

# **RSM! Ashvir**

Certified Public Accountants

**POLICY FORUM**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2010**

*Policy Forum*  
*Annual report and financial statements*  
*For the year ended 31 December 2010*

---

CONTENTS	PAGE
Company information	1
Directors' report	2
Statement of directors' responsibilities	3
Report of the independent auditor	4
Financial statements:	
Statement of income and expenditure	5
Balance sheet	6
Statement of changes in accumulated funds and capital grants	7
Statement of cash flows	8
Notes	9 - 15
Supplementary information:	
Comparison of budget & actual expenditure	Appendix J

*Policy Forum*  
*Company information*  
*For the year ended 31 December 2010*

---

**Directors**

<b>Organisation</b>	<b>Name</b>	<b>Position</b>	<b>Nationality</b>
Agenda Participation 2000	Moses Kulaba	Chairperson	Tanzanian
World Vision	Ester Mongi	Vice Chairperson	Tanzanian
Habitat Forum Tanzania (HAFOTA)	Kellen Mngoya	Member	Tanzanian
Hakikazi catalyst	Elias Loidiso	Member	Tanzanian
Tanzania Women of Impact Foundation (TAWIF)	Fransisca Matay	Member	Tanzanian
SNV	Julie Adkins	Member	British
Youth Partnership Countrywide (YPC)	Israel Ilunde	Member	Tanzanian

**Registered office**

Plot 270 Kiko Avenue, Mikocheni B  
P.O. Box 38486  
Dar es Salaam  
Tanzania.

**Independent auditor**

RSM Ashvir  
Certified Public Accountants  
1st Floor, Alfa House  
New Bagamoyo Road  
P.O. Box 79586  
Dar es Salaam  
Tanzania.

**Principal bankers**

Barclays Bank Tanzania Limited  
P.O. Box 5137  
Dar es Salaam  
Tanzania

The directors submit their report together with the audited financial statements for the year ended 31 December 2010, which disclose the state of affairs of the company.

#### **Incorporation**

The company is incorporated in Tanzania under the Tanzanian Companies Act 2002 as a company limited by guarantee, and is domiciled in Tanzania. The address of the registered office is as set out on page 1.

#### **Principal activities**

The main objective of Policy Forum is to seek enhanced, transparent and accountable governance and improved quality of life of the Tanzanian people. This includes effective protection of human rights through the strengthened ability of civil society to constructively influence key policy decisions relating to poverty reduction, equity and democratisation and other key policy issues.

#### **Results for the year**

The net surplus for the year of Shs 52,932,000 (2009: Shs 2,598,000) has been transferred to retained earnings.

#### **Background**

Policy Forum, which commenced operation in July 2003, is a consortium of about 100 civil society organizations in Tanzania engaging with key policy processes. The Board of Directors has delegated the day to day running of the Forum's activities to a management team led by the Policy Forum Coordinator. The Policy Forum obtained registration as a Company Limited by Guarantee not having Share Capital in October 2006. Prior to that HakiElimu, was requested by the then Steering Committee and agreed to act as trustee of the Policy Forum and this role ended on 31 December 2006. With effect from 1 January 2007, Policy Forum has been operating as an independent legal entity.

#### **Administration policies and regulations**

Policy Forum has established formal Administration Policies and Financial Regulations. These documents provide a solid basis for strengthened accountability and high standards within the Organisation.

#### **Funding and expenditure**

Policy Forum prepares a multi-year strategy and budget. The budget for 2010 was funded by Hivos (Netherlands), CIDA (Canada), Google.org (US), American Jewish (US), European Union (EU), Swiss Agency for Development and Cooperation (SDC), International Budget Network and contributions from partners International Budget Partnership (IBP) and Revenue Watch Institute (RWI), and PF members. Funds unused at the year-end are carried forward for use in approved programs during the subsequent year.

Expenditure is managed in accordance with approved budgets, with Policy Forum member organizations being largely responsible for the implementation of program activities.

#### **Directorate**

The directors who held office during the year and to the date of this report are set out on page 1.

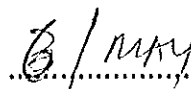
#### **Auditor**

During the year, RSM Ashvir was appointed as the company's auditor and has expressed its willingness to continue in office in accordance with the Tanzania Companies Act 2002.

#### **By order of the Board**

.....  
  
Chairman of the Board

Dar-es-Salaam .....



2011

*Policy Forum  
Statement of directors' responsibilities  
For the year ended 31 December 2010*

---

The Tanzanian Companies Act 2002 requires the directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Policy Forum as at the end of the financial year and of its statement of income and expenditure for that year. It also requires the directors to ensure that the company maintains proper accounting records that disclose, with reasonable accuracy, the financial position of the company. The directors are also responsible for safeguarding the assets of the company.

The directors accept responsibility for the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error. They also accept responsibility for:

- i) designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements;
- ii) selecting and applying appropriate accounting policies; and
- iii making accounting estimates and judgements that are reasonable in the circumstances.

The directors are of the opinion that the financial statements give a true and fair view of the state of the financial affairs of the company as at 31 December 2010 and of its profit/loss and cash flows for the year then ended in accordance with International Financial Reporting Standards and the requirements of the Tanzanian Companies Act 2002.

Nothing has come to the attention of the directors to indicate that the company will not remain a going concern for at least twelve months from the date of this statement.

Approved by the board of directors on ..... *6 / MAY* ..... 2011 and signed on its behalf by:

.....  
Chairman of the Board

*Sema Kilonzo*  
.....  
Coordinator

*Moses KULABA*  
.....  
Name

*SEMAE KILONZO*  
.....  
Name

## Report on the financial statements

We have audited the accompanying financial statements of Policy Forum, set out on pages 5 to 15 which comprise the balance sheet as at 31 December 2010 and the statements of income and expenditure, changes in accumulated funds and of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

### Directors' responsibility for the financial statements

The directors are responsible for the preparation of financial statements that give a true and fair view in accordance with International Financial Reporting Standards and the requirements of the Tanzanian Companies Act 2002, and for such internal controls as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the company's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.


### Opinion

In our opinion the accompanying financial statements give a true and fair view of the state of financial affairs of the company as at 31 December 2010 and of its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards and the Tanzanian Companies Act 2002.

## Report on other legal requirements

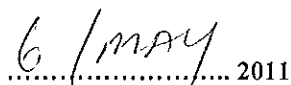
As required by the Tanzanian Companies Act 2002 we report to you, based on our audit, that:

- i) 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;
- ii) in our opinion, proper accounting records have been kept by the company, so far as appears from our examination of those records; and
- iii) the company's balance sheet and statement of income & expenditure account are in agreement with the accounting records.



**RSM Ashvir**  
Certified Public Accountants

Dar es Salaam  
Signed by: Lina Ratansi

  
..... 2011  
Ref No. 023/2011

*Policy Forum*  
*Financial statements*  
*For the year ended 31 December 2010*

---

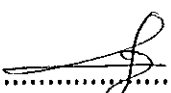
STATEMENT OF INCOME AND EXPENDITURE


	Note	2010 Shs'000	2009 Shs'000
<b>Revenue</b>			
Revenue grants	4	1,295,975	723,369
Other income	5	52,932	2,598
Capital grant released during the year		36,211	14,211
		<u>1,385,118</u>	<u>740,178</u>
<b>Expenditure</b>			
Programme expenses		(1,123,219)	(625,349)
Secretariat expenses		(172,756)	(98,020)
Depreciation		(36,211)	(14,211)
		<u>(1,332,186)</u>	<u>(737,580)</u>
Total expenditure		(1,332,186)	(737,580)
<b>Surplus for the year</b>			
Tax	7	<u>52,932</u>	<u>2,598</u>
		<u>-</u>	<u>-</u>
Net surplus for the year		<u><u>52,932</u></u>	<u><u>2,598</u></u>

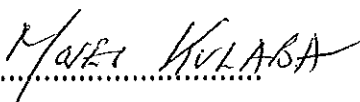
BALANCE SHEET AT 31 DECEMBER 2010

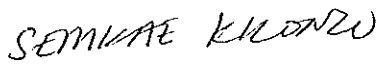
	Note	2,010 Shs'000	2,009 Shs'000
<b>EQUITY</b>			
Accumulated funds		55,530	2,598
<b>Total equity</b>		<u>55,530</u>	<u>2,598</u>
<b>Non-current liabilities</b>			
Capital grants	8	97,372	22,265
		<u>97,372</u>	<u>22,265</u>
		<u>152,902</u>	<u>24,863</u>
<b>REPRESENTED BY</b>			
<b>Non-current assets</b>			
Furniture and equipment	9	97,372	22,265
		<u>97,372</u>	<u>22,265</u>
<b>Current assets</b>			
Trade and other receivables	10	21,390	25,065
Cash at bank and in hand		324,047	301,202
		<u>345,437</u>	<u>326,267</u>
<b>Current liabilities</b>			
Payables	11	211,796	64,153
Deferred grants	12	78,110	259,516
		<u>289,906</u>	<u>323,669</u>
<b>Net current assets</b>		<u>55,530</u>	<u>2,598</u>
		<u>152,902</u>	<u>24,863</u>

The financial statements on pages 5 to 15 were approved for issue by the board of directors on 6<sup>th</sup> May 2011 and were signed on its behalf by:

  
 .....  
 Chairman of the Board

  
 .....  
 Coordinator

  
 .....  
 Name

  
 .....  
 Name

STATEMENT OF CHANGES IN ACCUMULATED FUNDS

	<b>Accumulated Funds Shs'000</b>
<b>Year ended 31 December 2009</b>	
At 1 January	-
Surplus for the year	2,598
At 31 December	<u>2,598</u>
<b>Year ended 31 December 2010</b>	
At 1 January	2,598
Surplus for the year	52,932
At 31 December	<u>55,530</u>

*Policy Forum*  
*Financial statements*  
*For the year ended 31 December 2010*

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2010

	Note	2010 Shs'000	2009 Shs'000
<b>Cash flows from operating activities</b>			
Surplus		52,932	2,598
<b>Adjustments for:</b>			
Depreciation of furniture and equipment	9	36,211	14,211
Capital grants released		(36,211)	(14,211)
Profit on disposal of furniture and equipment		<u>(928)</u>	<u>-</u>
<b>Operating profit/(loss) before working capital changes</b>		52,005	2,598
Decrease / (increase) in:			
Trade and other receivables		3,676	(5,745)
Increase/(decrease) in:			
Trade and other payables		147,643	32,591
Deferred grants		<u>(181,407)</u>	<u>214,210</u>
<b>Cash generated from operations</b>		<u>21,917</u>	<u>243,654</u>
 <b>Cash flows from investing activities</b>			
Purchase of furniture and equipment	9	(111,318)	(4,991)
Proceeds from disposal of furniture and equipment		928	
<b>Net cash used in investing activities</b>		<u>(110,391)</u>	<u>(4,991)</u>
 <b>Cash flows from financing activities</b>			
Capital grant received	4	111,318	4,991
<b>Net cash generated from financing activities</b>		<u>111,318</u>	<u>4,991</u>
 <b>Net increase in cash and cash equivalents</b>		22,844	243,654
 <b>Cash and cash equivalents at 1 January</b>		<u>301,202</u>	<u>57,548</u>
<b>Cash and cash equivalents at 31 December</b>		<u><u>324,046</u></u>	<u><u>301,202</u></u>

## NOTES

### 1. Summary of significant accounting policies

The significant accounting policies adopted in the preparation of these general purpose financial statements are set out below:

#### a) Basis of preparation

The financial statements are prepared on a going concern basis in compliance with International Financial Reporting Standards (IFRS). The measurement basis used is the historical cost basis except where otherwise stated in the accounting policies below. The financial statements are presented in Tanzania Shillings (TShs), rounded to the nearest thousand, which is also the functional currency (see (c) below).

The financial statements comprise a statement of income and expenditure (statement of comprehensive income), balance sheet (statement of financial position), statement of changes in equity, statement of cash flows, and notes. Income and expenses, are recognised in the statement of income and expenditure.

The preparation of financial statements in conformity with International Financial Reporting Standards requires the use of estimates and assumptions. It also requires management to exercise its judgment in the process of applying the accounting policies adopted by the company. Although such estimates and assumptions are based on the directors' best knowledge of the information available, actual results may differ from those estimates. The judgments and estimates are reviewed at the end of each reporting period, and any revisions to such estimates are recognised in the year in which the revision is made. The areas involving the judgments of most significance to the financial statements, and the sources of estimation uncertainty that have a significant risk of resulting in a material adjustment within the next financial year, are disclosed in Note 2.

#### b) New and revised standards

##### i) Adoption of new and revised standards

The following new and revised standards and interpretations have become effective for the first time and have been adopted by the company where relevant to its operations:

- The annual improvements project published in April 2009

The adoption of the above has had no material effect on the company's accounting policies or disclosures.

##### ii) New and revised standards and interpretations which have been issued but are not effective

The following revised standards and interpretations have been published and will be effective for the first time in the year ending 31 December 2011. The company has not early adopted any of these amendments or interpretations.

- IAS 24 - Related Party Disclosures
- The annual improvements project published in May 2010

IFRS 9 - Financial Instruments will eventually replace IAS 39 - Financial Instruments, Recognition and Measurement. The new standard will be effective for annual periods beginning on or after 1st January 2013. The chapters dealing with recognition, classification and measurement of financial assets were published in November 2009. When adopted, the standard will result in changes in the classification of financial assets, with the four existing classes being reduced to two: amortised cost and fair value. Most gains or losses on financial assets measured at fair value will then be recognised in the income and expenditure, but the company will be able to make an irrevocable election to present changes in fair value of investments in equity instruments in other comprehensive income.

The Directors have assessed the potential impact of the above and expect that they will not have a significant impact on the company's financial statements for 2011. IFRS 9 will not be adopted until 2013 and the directors have not yet decided whether to make the election in respect of investments in equity instruments referred to above.

**NOTES (CONTINUED)**

**1. Summary of significant accounting policies (continued)**

**c) Translation of foreign currencies**

On initial recognition, all transactions are recorded in the functional currency (the currency of the primary economic environment in which the company operates), which is Tanzania Shillings.

Transactions in foreign currencies during the year are converted into the functional currency using the exchange rate prevailing at the transaction date. Monetary assets and liabilities at the balance sheet date denominated in foreign currencies are translated into the functional currency using the exchange rate prevailing as at that date. The resulting foreign exchange gains and losses from the settlement of such transactions and from year-end translation are recognised on a net basis in the statement of income and expenditure in the year in which they arise.

**d) Offsetting**

Financial assets and liabilities are offset and the net amount reported in the balance sheet only when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis, or realise the asset and settle the liability simultaneously.

**e) Revenue recognition**

Grants are recognized in the accounts once the facility is approved by the donor and all conditions for receiving them have been fulfilled and the related expenditure has been incurred.

Members contributions are accounted for in the year in which they are received

Income from other sources is recognised when received.

**f) Furniture and equipment**

All categories of furniture and equipment are initially recognised at cost and subsequently carried at cost less accumulated depreciation and accumulated impairment losses. Cost includes expenditure directly attributable to the acquisition of the assets. Computer software, including the operating system, that is an integral part of the related hardware is capitalised as part of the computer equipment.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the company and the cost of the item can be measured reliably. Repairs and maintenance expenses are charged to the statement of income and expenditure in the year in which they are incurred.

Depreciation is calculated using the straight line method to write down the cost of each asset to its residual value over its estimated useful life using the following annual rates:

	<u>Rate - %</u>
Motor vehicles	20
Furniture & fittings	13
Office equipment	25
Computers, copiers & faxes	33

As no parts of items of furniture and equipment have a cost that is significant in relation to the total cost of the item, the same rate of depreciation is applied to the whole item.

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

Gains and losses on disposal of furniture and equipment are determined by reference to their carrying amount and are taken into account in determining operating profit.

NOTES (CONTINUED)

**1. Summary of significant accounting policies (continued)**

**g) Impairment of non-financial assets**

Non-financial assets that are carried at amortised cost are reviewed at the end of each reporting period for any indication that an asset may be impaired. If any such indication exists, an impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

**h) Retirement benefit obligations**

The company and the employees contribute to the Parastatal Pension Fund (PPF), a national defined contribution scheme. Contributions are determined by local statute and the company's contributions are charged to the statement of income and expenditure in the year to which they relate.

**i) Provision for liabilities and charges**

Provisions are recognised when the company has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation, and a reliable estimate of the amount of the obligation can be made.

**j) Cash and cash equivalents**

Cash and cash equivalents include cash in hand and demand and term deposits, with maturities of three months or less from the date of acquisition, that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, net of bank overdrafts.

**k) Capital grant**

Capital grants represent the grant income received during the year for purposes of capital expenditure. It is recognised as income over the useful life of the related asset.

**l) Comparatives**

Where necessary, comparative figures have been adjusted to conform with changes in presentation in the current year.

NOTES (CONTINUED)

2. Significant judgements and key sources of estimation uncertainty

In the process of applying the accounting policies adopted by the company, the directors make certain judgements and estimates that may affect the carrying values of assets and liabilities in the next financial period. Such judgements and estimates are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the current circumstances. The directors evaluate these at each financial reporting date to ensure that they are still reasonable under the prevailing circumstances based on the information available.

In the opinion of the directors, they have made no assumptions and there are no sources of estimation/uncertainty that are likely to cause a material adjustment to the carrying amount of assets and liabilities within the next financial year.

3. Risk management objectives and policies.

a) Financial risk management

The organisation's activities expose it to a variety of financial risks including credit, liquidity and market risks. The company's overall risk management policies are set out by the board and implemented by the management, and focus on the unpredictability of changes in the business environment and seek to minimise the potential adverse effects of such risks on the company's performance by setting acceptable levels of risk. The company does not hedge against any risks.

i) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. Credit risk mainly arises from financial assets, and is managed on a company-wide basis. The company does not grade the credit quality of financial assets that are neither past due nor impaired.

Credit risk on financial assets with banking institutions is managed by dealing with institutions with good credit ratings and placing limits on deposits that can be held with each institution.

The maximum exposure of the company to credit risk as at the balance sheet date is as follows:

	Fully performing Shs'000	Past due but not impaired Shs'000	Past due and impaired Shs'000	Total Shs'000
<b>31 December 2010</b>				
Trade receivables	2,950	-	-	2,950
Other receivables	6,162	-	8,413	14,575
Cash at bank	<u>323,759</u>	<u>-</u>	<u>-</u>	<u>323,759</u>
Gross financial assets	<u>332,871</u>	<u>-</u>	<u>8,413</u>	<u>341,284</u>
<b>31 December 2009</b>				
Other receivables	24,838	-	-	24,838
Cash at bank	<u>301,202</u>	<u>-</u>	<u>-</u>	<u>301,202</u>
Gross financial assets	<u>326,040</u>	<u>-</u>	<u>-</u>	<u>326,040</u>

No provision has been held against impaired receivable.

ii) Liquidity risk

Liquidity risk is the risk that the organisation will encounter difficulty in meeting obligations associated with financial liabilities. The organisation's approach to managing liquidity is to ensure, as far as possible, that it will always have sufficient funds to meet its liabilities as they fall due, without incurring unacceptable losses or risking damage to the Organisation's reputation.

*Policy Forum*  
*Financial statements*  
*For the year ended 31 December 2010*

NOTES (CONTINUED)

3. Risk management objectives and policies

a) Financial risk management (continued)

ii) Liquidity risk (continued)

The table below summarises the maturity analysis for financial liabilities to their remaining contractual maturities.

	Less than one month Shs'000	Between 1-3 months Shs'000	Between 3-12 months Shs'000
<b>Year ended 31 December 2009</b>			
Other payables	3,981	58,353	1,819
	<u>3,981</u>	<u>58,353</u>	<u>1,819</u>
<b>Year ended 31 December 2010</b>			
Other payables	2,920	62,647	146,229
	<u>2,920</u>	<u>62,647</u>	<u>146,229</u>

iii) Market risk

Market risk is the risk that the fair value or future cash flows of financial instruments will fluctuate because of changes in market price and comprises three types of risks: currency risk, interest rate risk and other price risk. The Organisation is not exposed to any of these risks.

4. Revenue	2010 Shs'000	2009 Shs'000
<b>Members Contribution</b>		
ActionAid	15,000	-
Concern Tanzania	-	2,000
Kepa Service Center for Develop	7,565	-
Sikika Company Ltd	2,000	-
Amani Trust Foundation	5,000	-
HakiElimu	-	3,000
	<u>29,565</u>	<u>5,000</u>
<b>Donors / Partners</b>		
American Jewish	132,700	-
European Union	216,766	-
Hivos	86,255	132,680
CIDA	144,327	115,218
Google.org	225,590	224,400
Revenue watch	168,597	50,110
Swiss Agency for Development and Cooperation (SDC)	120,000	276,000
International Budget Project	102,086	92,360
Tax Justice Network	-	19,803
Foundation for Civil Society	-	27,000
	<u>1,225,886</u>	<u>942,571</u>
Allocation to capital grants	(111,318)	(4,991)
Allocation to deferred grants	181,407	(214,211)
	<u>1,295,975</u>	<u>723,369</u>

NOTES (CONTINUED)

5. Other income	2010	2009
	Shs'000	Shs'000
Gain on disposal of asset	928	-
Exchange gain	48,760	1,873
Gifts and donations income	3,245	725
	<u>52,932</u>	<u>2,598</u>

6. Surplus before tax expense/income

(a) Items charged

The following items have been charged in arriving at surplus before tax

Employee benefits expense (Note 6(b))	236,459	97,280
Net foreign exchange loss/(gain)	(48,760)	(1,873)
Depreciation on furniture and equipment	36,211	14,211
Auditors' remuneration		
Current year	<u>8,407</u>	<u>3,981</u>

(b) Employee benefits expense

The following items are included in employee benefits expense:

Retirement benefit costs		
Parastatal Pension Fund	<u>25,770</u>	<u>19,457</u>

7. TAXATION

In the opinion of the Directors, Policy Forum enjoys exemption from all taxes levied by the Government. Consequently no provision for taxes has been made in these financial statements. The Board of Directors is processing registration of the organisation and formal exemption from the relevant authorities.

8. Capital grants

Opening balance	22,265	31,485
Received during the year	111,318	4,991
Released to income statement	(36,211)	(14,211)
Balance	<u>97,372</u>	<u>22,265</u>

NOTES (CONTINUED)

9. Furniture and equipment

	Motor vehicles Shs'000	Computer Shs'000	Other equipment Shs'000	Furniture & fittings Shs'000	Total Shs'000
<b>At 1 January 2009</b>					
Cost or valuation	-	30,902	22,494	8,673	62,069
Accumulated depreciation	-	(12,423)	(15,439)	(2,722)	(30,584)
Net carrying amount	-	18,479	7,055	5,951	31,485
<b>Year ended 31st December 2009</b>					
Opening carrying amount	-	18,479	7,055	5,951	31,485
Additions	-	3,232	1,759	-	4,991
Depreciation charge	-	(9,100)	(4,027)	(1,084)	(14,211)
Closing carrying amount	-	12,611	4,787	4,867	22,265
<b>At 31 December 2009</b>					
Cost or valuation	-	34,134	24,253	8,673	67,060
Accumulated depreciation	-	(21,523)	(19,466)	(3,806)	(44,795)
Net carrying amount	-	12,611	4,787	4,867	22,265
<b>Year ended 31 December 2010</b>					
Opening carrying amount	-	12,611	4,787	4,867	22,265
Additions	95,015	3,696	12,607	-	111,318
Disposal	-	-	-	-	-
Depreciation charge	(21,774)	(8,898)	(4,455)	(1,084)	(36,211)
Closing carrying amount	73,241	7,409	12,939	3,783	93,372
<b>At 31 December 2010</b>					
Cost or valuation	95,015	37,830	31,246	8,673	172,764
Accumulated depreciation	(21,774)	(30,421)	(18,307)	(4,890)	(75,392)
Net carrying amount	73,241	7,409	12,939	3,783	97,372

10. Trade and other receivables

	2010 Shs'000	2009 Shs'000
Trade receivables	2,950	-
Advances	14,575	24,838
Prepayments	3,865	227
	21,390	25,065

11. Trade and other payables

	2010 Shs'000	2009 Shs'000
Other payables	156,333	-
Accruals	55,464	64,153
	211,796	64,153

12. Deferred grants

	2010 Shs'000	2009 Shs'000
At 1 January	259,517	45,306
Allocation to revenue grants	(181,407)	214,211
	78,110	259,517

*Policy Forum*  
*Supplementary information*  
*For the year ended 31 December 2010*

COMPARISON OF BUDGET AND ACTUAL EXPENDITURE	Budget	Actual	Actual/ Budget
Account description	2010	2010	%
	Tshs	Tshs	
1.0 Policy Analysis			
1.1 Analytical think pieces/briefs/issue guides	14,000,000	10,789,800	77%
1.2 Analytical support to civil society policy engagement	2,000,000	272,000	14%
1.3 Proactive participation in the budget process	6,000,000	4,637,466	77%
1.5 Governance study	70,000,000	69,590,000	99%
1.5 Programme Staff	54,000,396	37,580,665	70%
Total 1.0 Policy Analysis	<b>146,000,396</b>	<b>122,869,931</b>	<b>84%</b>
2.0 Communication & Public Engagement			
2.1 PF Website and Branding	2,000,000	618,290	31%
2.2 Pooling/ Evaluation of Policy Forum Publications	2,000,000	1,957,440	98%
2.3 Popularization of policy Documents	79,500,000	80,697,783	102%
2.4 Monthly Breakfast Debates	16,500,000	14,892,634	90%
2.5 Communication to Members	3,720,000	4,087,292	110%
2.6 Monthly Meetings	1,000,000	88,750	9%
2.7 Strategic use of media	287,800,000	258,465,712	90%
2.8 Programme staff	55,361,532	56,477,317	102%
Total 2.0 Communication & Public Eng	<b>447,881,532</b>	<b>417,285,218</b>	<b>93%</b>
3.0 Enhanced Capability of CSOs			
3.1 Non Dsm to effectively participate in 3 quarterly meetings in 2010	20,515,800	21,751,200	106%
3.2 Inst. of SAM with GOT and I'ts embedment in PF Member activities	9,000,000	6,508,187	72%
3.3 Two additional partner networks for SAM and training of add. NGOs	51,070,000	51,512,066	101%
3.4 Strengthening and monitoring of 2010 SAM partnership	6,200,000	3,667,112	59%
3.5 Systematic documentation of advocacy experience	6,000,000	2,825,000	47%
3.6 Manager	38,032,272	39,516,068	104%
Total 3.0 Enhanced Capability of CSOs	<b>130,818,072</b>	<b>125,779,633</b>	<b>96%</b>
4.0 Strategic Policy Engagement			
4.1 Selective Policy Engagement	541,000,000	395,472,229	73%
4.2 Strategic Collaboration with others	2,000,000	445,000	22%
4.3 Local and international networking	6,000,000	7,469,978	124%
Total 4.0 Strategic Policy Engagement	<b>549,000,000</b>	<b>403,387,207</b>	<b>73%</b>
5.0 Institutional Governance, Planning, Monitoring and Evaluation			
5.1 Internal Planning, Annual strategic meeting and SC retreat	32,500,000	34,252,496	105%
5.2 Technical Assistance	4,725,000	4,427,000	94%
5.3 Organizational development/ Staff Training	9,180,000	3,579,645	39%
5.4 Independent financial audit	5,000,000	11,838,468	237%
5.5 Evaluation	6,500,000	228,400	4%
Total 5.0 Institutional Governance, PI	<b>57,905,000</b>	<b>54,326,009</b>	<b>94%</b>
1.0 Salaries and Benefits			
1.1 Coordinator	55,224,900	55,329,331	100%
1.3 Finance & Admin Officer	27,499,224	24,284,326	88%
1.4 Driver	12,285,504	9,581,871	78%
1.5 Office Assistant	12,965,388	13,689,749	106%
Total 1.0 Salaries and Benefits	<b>107,975,016</b>	<b>102,885,278</b>	<b>95%</b>
2.2 Computer and telephone Equipment for expanded office			
2.2.1 1 laptop/spare parts and external drive(backup)	2,450,000	3,696,278	151%
2.2.2 Four Telephone extensions and Second Line	300,000	84,960	28%
2.2.4 IT support	4,200,000	3,932,500	94%
2.2.5 Computer softwares/upgrades	850,000	380,000	45%
2.2.6 Binder	1,200,000	885,000	74%
2.2.7 Photocopier	8,000,000	10,696,995	134%
2.2 Television		940,000	-100%
Total 2.0 Assets	<b>17,000,000</b>	<b>20,615,733</b>	<b>121%</b>

*Policy Forum*  
*Supplementary information*  
*For the year ended 31 December 2010*

COMPARISON OF BUDGET AND ACTUAL EXPENDITURE CONTI	Budget	Actual	Actual/ Budget
Account description	2010	2010	%
	Tshs	Tshs	
3.0 Running Cost			
3.1 Office rent	15,600,000	14,214,388	91%
3.2 Office repairs,equipment in	4,250,000	3,280,750	77%
3.3 Electricity,water & utiliti	6,800,000	4,175,428	61%
3.4 Communication(tel,fax,email	13,360,000	10,444,778	78%
3.5 Security/cleaning services	9,300,000	11,005,585	118%
3.6 Stationery & Supplies	7,000,000	7,004,578	100%
3.7 Bank/Legal fees and charges	6,000,000	2,100,589	35%
3.8 Transport(including mainten	15,000,000	13,332,065	89%
Total 3.0 Running Cost	77,310,000	65,558,161	85%
Unanticipated/ Contingency	61,355,601		0%
Total budget	1,595,245,617	1,312,707,169	82%
The above expenditure is recognised as;			
Programme expense		1,123,647,998	
Secretariat		172,755,939	
Capital expenditure (Note 9)		16,303,233	
Total actual as above		1,312,707,170	