

POLICY FORUM

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2006

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
Income Statement	7
Balance Sheet	8
Statement of changes in capital grant and accumulated fund	9
Cash flow Statement	10
Notes to the Financial Statements	11 -16

POLICY FORUM

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2006

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
Income Statement	7
Balance Sheet	8
Statement of changes in capital grant and accumulated fund	9
Cash flow Statement	10
Notes to the Financial Statements	11 -16

POLICY FORUM

The Steering Committee Members and other information

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

Organisation	Name	Position	Nationality
Legal & Human Rights Centre The Leadership Forum	Helen Kijo-Bisimba Hebron Mwakagenda	Chairperson Vice Chairperson	Tanzanian Tanzanian
SNV (Netherlands) <i>(replaced Martine Billanou of Save the Children who left the country in July 2006)</i>	Kees de Graaf	Member	Dutch
CARE Tanzania	Zabdiel Kimambo	Member	Tanzanian
HakiElimu	Rakesh Rajani	Member	Tanzanian
Kivulini	Jimmy Luhende	Member	Tanzanian
Tanzania Education Network Policy Forum	Joseph Kisanji Getrude Mugizi- Coordinator	Member Secretary	Tanzanian Tanzanian

Office

Policy Forum
132 Magore Road, 1st Floor, Upanga
PO Box 38486
Dar as Salaam
Tanzania

Auditors

Grant Thornton
Tanzanian member of Grant Thornton International
PO 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 2006

The steering committee submit their report and the audited financial statements for the year ended 31 December 2006 which have been prepared in accordance with the International Financial Reporting Standards (IFRS).

STEERING COMMITTEE MEMBERS

The details of the present Steering Committee members are shown on page 1.

BACKGROUND

Policy Forum, which commenced operation in July 2003, is a consortium of about 60 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 grants and donations from local or international donors, contributions from committed individuals, bank interest and consultancy income. During the year ended 31 December 2006, the Policy Forum received grants from Hivos, and Norwegian Peoples Aid.

The use of these funds for the year ended 31 December 2006 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.

The Forum submitted an application for registration under the Companies Act, 2002 as a company limited by guarantee not having share capital (not-for-profit company). Registration was obtained in October 2006. The Forum has been operating under the trusteeship of HakiElimu. This arrangement was terminated with effect from 1 January 2007. After this date the Steering Committee will decide on alternative management arrangements. Policy Forum's office is located at Magore Road, Upanga, and P. O. BOX 38486, DAR ES SALAAM, TANZANIA.

ADMINISTRATION POLICIES AND FINANCIAL REGULATIONS

Policy Forum follows the Administration Policies and Financial Regulations of HakiElimu. These documents provide a solid basis for strengthened accountability and high standards within the Forum.

FUNDING AND EXPENDITURE

Policy Forum prepares a multi-year strategy and budget. This budget is 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.

POLICY FORUM

**REPORT OF THE STEERING COMMITTEE FOR THE YEAR ENDED 31 DECEMBER 2006
(Continued)**

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.

HAKIELIMU'S MANAGEMENT ROLE

Effective 2003, HakiElimu has acted as trustees of Policy Forum. HakiElimu used its finance and administration policies to manage Policy Forum, received funds and made payments on behalf of Policy Forum. With effect from 1 July 2005 separate Tz and Euro bank accounts were opened for Policy Forum, and a separate set of financial statements have been prepared for the Policy Forum for the year ended 31 December, 2006. Previously, the financial position of the Policy Forum was presented as a liability in the accounts of HakiElimu. HakiElimu's role continued until 31 December 2006, after which it ceased to manage day today transactions of Policy Forum. Alternative arrangements for administrative and financial management are now in place.

ORGANISATION RESULTS

	2006 (Shs. 000)	2005 (Shs. 000)
Grant Revenue	<u>238,066</u>	<u>326,341</u>
Surplus for the year	<u>34,600</u>	<u>84,845</u>

AUDITORS

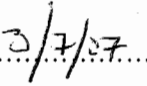
The 2006 Annual General Meeting (AGM) appointed Grant Thornton as the auditors for Policy Forum for the period ended 31 December 2006. A resolution to appoint auditors of the Forum for the period ending 31 December 2007 will be proposed at the 2007 AGM.

BY ORDER OF THE STEERING COMMITTEE


.....
CHAIRPERSON


.....
DATE


.....
COORDINATOR


.....
DATE

POLICY FORUM

**REPORT OF THE STEERING COMMITTEE FOR THE YEAR ENDED 31 DECEMBER 2006
(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 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 2006. 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 to indicate that the organization will not remain a going concern for at least the next twelve months from the date of this statement.

.....*Broude*.....
CHAIRPERSON

.....*3/7/07*.....
DATE

.....*[Signature]*.....
COORDINATOR

.....*3/7/07*.....
DATE

AUDITORS' REPORT TO THE MEMBERS OF

POLICY FORUM

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2006

We have audited the accompanying financial statements of Policy Forum which comprise the balance sheet as at 31 December 2006, 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 7 to 16.

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.

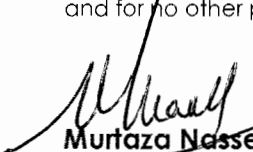
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our audit opinion.

Opinion

In our opinion, the financial statements give a true and fair view of the state of affairs of the Policy Forum as at 31 December 2006 and of its surplus 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 members of the Policy Forum and for no other purposes.


Murfaza Nasser, Audit Partner

Grant Thornton
Certified Public Accountants in Public Practice
Dar es salaam

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

Date: 23 July 2007

POLICY FORUM

INCOME STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2006

	Notes	2006 (Shs.000)	2005 (Shs.000)
Revenue			
Revenue Grants	2	38,735	265,542
Other revenues	3	36,574	2,251
Release of deferred grants	9	158,019	54,543
Capital Grant released during the year	4	<u>4,738</u>	<u>4,005</u>
		238,066	326,341
Expenditure	5	(203,466)	(241,496)
Surplus for the year	6	<u>34,600</u>	<u>84,845</u>

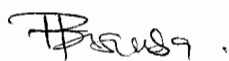
Notes on pages 11 to 16 form part of these financial statements.
Auditors' report – page 6

POLICY FORUM

BALANCE SHEET AS AT 31 DECEMBER 2006

	Notes	2006 (Shs.000)	2005 (Shs.000)
ASSETS			
Non – Current assets			
Plant and equipment	7	<u>13,894</u>	<u>7,619</u>
Current assets			
Receivables	8	8,221	69,238
Cash and cash equivalents		<u>171,064</u>	<u>299,960</u>
		<u>179,285</u>	<u>369,198</u>
Total assets		<u>193,179</u>	<u>376,817</u>
EQUITY AND LIABILITIES			
Accumulated funds and capital grants			
Accumulated funds		36,957	2,357
Capital grants	4	<u>13,894</u>	<u>7,619</u>
Organisations' funds		50,851	9,976
Current liabilities			
Deferred grants	9	136,281	294,300
Payables	10	<u>6,047</u>	<u>72,541</u>
		142,328	366,841
Total equity and liabilities		<u>193,179</u>	<u>376,817</u>

Approved by the Steering Committee on: _____



CHAIRPERSON



COORDINATOR

Notes on pages 11 to 16 form part of these financial statements.
Auditors' report – page 6

POLICY FORUM

STATEMENT OF CHANGES IN ACCUMULATED FUNDS AND CAPITAL GRANTS

	Accumulated Funds Shs.000	Capital Grants Shs.000	Total Shs.000
YEAR ENDED 31 DECEMBER 2005			
At 1 January			
As previously stated	266,355	10,707	277,062
Prior year adjustments: - deferred grants	(348,843)	-	(348,843)
As restated	<u>(82,488)</u>	<u>10,707</u>	<u>(71,781)</u>
Receipt	-	917	917
Released	-	(4,005)	(4,005)
Surplus for the year	84,845	-	84,845
At 31 December	<u>2,357</u>	<u>7,619</u>	<u>9,976</u>
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>

Notes on pages 11 to 16 form part of these financial statements.
Auditors' report – page 6

POLICY FORUM

CASHFLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2006

	2006 (Shs.000)	2005 (Shs.000)
CASHFLOW FROM OPERATING ACTIVITIES		
Surplus for the year	34,600	84,845
Adjustment for:		
Depreciation	4,738	4,005
Deferred grants released	-	(82,594)
Prior year adjustment for deferred grants	(158,019)	(54,543)
Capital grants released	(4,738)	(4,005)
	<u>(123,419)</u>	<u>(52,292)</u>
Working Capital Changes		
Decrease / (increase) in receivables	61,017	(69,238)
(Decrease) / increase in payables	(66,494)	72,541
	<u>(128,896)</u>	<u>(48,989)</u>
CASH FLOW FROM INVESTING ACTIVITIES		
Acquisition of plant and equipment	(11,013)	(917)
	<u>(11,013)</u>	<u>(917)</u>
CASH FLOW FROM FINANCING ACTIVITIES		
Capital grant	11,013	917
	<u>11,013</u>	<u>917</u>
NET CHANGES IN CASH AND CASH EQUIVALENTS		
	(128,896)	(48,989)
Opening cash and cash equivalents	299,960	348,949
Closing cash and cash equivalents	<u>171,064</u>	<u>299,960</u>

Notes on pages 11 to 16 form part of these financial statements.
Auditors' report – page 6

POLICY FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2006

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, net of bank overdrafts.

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 2006

2. GRANT REVENUE

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

	2006 (Shs. 000)	2005 (Shs. 000)
Members contributions		
Norwegian People's Aid	9,790	10,000
HakiElimu	-	15,000
CARE Tanzania	-	22,591
Deferred grants released	-	82,594
	<u>9,790</u>	<u>130,185</u>
Other Donors		
Hivos	<u>39,958</u>	<u>136,274</u>
	49,748	266,459
Capital grant received	(9,790)	-
Allocation to capital grants	<u>(1,223)</u>	<u>(917)</u>
	<u>38,735</u>	<u>265,542</u>
3. OTHER REVENUES		
Consultancy fees	290	50
Foreign exchange difference	13,864	2,201
VAT refund	<u>22,420</u>	<u>-</u>
	<u>36,574</u>	<u>2,251</u>
4. CAPITAL GRANTS		
Opening Balance	7,619	10,707
Received during the year	11,013	917
Released to income statement	(4,738)	(4,005)
	<u>13,894</u>	<u>7,619</u>
5. EXPENDITURE		
Policy analysis	17,200	41,137
Public engagement	72,219	11,930
Policy engagement and information sharing	10,910	-
Strategic policy engagement	25,647	119,507
Institutional governance, planning M&E activities	9,425	6,136
Unanticipated / contingency	1,270	-
Secretarial salaries and other benefits	41,743	36,192
Other running costs	20,314	22,589
Depreciation	4,738	4,005
	<u>203,466</u>	<u>241,496</u>
6. SURPLUS FOR THE YEAR		
This is stated after charging:		
Audit fees	2,574	2,331
Staff costs	41,744	36,192
Depreciation	4,738	4,005
	<u>49,056</u>	<u>42,528</u>

POLICY FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2006

7. PLANT AND EQUIPMENT

	Computer and equipments	Other equipments	Furniture and fittings	Total
	(Shs.000)	(Shs.000)	(Shs.000)	(Shs.000)
Cost				
At 1 January	4,885	8,184	3,573	16,642
Additions	1,223	9,790	-	11,013
At 31 December	<u>6,108</u>	<u>17,974</u>	<u>3,573</u>	<u>27,655</u>
Depreciation				
At 1 January	4,054	4,075	894	9,023
Charge for the year	1,034	3,257	447	4,738
At 31 December	<u>5,088</u>	<u>7,332</u>	<u>1,341</u>	<u>13,761</u>
Net book value				
At 31 December 2006	<u>1,020</u>	<u>10,642</u>	<u>2,232</u>	<u>13,894</u>
At 31 December 2005	<u>831</u>	<u>4,109</u>	<u>2,679</u>	<u>7,619</u>

	2006 (Shs.000)	2005 (Shs.000)
8. RECEIVABLES		
Due from HakiElimu	-	69,238
Prepayment	<u>8,221</u>	<u>-</u>
	<u>8,221</u>	<u>69,238</u>
9. DEFERRED GRANTS		
Proir year adjustments	294,300	348,843
Released to income statement	<u>(158,019)</u>	<u>(54,543)</u>
	<u>136,281</u>	<u>294,300</u>
10. PAYABLES		
Sundry accruals	6,047	14,931
Due to HakiElimu	<u>-</u>	<u>57,610</u>
	<u>6,047</u>	<u>72,541</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>36,180</u>	<u>35,712</u>

POLICY FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2006

12. FUNDS RECONCILIATION	2006 (Shs. 000)	2005 (Shs. 000)
Balance as at 1 January	299,960	348,949
ADD:		
Funds received from Norwegian People's Aid	9,790	10,000
Funds received from Hivos	39,958	136,274
Funds received from HakiElimu	-	15,000
Funds received from CARE Tanzania	-	22,591
Deferred grants released	-	82,594
Other revenues	36,574	2,251
Funds available during the year	<u>386,282</u>	<u>617,659</u>
LESS:		
Actual expenditure	203,466	241,496
Acquisition of Plant and equipments	11,013	917
Depreciation	(4,738)	(4,005)
Movement of payables	66,494	(72,541)
Rent prepaid	8,221	-
Due from HakiElimu - movement (recovery)	(69,238)	69,238
Deferred revenue released	-	82,594
Balance as at 31 December	<u>171,064</u>	<u>299,960</u>
Made up as follows: -		
Cash in hand	-	-
Cash at bank	<u>171,064</u>	<u>299,960</u>
	<u>171,064</u>	<u>299,960</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 organization was registered in October 2006 under the Companies Act 2002 as a company limited by guarantee without share capital. The offices are located at Magore road, Upanga, PO Box 38486 Dar es Salaam, Tanzania. It operated under the trusteeship of HakiElimu until 31 December 2006. It has been an autonomous legal entity with its own management arrangements with effect from 1 January 2007.

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 2006

16. BUDGET AND ACTUAL EXPENDITURE COMPARISON

Account description	Budget	Actual	Actual/Budget
	Tzs '000	Tzs '000	%
1. Programs			
1.1 Analytical think pieces	40,000	2,401	6
1.2 Analytical support to civil society policy engagement	500	409	82
1.3 Participation in PEFAR	16,000	6,831	43
1.4 Public expenditure tracking	17,000	-	0
1.5 Government study	13,000	0	0
1.6 Policy officer 1	22,138	7,559	34
	108,638	17,200	16
2. Communication and public engagement			
2.1 Policy Forum Website	10,000	3,000	30
2.2 Popularisation of policy documents	78,000	48,638	62
2.4 Communication to members	4,800	0	0
2.5 Strategic use of media	78,000	19,121	25
2.6 Policy intern 1 and 2	6,000	1,460	24
	176,800	72,219	41
3. Enhanced capability of CSOs to influence policy processes			
3.1 Regional policy networks	12,800	10,478	82
3.2 Organisational planning for strategic policy engagement	1,000	432	43
3.3 Quarterly members orientation	12,000	0	0
3.4 Creative use of IT for learning	10,000	0	0
	35,800	10,910	30
4. Strategic policy engagement			
4.2 Selective policy engagement	8,000	85	1
4.3 Collaboration with others	36,000	25,000	69
4.4 Local and international networkings	5,000	0	0
4.5 Policy officer 2	11,069	562	5
	60,069	25,647	43
5.0 Institutional governance, planning monitoring and evaluation			
5.1 Registration	1,150	761	66
5.2 Internal planning, annual strategic meeting and SC retreat	5,750	5,795	101
5.3 Annual Reports	4,000	16	0
5.4 Organisational development / staff training	5,750	0	0
5.5 Independent financial audit	4,600	2,853	62
5.6 Evaluation	5,000	0	0
	26,250	9,425	36

POLICY FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2006

16. BUDGET AND ACTUAL EXPENDITURE COMPARISON (Continued)

Account description	Budget	Actual	Actual/Budget
	Tzs '000	Tzs '000	get %
Policy Forum non program costs			
Salaries and benefits	45,954	41,743	91
Running costs			
Office rent	12,420	5,872	47
Office repairs, equipment installation and maintenance	2,300	1,135	49
Electricity water and other utilities	2,300	1,682	73
Communication –telephone, fax, email	5,750	3,244	56
Security, cleaning services and fire insurance	4,600	2,280	50
Stationery and supplies	4,600	3,620	79
Bank charges, legal fees	575	2,086	363
Transport	1,150	395	34
	33,695	20,314	60
Equipment and furniture			
Desktop computers	1,150	1,223	106
Laptop	2,300	0	0
Computer and software	1,150	0	0
UPS machines and other computer accessories	3,000	0	0
Telephone and equipments	1,150	0	0
One powerpoint projector	1,150	0	0
Back friendly adjustable chair	1,200	0	0
Office equipments received in kind from NPA	0	9,790	0
	11,100	11,013	99
Unanticipated / contingency	19,932	1,270	0
GRAND TOTAL	518,238	209,741	41