

POLICY FORUM

(A Company Limited by Guarantee and Having No Share Capital)

FINANCIAL STATEMENTS

31 DECEMBER 2009

POLICY FORUM

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2009

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POLICY FORUM**Directors and other information**

The directors of the Company at the date of this report who have held office since 1 January 2009 are:

Organisation	Name	Position	Nationality
Actionaid	Rose Mushi Tanzanian	Chairperson	
Agenda Participation 2000	Moses Kulaba Tanzanian	Vice Chairperson	
Kivulini Women's Rights	Maimuna Kanyamala/ Jimmy Luhende	Member	Tanzanian
Tanzania Women of Impact Foundation (TAWIF)	Fransisca Matay	Member	
Concern Tanzania	James Davey British	Member	
Youth Partnership Countrywide (YPC)	Israel Ilunde Tanzanian	Member	

Office

Policy Forum
Plot 270 Kiko Avenue, Mikocheni B
P.O. Box 38486
Dar as Salaam
Tanzania

Auditors

Horwath Tanzania
Independent Member of CroweHorwath International
P.O. Box 22731
Dar es Salaam
Tanzania

Bankers

Barclays Bank Tanzania Limited
P.O. Box 5137

POLICY FORUM

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 DECEMBER 2009

The Directors submit their report and the audited financial statements for the year ended 31 December 2009 which have been prepared in accordance with the International Financial Reporting Standards (IFRS).

DIRECTORS

The details of the present Directors are shown on page 2.

BACKGROUND

Policy Forum, which commenced operation in July 2003, is a consortium of about 80 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.

MAIN OBJECTIVE

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 democratization and other key policy issues.

FINANCIAL AND LEGAL STATUS

Policy Forum's funding is derived from voluntary member contributions, grants and donations from local or international donors, contributions from committed individuals and bank interest. During the year ended 31 December 2009, the Policy Forum received contributions from its members and partly from collaborative partnerships with like-minded organizations which sometimes made financial or in-kind contributions.

The use of these funds for the year ended 31 December 2009 and the state of funding on that date is shown in the Statement of Income and Expenditure and Balance Sheet on pages 8 and 9.

ADMINISTRATION POLICIES AND FINANCIAL 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.

POLICY FORUM**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 DECEMBER 2009 (Continued)****FUNDING AND EXPENDITURE**

Policy Forum prepares a multi-year strategy and budget. This budget was funded by Hivos (Netherlands), CIDA (Canada), Google.org (US), Swiss Agency for Development and Cooperation (SDC) and contributions from partners International Budget Partnership (IBP) and Revenue Watch Institute (RWI), Tax Justice Network Africa (TJN-A) 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 largely responsible for the implementation of program activities.

ORGANISATION RESULTS

	2009 (Tzs. 000)	2008 (Tzs. 000)
Grant Revenue	<u>740,178</u>	<u>586,903</u>
Surplus for the year	<u>2,598</u>	<u>11,219</u>

AUDITORS

The 2009 Annual General Meeting (AGM) appointed Horwath Tanzania as the auditors for Policy Forum for the period ended 31 December 2009. A resolution to appoint auditors of the Forum for the year ending 31 December 2010 will be proposed at the 2010 AGM.

BY ORDER OF THE BOARD

.....
CHAIRPERSON

DATE :

.....
COORDINATOR

DATE :

POLICY FORUM

STATEMENT OF DIRECTORS' RESPONSIBILITIES

It is the Directors responsibility 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 results and cashflows of the organization for that year.

The Directors confirms that suitable accounting policies have been used and applied consistently, and reasonable and prudent judgements and estimates have been made in the preparation of the financial statements for the year ended 31 December 2009. The Directors also confirm that the International Financial Reporting Standards have been followed and that the financial statements have been prepared on the going concern basis.

The Directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the organization and which enable them to ensure that the financial statements comply with the terms of reference, constitution and donor funding agreements. They are also responsible for safeguarding the assets of the organization ensuring the organization's compliance with all regulatory and legal requirements and for taking reasonable steps for the prevention and detection of fraud, error and other irregularities.

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

.....
CHAIRPERSON

DATE :

.....
COORDINATOR

DATE :

REPORT OF THE INDEPENDENT AUDITORS

TO THE MEMBERS OF POLICY FORUM

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2009

We have audited the accompanying financial statements of Policy Forum which comprise the balance sheet as at 31 December 2009, the income statement, statement of changes in funds and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes. These are set out on pages 8 to 18.

Directors' responsibility for the financial statements

As described in page 5, the Directors are responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

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 control relevant to the entity'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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, 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.

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REPORT OF THE INDEPENDENT AUDITORS

TO THE MEMBERS OF POLICY FORUM (Continued from page 6)

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2009

Opinion

In our opinion, the financial statements give a true and fair view of the state of affairs of the Company as at 31 December 2009 and of its results and cash flows for the year then ended in accordance with the International Financial Reporting Standards.

Report on Other Legal and Regulatory Requirements

This report, including the opinion, has been prepared for, and only for, the company's members as a body in accordance with Tanzanian Companies Act 2002.

Christopher Msuya
Partner

Horwath Tanzania
Certified Public Accountants in Public Practice
Dar es salaam

Date:

POLICY FORUM**STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2009**

	Notes	2009 (Tzs.000)	2008 (Tzs.000)
Revenue			
Revenue Grants	2	937,580	604,371
Other revenues	3	2,598	17,425
Allocation to deferred grants	9	(214,211)	(45,306)
Capital Grant released during the year	4	14,211	10,413
		<u>740,178</u>	<u>586,903</u>
Expenditure	5	(737,580)	(575,684)
Surplus for the year	6	<u>2,598</u>	<u>11,219</u>

Notes on pages 12 to 18 form part of these financial statements.
Auditors' report – pages 6-7

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POLICY FORUM

BALANCE SHEET AS AT 31 DECEMBER 2009

	Notes	2009 (Tzs.000)	2008 (Tzs.000)
ASSETS			
Non – Current assets			
Plant and equipment	7	<u>22,265</u>	<u>31,485</u>
Current assets			
Receivables	8	25,065	19,320
Cash and cash equivalents		<u>301,202</u>	<u>57,548</u>
		<u>326,267</u>	<u>76,868</u>
Total assets		<u>348,532</u>	<u>108,353</u>
EQUITY AND LIABILITIES			
Accumulated funds and capital grants			
Accumulated funds		<u>2,598</u>	<u>-</u>
Organisations' funds		2,598	-
Non – Current liabilities			
Capital grants	4	22,265	31,485
Current liabilities			
Deferred grants	9	259,516	45,306
Payables	10	<u>64,153</u>	<u>31,562</u>
		<u>325,661</u>	<u>76,868</u>
Total equity and liabilities		<u>348,532</u>	<u>108,353</u>

Approved by the Board of Directors at a meeting held on: _____

CHAIRPERSON

COORDINATOR

DATE :

DATE :

Notes on pages 12 to 18 form part of these financial statements.
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POLICY FORUM

STATEMENT OF CHANGES IN ACCUMULATED FUNDS AND CAPITAL GRANTS

	Accumulated Funds Tzs.000	Capital Grants Tzs.000	Total Tzs.000
YEAR ENDED 31 DECEMBER 2008			
At 1 January	(11,219)	13,062	1,843
Receipt	-	28,836	28,836
Released	-	(10,413)	(10,413)
Surplus for the year	11,219	-	11,219
At 31 December	<u>-</u>	<u>31,485</u>	<u>31,485</u>
YEAR ENDED 31 DECEMBER 2009			
At 1 January	-	31,485	31,485
Receipt	-	-	-
Released	-	4,991	4,991
Surplus for the year	2,598	(14,211)	(11,613)
At 31 December	<u>2,598</u>	<u>22,265</u>	<u>24,863</u>

Notes on pages 12 to 18 form part of these financial statements.
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STATEMENT OF CASHFLOW FOR THE YEAR ENDED 31 DECEMBER 2009

	2009 (Tzs.000)	2008 (Tzs.000)
CASHFLOW FROM OPERATING ACTIVITIES		
Surplus for the year	2,598	11,219
Adjustment for:		
Depreciation	14,211	10,413
Deferred grants released	-	-
Capital grants released	(14,211)	(10,413)
	<u>2,598</u>	<u>11,219</u>
Working Capital Changes		
Increase in receivables	(5,745)	(19,320)
Increase in deferred grants	214,210	45,306
Increase in payables	32,591	16,345
Cash generated from operations	<u>243,654</u>	<u>53,550</u>
CASH FLOW FROM INVESTING ACTIVITIES		
Acquisition of plant and equipment	(4,991)	(28,836)
NET CASH USED IN INVESTING ACTIVITIES	<u>(4,991)</u>	<u>(28,836)</u>
CASH FLOW FROM FINANCING ACTIVITIES		
Capital grant	4,991	28,836
NET CASH USED IN FINANCING ACTIVITIES	<u>4,991</u>	<u>28,836</u>
NET CHANGES IN CASH AND CASH EQUIVALENTS	243,654	53,550
Opening cash and cash equivalents	57,548	3,998

Notes on pages 12 to 18 form part of these financial statements.
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POLICY FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2009

1. PRINCIPAL ACCOUNTING POLICIES

a) Accounting Convention

The financial statements are prepared in accordance with the historical cost convention, and are in compliance with International Financial Reporting Standards (IFRS).

b) Revenue recognition

Revenue grants are included in the income statement in the year they are received. Capital grants are released to the income statement based on the life of the assets acquired by such grants. Grant revenue received but not yet expended in accordance with programmed activities are carried forward as Deferred grant revenue. Income from other sources is recognized when received, and is set aside to contribute towards long term sustainability of Policy forum except for income from interest, whose use is in accordance with the donor contracts.

c) Plant and equipment

Plant and equipment are stated at historical cost with subsequent additions at cost less depreciation. Depreciation is provided so as to allocate the cost of assets on a straight-line basis over the expected useful lives of the assets concerned. The principal annual rates used for this purpose are:

Computers	33.3%
Furniture and fittings	12.5%
Other equipments and tools	25.0%

d) Impairment of assets

Assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognized whenever the asset's carrying amount exceeds its recoverable amount, and an impairment gain is recognized when the carrying amount is below the recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

e) Membership contributions

Membership contributions are accounted for on the basis of the year in which they are received.

f) Employee entitlements

Employee entitlements to annual leave are recognized when they accrue to employees. A provision is made for the estimated liability for the entitlements as a result of services rendered by employees up to the balance sheet date.

g) Cash and cash equivalents

For the purposes of cash flow statement, cash and cash equivalents comprise cash in hand and at bank.

h) Comparatives

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

POLICY FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2009

2. GRANT REVENUE

Grants received during the year were from the donors/sources below: -

	2009 (Tzs. 000)	2008 (Tzs. 000)
Members contributions		
ActionAid	-	440
Concern Tanzania	2,000	2,000
Ms Tanzania	-	7,000
HakiElimu	3,000	-
Deferred grants released	-	-
	<u>5,000</u>	<u>9,440</u>
Donors/Partners		
Hivos	132,680	135,030
CIDA	115,218	120,235
Embassy of Finland	-	83,250
Google.org	224,400	204,000
IDASA	-	20,153
Revenue watch	50,110	61,099
Swiss Agency for Development and Cooperation – (SDC)	276,000	-
International Budget Project	92,360	-
Tax Justice Network	19,803	-
Foundation for Civil Society	<u>27,000</u>	-
	937,571	623,767
Capital grant received	-	-
Allocation to capital grants	<u>(4,991)</u>	<u>(28,836)</u>
	<u>937,580</u>	<u>604,371</u>

3. OTHER REVENUES

Foreign exchange difference	1,873	13,902
Unpresented cheques	-	1,570
Others	725	1,840

Prior year adjustments	-	113
	<u>2,598</u>	<u>17,425</u>
4. CAPITAL GRANTS		
Opening Balance	31,485	13,062
Received during the year	4,991	28,836
Released to income statement	(14,211)	(10,413)
	<u>22,265</u>	<u>31,485</u>
Balance		

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2009

	2009 (Tzs. 000)	2008 (Tzs. 000)
5. EXPENDITURE		
Policy Analysis	42,901	57,732
Secretariat expenses	97,280	101,495
Communication	328,391	173,696
Enhancing capability of CSO	77,294	56,322
Strategic policy engagement	79,483	84,787
Running costs	54,345	58,075
Institutional governance	43,675	33,164
Depreciation	14,211	10,413
	<u>737,580</u>	<u>575,684</u>

Included in the costs for the year are publications and related material procured for dissemination to civil society. All such amounts are charged in full to the income statement as in the opinion of the directors such materials have no realisable value. The stock value of materials pending dissemination and distribution as at 31 December 2009 amounted to TZS.18,938,220

6. SURPLUS / (DEFICIT) FOR THE YEAR

This is stated after charging:

Audit fees	4,228	3,414
Staff costs	97,280	101,495
Depreciation	14,211	10,413

7. PLANT AND EQUIPMENT

	Computer and equipments	Other equipments	Furniture and fittings	Total
	(Tzs.000)	(Tzs.000)	(Tzs.000)	(Tzs.000)
Cost				
At 1 January	30,902	22,494	8,673	62,069

Additions	3,232	1,759	-	4,991
At 31 December	<u>34,134</u>	<u>24,253</u>	<u>8,673</u>	<u>67,060</u>
Depreciation				
At 1 January	12,423	15,439	2,722	30,584
Charge for the year	9,100	4,027	1,084	14,211
At 31 December	<u>21,523</u>	<u>19,466</u>	<u>3,806</u>	<u>44,795</u>
Net book value				
At 31 December 2009	<u>12,611</u>	<u>4,787</u>	<u>4,867</u>	<u>22,265</u>
At 31 December 2008	<u>18,479</u>	<u>7,055</u>	<u>5,951</u>	<u>31,485</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2009

	2009 (Tzs. 000)	2008 (Tzs. 000)
8. RECEIVABLES		
Prepayment and other receivables	<u>25,065</u>	<u>19,320</u>
	<u>25,065</u>	<u>19,320</u>
9. DEFERRED GRANTS		
At 1 January	45,306	-
Allocation to deferred grants	214,211	45,306
Released to income statement	<u>-</u>	<u>-</u>
	<u>259,516</u>	<u>45,306</u>
10. PAYABLES		
Accruals	<u>64,153</u>	<u>31,562</u>
11. RELATED PARTY TRANSACTIONS		
Policy Forum policies do not allow procurement from or service contracts with Board Members or staff. The remuneration paid to key management personnel who are on contractual terms was:		
Key management personnel remuneration	<u>45,820</u>	<u>54,878</u>
12. FUNDS RECONCILIATION	2009 (Tzs. 000)	2008 (Tzs. 000)
Balance as at 1 January	57,548	3,998
ADD:		
Funds received from Google Foundation	224,400	204,000
Funds received from HIVOS	132,680	135,030
Funds received from CIDA	115,218	120,235
Funds received from Embassy of Finland	-	83,250
Funds received from Revenue watch	50,110	61,099
Funds received from IDASA	-	20,153
Funds received from MS Tanzania	-	7,000
Funds received from Concern Tanzania	2,000	2,000
Funds received from Action Aid	-	440
Funds received from International Budget Project	92,360	-
Funds received from SDC	276,000	-
Funds received from Tax Justice Network	19,803	-

Funds received from HakiElimu	3,000	-
Funds received from Foundation for civil societies	27,000	-
Other revenues	2,598	17,425
	<u>945,169</u>	<u>654,630</u>
LESS:		
Actual expenditure	737,580	575,684
Acquisition of Plant and equipments	4,991	28,836
Depreciation	(14,211)	(10,413)
Movement in payables	(32,591)	(16,345)
Movement in receivables	5,746	-
Rent prepaid	-	19,320
	<u>301,202</u>	<u>57,548</u>
Balance as at 31 December	<u>301,202</u>	<u>57,548</u>
Made up as follows: -		
Cash in hand	-	-
Cash at bank	<u>301,202</u>	<u>57,548</u>
	<u>301,202</u>	<u>57,548</u>

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POLICY FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2009

13. 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.

14. REGISTRATION

The company is incorporated in Tanzania under the Companies Act, 2002 as a company limited by guarantee and not having share capital

15. CONTINGENT LIABILITIES

The Directors are of the opinion that there are no contingent liabilities at the year-end.

16. FINANCIAL RISK MANAGEMENT

The Company's activities expose it to a variety of financial risks, including currency risk. The Company's overall risk management programme focuses on the identification and management of risks and seeks to minimise potential adverse effects on its financial performance. The disclosures below summarise the way the Company manages key risks:

Currency risk:

Foreign currency risk arises when future transactions or recognised assets and liabilities are denominated in a currency that is not the entity's functional currency. The Company transacts partly in United States Dollar and its assets and liabilities are denominated in the Tanzanian Shillings. The foreign exchange exposures are reviewed and controlled by management on a regular and frequent basis

POLICY FORUM**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2009****17. BUDGET AND ACTUAL EXPENDITURE COMPARISON**

Account description	Budget	Actual	Actual/Budget
	Tzs '000	Tzs '000	%
1. Policy Analysis			
1.1 Analytical think pieces	9,000	8,413	93
1.2 Analytical support to civil society policy engagement	2,000	2,000	100
1.3 Proactive Participation in the budget Process	6,000	7,085	118
1.5 Government study	79,300	4,700	6
1.6 Programme staff	49,007	20,702	42
	145,307	42,900	30
2. Communication and public engagement			
2.1 Policy Forum Website and branding	2,000	2,621	131
2.2 Evaluation of policy forum publications	2,000	2,000	100
2.3 Popularisation of policy	248,000	111,853	45
2.4 Monthly breakfast debates	11,000	10,479	95
2.5 Communication to members	3,720	3,595	97
2.6 Monthly meetings	3,000	137	5
2.7 Strategic use of media	162,000	153,907	95
2.8 Programme staff	49,007	43,799	89
	480,727	328,391	70
3. Enhanced capability of CSOs to influence policy processes			
3.1 Non Dsm to effectively participate in 4 monthly meetings	16,875	20,516	122
3.2 Implementation of social Accountability Monitoring	25,270	23,236	92

Account description	Budget	Actual	Actual/Budget
	Tzs '000	Tzs '000	%
3.3 Systematic documentation of advocacy experience		-	-
3.4 Manager	31,837	33,543	105
	73,982	77,295	104
4. Strategic policy engagement			
4.1 Selective policy engagement	21,000	69,894	333
4.2 Strategic collaboration with others	2,000	2,270	114
4.3 Local and international networkings	6,000	7,319	122
	29,000	79,483	274
5. Institutional governance, planning, monitoring and evaluation.			
5.1 Internal planning, Annual strategic meeting SC retreat	32,500	30,769	95
5.2 Annual report	19,500	90	0.5
5.3 Organisational development, staff training	13,770	2,593	19
5.4 Independent financial audit	3,250	5,073	156
5.5 Evaluation	7,800	5,150	66
	76,820	43,675	57

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2009

17. BUDGET AND ACTUAL EXPENDITURE COMPARISON - CONTINUATION

Account description	Budget	Actual	Actual/Budget
	Tzs '000	Tzs '000	%
1. Secretariat and administration costs			
1.1 Coordinator	45,501	45,820	101
1.3 Finance and administration	22,950	22,117	96
1.4 Driver	11,135	448	4
1.5 Office assistant	11,135	11,461	103
	90,721	79,846	88
2.0 Assets			
2.1.0 Office vehicle	80,000	23,754	30
2.2.0 Computer and telephone equipments	-	-	-
2.2.1 Laptops and spareparts and backups.	2,450	2,534	103
2.2.2 Telephone exchanger router and four tel extensions	1,300	1,300	100
2.2.3 Fax machine	910	910	100
2.2.4 IT support	2,400	3,860	161
2.2.5 Computer software/upgrades	850	147	17
2.2.6 Binder	600	-	-
2.2.7 Trolley	200	100	50
Grand total	88,710	32,605	37

3.0 Running cost

3.1 Office rent	15,600	14,347	92
3.2 Office repairs equipments	4,250	5,615	132
3.3 Electricity, water and utility	6,800	3,825	56
3.4 Communication, telephone,fax,email	13,360	11,492	86
3.5 Security, cleaning services	9,300	7,980	86
3.6 Stationery and supplies	5,000	5,934	119
3.7 Bank, legal fees and charges	6,000	569	9
3.8 Transport	12,000	4,584	38
	72,310	54,345	72
Unanticipated contingency	42,303	13,573	
Depreciation	-	14,211	-
	1,099,879	772,204	70

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