

Update: 2023



Manab Unnayan Kendra (MUK)

Organization: Profile **Update:2023**

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মানব উন্নয়ন কেন্দ্র সড়ক ভবন

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Acronyms

Abbreviations	Acronyms	Abbreviations	Acronyms
BR	Birth Registration	ED	Executive Director
CBO	Community Based Organization	MDG	Millennium Development Goal
CC	Climate Change	ME	
CCA	Climate Change Adaptation	MMC	Meherpur Municipal Corporation
CDD	Centre for Disable in Development	MUK	Manab Unnayan Kandra
CDMP	Comprehensive Disaster Management Program	NGO	Non-Government Organization
CFS	Child Friendly Space	PD	Protection department
CSO	Civil Society Organization	SDC	Swiss Agency for Development and Cooperation
DLAC	District Legal Aid Committee	SDG	Sustainable Development Goal
EC	Executive Committee	SIDA	Swedish International Development Agency
GB	General Body	UDMC	Union Disaster Management Committee
GoB	Government	UK	United Kingdom
GP	Gangni Pouroshava	UNICEF	United Nations Children's Fund
IDCOL	Infrastructure Development Company Limited	UP	Union Parishad
IOM	International Organization of Migration	UPLAC	Union Legal Aid Committee
jnnpf	Jatio Nari Nirjaton Protirodh Forum	UZLAC	Upazila Legal Aid Committee
LEB	Local Elected Body	VGD	Vulnerable Group Development
LGED	Local Government Engineering Department	VGf	Vulnerable Group Feeding
LGI	Local Government Institution	WaSH	Water Sanitation and Hygiene
LGU	Local Government Unit		

Executive Summary

MUK has been treated as envisions of the society, which fosters harmonize with the larger community, culture and nature. To make the vision true, MUK works under five different programmatic outcomes as per its strategic plan 2020-2025. Currently our work traces the lives of over 2 million people across Bangladesh, through intervention in five broad development programs including (i) Governance, Democracy, Political Empowerment & Social Accountability, (ii) Peace & Tolerance, (iii) Woman, Children, Dalit/ Untouched communities and Disable Rights, (iv) Education Program, (v) Gender equality, Transgender Rights and improving the livelihood , and (vi) Agriculture Development & Income Generating Activities (IGA) mark another successful year of performance

MUK is transforming public institutions legitimate and effective. MUK try to ensure and promote universal human dignity by practicing of holistic cultural approach. It gradually adds values not just when these remain diverge, but when they actively are engaged in conflict and whether there is proof of strategies that work, in the long term if not in the short term. MUK facilitates to engage a community, which belongs multiple people with different intra- religion and cultural backgrounds, keeping their own tradition in a given peace process would take into consideration from the outset which contributes towards a pluralistic approach within the community.

MUK's role is to enhance the agenda for numerous congregations in the community to perform as a lens for decision-making around a process as a first step. Through intervening in an inclusive process, it depends on the context, the main actors like Religious leaders, Teachers, moreover Students as well youth community is included. Building resilience in the peace process is proven to be beneficial for other reasons, such as making governance mechanisms or institutions more effective and responsive, providing capacity, or addressing the concerns and grievances of constituencies that becomes an important bottom of support.

MUK is bringing contextual changes through intervention by popular folk culture in engaging the community and showing ability to resolve existing problems of conflict within the community. Building peace consensus in enabling the community to prevent MUK's program initiatives for respective age groups and professional groups brings engagement to be a willingness to embrace pluralism's value proposition: that diversity has approached in a positive way with the interests, values and participation of different groups being respected, it also works to raise awareness about HIV/ AIDS and STD among sex workers and transgender people. It needs to mention here that MUK has added some new practices organizationally such as monitoring the development context in formal way collaboration with SCAN/CBR and use the information on programmatic areas, regular assess of check and balance practices within the organization through using monitoring & evaluation tools, trying to practice 'Do no harm' analysis in project planning stage.

For mainstreaming gender in the organization as well as social spheres, MUK's Gender Forum has been functioning independently for the promotion of women rights within the organization with a separate Gender Plan. Anti-Sexual Harassment Cell is active towards an equitable co-relation among men and women within the organization and society, and In addition to preventing eve-teasing or sexual harassment, various seminars, meetings and trainings are organized in the school college and various campaigns are conducted to raise awareness among the teenagers.

Section-A: MUK in brief

1. **Name of the Organization** : Manab Unnayan Kendra (MUK)
2. **Head Office Address with telephone/ Fax/E-mail** : Manab Unnayan Kendra (MUK)
Hat Road, Amjhupi, Meherpur-7101
Tel: 0791-62424, 63098, Mobile: 01711-397142
E-mail: muk1995@gmail.com
Website: www.muk-f.org
3. **Contact Person** : Asaduzzaman Selim
Chief Executive
4. **Year of Establishment** : 27th August 1995
5. **Type of Organization** : Non-government, non-profit and non-political
voluntary social development organization
6. **Legal Status of the Organization:**

Date of Registration	Registration number	Registered institution
27.8.1997	Kus/223	Directorate of Social Service
25.11.2004, last Renew: 25.11.2019	FDR/1985	NGO Affairs Bureau
01.02.2023	Institute Code. 28046	Bangladesh Technical Education Bord, Dhaka
28.01.1999	JUBO/Meher/12	Directorate of Youth Development
11/02/2013	04615-00668-00686	Microcredit Regulatory Authority
2012 continue	BD-2012-AUR-606942937	PADOR (European Union)
2017 continue	731571258	D-U-N-S (USA)
2016 continue	474025953113	TAX/TIN Reg:

7. Background

It was 1995; the Government of Bangladesh and lot of giant and small scaled NGOs were launching various types of development projects in the country to combat all forms of poverty from human lives as well as the country by using million dollars and other resources. Remarkable positive changes were visible especially in the field of education, health, agriculture, communication and transportation, trade and commerce, per-capita income raised beyond expectation. Number of Millionaire increased dreadfully. Life expentory started increasing also. A good number of Politicians, think tankers, business magnets felt proud for this advancement. Within this golden moments, some rural, educated, young man evaluated this situation very critically and they found that the blessings of the country advancement failed to touch the lives of the majority people of rural poor, ethnic minority people, indigenous people and tobacco workers and the women in general violation of human rights were normal and routine work by the power structure and the richest class. Due to partial and unbalanced development mechanism the poor become more poor, exploitation appeared vigorously in our country economy. To combat this injustice, exploitations and inhumanity for establishing a model democratic poverty free society in June 01, 1995 those young people of Hijuli village under the leadership of Asaduzzaman Selim formed a non-profitable, Non-Government organization named MUK, by honoring Bill of Human Rights. All neglected children, women, youth, ethnic, indigenous people, tobacco workers and dalit community, Victims Of Human Trafficking, socially vulnerable people will get development services from this organization and to work legally in this country MUK got registration from the Department of social welfare, Meherpur on 27.08.1997.

8. Vision

Equity based democratic, poverty free, enhances the productivity of agriculture, sustainable society, which respect to human rights, mainstreams gender equality, and ensures social justice through good governance and sustainable development.

9. Mission

To achieve the rights of marginalized, disadvantaged, & vulnerable people particularly women and children from across the society by establishing democratic principles, rule of law and gender justice through good governance and to enhance the productivity of agriculture and animal husbandry.

10. Specifically, MUK's role is to:

1. Establish democracy and governance through people's participation
2. Promote the rights of children, youth, women the differently able and marginalized people.
3. Resuscitate, develop and foster folk cultural forms and methods to sensitize grassroots people.
4. Build peoples' capacity to cope with the impacts of climate change and natural/manmade disaster and to conserve natural bio-diversity.
5. Build resilient strategic planning for agriculture through community intervention.

10. Values of MUK

The people of MUK have agreed on a set of values as guiding principles to establish a favorable internal environment and thus contribute to the defined mission.

The staff members will practice mutual respect at work place and the organization will evaluate on its staff members' performance. Participatory decision making will be continuous process. Free sharing of experience, view and information will create a sound basis for the organizational decisions. Cooperation rather than destructive competition will govern inters personal behavior. The rules and regulations will apply equally for all. MUK will encourage self-initiative based sense of responsibility. The Team Leader will maintain the proper chain of command. Discipline and attitude of a development worker will guide the individual behavior at work place. Self-criticism and honesty will be the cornerstones of staffs as well. All staff members will use the resources economically and set for sustainable development of the institution. The staff members will consider the organizational issues as strictly internal. They will remain conscious of gender sensitive behavior both at work place and outside.

11. Objectives:

- ✧ To improve livelihood and socio-economic status of the underprivileged people of Meherpur district.
- ✧ To ensure 100% education for all
- ✧ To make skilled and self- reliance the unemployed youth by providing vocational support.
- ✧ To make empowered the persons with disability in the field of human rights and to help them in need.
- ✧ To make strengthen and accountable Union parishads by activating Governmental machineries.
- ✧ To create justice in village level.
- ✧ To establish a child and women-friendly Society.
- ✧ To ensure equitable price of the Agricultural products supply and poison-free fruits.
- ✧ To encourage people for using safe and pure drinking water
- ✧ To extend Technical and financial support in any emergency.
- ✧ To ensure citizen rights of the Minority people.

- ↪ To maintain ecological balance.
- ↪ To contribute the Nation for achieving SDGS and
- ↪ To make Meherpur district Free from Human Trafficking.
- ↪ Increase agricultural production to raise farmer's income.
- ↪ Ensure proper health, nutrition and hygiene status.
- ↪ Ensure quality education to all students.
- ↪ Create greater unity of the beneficiaries to protect any violence against them and to ensure justice.

12. Organizational Management

a. Governance:

MUK is governed by two-tier governing bodies comprising of general Body (GB) with 21 members and Executive Committee (EC) with 7 members. The day-to-day management of the organization is conducted by a senior management team lead by Chief Executives.

b. Human Resource Management:

The human resource ensures MUK's team has the capacity, commitment and professionalism necessary to meet the challenges of implementing MUK's latest 2020-2025 strategic plans. In 19-20 periods, 65 paid Staffs (about 40% of them are Women) have worked in the Organization and 175 Volunteers that are dedicated to implement various activities aimed at achieving the goal of human development in Bangladesh.

c. Financial Management

Financial capacity of the Organization: MUK has been handling funds for more than 27 years and in course of time has gained sufficient level of experience in handling project funds. At present MUK operates 21 bank accounts with different bank for smooth operation of all projects with separate accounts for each project and departments. MUK financial management system maintains national and international standards and policies for best use of resources and technological control. Activities that are carried out under financial management are:

d. Audit System and Reporting:

MUK has two auditing system, an internal and external. The internal audit is conducted by two internal auditors. They directly report to the executive directors. The auditors make field visit and prepare monthly/ quarterly audit report for each and every project. The external audit is conducted by MUK's audit committee headed by the executive director and approved by executive committee. MUK has enlistment of audit firms who are the top ten firms of the country and are affiliated internationally and to NGO affairs bureau.

e. Resources and Others Facilities Available To Support the Program:

MUK is able to support its most implemented program through its resources, assets, human resources, skills and technical equipment. MUK has individual related following department with related professional skilled staff,

1. MUK Administration Department
2. MUK Training Unit
3. MUK Finance Department
4. MUK Logistic department
5. MUK Monitoring and Evaluation Department
6. MUK Development program Department
7. MUK School Unit

Aforementioned departments have skilled staff with different job responsibility as per organizational need. The departments have also developed its policy, which is dully approved by the management. The departments are also capable to perform their job as per policy independently.

14. Working Strategy:

A. MUK has already developed a community based development approach which enabled opportunities to accept to informal justice systems formal education for grassroots children, income generating program for hardcore poor women. The organization has adopted the strategy to bring in power to the community people and local stakeholders, including alternative representation at local government, community and religious leaders. The organization has already upheld various committees at community level, which is the steps towards sustainability contributing achieving SDG goals 1, 2,3,4,5,6,8,13,15 and 16. Developments for example the organization has brought positive and effective changes in the state sponsored services of the poorest through social audit and introduction of citizen charters.

In achieving the above objectives, MUK has clearly formulated certain strategies & principles that are operationalized through some programs.

- ↳ Planning through community initiatives and implementation effectively.
- ↳ Joint adventure with local community and organizations in risky areas.
- ↳ Local and National level networking and policy advocacy.
- ↳ Organized the leaders of the civil society through various platform for participatory action.
- ↳ Ensuring local contribution in works.
- ↳ Preparing implementation strategies with MUK top and mid-level management and facing challenges.
- ↳ Arrangement of internal audit for quality performance.
- ↳ Human resource development;
- ↳ Structural poverty alleviation through enhancing organizational and human capacities in agriculture and food and nutrition security.
- ↳ Improvement of gender equality;
- ↳ Participatory development research;
- ↳ Established SDG.

B. Focus/Core Themes:

MUK has focused on the following core thematic areas:

- # Sensitizing local justice delivery system towards the needs of women.
- # Ensuring the rights of the Dalit/ Untouchable community, rehabilitating them, establishing their participation in the mainstream of society and building leadership among them.
- # Ensuring transparency, accountability of the service delivery institutions and social safety net.
- # Bringing all children from grassroots level into formal education system.
- # Enhance opportunities for farmers (both men and women), predominantly small and marginal into income generating activities through enhancing the productivity of agriculture (crops, livestock and fisheries).
- # To eliminate teasing or sexual harassment from society.
- # Sustainability in all steps of development initiatives.
- # Mass people centered development initiative.
- # Poverty alleviation by local management, local resources and local ideas/indigenous knowledge.
- # People can explore the way of develop make success any project as a group/team.
- # Ensure desired & better life for transgender community and Sex worker by rehabilitation, by education, by medical Support, by providing their basic needs as a human.

15. Geographical Location of the Activities

MUK is a modern style, efficient and highly client oriented non-government organization. The organization is working both in urban and rural areas. MUK has been working in 453 villages under 09 Upazilas of 05 districts in Bangladesh. The information of the operational district of the organization is given below:

Sl. No.	District	Upazila	Union % ward	No. of Village
1.	Meherpur	Sadar	05	65
		Gangni	06	52
		Mujibnagar	04	38
2.	Chuadunga	Sadar	09	27
		Alamdunga	05	28
3.	Kushtia	Daulatpur	08	23
		Mirpur	04	25
4.	Shirajgonj	Tarash	09	87
5.	Jhenaidah	Sadar	06	42
6.		Kaligong	07	49
7.	Dhaka	South City corporation	ward: 22 & 55	17
Total	05	09	65	453

16. Target Group Members & Present Beneficiaries:

A. Target Group Member:

The target beneficiaries of MUK are the poor oppressed and the disadvantaged in the society constituting the bulk of the population i.e. the destitute women and children, the landless, small and marginal farmer persons with disability, migrant labour, ethnic minority communities, indigenous people and tobacco workers, drug addicted persons, sex-workers, ageing people and the other occupational groups who are victims of hunger, malnutrition and social injustice. The organization works with 30,000 beneficiaries, which is also the strength of the organization.

B. Present Beneficiaries:

Sl no.	Type of Beneficiaries	Direct Beneficiary	Indirect beneficiary	Total
1	Child and Chidlabor	7,675	22,475	30,150
2	Adolescent	1,350	3,250	4,600
3	Female	19,285	52,350	71,635
4	Male	5,175	20,500	25,675
5	Disable	330	775	1,105
6	Dalit and indigenous	450	1,475	1,925
7	Senior Citizen	350	1,277	1,627
Total		34,615	1,02,102	1,36,717

17. Network Membership:

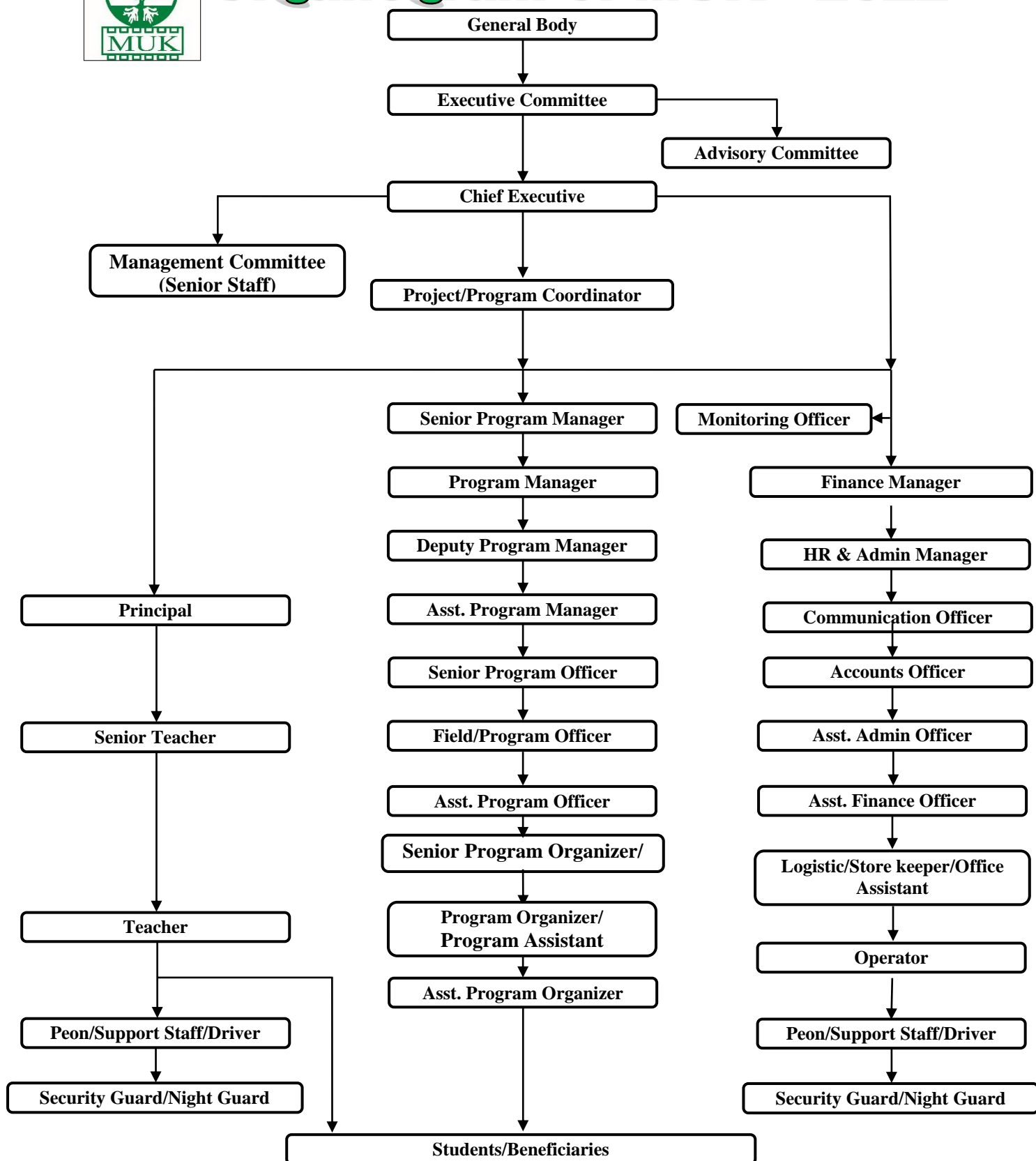
SL	Name of Network	Type of Network	MUK Status	Year
1	ADAB	Regional	Member	2000
2	Amar Odhikar Forum (AOF)	National	Member	2003
3	Association for Land Refund Development (ALRD)	National	Member	2002
4	Bangladesh Country Coordination Mechanism (BCCM)	National	Member	2022
5	Bangladesh Labour Welfare Foundation (BLF)	National	Member	2013
6	Bangladesh Shishu Adhikar Forum (BSAF)	National	Member	2003
7	Campaign for Popular Education (CAMPE)	National	Affiliate Member	2006
8	Child Safety Network	Regional	Member	2010
9	Civil Society Alliance (CSA/SUN)	National	Member	2008
10	Credit and Development Forum (CDF)	National	Member	2003
11	Food to Right Bangladesh	National	Member	
12	Frame work International	International	Member	2009
13	Gender and Water Alliance (GWA)	National	Member	2011
14	Global Human Rights Defense (GHRD)	International	Member	2011
15	Governance Coalition (GC)	National	Member	2003
16	Help Age Global Network	International	Member	2016
17	international network for the reduction of abortion discrimination and stigma (INDOADS)	International	Member	2016
18	Jatio Nari Nirjaton Protirodh Forum (JNNPF)	National	Member	2009
19	Justice Makers Bangladesh	Regional	Member	2010
20	Meherpur Development Forum MDF)	Local	Member Secretary	2005
21	Meherpur NGO Shamiti	Local	Member	2012
22	National Forum of Organizations Working with the Disabled (NFOWD)	National	Member	2007
23	National Human Rights Commission	National	Member	2013
24	STI/(HIV) AIDS Network of Bangladesh	National	Member	2007
25	Sustainable Agriculture Network	Regional	Member	2009

18. Management Structure:

MUK has developed and organized a structured management system, which is not bureaucratic. The organogram shows the relations and accountability both vertically and horizontally.



Organogram of MUK - 2022



19. Comities of MUK:

General Committee:

General Committee is the highest body of MUK and consists with 21 members. The Committee meets twice a year. But if necessary, it can summon emergency meeting. The member of the General Committee will pay regular monthly subscription, actively take part in each meeting of General Committee and different social work. The General Committee will form the Executive Committee, Advisory Committee and will approved annual budget.

Advisory Committee:

Advisory Committee consists of 5 members. The committee formed with intelligent, social worker and honorable persons. The responsibility of the Advisory Committee is to advice General Committee and Executive Committee, to provide proper guideline to the General Committee and Executive Committee and to assist Chief Executive in his/her work.

Executive Committee (EC):

The members of the General Body elect 7-member Executive Committee for the period of 3 years. The EC sits once in a quarter to look after the activities of the organization and takes necessary decisions. The Committee is responsible for overall management of total program/project implemented by the organization. The responsibility of the Committee is to create income sources and maintain accounts, budget preparation, bank account operation, participate in bi-monthly and special meeting, deposit and fixed assets and liquid assets.

Chief Executive:

The Chief Executive is appointed by the Executive Committee. She/he is the executive head of the organization. Chief Executive will implement all decisions of the Executive Committee. She/he is responsible for overall administration and program implementation. To discharge her duties, he/she is assisted by her sub-ordinate staff. She/he is responsible for keeping contact with the government and non-government agencies and donors. The Chief Executive is accountable to the Executive Committee.

Higher Level Management Staff Team/Committee:

To ensure transparency, accountability, mobility of works and for proper planning a 9-member senior level staff management committee is form for 2 years with senior level and mid-level staffs. This committee sit for meeting fortnightly and monthly basis. MUK CEO moderate these meetings. As per need and importance recommendations and decisions of these meetings submitted to the MUK Executive Committee for final approval. After approval of the EC, their decision introduces in the field. Higher Level Management Staff Committee informed according to the will of the CEO and responsible to ensure transparency and accountability of the program.

Mid-Level Management Staff Committee:

To organize the program, to face risen all challenges to fulfill objective of the program, to help to prepare new development plan are the functions of Mid-Level Management Staff Committee. The committee sit for meeting to take necessary program related decisions in fortnightly and monthly meeting chaired by CEO/Coordinator of MUK. This committee consist on 13 members for 2 years and among them 2/3 persons are from higher management committee and the rest from all level of staffs.

19. Staff Member:

MUK has a good number of staff (full time and part time) and volunteers. There is central office staff and project staff. The project staffs are responsible for the proper implementation of all field activities. The staffs of the central office are responsible to the Chief Executive and the area/project office staff are responsible to the respective Program Coordinators, Program Manager through Area Coordinator. The Program Coordinators are accountable to the Director (Program). The Area Coordinators are also responsible to the Chief Executive. Beside this, the field organizer, supervisors, accountants and Admin Officer report to the program Coordinator.

20. Staff Strength:

Level	Sex			Placement	
	Male	Female	Total	Office based	Field based
Management	07	04	11	02	09
Mid-Level	06	03	09	02	07
Field Level	21	11	32	02	30
Volunteer	35	175	205	05	200
Total	69	193	257	11	246

21. Current senior staff of the organization

Designation	Sex	Duration in the Present job (years)	Remarks
Chief Executive	M	28	Founder Chief Executive
Program Coordinator	M	02	-
Monitoring/Audit Officer	M	05	-
Finance/Admin Manager	F	25	Founder Staff
Administration Officer	M	12	-
Program Manager	F	27	Founder Staff
Program Manager	M	25	Founder Staff
Program Manager	M	25	Founder Staff
Program Manager	F	25	-
Program Manager	F	24	-
Program Manager	M	20	-
Senior Accounts Officer	M	04	-
District/Upazila Coordinator	M	04	-
Training Incharge	M	01	-

22. Assets of the Organization:

i. Assets/properties:

Sl. No.	Particulars	Total Number	Condition	
			Good	Average
1.	Computers	20	17	3
2.	Laptop	07	04	2
3.	Printer	05	05	1
4.	Scanner	03	02	-
5.	Telephone (Land)	02	02	-
6.	Mobile	25	15	10
7.	Television	07	05	02
8.	OHP	01	01	-
9.	Steel Almira	09	05	04
10.	Wooden Almira	15	11	05
11.	File Cabinet	24	14	10
12.	Book Self	17	10	7
13.	Sealing Fan	75	55	20
14.	Rack	28	20	08
15.	Armed Chair	45	45	20
16.	Ordinary Chair	150	110	40
17.	Full Secretary Table	35	20	05
18.	Half Secretary Table	40	20	10
19.	Meeting Table	10	10	-
20.	VIDEO Camera	02	01	00
21.	DSLR Camera	02	02	01
22.	Generator	02	01	01
23.	DVD player	02	02	-
24.	Sofa set	15	13	02

23. Vehicle Facilities:

Sl. No.	Type of Vehicle	No. Available			Remarks
		Own	Rented	Total	
1.	Motor Cycle	02	05	07	
2.	Bi-Cycle	03	-	03	

24. Training Facilities:

a. Training Center-1

Sl #	Name and Address of Training Centers	Year of Establishment	Comments		
1.	MUK, Amjhupi, Meherpur	June, 1998	Own & well organized		
Facilities		Capacity	Own/Hired	Quantity / No.	Remarks
Training Room		40 persons	Own	1	
Dormitory with accommodation (Bed etc.)		40 persons	Own	2	
Feeding facilities		40 persons	Own	-	
Training Equipment					
a. Chair			Own	40	
b. Training Table			Own	40	
c. Color TV			Own	1	
d. VCP			Own	1	
e. Flip Board			Own	4	
f. White Board			Own	4	
g. Fan			Own	8	
VIPP Board			Own	5	
Music set			Own	2	

b. Vocational Training center:

Facilities	Capacity	Own/Hired	Quantity /No.	Remarks
Training Room	35 persons	Own	35	
Dormitory with accommodation (Bed etc.)	30 person	Own	30	
Feeding facilities	30 person	Own	30	
Training Equipment				
Sewing machine		„	10	
Refrigerator for practice		„	2 sets	
Air-conditioner			4 sets	
a. Chair		Own	35	
b. Training Table		Own	15	
c. Color TV		Own	1	
d. VCP		Own	1	
e. Flip Board		Own	2	
f. White Board		Own	2	
g. Fan		Own	8	
VIPP Board		Own	5	
Musical Instrument		Own	2	

25. Financial Statement:

Hafiz Ahmed & Co.
Chartered Accountants

Manab Unnayan Kendra (MUK)
Consolidated Statement of Financial Position
As At June 30, 2022

Property & Assets	Note	30-Jun-22	30-Jun-21
Non Current Assets			
Fixed Assets at Cost	6	7,062,628	6,795,528
Total Non Current Assets		7,062,628	6,795,528
Current Assets			
Loan to Members	7	27,382,570	20,891,674
Reserved Account	8	1,264,414	1,264,414
Advance to School Rent	9	109,000	109,000
Advance to Office Rent	10	6,500	4,000
FDR	11	100,000	-
Loan to Staff	12	776,362	776,362
Suspence Account	13	890,933	890,933
Security Deposit to DWA	14	100,000	100,000
Lease of Land	15	30,000	30,000
Cash & Bank Balance	16	5,896,380	5,952,456
Total Current Assets		36,556,159	30,018,839
Total Properties & Assets		43,618,787	36,814,367

Capital Fund & Liabilities	Note	30-Jun-22	30-Jun-21
Capital Fund			
Cumulative Surplus	17	19,752,042	14,600,747
Total Capital Fund		19,752,042	14,600,747
Current Liabilities			
Loan from Others	18	4,947,893	4,947,893
Loan from ED	19	774,046	774,046
Loan from Rebeka Sultana	20	100,000	-
Advance (Mediation)	21	660,316	751,316
Members Savings Deposit	22	8,980,261	8,220,526
Welfare Fund	23	2,252,225	1,922,447
Staff Security Fund	24	1,754,000	1,583,000
Loan Loss Provision (LLP)	25	1,012,476	1,012,476
Accumulated Depreciation	26	3,385,528	3,001,916
Total Current Liabilities		23,866,745	22,213,620
Total Capital Fund & Liabilities		43,618,787	36,814,367

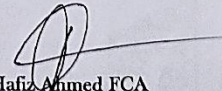
The accompanying notes form integral part of these financial statements


Finance Manager


Chief Executive

Signed as per our report of even date

Date: August 04, 2022


Md. Hafiz Ahmed FCA
Principal
ICAB Enrollment No. 530
Hafiz Ahmed & Co.
Chartered Accountants



The accompanying notes from an integral part of these financial statements.

26. List of members of the Executive Committee

Executive office

The Executive Office is headed by the Chief Executive who executes projects and programs https://www.reddittinc.com/assets/images/site/homepage/Homepage_Snoo_Left@2x.png with the support of a number of dedicated and motivated staffs, workers and the professionals. The head office is located at Amjhupi Town and field offices are located in the working areas.

SL	Name	Sex	Profession	Duration of involvement (years)	Portfolio
01	S. M. Saiful Islam	M	Social Worker	03	President
02	Bodruddoza	M	Business	new member	Vice. President
03	Asaduzzaman Selim	M	Development Worker	28	Chief Executive
04	Azimul Haq Lavlu	M	Business	03	Joint Secretary
05	Md. Nuzrul Islam	M	Social Worker	new member	Treasurer
06	Lotifon Nesa (Lota)	F	Social Worker	06	Member
07	Samsun Naher (Lipi)	F	Teacher	03	Member



Manab Unnayan Kendra (MUK), Amjhupi, Meherpur.

Ongoing Program at a Glance.

SL	Ongoing Project : Title of project undertaken	Name of donor/Development Partner	Name of project Upazila/ district	Types of specialized activities undertaken in the project
1	Disable Rights & rehabilitation and CBR out of role Bangladesh	CDD Shaver & National Disabled Development Foundation	Meherpur District	<ul style="list-style-type: none"> - Providing Physiotherapy and PRTA to the disabled - Inclusive education support - Community awareness and Community meeting - Providing supporting materials - Providing assistance disable peoples to access government services
2	Protecting Victims of Human Trafficking in Bangladesh	Relief International	Meherpur Sadar	<ul style="list-style-type: none"> - Mass Awareness Raising - Training on life and livelihood skill development - Providing psychological - legal counseling - Encouraging to establish entrepreneurial project - Legal aid support - Encouraging the victim to form their association
3	Win with peace	Rupantor & Democracy International	Meherpur Sadar & Khutia	<ul style="list-style-type: none"> -To provide technical assistance, analytical services, monitoring and evaluation in the fields of politics, governance, peace and resilience, and learning. -to prevent violent conflict and build sustainable peace at the local, national, and regional levels
4	Action Research on quality primary education for finding out strategy towards achieving national MDG goals	CAMPE & DFID	Meherpur Sadar and Mujibnagar	<ul style="list-style-type: none"> -Community mobilization and Awareness building -A awareness raising and Campaign - Community Social audit. - Guardian meeting - Community Watch group formation and conduct meeting - SMC & PTA committee formation meeting
5	Advocacy with local government and good governance and Food for All Rights Program	Europe Union & Governance Coalition	Meherpur Sadar	<ul style="list-style-type: none"> - Strengthening local government - Advocacy at grass roots level for ensuring access to government services - Awareness raising for Food security
6	Ensuring the use of eco-friendly and sustainable modern cooking wood stove	World Bank/ IDCOL	Meherpur Sadar Upazilla	<ul style="list-style-type: none"> -Advertisement, milking, fair, workshop, school sessions, demonstration and selling of stoves - Provide technical tanning - Improved eco-friendly Stove production.
7	Enhancing Opportunity to Justice at rural Level	Madaripur Legal Aid Association (MLAA)	Mujibnagar & Meherpur sadar	<ul style="list-style-type: none"> -Village court, Mediation, Courtyard Meeting - Village level meeting - Legal aid support - Strengthen local government
8	Food Security and Nutrition Program	Secours Islamique France	Meherpur District	<ul style="list-style-type: none"> - Awareness raising - Ensuring food for the poor. - Food Support - Technical Support
9	Marginalized indigenous women & Child rights & People's Cooperative Project	ALRD/ Misereor	Meherpur Sadar Upazila	<ul style="list-style-type: none"> - Conducting awareness raising Meeting - Advocacy for roots level unprivileged people to government services - Providing supporting materials - Conducting court yard meeting - Provide Support to be Self-independent
10	Group formation and micro credit support	Muk and BRAC	Meherpur sadar	<ul style="list-style-type: none"> -group formation Capital support - Organizing and conducting weekly and fortnightly meetings -Savings Collection
11	Child & Woman rights Advocacy Program	Action Aid Bangladesh	Meherpur district	Organizing groups for the protection of family violence, especially for the creation of universal human rights for women and children, training, counseling, day keeping and advocacy with service organizations.
12	Vulnerable Group Development program [VGD]	Directorate of Women Affairs Bureau	Jhenidah and Meherpur District	<ul style="list-style-type: none"> Encourage on savings, Training of income generating, Awareness on health and nutrition including violence against women and trafficking. - Collect Savings from group members. - Conducting monthly & Quarterly Meeting.
13	Risky Child Labour Elimination (Phase-4) Project	Ministry of labour and Employment	Dhaka South City Corporation	<ul style="list-style-type: none"> -Awareness raising about risk of Child labour - Training of income generating, - Provide tactical Training.
14	Muk Technical Training Institute	Windrok International and TFD	Meherpur District	<ul style="list-style-type: none"> -Dress making and Trailing -Bewtification Training, Computer Office Application Training

28. Present ongoing projects:

SL No	Name of Donor	Project Title	Working Area	Duration
1	Bureau of Non-Formal Education (BNFE)	Out of School Children's program	Meherpur Sadar, Gangni, Mujibnagar	Dec-24
2	ALRD/ Misereor Germany	Marginalized indigenous women & Child rights & People's Cooperative Project	Meherpur Sadar Upazila	Mar-25
3	CAMPE & PKSE	Quality Education for All (RACE project)	Meherpur Sadar Upazila	jun-24
4	IDCOL-Dhaka/World Bank	ICS/Eco-friendly Improved Cook Oven Installation	Meherpur district	Dec-25
5	JNNPF and Action Aid Bangladesh	Child and women rights advocacy Program	Meherpur district	jun-25
6	Bangladesh NGO Foundation (BNF)	Initiative to create privilege to offer services to the neglected ageing people	Meherpur Sadar Upazila	Dec-24
7	Muk Sponsored	Local Arbitration and Legal Aid Support program	Meherpur district	Continuous
8	Bangladesh women health coalition & Ministry of Health and Family Planning	Premiere health core and nutrition protect	Meherpur district	jun-25
9	Center for Disability in Development (CDD) and Colour Style Bangladesh Ltd.	Treatment and rehabilitation of the person with disabilities	Meherpur Sadar Upazila	Continuous
10	Muk Sponsored	Micro Credit for socio-economic development program	03 Upazila of Meherpur district	Continuous
11	Dutch Bangla	Rocket Mobile Banking Program	Meherpur district	Continuous
12	Drink-well International & NGO Forum for Public Health	WATSAN/Arsenic Mitigation Project	Gangni Upazila	Dec-24
13	Muk Sponsored & personal grants of local people	Covid-19 epidemiological health and food security development project	Meherpur Sadar, Gangni, Mujibnagar	Dec-23
14	Ministry of labour and Employment	Non-formal education and skill development training programme	Dhaka South City corporation, ward no: 22&55	Dec-23
15	Department of Agricultural Extension	Integrated Agricultural Development Programme	Meherpur district	Jun-24
16	Bangladesh Women Affairs Bureau.	VGD & VGF Card holders.	Mujibnagar, Meherpur Tarash, Shirajganj	Dec-24
17	Muk Technical Training Institute	Dress making and Trailaring Bewtification Training, Computer Office Application Training	Meherpur District	Jan-23

Section-C

29. Accounting System/Internal Controls

1. **Normal method of disbursing payments:** Account payee cheque against a payment above ten thousand takas.
2. **Organizational recording process:** Manual Ledger System
3. **Types of ledger in practice:** Main ledger and subsidiary ledger
4. **Transaction procedure:** Transactions are made through request forms, purchase orders, vouchers etc. Chief Executive is the approval authority.
5. **Accounting system about multiple projects:** Have the capacity to track multiple projects.
6. **Capacity of accounting system:** MUK has the capacity to track individual person, project expenses against budget line item categories.
7. **Accounting policy:** Organization have a written accounting policies and procurement policies. This includes an independent committee for purchase above ten thousand takas.
8. **Organization's record retention policy for financial data:** All data is checked by the account officer, Chief accounts officer, Chief Executive. Cheque is placed before the general members in the Annual General Meeting (AGM) and is approved by the general members.
9. **Bases of reports issued:** Cash basis
10. **Time of financial reports prepared:** Weekly, Monthly, Quarterly and Annually.
11. **Bank account reconciliation:** Bank account reconciliation prepared on monthly basis
12. **Petty cash account:** Organization maintains a petty cash account worth Five thousand.
13. **Frequency of financial Audit:** Accounts are audited on an annual basis by the Chartered Accountant Firm enlisted by the NGO Affairs Bureau.
14. **Internal auditing system:** Organization has an internal auditor on standby.
15. **Organizational Policy:** Organization has a written Micro-Finance policy, Service Rule, Gender policy and
16. **Vat/taxation:** The organization follows the government's rule of VAT and taxation very strictly.
17. **Value for money:** The organization implemented those projects or activities that have value for money.

30. Self-dependence

Labour Force:

Manab Unnayan Kendra –MUK has already developed a skilled Labor force of its own by imparting skill building training to its program beneficiaries of execution areas. This Labor force takes parts in field level implementation of various programs/project and utilize respective skills.

Experience in Financial Micro-credit:

Manab Unnayan Kendra- MUK has experience of 19 years in financing micro-credit. Manab Unnayan Kendra- MUK established 1995, but since its inception this organization has been providing rural poor with credit support setting the goal to alleviate poverty target groups by promoting their financial self-reliance.

Linkage with Banks:

Manab Unnayan Kendra- MUK has Linkage with Dutch Bangla Bank as their Super Agent in Meherpur District.

Management

Quality of Management standard:

Manab Unnayan Kendra- MUK has been operating under a standard management system that includes 3 tiers of accountability, namely, General Committee, Executive Committee and Advisory Committee. All committee members and staff members are academically qualified, committed, disciplined and squarely experienced in MFI management.

Second Line/Succession:

MUK has different section senior representatives which made a managing Committee. This Committee co-operates program coordinator and same permanent posted staff. This Management Committee is reliable to make Organizations Policy, written works and field project.

Liaison:

Manab Unnayan Kendra- MUK maintains liaison with rural range of agencies including Government, NGO, Corporations, development networks, MFIs, Banks, community organizations and grant-making agencies both in home and abroad.

Security Arrangement

Personal guarantee with land mortgage of the members of the Executive Committee. Postdated cheque as per repayment schedule. 01 (one) undated cheque covering the entire loan amount along with authority to insert date on the cheque. Financial Security: 10% FDR of sanction loan amount. Usual charged document. Loan Agreement between MFI Bank.

Yours Faithfully,

Assaduzzaman Selim
Chief Executive
Manab Unnayan Kendra- MUK
Date: