



# Annual Report 2016-2017



## **HELP Cox's Bazar-HCB**

**Farid Mansion, Masjid Road, Court Bazar, Ukhiya, Cox's Bazar.**

**Cell: 01734086366**

**Email: [helpcox.org@gmail.com](mailto:helpcox.org@gmail.com)**

**Web: [www.helpcox.org](http://www.helpcox.org)**

**Bangladesh**

## **Team head**

**Abul Kashem**

**Executive Director**

**HELP Cox's Bazar-HCBC**

## **Production team**

**1. KM.Mohosinujjaman**  
**Head of Program**

**2. Nur Mohammad**  
**Manager (A&F)**

**3. Computerization**  
**ICT Desk-HCB**

## **Published by:**

**HELP Cox's Bazar-HCB**  
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**Court Bazar, Ukhiya, Cox's**  
**Bazar.**

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**Email: [helpcox.org@gmail.com](mailto:helpcox.org@gmail.com)**

**Web: [www.helpcox.org](http://www.helpcox.org)**

**Bangladesh.**

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## **ACRONYMS**

<b>HCB</b>	<b>HELP Cox's Bazar</b>
<b>CHTB</b>	<b>Combating Human Trafficking in Bangladesh</b>
<b>CEVEC</b>	<b>Community Engagement in countering Violent Extremism in Cox's Bazar</b>
<b>DWCA</b>	<b>Department of Women &amp; Children Affairs</b>
<b>CTC</b>	<b>Combat Trafficking Committee</b>
<b>UDC</b>	<b>Union Digital Center</b>
<b>DSS</b>	<b>Department Social Services</b>
<b>ISCC</b>	<b>Intersectoral Coordination Committee</b>
<b>DC</b>	<b>Deputy Commissioner</b>
<b>UNO</b>	<b>Upazilla Nirbahi Officer</b>
<b>YAF</b>	<b>Youth Ambassador Forum</b>
<b>VoT</b>	<b>Victim of Trafficking</b>
<b>B/CMC</b>	<b>Block/ Camp Management Committee</b>
<b>CMC</b>	<b>Camp Management Committee</b>
<b>UMN</b>	<b>Undocumented Myanmar Nationals</b>
<b>IEC</b>	<b>Information Education and Communication</b>
<b>IOM</b>	<b>International Organization for Migration</b>
<b>IPT</b>	<b>Interactive Popular Theater</b>
<b>BMS</b>	<b>Balukhali Makeshift Settlement</b>
<b>KMs</b>	<b>Kutupalong Makeshift Settlements</b>
<b>LMs</b>	<b>Leda Makeshift Settlements</b>
<b>LSC</b>	<b>Life Skill Education</b>
<b>SMs</b>	<b>Shamlpur Makeshift Settlements</b>
<b>ICS</b>	<b>Improved Cook Stoves</b>
<b>PM&amp;E</b>	<b>Participatory Monitoring &amp; Evaluation</b>
<b>PNGO</b>	<b>Partner Non-Governmental Organization</b>
<b>PRA</b>	<b>Participatory Rural Appraisal</b>
<b>PSEA</b>	<b>Prevention of Sexual exploitation and Abuse</b>

<b>SEA</b>	<b>Sexual Exploitation and Abuse</b>
<b>SGBV</b>	<b>Sexual and Gender Based Violence</b>
<b>FGD</b>	<b>Focus Group Discussion</b>
<b>GBV:</b>	<b>Gender Based Violence</b>
<b>CBO</b>	<b>Community Based Organization</b>
<b>CSR</b>	<b>Corporate Social Responsibility</b>
<b>CSM</b>	<b>Civil Society Member</b>
<b>CEE</b>	<b>Community Engagement Event</b>
<b>LGO</b>	<b>Local Govt. Organization</b>
<b>SCA</b>	<b>Standing Committee Activation</b>
<b>YGF</b>	<b>Youth Group Formation</b>
<b>CYM</b>	<b>Court yard Meeting</b>
<b>NGO</b>	<b>Non-Government Organization</b>
<b>ED</b>	<b>Executive Director</b>
<b>UN</b>	<b>United Nation</b>
<b>GO</b>	<b>Government Organization</b>
<b>GB</b>	<b>General Body</b>
<b>EC</b>	<b>Executive Committee</b>
<b>DC</b>	<b>Deputy Commissioner</b>



## Message from the Chairperson

Since 2001 HELP Cox's Bazar (HCB) Community has been following the Participatory, Bottom-Up and Rights based approaches in implementing its development program activities are very much commensurate with the Goals of the development for the disempowered and excluded people from the main stream of the society who have been promoted and now, these people are able and eligible to participate in decision making, planning and actively participating in policy mobilization for ensuring and securing their access very relating to their rights.

HCB is committed to facilitate the rural Poor, deprived men and women to make them united, contributing their labour and knowledge in the with view to accumulated at least human rights declared by the UDHR as well as others National & international Treaties, Conventions & legislations . The other natural resources at the local level, solidarity and empowerment to have access and control over the land, water and forest resources and established their fundamental rights in association with the different likeminded stakeholders.

HCB's vision is Peoples Centred Democracy and Good Governance, right now should be reflected and visualised at least among the Peoples with whom we work as well as among the staff members of HCB upon day to day their performances led by our longest experienced founding Executive Director that refers it is possible to create such an environment in any deprived communities.

Within the reporting period, HCB has facilitated to accelerate the prospect of people centred organizations at the village level with a view to achieve the objectives. I am pleased to know the evidence based successes during the year in achieving such a challenging issue with a view to ensuring and securing the at least towards host community people as well the in the Makeshift Camps under two Sub-districts (Upazillas) Ukhiya & Kutupalong in Cox's Bazar District. Services as well as dealing with the policy issues by the collective initiatives from the local, national and at the global level is much needed one.

I would like to extend my sincere gratitude and appreciation to the members of HCB General Board and Executive Committee, contribution of donors, Government officials, Members of Parliament, Ministers, most importantly the leadership and active participation of Community people as well as the staff members, co- actors including all the friends of HCB for their significant cooperation, effective support and diligence to move forward to achieve its aims and objectives in a real sense

With regards

Chairperson, HCB





### **Message from the Executive Director**

HCB is working with the landless Rural Poor, vulnerable and marginalized people including ethnic minorities in the Cox's Bazar District of Bangladesh since 2001 with a view to ensuring their access to Rights and control & over their dignity whatever they are entitled. To ensure rights is very complicated in its administrative system always risky and challenging. Very often, threat from Musclemen, political pressure, lack of accountability and transparency, carelessness of the law enforcement authority are main constraints in implementing such efforts.

HCB staff assessing the needs from the field level program partners through participatory and bottom-up approaches in which HCB has been kept its role as the facilitating the organization, institution and finally prepared a public document with so many evidence based achievements during the program period 2016-2017 in achieving organizational Vision, Mission, Goals & Objectives including the cost incurred for the operation. The most significant achievement out of all others, is the formation of local Government authority as well as raising voice for ensuring services and mobilization for policy reformation. Such a local protection mechanism is very effective to identify, search out and collect the real documents of the tenure which has been inspired the targeted people in encountering violent Extremism, Gender Based Violence ,Combat trafficking ,Safe Migration process Repatriation the guys of Bangladesh confined in jails of Abroad & Social rehabilitation supports ,Ensuring Maternal Allowances from DWCA & so on. Supports to the Rohingya people for poor & rights deprived people to move forward to ensure and secure the Economic, Social and Cultural Human Rights as well. Moreover, during the reporting year there are some over achieved for the dedication of the staff whose commitment & the capacity to face the challenges are really remarkable require appreciation.

During the year, I feel proud and would like to extend my heartfelt thanks to the Members of the Organizations, Leaders of the different tiers of the of the society, Local Public Representatives, Local Administration and Government Officials of the National levels including all categories of the Officials of the NGO Affairs Bureau under the Prime Ministers Secretariat, Members of the Parliament (MPs).

Moreover, on behalf of the HELP Cox's Bazar I would like to highly appreciate The relief International, Young Power in Social Action, IOM , Department Women & Children Affairs, Different members of our network & Alliances , NGO Affairs bureau for their continuous financial, Technical & Moral Support during the reporting Period. Finally, I do like to appreciate the role and commitment to the organization of the honorable members of the General Board as well as the Executive Committee of HELP Cox's Bazar in implementing the program which is relatively helpful towards achieving the organizational vision

### **Lots of good wishes**

Abul Kashem  
Executive Director-HCB



## Comments from Treasurer,

Since inception, HCB is a very transparent organization in keeping its accounts under a fair financial management followed by the self-regulatory policy guidelines and upon Its zero tolerance in terms of any misappropriation within the organization.

However during 2016-2017 fiscal year CDA management and its financial section together were very careful to maintain financial transaction upon the tight allocation of its approved budget by the donor and the NGOAB which is really appreciated with the

Certification after checking by the internal and external audit Firm. Though HCB is passing a severe extent of recession due to shortage of fund from the last few years, but it has proved its efficiency to deal with the crisis and implement the program me Successfully by some of the dedicated and, committed staff who are well equipped with the skills and knowledge under the leadership of our Executive Director Mr. Abul Kashem. The team as a whole requires appreciation and I wish to thank them.

Finally I would like to express my deep felicitations to the Executive Committee and General Members of HCB for their continuous support to supervise and for contributing their valuable opinion in terms of running the financial management.

## Regards



Adv.Md.Sayadul Alom  
Treasurer-HCB

## Executive summary

In Socio-political and economic context in Bangladesh in ensuring due rights and accessibility of the poor and marginal peasants in land, agriculture, water, forest and other public services are in difficult situation day by day, violence, killing, persecution and women-child are abused, HELP Cox's Bazar as a leading local organization, by the side of its key role of facilitating programme implementation also facilitating to push the movement of the deprived people through People Centered Mobilization for advocacy and networking. HCB is facilitating to build up self-help village based Organizations and capacity building for empowerment of the rural poor and -vulnerable who are landless, disempowered, persons with disabilities ensuring their accessibility and rights on land and agrarian services in different sub- districts (Upazillas) especially in the Ukhiya and Teknaf of Cox's Bazar District since its inception 2001 to till date.

During this reporting HCB rendered so many good works through its 4 ongoing project & activities are through organization's own efforts those are as "IOM supported project, "Tiled Implementation of activities to prevent, Mitigate and respond to Gender based Violence among undocumented Myanmar Nationals" court yard meetings-57, 19 Folk songs in 19 blocks in three UMN's settlements, 28 Interactive Popular theatre, Community Engagement Facilitated 33 by Youth group & Forum Member, 3 GBV Workshops with Boys SCOUT & Girls Guide in Cox's Bazar, Teknaf and Ukhiya Upazilla, 152 monthly block level meeting and 16 camp coordination meetings, 3 sports events in three UMN's settlements, 9 Bill boards for GBV message dissemination in the three UMN's settlements etc.

Under project, Titled "Community Engagement in Countering Violent Extremism in Cox's Bazar" Formed youth groups in each ward of 45 unions, Formed 5 Youth Forums at Union and Municipality level, 5 ToT on Life Skill Education, 6 Orientation to the representatives of local Govt. Institution at Union, Upazillas level, 13 orientations to students based on toolkits on VE, 7 orientations to the teachers at education institutions about the threat of VE and the initiatives, 160 court yard meeting with women participants at ward level, 11 folk song at community level etc.

Under the project, Titled "Combating human trafficking in Bangladesh through the Promotion of Safe Migration & Protection" Awareness session for potential migrant people in the Union Digital center in the Union Paishad 44, Support to trafficked victims 21, Combat Human trafficking Meeting etc.

Under the project, Titled "Government safety Net Program (Doridra Maer Jonno Matritro Kalin Vata)" Maternity Allowance at 11 Unions under Ramu Sub-district, nos of women-858, Maternity Allowance at 6 Unions under Teknaf Sub-district, nos of women-666, Maternity Allowance at 5 Unions under Ukhiya Sub-district, nos of women-505 etc.

HCB is the Member Organization with the several Regional and International level IGOs/CSOs networks and alliances working with the in the respective countries worldwide with a common goal of People Centered Land Governance responds to the needs, protects the rights of the women, men and IP communities, respecting that they should be the ultimately decision-makers on how their land and natural resources are used. And for the realization of the Voluntary Guidelines for Responsible Governance and other internationally agreed instruments which are already being translated for introduction in HCB.

HCB is rendering its services towards the poor, vulnerable and excluded people in the community. In this movement they are united well under the umbrella of HCB to create positive trend in their socio-economic life as well as a new socio-political and cultural people Centered order towards their access to and control over the natural resources very strongly. Right now, they are organized and united force to raise their voices in ensuring as well as obtaining their rights according to Constitution National, Regional & international Covention,Treaty Legislation & so on What they are entitle to discrimination accordingly without discrimination , corruption free as well as easy accessible. criminalization through inclusive facilitation of HCB, they are now much more capacitated than earlier to protest, initiate advocacy-mobilization, lobby with the local, national and able to raise accordingly

Their demand to the International level networks of CSOs through HCB's involvement.. Meanwhile, their capacity enforced them to establish effective communication, coordination, bargaining and pressurization with a view to ensure protest, protect, respect and fulfillment of their demands from the eyes of Economic, Social, Cultural, Civil and Political Human Rights (ESC&CPHR) during the reporting period.

THANKS

## **Vision**

Established and empower poor and vulnerable rural people, especially the women and distressed and disable children in a judge full & harmonic society & to integrate in the main stream of National Development and production.

## **Mission Statement**

To establish the poor and vulnerable people, especially the women in the society through making them capable, self-sufficient, self-governed, and self-initiators through building capacity, institution, capital, utilization of local resources and imparting felt-need based problem solving programs involving necessary skilled, trained and experienced staff.

## **Main Objectives**

- Capacity building
- Education
- Capital Formation
- Employment and Income Creation
- People's Institution building
- Women Empowerment and Gender equality
- Environment development
- Future citizen development
- Agriculture development
- Livestock development
- Anti-drug and anti-social-activity promotion
- Integration of the poor people in the main Stream of national development
- Involvement of women into economic and Productive activities
- Conduct disaster preparedness and Management activates etc.
- Alliance Building, Networking and Partnership.
- Empower through Capacity Building

## CORE VALUES

- Respect and equal rights
- Honesty & transparency
- Peoples' participation & accountability
- Quality service
- Non-partisan, secular & bias free attitudes
- Gender equality
- Environmental Friendly
- Living With the people
- plan with the people
- Learning by doing.
- Teamwork, mutual co-operation and sharing
- Building knowledge for social change.
- Inclusion & Equality
- Honesty and commitment
- Respect to national heritage

## Connectivity, Networking and Alliance

HCB has networking at local, national, regional and international levels, which are as bellow:

01. Voluntary Health Services Society (VHSS)
02. NGO-Forum for Drinking Water Supply & Sanitation
03. Credit Development Forum (CDF).
04. Gender Development Forum (GDF).
05. Human Rights Forum-Hong Kong.
06. Bangladesh Fund Raising Group (BFRG)
07. National STD/AIDS Forum.
08. Child Development Forum (CDF).
09. Bangladesh Shishu Adhiker Forum (BASAF).
10. Institute of Law and Development.
11. Bangladesh Breast Feeding Foundation.
12. Association of Development Agencies in Bangladesh (ADAB)
13. 2 Districts and Upazillas Development Committee.

## REGISTERED WITH

SL No	Name of Relevant Department	Registration No	Date of Registration
1.	Department of Social Services (DSS)	DSS-Cox 191/2001	27.11.2001
2.	NGO Affairs Bureau (NAB) the Prime Minister's Secretariat, the People's Republic of Bangladesh.	FDO/R No-2207	08-03-2007
3.	Depart of Youth Development	DYA N-109	05-04-2006

## HCB's working area at present: Ukhiya and Teknaf sub-districts (Upazillas) under Cox's Bazar District

### 04 Nos of Ongoing projects

#### Project-1.

Project title	Project Location	Duration		Name Donor
		From	To	
Implementation of activities to prevent, Mitigate and respond to Gender based Violence among undocumented Myanmar Nationals	Kutupalong, Leda and Shamlapur UMNS Settlements in Ukhiya and Teknaf Upazillas of Cox's Bazar District	November, 2016	June, 2017	International Organization for Migration (IOM) IOM office-specific Ref. No.:BD10-165/2016 IOM Project Code: XXXXX LEG Approval Code / Checklist Code: XXXXX

## **Key Achievement of the Aforementioned Project are as follows**

1. Conducted 57 court yard meetings for information sessions with women and men, gender roles and responsibilities (per block 2 meetings in project duration) in the three UMN settlements totaling 2.1140 participants.
3. Organized and conducted 19 Folk songs in 19 blocks in three UMN settlements.
4. Organized and conducted 09 Folk songs in 3 Unions nearby the three UMN settlements,
5. Arranged and conducted 28 Interactive Popular theatre / Drama (IPT) at block level of UMN settlements (19 theatre at blocks) and nearby different education institutions of three Unions (9 theatre in three unions). And expected an expected attendance of 70-80 to persons each.
6. Conducted three GBV Workshops /Orientations with Boys SCOUT & Girls Guide in Cox's Bazar, Teknaf and Ukhiya Upazilla.
7. Organized 3 sports events in three UMN settlements,
8. Celebration / observation of 2 international Days in the three UMN settlements,
9. Conducted 06 coordination meetings /sessions with religious leaders at the UMN settlements' on Gender Base Violence for a total minimum of 60 religious leaders;
10. Provided 3 orientation training to 45 Youth Boys and Men to act as change agents in the three UMN settlements,
11. Conducted 152 monthly block level meeting (19 meetings- KMS-08, LMS-06, SML-05 per months) and to conduct 16 camp coordination meetings in eight months (per months two),
12. Conducted 9 meetings by engaging Youth "Boys" "Men" as change agents to address GBV (at 3 settlements in project duration),
- 13.4 GBV Orientation to School Teachers and School Management Committee (SMC) at UMN settlements (Kutupalong and Leda),
- 14.3 GBV Orientation to School Teachers and School Management Committee (SMC) members at nearby Schools / Madrashes of host community,
15. Organized 3 GBV Program Orientation / Inception in the three UMN settlements,
16. Installed 9 Bill boards for GBV message dissemination in the three UMN settlements,
17. Formation and activation of 03 Women Support Group (WSG).
18. Conducted 3 Union level stakeholder orientations & facilitated UMN GBV case at union / ward level in the three unions.
19. Conducted two Upazilla level Workshop / Orientation to local administration / GoB line dpt. and Journalists at Ukhiya and Teknaf Upazilla,
20. Conducted 3 PSEA disseminating on available services as well as PSEA and how to report such cases.



**Some Visual Document of different events of the said Project**



Court yard meeting with Women



Folksona event implementina at Leda station nearbv settlement. PC-Nazrul



Religious Leader Meeting





## Ongoing project-2

Project title	Project Location	Duration		Name of Donor	Goal	Objective
		From	To			
Community Engagement in Countering Violent Extremism in Cox's Bazar, Bangladesh	Teknaf, Ukhiya, Ramu, Cox's Bazar Sadar, Chokuria, Moheskhali & Kutubdia	1st May 2016	31st December 2018	Global Community Engagement & resilience Fund (GCERF)		

## Key Achievement of the Aforementioned Project are as follows:

	Activity	Achievement
1	Form youth groups in each ward of 45 unions of Cox's Bazar District	45
2	Form 5 Youth Forums at Union and Municipality level with the participation of youth members	5
3	ToT on Life Skill Education 5 to Youth forum Members.	05
4	Leadership Training 5 on P/CVE Youth forum Members.	04
5	Life Skill Education 31 to Youth group member.	13
6	Community Engagement Facilitate 33 by Youth group & Forum Member.	30
7	Orientation 6 to the representatives of local Govt. Institution at Union, Upazillas level.	4
8	Activate 3 law and order and violence against women and children standing committees of Local Govt. Institution at Union, Upazillas level.	1
9	Provide 3 days 1 TOT on life skill education to 46 students for peer education at Education institutions	1
10	Provide 13 orientations to students based on toolkits on VE	5
11	Facilitate 6 students engagement events on awareness initiatives at their own education institutions like produce wall magazine and arrange debate competition	1



12	Arranged 7 orientation to the teachers at education institutions about the threat of VE and the initiatives	2
1	Organize 160 court yard meeting with women participants at ward level	31
2	Arrange 2 Women gathering at Union and Municipality level	0
3	Organize 11 folk song at community level	11

**Some snapshots of the aforementioned Achievement**



**COURT Yard Meeting**

**Rural Folk Song**



**Human Chain**

**Awareness session with Madrasha's Students**

### Ongoing Project-3

Project Title	Project Location	Duration		Name of Donor	Goal	Objectives
		From	To			
Combating human trafficking in Bangladesh through the Promotion of Safe Migration & Protection	Eight sub-districts of Cox's Bazar District.	01 October,2015	30 September 2018	Relief International		

### Benchmark achievement of the aforementioned project as below

Sl no	Key activities	Achievement
01	Combat Human trafficking Meeting	04
02	Conduct Awareness session for potential migrant people in the Union Digital center in the Union Paishad	44
03	Support to trafficked victims	21
04	Mini-grants for community service to raise awareness on Trafficking in person	01
05	Mini-stipend for Combat trafficking Committee	01
06	Observation of day Against World Trafficking	01



**Some Events Photographs of the aforementioned Project**



হেলপ কক্সবাজারের উদ্যোগে মানবপাচার প্রতিরোধ ক্যাম্পেইনে বক্তব্য রাখছেন সহকারী পুলিশ সুপার জসিম উদ্দিন মজুমদার



**Victim Support on agriculture Production**

**Victim Support**

## Ongoing Project-4.

Project Title	Project Location	Duration		Name of Donor	Goal	Objectives
		From	To			
Government safety Net Program (Doridra Maer Jonno Matritro Kalin Vata)	Moheskhali, Ramu, Ukhiya & Teknaf sub-districts of Cox's Bazar District.	July,2016	June,2017	Ministry of & Children Affairs Govt. republic of Bangladesh		

### Some Key activities of the aforementioned Project

1. Maternity Allowance at 11 Unions under Ramu Sub-district, nos of women-858
2. Maternity Allowance at 6 Unions under Teknaf Sub-district, nos of women-666
3. Maternity Allowance at 5 Unions under Ukhiya Sub-district, nos of women-505

### Some snapshots of the afore Activities









এ. মতীন এন্ড কোং  
A. MATIN & CO.  
Chartered Accountants

PARTNERS : MR. A.K. ABDUL MATIN, M. COM. FCA. MR. NETAI CHAND TALUKDER, M. COM. FCA.

OFFICE : 60/2, NAYA PALTAN (1ST FLOOR), DHAKA-1000, TEL: 8318191, CELL : 01199-835489, 01713-453596, Fax : +88-02-8318191, E-mail : akmatinmatin@yahoo.com

### AUDITORS' REPORT

We have audited the annexed **Balance Sheet**, Income & Expenditure A/C and Receipt & Payment A/C of "HELP COX'S BAZAR" Court Bazar Soykhot Road, Ukhiya, Cox's Bazar, Bangladesh having registration with the Social welfare Affairs, Govt. of Bangladesh vide Registration No. Cox's/191/2001, dated: 27-11-2001 Bangladesh for the year ended 30<sup>th</sup> June 2017.

#### Respective responsibilities of the Management and the Auditors:

The preparation of this financial statement is the responsibility of the organization management. Our responsibility is to express an independent opinion on this financial statement based on our audit.

#### Scope:

We conducted our audit in accordance with Bangladesh Standards on Auditing (BSA). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examination, on a test basis, of evidence supporting the amounts and disclosures in the financial statements. The audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

#### Opinion:

In our opinion, the Balance Sheet, Income & Expenditure A/C and Receipt & Payment A/C and other documents, which were prepared in accordance with Bangladesh Accounting Standards (BAS), give a true and fair view of the state of the project's affairs as of 30<sup>th</sup> June 2017.

#### We also report that:

- We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit and made due verification thereof.
- In our opinion, proper books of accounts as required by law have been kept by the organization so far as it appeared from our examination of those books.
- In our opinion, the annexed Balance Sheet, Income and Expenditure A/C and Receipt and Payment A/C have been drawn up in conformity with the respective NGO rules and guidelines of our country and generally accepted accounting principles (GAAP).
- The organization's financial statements dealt with in this report are in agreement with the books of accounts.

Dated: Dhaka



A. MATIN & CO.  
Chartered Accountants



এ. মতীন এন্ড কোং  
A. MATIN & CO.  
Chartered Accountants

### "HELP COX'S BAZAR" Court Bazar Soykhot Road, Ukhiya Cox's Bazar, Bangladesh.

#### Balance Sheet

As at 30<sup>th</sup> June, 2017

PARTICULARS	Audit Note	AMOUNT (Tk.)
<b>FUND &amp; LIABILITIES:</b>		
GENERAL FUND A/C	04	3,46,952.00
<b>Total Tk.</b>		<b>3,46,952.00</b>

PARTICULARS	Audit Note	AMOUNT (Tk.)
<b>PROPERTY &amp; ASSETS:</b>		
FIXED ASSETS A/C	05	3,33,920.00
CLOSING BALANCE A/C	06	13,032.00
<b>Total Tk.</b>		<b>3,46,952.00</b>

Signed in terms of our separate report of even date annexed.

ED  
HELP COX'S BAZAR



A. MATIN & CO.  
Chartered Accountants





এ. মতীন এন্ড কোং  
A. MATIN & CO.  
Chartered Accountants

“HELP COX’S BAZAR”  
Court Bazar Soykhrot Road, Ukhiya, Cox’s Bazar,  
Bangladesh

INCOME & EXPENDITURE A/C  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE, 2017

INCOME:	Amount (Tk.)
<b>Local Receipt:</b>	
Admission Fee	3,450.00
Service Charge	2,310.00
Sale of Form	1,835.00
Other Receipt	5,437.00
<b>Donation Received:</b>	
Donation Received from IOM on 04.12.2016	3,80,000.00
Donation Received from IOM on 15.03.2017	9,80,801.00
Donation Received from IOM on 17.04.2017	14,62,906.00
Donation Received from IOM on 21.06.2017	4,41,793.00
Donation Received from IOM on 06.07.2017	5,35,270.00
<b>Total Tk.</b>	<b>38,13,802.00</b>
<b>EXPENDITURE:</b>	
<b>OFFICE OPERATING EXPENSES:</b>	
Management and Administration Cost	13,13,863.00
Travel cost and Conveyance	91,005.00
Staff Recruitment/Training/Orientation	86,238.00
Overhead/ Management fee	1,80,989.00
<b>Program Cost:</b>	
Program Support Cost	2,83,743.00
GBV Program activities Awareness and Sensitization Activities	14,35,666.00
Creat women’s and men’s group	5,386.00
Linkages with legal services and other Deliverables	44,782.00
SGBV prevention and community changes	25,178.00
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<b>3,46,952.00</b>
<b>Total Tk.</b>	<b>38,13,802.00</b>



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এ. মতীন এন্ড কোং  
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“HELP COX’S BAZAR”  
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Bangladesh.

RECEIPTS & PAYMENTS ACCOUNT

FOR THE YEAR ENDED 30<sup>TH</sup> JUNE, 2017

RECEIPTS:	Amount (Tk.)	Amount (Tk.)
<b>OPENING BALANCE:</b>		
Cash In Hand & Cash at Bank		Nil
<b>Local Receipt:</b>		
Admission Fee	3,450.00	
Service Charge	2,310.00	
Sale of Form	1,835.00	
Other Receipt	5,437.00	13,032.00
<b>Donation Received:</b>		
Donation Received from IOM on 04.12.2016	3,80,000.00	
Donation Received from IOM on 15.03.2017	9,80,801.00	
Donation Received from IOM on 17.04.2017	14,62,906.00	
Donation Received from IOM on 21.06.2017	4,41,793.00	
Donation Received from IOM on 06.07.2017	5,35,270.00	38,00,770.00
<b>Total Tk.</b>		<b>38,13,802.00</b>
<b>PAYMENTS:</b>		
<b>OFFICE OPERATING EXPENSES:</b>		
Management and Administration Cost	13,13,863.00	
Travel cost and Conveyance	91,005.00	
Staff Recruitment/Training/Orientation	86,238.00	
Overhead/ Management fee	1,80,989.00	16,72,095.00
<b>Program Cost:</b>		
Program Support Cost	2,83,743.00	
GBV Program activities Awareness and Sensitization Activities	14,35,666.00	
Creat women’s and men’s group	5,386.00	
Linkages with legal services and other Deliverables	44,782.00	
SGBV prevention and community changes	25,178.00	17,94,755.00
Furniture and Equipment Purchase		3,33,920.00
<b>CLOSING BALANCES A/C:</b>		
Cash In hand & Cash at Bank		13,032.00
<b>Total Tk.</b>		<b>38,13,802.00</b>



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**“HELP COX’S BAZAR”**  
Court Bazar Soykhot Road, Ukhiya, Cox’s Bazar,  
Bangladesh.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE, 2017

**01. SCOPE OF AUDIT:**

Our examination of the books of account and other record have been carried out in accordance with generally accepted auditing principles and accordingly adopted such tests and examinations of the accounting records and such other auditing procedures as we considered necessary under the circumstances.

**02. BASIC ACCOUNTING POLICIE:**

The accounts of the organization have been prepared on cash basis i.e. all receipts and payments made there have been considered in the account during the year under audit.

**03. MANAGEMENT COMMITTEE:**

The day-to-day activities of the organization have been entrusted upon 11 (Eleven) members executive committee.

**04. FUND ACCOUNT: TK: 3,46,952.00**

Details	Tk.
Balance as per last A/C	Nil
Add: Excess of Income over Expenditure	3,46,952.00
	<b>3,46,952.00</b>

**05. FIXED ASSETS A/C: TK. 3,33,920.00**

During the audit period of the project purchased Furniture and Equipment amounting to Tk.. 3,33,920.00. The expenditure treated as capital expenditure.



**06. CLOSING BALANCE A/C: TK. 13,032.00**

Cash at Bank & Cash at Bank Tk. 13,032.00

**Name of Bank:** South East Bank, Cox’s Bazar Branch,  
Current A/C No. 13100000585.

Bank account was checked in details with Bank pass book deposit slips, Cheque, Counter foils etc. in found in order the balance as per passbook has been agreed with the amount shown in the books of accounts.

**07. RECEIVED FROM DONAR A/C: TK. 38,00,770.00**

During the audit period the NGO received fund from IOM amounting to Tk. 38,00,770.00 as above mentioned in Receipt and Payment Accounts.

**08. CONTRACT PERSON:**

**ABUL KASHEM**

Executive Director

“HELP COX’S BAZAR”

Court Bazar Soykhot Road, Ukhiya,

Cox’s Bazar, Bangladesh.

Tel: 01819-024945

