# FINANCIAL STATEMENTS 31 DECEMBER 2006

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## 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

## 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	Chairperson	Tanzanian
CALL (Mathedands)	Mwakagenda Kees de Graaf	Vice Chairperson Member	Dutch
(replaced Martine Billanou of S CARE Tanzania	ave the Children who Zabdiel Kimambo Rakesh Rajani	Member  Member	Tanzanian
Kivulini Jimmy Luhende Tanzania Education Network Joseph Kisanji	Jimmy Luhende ducation Network — Joseph Kisanji	Member Member	Tanzanian Tanzanian
Policy Forum	Getrude Mugizi- Coordinator	Secretary	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

## 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 yearend are carried forward for use in approved programs during the subsequent year.

## 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 Tzs 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	238,066	326,341
Surplus for the year	34,600	84,845

#### **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

3/7/07 DATE CHAIRPERSON COORDINATOR

## 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 Committe to indicate that the organization will not remain a going concern for at least the next twelve months from the date of this statement.

Boule ! CHAIRPERSON

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.

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 ho other purposes.

Murtaza Nasser, Audit Partner

**Grant Thornton** Certified Public Accountants in Public Practice Dar es salaam

2<sup>nd</sup> Floor, Osman Towers Zanaki Street P.O. Box 22731 Dar Es Salaam, Tanzania. T 255 (0) 22 21 15252/3 F 255 (0) 22 2130519 E info@mbn.co.tz Tanzanian Member of Grant Thornton International Date: 22 July 2004

## INCOME STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2006

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

## BALANCE SHEET AS AT 31 DECEMBER 2006

	Notes	2006 (Shs.000)	2005 (Shs.000)
ASSETS			
Non – Current assets Plant and equipment	7	13,894 _	7,619
Current assets Receivables Cash and cash equivalents	8	8,221 <u>171,064</u> <u>179,285</u>	69,238 299,960 369,198
Total assets		<u>193.179</u>	376.817
EQUITY AND LIABILITIES			
Accumulated funds and capital grant Accumulated funds Capital grants	ts 4	36,957 13,894	2,357 7,619
Organisations' funds		50,851	9,976
Current liabilities Deferred grants Payables	9 10	136,281 <u>6,047</u> 142,328	294,300 72,541 366,841
Total equity and liabilities		193.179	376.817
Approved by the Steering Committe	e on:		
CHAIRPERSON		COORDINATOR	<del>,</del> ,

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	(82,488)	10,707	(71,781)
Receipt Released Surplus for the year	- - 84,845 	917 (4,005) -	917 (4,005) 84,845
At 31 December	2,357	7,619	9,976
YEAR ENDED 31 DECEMBER 2006			
At 1 January As previously stated	296,657	7,619	304,276
Prior year adjustments: - deferred grants	(294,300)	<u>-</u>	(294,300)
As restated	2,357	7,619	9,976
Receipt Released Deficit for the year	34,600	11,013 (4,738) -	11,013 (4,738) 34,600
At 31 December	36,957	13,894	50,851

# 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 Prior year adjustment for deferred grants Capital grants released	(158,019) (4,738)	(82,594) (54,543) (4,005)
	(123,419)	(52,292)
Working Capital Changes		(40,000)
Decrease / (increase) in receivables (Decrease) / increase in payables	61,017 (66,494)	(69,238) 72,541
Cash generated from operations	(128,896)	(48,989)
CASH FLOW FROM INVESTING ACTIVITIES		
Acquisition of plant and equipment	(11,013)	(917)
NET CASH USED IN INVESTING ACTIVITIES	(11,013)	(917)
CASH FLOW FROM FINANCING ACTIVITIES		
Capital grant	11,013	917
NET CASH USED IN FINANCING ACTIVITIES	11,013	917
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	171,064	299,960

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

## PRINCIPAL ACCOUNTING POLICIES

### **Accounting Convention**

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

#### Revenue recognition b)

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.

#### Plant and equipment c)

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%
Other equipments and 1001s	20.07

## 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.

#### Membership contributions e)

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

#### **Employee entitlements** f)

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.

## Cash and cash equivalents

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

### h)

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

# 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: -

	Grants received during the year word from the se	2006 (Shs. 000)	2005 (Shs. 000)
	Members contributions	9,790	10,000
	Norwegian People's Aid	7,770	15,000
	HakiElimu	_	22,591
	CARE Tanzania	_	82,59 <u>4</u>
	Deferred grants released	9,790	130,185
	Other Donors	39 <u>,958</u>	136 <u>,274</u>
	Hivos	49,748	266,459
		(9,790)	-
	Capital grant received	(1,223)	(917)
	Allocation to capital grants	38,735	265,542
3.	OTHER REVENUES		
	a with many food	290	50
	Consultancy fees Foreign exchange difference	13,864	2,201
	VAT refund	<u>22,420</u>	
	VALLEIGIIG	<u>36,574</u>	2,251
4.	CAPITAL GRANTS		10 707
	Opening Balance	7,619	10,707 917
	Received during the year	11,013	(4,005)
	Released to income statement	(4,738)	(4,000)
	Balance	13,894	7,619
5.	EXPENDITURE		
•		17,200	41,137
	Policy analysis	72,219	11,930
	Public engagement	10,910	-
	Policy engagement and information sharing	25,647	119,507
	Strategic policy engagement Institutional governance, planning M&E activities	es 9,425	6,136
	Institutional governance, planning made size	•	<del>-</del>
	Unanticipated / contingency Secretarial salaries and other benefits	41,743	36,192
	Secretarial salaries and office porterior	20,314	22,589
	Other running costs Depreciation	4,738	4,005
		203,466	241,496
6	. SURPLUS FOR THE YEAR		
	This is stated after charging:	2,574	2,331
	Audit fees	41,744	36,192
	Staff costs Depreciation	4,738	4,005
	Debleciation		

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

## 7. PLANT AND EQUIPMENT

, I LAM 7410 = 5.5	Computer and equipments	d Other equipments	Furniture and fittings	Total
	(Shs.000)	(Shs.000)	(Shs.000)	(Shs.000)
<b>Cost</b> At 1 January Additions	4,885 1,223	8,184 9,790	3,573	16,642 11,013
At 31 December	6,108	17,974	3,573	27,655
<b>Depreciation</b> At 1 January Charge for the year	4,054 1,034	4,075 3,257	894 447	9,023 4,738
At 31 December	5,088	7,332	1,341	13,761
Net book value		10 / 10	2,232	13,894
At 31 December 2006 At 31 December 2005	1,020 831	10,642 4,109	2,679	7,619
AT 31 December 2000			2006 (Shs.000)	2005 (Shs.000)
8. RECEIVABLES				69,238
Due from HakiElimu Prepayment			8,221 8,221	69,238
9. DEFERRED GRANTS Proir year adjustment Released to income	s statement		294,300 (158,019) 136,281	348,843 (54,543) 294,300
10. PAYABLES			6,047	14,931
Sundry accruals Due to HakiElimu			6,047	57,610 72,541
11. RELATED PARTY TRAN	SACTIONS			

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:

<u>35,712</u> 36,180 Key management personnel remuneration

12.

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

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 Funds received from Hivos Funds received from HakiElimu Funds received from CARE Tanzania Deferred grants released Other revenues Funds available during the year	9,790 39,958 - - 36,574 - 386,282	10,000 136,274 15,000 22,591 82,594 2,251
LESS: Actual expenditure Acquisition of Plant and equipments Depreciation Movement of payables Rent prepaid Due from HakiElimu - movement (recovery) Deferred revenue released  Balance as at 31 December	203,466 11,013 (4,738) 66,494 8,221 (69,238)	241,496 917 (4,005) (72,541) - 69,238 82,594 - 299,960
Made up as follows: - Cash in hand Cash at bank	171,064 171,064	299,960 299,960

#### 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.

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

## 16. BUDGET AND ACTUAL EXPENDITURE COMPARISON

Account description	Budget	Actual	Actual/Bud get %
	Tzs '000	Tzs '000	76
1. Programs	40,000	2,401	6
1.1 Analytical think pieces	500	409	82
1.2 Analytical support to civil society	500		
policy engagement	16,000	6,831	43
<ul><li>1.3 Participation in PEFAR</li><li>1.4 Public expenditure tracking</li></ul>	17,000	_	0
1.5 Government study	13,000	0	0
1.6 Policy officer 1	22,138	7,559	34 <b>16</b>
1.01 oney officer	108,638	17,200	10
2. Communication and public			
engagement	10.000	3,000	30
2.1 Policy Forum Website	10,000	48,638	62
2.2 Popularisation of policy dicuments	78,000 4,800	40,000	0
2.4 Communication to members	78,000	19,121	25
2.5 Strategic use of media	6,000	1,460	24
2.6 Policy intern 1 and 2	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		400	43
policy enaggement	1,000	432	_
3.3 Quarterly members orientation	12,000		_
3.4 Creative use of IT for learning	10,000 <b>35,800</b>	10,910	
	35,800	10,711	•
4. Strategic policy engagement	8,000	85	
4.2 Selective policy engagement	36,000	25,000	
<ul><li>4.3 Collaboration with others</li><li>4.4 Local and international networkings</li></ul>	5,000		0
4.5 Policy officer 2	11,069	565	2 5
4.3 Folicy officer 2	60,069	25,64	7 43
5.0 Institutional gvernance, planning			
monitoring and evaluation	1 150	76	1 66
5 1Registration	1,150	, 0	,
5.2 Internal planning, annual strategic	5,750	5,79	5 101
meeting and SC retreat	4,000		6 0
5.3 Annual Reports	1,001		
5.4 Organisational development / staff	5,750		0 0
trainina	4,600	2,85	
5.5 Independent financial audit	5,000 5,000		0 0
5.6 Evaluation			25 36
	26,250	7,44	

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

# 16. BUDGET AND ACTUAL EXPENDITURE COMPARISON (Continued)

16. BODGET ARE MOTOR TO			
Account description	Budget	Actual	Actual/Bud get
	Tzs '000	Tzs '000	%
Policy Forum non program costs	4= 0F4	41,743	91
Salaries and benefits	45,954	41,/40	• •
Running costs	12,420	5,872	47
Office rent Office repairs, equipment installation and	2,300	1,135	49
maintenance	2,300	1,682	73
Electricty water and other utilities	5,750	3,244	56
a - manusication -telephone. IQX, CITIQII	4,600	2,280	50
Security, cleaning services and the insurance	4,600	3,620	79
Stationery and supplies	575	2,086	363
Bank charges, legal fees	1,150	395	34
Transport	33,695	20,314	60
Equipment and furniture	1,150	1,223	106
Desktop computers	2,300	0	0
Laptop	1,150	0	0
Computer and software		0	
UPS machines and other computer	3,000	v	
accessories	1,150	0	0
Telephone and equipments	1,150	Ö	
One powerpoint projector	1,130	Č	_
n k triandly adjustable Chall	1,200	9,790	
Office equipments received in kind from NPA	-	11,013	
Office of the	11,100	11,010	
Unanticipated / contingency	19,932	1,270	0
Ottomorphism -	518,238	209,74	1 41
GRAND TOTAL	310,200	_+-,-	