget | B: Approved Quarters' Budget | C: Expenses from this Quarter | D: Variance from this quarter's budget D=B-C | E: % age variance from this quarter's budget E=D/B | F: Accumulated Expenses for the Project F=C + expenses for previous quarters (if any) | G: Unspent Total Budget G=A-F | H: % age variance from total budget to date H=G/A | Remarks |
|---|--------------------------|------------------------------|-------------------------------|--|--|---|-------------------------------|---|---------|
| Consultancy fee-Facilitation 4days X 2pple@350,000 | 2,800,000 | 2,800,000 | 1,890,000 | 910,000 | 33% | 1,890,000 | 910,000 | 33% | |
| Consultancy fee-Report writing 1 person@350,000 | 350,000 | 350,000 | 0 | 350,000 | 100% | 0 | 350,000 | 100% | |
| Printing 200 copies @ 5000 | 1,000,000 | 1,000,000 | 0 | 1,000,000 | 0% | 0 | 1,000,000 | 100% | |
| Sub total | 4,150,000 | 4,150,000 | 1,890,000 | 2,260,000 | | 1,890,000 | 2,260,000 | 54% | |
| To conduct workshop for development of work plan for implementing the SP | | | | | | | | | |
| Conference package 30pple@30,000X 4 days | 3,600,000 | 3,600,000 | 3,420,000 | 180,000 | 5% | 3,420,000 | 180,000 | 5% | |
| Accommodation 30pple@32,000X5 days | 4,800,000 | 4,800,000 | 4,720,000 | 80,000 | 2% | 4,720,000 | 80,000 | 2% | |
| Perdiem 30pple @13,000X5 days | 1,950,000 | 1,950,000 | 2,120,000 | -170,000 | -9% | 2,120,000 | -170,000 | -9% | |
| Transport for participants 30@15,000 X 2 trips | 900,000 | 900,000 | 847,000 | 53,000 | 6% | 847,000 | 53,000 | 6% | |
| bags 30@ 2000 | 60,000 | 60,000 | 60,000 | 0 | 0% | 60,000 | 0 | 0% | |
| Sub Total | 11,310,000 | 11,310,000 | 11,167,000 | 143,000 | | 11,167,000 | 143,000 | 1% | |
| To present and discuss the strategic plan | | | | | | | | | |
| Conference package 30pple@30,000X 1 days | 900,000 | 900,000 | 0 | 900,000 | 100% | 0 | 900,000 | 100% | |
| Transport 30@15,000X 2trips | 450,000 | 450,000 | 0 | 450,000 | 100% | 0 | 450,000 | 100% | |
| Printing 350 copies @ 5,000 | 1,750,000 | 1,750,000 | 0 | 1,750,000 | 100% | 0 | 1,750,000 | 100% | |
| Dissemination 250@1000 | 250,000 | 250,000 | 0 | 250,000 | 100% | 0 | 250,000 | 100% | |
| Sub Total | 3,350,000 | 3,350,000 | 0 | 3,350,000 | | 0 | 3,350,000 | 100% | |
| Monitoring and Evaluation | | | | 0 | | | 0 | | |
| External audit | 2,000,000 | 2,000,000 | 2000000 | 0 | 0% | 2,000,000 | 0 | 0% | |
| Baord meeting 5 participants@100,000 | 500,000 | 500,000 | 500,000 | 0 | 0% | 500,000 | 0 | 0% | |
| Conference package 5 person @ 25,000 | 125,000 | 125,000 | 125,000 | 0 | 0% | 125,000 | 0 | 0% | |
| Sub Total | 2,625,000 | 2,625,000 | 2,625,000 | 0 | | 2,625,000 | 0 | 0% | |
| Program management cost | | | | | | | | | |
| Rent | 4,400,000 | 0 | 0 | 0 | - | 4,400,000 | 0 | 0% | |
| Project manager salary | 3,281,000 | 1,093,665 | 1,093,665 | 0 | 0% | 3,280,995 | 5 | 0% | |
| Accountant Salary | 2,699,000 | 899,667 | 899,667 | 0 | 0% | 2,699,001 | -1 | 0% | |
| Sub Total | 10,380,000 | 1,993,332 | 1,993,332 | 0 | | 10,379,996 | 4 | 0% | |
| Grand Total | 44,980,000 | 32,093,332 | 24,931,332 | 7,162,000 | | 36,977,996 | 8,002,004 | 18% | |

" I certify that all the amounts detailed above have been actually and necessarily expended under the grant, in accordance with the terms and conditions outlined in this contract and including the Project Budget as set out in Appendix B and the Project Activities as set out in Appendix C."

Signature  _____
Title Finance and Administrative officer