

POLICY FORUM

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

FINANCIAL STATEMENTS

31 DECEMBER 2007

POLICY FORUM

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2007

CONTENTS	Page
Index	1
Steering Committee members and other information	2
Report of the Steering Committee	3 - 4
Statement of Steering Committee's responsibilities	5
Report of the Independent Auditors	6 - 7
Income Statement	8
Balance Sheet	9
Statement of changes in capital grant and accumulated fund	10
Cash flow Statement	11
Notes to the Financial Statements	12 - 17

POLICY FORUM

The Steering Committee and other information

At the date of this report, the following persons, all of whom served throughout the year, acted as the Steering Committee members of POLICY FORUM:-

Organisation	Name	Position	Nationality
The Leadership Forum	Hebron Mwakagenda	Chairperson	Tanzanian
Kivulini Women's Rights Organisation	Maimuna Kanyamala/ Jimmy Luhende	ViceChairperson	Tanzanian
TACOSODE	Theofrida Kapinga	Member	Tanzanian
Oxfam GB	Fredrick Kwame	Member	Tanzanian
Actionaid	Rose Mushi	Member	Tanzanian
Tanzania Natural Resources Forum	Andrew Williams	Member	Tanzanian

Office

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

Auditors

Grant Thornton
Tanzanian member of Grant Thornton International
P.O. Box 22731
Dar es Salaam
Tanzania

Bankers

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

POLICY FORUM

REPORT OF THE STEERING COMMITTEE FOR THE YEAR ENDED 31 DECEMBER 2007

The steering committee submit their report and the audited financial statements for the year ended 31 December 2007 which have been prepared in accordance with the International Financial Reporting Standards (IFRS).

STEERING COMMITTEE MEMBERS

The details of the present members of the Steering Committee shown on page 2.

BACKGROUND

Policy Forum, which commenced operation in July 2003, is a consortium of about 70 civil society organizations in Tanzania engaging with key policy processes. The Steering Committee has delegated the day to day running of the Forum's activities to a management team led by the Policy Forum Coordinator. HakiElimu was requested by the Steering Committee and agreed to act as trustee of the Policy Forum and this role ended on 31 December 2006 after Policy Forum obtained registration as a Company Limited by Guarantee not having Share Capital in October 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 2007, 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 2007 and the state of funding on that date is shown in the Statement of Income and Expenditure and Balance Sheet on pages 7 and 8.

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 STEERING COMMITTEE FOR THE YEAR ENDED 31 DECEMBER 2007 (Continued)

FUNDING AND EXPENDITURE

Policy Forum prepares a multi-year strategy and budget. This budget was funded by Hivos (Netherlands), DFID (UK) and member contributions. 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. However, in 2004 and 2005 members' uptake of agreed activities was limited due to several factors, and consequently actual expenditure in both years was significantly below budget. In response Policy Forum has reorganized its strategic approach and in 2006 strengthened its Secretariat to include 2 policy analysts and 2 interns who shall constitute a 'pooled power' resource for all the members. Under this new arrangement implementation and expenditure management will be the prime responsibility of the Secretariat.

ORGANISATION RESULTS

	2007 (Tzs. 000)	2006 (Tzs. 000)
Grant Revenue	<u>277,167</u>	<u>238,066</u>
(Deficit) / surplus for the year	<u>(48,176)</u>	<u>34,600</u>


AUDITORS

The 2007 Annual General Meeting (AGM) appointed Grant Thornton as the auditors for Policy Forum for the period ended 31 December 2007. A resolution to appoint auditors of the Forum for the year ending 31 December 2008 will be proposed at the 2008 AGM.

BY ORDER OF THE BOARD


.....
CHAIRPERSON

DATE : 31 March 2008


.....
COORDINATOR

DATE : 31 March 2008

POLICY FORUM

**REPORT OF THE STEERING COMMITTEE FOR THE YEAR ENDED 31 DECEMBER 2007
(Continued)**

STATEMENT OF STEERING COMMITTEE'S RESPONSIBILITIES

It is the Steering Committee's 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 Steering Committee's 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 2007. The Steering Committee 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 Steering Committee is 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 Steering committee members 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 : 31 March 2008



.....
COORDINATOR

DATE : 31 March 2008

AUDITORS' REPORT TO THE MEMBERS OF

POLICY FORUM

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

We have audited the accompanying financial statements of Policy Forum which comprise the balance sheet as at 31 December 2007, 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 17.

Steering Committee's responsibility for the financial statements

As described in page 5, the Steering Committee is 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.

2nd Floor, Osman Towers
Zanaki Street
P.O. Box 22731
Dar Es Salaam, Tanzania.
T 255 (0) 22 2115252/3
F 255 (0) 22 2130519
E info@mbn.co.tz
Tanzanian Member of Grant Thornton International

(Continued – Page 7)

AUDITORS' REPORT TO THE MEMBERS OF

POLICY FORUM (Continued from page 6)

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

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 2007 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
Audit Partner

Grant Thornton
Certified Public Accountants in Public Practice
Dar es salaam

Date: 31/03/2008

2nd Floor, Osman Towers
Zanaki Street
P.O. Box 22731
Dar Es Salaam, Tanzania.
T 255 (0) 22 2115252/3
F 255 (0) 22 2130519
E info@mbn.co.tz

Tanzanian Member of Grant Thornton International

POLICY FORUM

INCOME STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2007

	Notes	2007 (Tzs.000)	2006 (Tzs.000)
Revenue			
Revenue Grants	2	128,274	38,735
Other revenues	3	6,202	36,574
Release of deferred grants	9	136,281	158,019
Capital Grant released during the year	4	<u>6,410</u>	<u>4,738</u>
		277,167	238,066
Expenditure	5	(325,343)	(203,466)
(Deficit) / surplus for the year	6	<u>(48,176)</u>	<u>34,600</u>


Notes on pages 12 to 17 form part of these financial statements.
Auditors' report – pages 6-7

POLICY FORUM


BALANCE SHEET AS AT 31 DECEMBER 2007

	Notes	2007 (Tzs.000)	2006 (Tzs.000)
ASSETS			
Non – Current assets			
Plant and equipment	7	<u>13,062</u>	<u>13,894</u>
Current assets			
Receivables	8	-	8,221
Cash and cash equivalents		<u>3,998</u>	<u>171,064</u>
		<u>3,998</u>	<u>179,285</u>
Total assets		<u>17,060</u>	<u>193,179</u>
EQUITY AND LIABILITIES			
Accumulated funds and capital grants			
Accumulated funds		(11,219)	36,957
Capital grants	4	<u>13,062</u>	<u>13,894</u>
Organisations' funds		1,843	50,851
Current liabilities			
Deferred grants	9	-	136,281
Payables	10	<u>15,217</u>	<u>6,047</u>
		15,217	142,328
Total equity and liabilities		<u>17,060</u>	<u>193,179</u>

Approved by the board of steering committee members at a meeting held on:



 CHAIRPERSON



 COORDINATOR

DATE : 31 March 2008

DATE : 31 March 2008

Notes on pages 12 to 17 form part of these financial statements.
 Auditors' report – pages 6-7

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 2006			
At 1 January			
As previously stated	296,657	7,619	304,276
Prior year adjustments: - deferred grants	(294,300)	-	(294,300)
As restated	<u>2,357</u>	<u>7,619</u>	<u>9,976</u>
Receipt	-	11,013	11,013
Released	-	(4,738)	(4,738)
Deficit for the year	34,600	-	34,600
At 31 December	<u>36,957</u>	<u>13,894</u>	<u>50,851</u>
YEAR ENDED 31 DECEMBER 2007			
At 1 January	36,957	13,894	50,851
Receipt	-	5,578	5,578
Released	-	(6,410)	(6,410)
Deficit for the year	(48,176)	-	(48,176)
At 31 December	<u>(11,219)</u>	<u>13,062</u>	<u>1,843</u>

Notes on pages 12 to 17 form part of these financial statements.
Auditors' report – pages 6-7

POLICY FORUM

CASHFLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2007

	2007 (Tzs.000)	2006 (Tzs.000)
CASHFLOW FROM OPERATING ACTIVITIES		
(Deficit)Surplus for the year	(48,176)	34,600
Adjustment for:		
Depreciation	6,410	4,738
Deferred grants released	(136,281)	(158,019)
Capital grants released	(6,410)	(4,738)
	<u>(184,457)</u>	<u>(123,419)</u>
Working Capital Changes		
Decrease in receivables	8,221	61,017
Increase / (decrease) in payables	9,170	(66,494)
	<u>(167,066)</u>	<u>(128,896)</u>
Cash generated from operations		
CASH FLOW FROM INVESTING ACTIVITIES		
Acquisition of plant and equipment	(5,578)	(11,013)
	<u>(5,578)</u>	<u>(11,013)</u>
NET CASH USED IN INVESTING ACTIVITIES		
CASH FLOW FROM FINANCING ACTIVITIES		
Capital grant	5,578	11,013
	<u>5,578</u>	<u>11,013</u>
NET CASH USED IN FINANCING ACTIVITIES		
NET CHANGES IN CASH AND CASH EQUIVALENTS		
	(167,066)	(128,896)
Opening cash and cash equivalents	171,064	299,960
	<u>3,998</u>	<u>171,064</u>
Closing cash and cash equivalents		

Notes on pages 12 to 17 form part of these financial statements.
Auditors' report – pages 6-7

POLICY FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

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.

2. GRANT REVENUE

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

	2007 (Tzs. 000)	2006 (Tzs. 000)
Members contributions		
Norwegian People's Aid	44,916	9,790
HakiElimu	16,514	-
MS Tanzania	20,000	-
Oxfam	20,000	-
Womens Dignity	5,720	-
Deferred grants released	<u>-</u>	<u>-</u>
	107,150	9,790
Other Donors		
Hivos	-	39,958
Embassy of Sweden	520	-
International Budget Project	3,770	-
Open Society Institute	<u>22,412</u>	<u>-</u>
	26,702	49,748
Capital grant received	-	(9,790)
Allocation to capital grants	<u>(5,578)</u>	<u>(1,223)</u>
	128,274	38,735
3. OTHER REVENUES		
Consultancy fees	2,427	290
Foreign exchange difference	-	13,864
Sale of newspapers	30	-
Staff compensation	3,745	-
VAT refund	<u>-</u>	<u>22,420</u>
	6,202	36,574
4. CAPITAL GRANTS		
Opening Balance	13,894	7,619
Received during the year	5,578	11,013
Released to income statement	<u>(6,410)</u>	<u>(4,738)</u>
	13,062	13,894
Balance		
5. EXPENDITURE		
Program expenses	39,017	12,180
Secretariat expenses	60,927	41,743
Public engagement	127,724	72,219
Enhancing capability of CSO	19,579	17,200
Strategic policy engagement	23,978	25,647
Running costs	35,727	20,314
Institutional governance	11,981	9,425
Depreciation	6,410	4,738
	<u>325,343</u>	<u>203,466</u>

POLICY FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

6. (DEFICIT) / SURPLUS FOR THE YEAR

This is stated after charging:

Audit fees	2,880	2,574
Staff costs	60,927	41,744
Depreciation	6,410	4,738

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	6,108	17,974	3,573	27,655
Additions	4,978	-	600	5,578
At 31 December	<u>11,086</u>	<u>17,974</u>	<u>4,173</u>	<u>33,233</u>
Depreciation				
At 1 January	5,088	7,332	1,341	13,761
Charge for the year	1,411	4,493	506	6,410
At 31 December	<u>6,499</u>	<u>11,825</u>	<u>1,847</u>	<u>20,171</u>
Net book value				
At 31 December 2007	<u>4,587</u>	<u>6,149</u>	<u>2,326</u>	<u>13,062</u>
At 31 December 2006	<u>1,020</u>	<u>10,642</u>	<u>2,232</u>	<u>13,894</u>

	2007 (Tzs.000)	2006 (Tzs.000)
8. RECEIVABLES		
Prepayment	<u>-</u>	<u>8,221</u>
	<u>-</u>	<u>8,221</u>
9. DEFERRED GRANTS		
At 1 January	136,281	294,300
Released to income statement	<u>(136,281)</u>	<u>(158,019)</u>
	<u>-</u>	<u>136,281</u>
10. PAYABLES		
Sundry accruals	<u>15,217</u>	<u>6,047</u>

11. RELATED PARTY TRANSACTIONS

Policy Forum policies do not allow procurement from or service contracts with steering committee members or staff. The remuneration paid to key management personnel who are on contractual terms was:

Key management personnel remuneration	<u>47,317</u>	<u>36,180</u>
---------------------------------------	---------------	---------------

POLICY FORUM**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007****12. FUNDS RECONCILIATION**

	2007	2006
	(Tzs. 000)	(Tzs. 000)
Balance as at 1 January	171,064	299,960
ADD:		
Funds received from Norwegian People's Aid	44,916	9,790
Embassy of Sweden	520	-
Funds received from Open Society Institute	22,412	-
Funds received from International Budget Project	3,770	-
Funds received from Hivos	-	39,958
Funds received from HakiElimu	16,514	-
Funds received from MS Tanzania	20,000	-
Funds received from Oxfam	20,000	-
Funds received from Womens Dignity	5,720	-
Other revenues	6,202	36,574
Funds available during the year	<u>311,118</u>	<u>386,282</u>
LESS:		
Actual expenditure	325,343	203,466
Acquisition of Plant and equipments	5,578	11,013
Depreciation	(6,410)	(4,738)
Movement of payables	(9,170)	66,494
Rent prepaid	(8,221)	8,221
Due from HakiElimu - movement (recovery)	-	(69,238)
Balance as at 31 December	<u>3,998</u>	<u>171,064</u>
Made up as follows: -		
Cash in hand	76	-
Cash at bank	<u>3,922</u>	<u>171,064</u>
	<u>3,998</u>	<u>171,064</u>

13. TAXATION

In the opinion of the Steering Committee, Policy Forum enjoys exemption from all taxes levied by the Government. Consequently no provision for taxes has been made in these financial statements. The Steering Committee 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 Steering Committee is of the opinion that there are no contingent liabilities at the year-end.

POLICY FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

16. BUDGET AND ACTUAL EXPENDITURE COMPARISON

Account description	Budget Tzs '000	Actual Tzs '000	Actual/Bud get %
1. Programs			
1.1 Analytical think pieces	8,000	5,196	65
1.2 Analytical support to civil society policy engagement	3,000	2,979	99
1.3 Proactive Participation in PEFAR	1,000	235	24
1.4 Public expenditure tracking	10,000	7,589	76
1.5 Government study	13,000	0	0
1.6 Policy officer 1	25,506	23,018	90
	60,506	39,017	64
2. Communication and public engagement			
2.1 Policy Forum Website	4,000	2,433	61
2.2 Bi Monthly issue guides	5,400	3,926	73
2.3 Popularisation of policy	100,000	51,704	52
2.4 Monthly breakfast debates	0	2,851	0
2.5 Communication to members	5,600	160	3
2.6 Strategic use of media	71,000	62,123	87
2.7 Policy intern 1 and 2	10,000	4,527	45
	196,000	127,724	65
3. Enhanced capability of CSOs to influence policy processes			
3.1 Regional policy networks	12,800	12,732	99
3.2 Organisational planning for strategic policy engagement	2,000	30	2
3.3 Members orientation	10,000	6,817	68
3.4 Systematic documentation of advocacy Experience	0	0	0
3.5 Creative use of IT for learning	5,000	0	0
	29,800	19,579	66
4. Strategic policy engagement			
4.1 Selective policy engagement	10,000	9,380	94
4.2 Collaboration with others	0	0	0
4.3 Local and international networkings	6,000	5,265	88
4.4 Policy officer 2	21,255	9,333	44
	37,255	23,978	64

POLICY FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

16. BUDGET AND ACTUAL EXPENDITURE COMPARISON - CONTINUATION

Account description	Budget	Actual	Actual/Budget
	Tzs '000	Tzs '000	%
Policy Forum Secretariat and administration costs			
1.0 Institutional governance, planning monitoring and evaluation			
1.1 Coordinator	47,700	47,317	99
1.2 Assistant finance & administration officer	10,158	6,132	60
1.3 Office assistant	5,300	4,938	93
1.4 Account oversight	3,445	2,540	74
	66,603	60,927	91
2.0 Assets			
2.1.1 Computers- desktops, laptops, spare parts	8,050	4,978	62
2.1.2 Computers software , upgrades	6,625	0	0
2.1.3 Lazer Printer	1,325	0	0
2.1.4 Powerpoint projector	1,325	0	0
2.2.0 Furniture for new staff	4,400	600	14
	21,725	5,578	25
3.0 Running costs			
3.1 Office rent	15,900	16,224	102
3.2 Office, repairs, equipment	3,975	2,506	63
3.3 Electricity, water and utilities	6,625	597	9
3.4 Communication (tel, fax, etc)	10,837	6,909	64
3.5 Security, cleaning services	4,590	2,028	44
3.6 Stationery and supplies	8,000	5,661	71
3.7 Bank, ledger fee and charges	3,000	312	10
3.8 Transport	4,800	1,490	31
	57,727	35,727	62
4.0 Institutional Governance			
4.1 Internal planning	10,600	8,589	81
4.2 Annual reports	2,650	14	
4.3 Organisational development/staff training	10,600	3,378	32
4.4 Independent financial audit	3,313	0	0
4.5 Evaluation	0	0	0
	27,163	11,981	44
Unanticipated /contingency (appr. 4% bget)	19,733	0	0
Grand total	516,512	324,511	63