

**Capacity Building of People with Disability
in the Community Organisation
(CABDICO)**

FINANCIAL STATEMENTS
DECEMBER 31, 2012 and 2013

**Capacity Building of People with Disability
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CONTENTS

	Pages
Statement by management	3
Auditor's report	4
Financial Statements – Balance sheet	5
Financial Statements – Statement of income and expenses	6
Statement of Fund Balance	7
Notes to financial statements	8 – 13

MANAGEMENT STATEMENT

I, Mr. Yeang Bun Eang, being the Executive Director of Capacity Building of People with Disability in the Community Organisation (CABDICO), on behalf of the management are responsible to prepare the balance sheets, statement of income and expenses for each financial period which gives a true and fair view of the state of affairs of **Capacity Building of People with Disability in the Community Organisation (CABDICO)** for the year ended December 31, 2013 and 2012 and the surplus or deficit for that period..

In preparing this balance sheet and statement of income and expenses, the management is required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgments and estimates that are reasonable and prudent; and
- Prepare the balance sheet and statement of income and expenses on the going concern basis unless it is inappropriate to presume that the organisation will continue its operations.

The management is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the organisation. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the organisation and to prevent and detect fraud and other irregularities.

On behalf of management

Mr. Yeang Bun Eang
Executive Director

Date: 14th March 2014



AUDITOR'S REPORT: Capacity Building of People with Disability in the Community Organisation

We have audited the balance sheets, statement of income and expenses of **Capacity Building of People with Disability in the Community Organisation** for the year ended December 31, 2013. The statement has been prepared in accordance with the accounting policies and accounting principles generally accepted in Cambodia.

Respective responsibilities of the Organisation's management and auditors

The Organisation's management is responsible for the preparation of the financial report which gives a true and fair view. In preparing the financial report, which gives a true and fair view, it is fundamental that appropriate accounting policies are selected and applied consistently.

It is our responsibility to form an independent opinion, based on our special purpose audit, on the financial report and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial report. It also includes an assessment of the significant estimates and judgments made by the organization in the preparation of the statement, and of whether the accounting policies are appropriate to the organisation's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations, which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial report is free from material misstatement. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial report. We believe that our audit provides a reasonable basis for our opinion.

The Organisation's policy is to prepare the accompanying financial report on the modified cash basis. On this basis, receipts are recognised when received rather than when earned, and disbursements are recognised when paid rather than when incurred.

Opinion

In our opinion, the financial report gives a true and fair view, in all material respects, of **Capacity Building of People with Disability in the Community Organisation** for the year ended December 31, 2013, in conformity with the accounting policies and accounting principles generally accepted in Cambodia.

**Capacity Building of People with Disability in the Community
Organization (CABDICO)**

BALANCE SHEET
DECEMBER 31,

	NOTES	US DOLLARS	
		2013	2012
ASSETS			
CURRENT ASSETS			
Cash in bank	3	78,489	3,119
Cash on hand - USD	4a	161	166
Cash on hand - Riels	4b	72	(59)
		<u>78,722</u>	<u>3,226</u>
 LIABILITIES AND FUND BALANCE			
OTHER LIABILITIES			
Accrued Expenses	5	<u>7,089</u>	-
		<u>7,089</u>	-
 FUND BALANCE/DEFERRED GRANT			
Fund Balance, Beginning		3,226	29,377
Excess of receipts over expenses		<u>68,407</u>	<u>(26,151)</u>
		<u>71,633</u>	<u>3,226</u>
		<u>78,722</u>	<u>3,226</u>

The accompanying notes from pages 8-13 form part of these financial statements

**Capacity Building Of People With Disability In The Community
Organization (CABDICO)**

STATEMENT OF INCOME AND EXPENSES
FOR THE PERIOD ENDED DECEMBER 31,

		US DOLLARS	
	Notes	2013	2012
Income			
HILUX		155,650	68,570
CABDICO		42,927	662
DIAF		5,556	21,597
SCDA		-	5,275
AEA		10,001	1,193
DAP		27,696	-
Other Donor		7,035	-
Other Income		2,885	20
TOTAL INCOME		251,751	97,317
Expenses			
Office Expenses	6	5,350	5,088
Local Staffing	7	59,265	55,225
Travel	8	3,637	1,435
Equipment	9	18,469	3,384
Fuel	10	3,709	4,592
Repairs and Maintenance	11	1,776	2,218
Vehicle Insurance/Taxation	12	472	491
Printing Expenses	13	490	2,114
Staff Capacity Building	14	21,570	2,783
Clients Training/Meeting	15	6,272	15,521
Partnership Supports	16	760	4,579
Grant	17	18,718	9,210
Auditing and Consultant	18	38,449	9,828
Project Evaluation	19	1,046	4,864
Other Expenses	20	3,361	2,135
TOTAL EXPENSES		183,344	123,467
NET INCOME/LOSS		68,407	(26,151)

The accompanying notes from pages 8- 13 form part of these financial statements

**Capacity Building of People with Disability in the Community
Organization (CABDICO)**
STATEMENT OF FUND BALANCE

FUND BALANCE as at December 31, 2013

US DOLLARS

DONOR	Beg. Balace Jan. 1, 2013	INCOME	EXPENSES	Ending Balance Dec. 31, 2013
HILUX	410.43	155,650.00	156,060.43	-
CABDICO	617.53	42,927.24	4,200.00	39,344.77
DIAF	377.56	5,556.00	5,948.02	(14.46)
SCDA	668.61	-	646.57	22.04
AEA	-	10,001.00	9,383.72	617.28
DAP	-	27,696.00	6,055.43	21,640.57
Other Donor [John]	-	7,035.32	461.80	6,573.52
Other Income	1,152.11	2,885.00	588.22	3,448.89
Total	3,226.24	251,750.56	183,344.19	71,632.61

FUND BALANCE as at December 31, 2012

DONOR	Beg. Balace Jan. 1, 2012	INCOME	EXPENSES	Ending Balance Dec. 31, 2012
HILUX	4,179.25	68,570.00	72,338.82	410.43
CABDICO	-	661.50	43.97	617.53
DIAF	23,995.46	21,597.00	45,214.90	377.56
SCDA	-	5,275.00	4,606.39	668.61
AEA	-	1,193.00	1,193.00	-
Other Income	1,202.18	20.00	70.07	1,152.11
Total	29,376.89	97,316.50	123,467.15	3,226.24

The accompanying notes from pages 8- 13 form part of these financial statements

Capacity Building of People with Disability in the Community Organisation (CABDICO)

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013

1. Background Information

Brief History and Program Purpose

Capacity Building of People with Disability in the Community Organisation (CABDICO) is a local NGO in Cambodia, working in 3 provinces – Siem Reap, Banteay Mean Chey and Kep. Its main purpose is to improve the capacity and the inclusion of persons with disabilities (including landmine and UXO victims, women and children with disability), their family members and other vulnerable groups (poor widow as head of household) to enjoy the quality of life and social development actions with barrier-free and basic human rights respects.

The main activities are:

- home-based rehabilitation and referrals;
- formation of self-help groups and federations;
- livelihood/income generation and skills training;
- inclusive education;
- awareness raising and networking through Community Committees on Disability.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the accrual basis. The financial statements is not intended to present the financial position and results of operations of the Organisation in accordance with accounting principles and practices generally accepted in countries and jurisdictions other than Cambodia. The accounting principles and practices in Cambodia may differ from those generally accepted in countries and jurisdictions other than Cambodia.

Capital Expenditures

Capital expenditures are charged to expense when incurred.

Foreign currency transactions

The financial statements are expressed in United States Dollars. Foreign currency transactions denominated in local currency are translated into U.S. dollars and are recorded in the books using the exchange rate prevailing at the time of transactions. Foreign exchange gains or loss are charged to operation.

**Capacity Building of People with Disability in the Community
Organisation (CABDICO)**

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013

Cash in Bank and Cash on Hand

	US DOLLARS	
	2013	2012
3 Cash in Banks		
Checking accounts	78,389	2,169
Cash in Bank Siem Reap	100	350
Cash in Bank Banteay Mean Chey		600
	<u>78,489</u>	<u>3,119</u>
4a Cash on Hand - USD		
USD Cash Phnom Penh	138	25
USD Cash Siem Reap		114
USD Cash Banteay Mean Chey		-
USD Cash KEP	23	27
	<u>161</u>	<u>166</u>
4b Cash on Hand - KHR		
KHR Cash Phnom Penh	141	(30)
KHR Cash Siem Reap	(24)	12
KHR Cash Banteay Mean Chey	(56)	(45)
KHR Cash KEP	11	4
	<u>72</u>	<u>(59)</u>

5. Accrued Expenses

Accrued expenses represent commitments to purchase three (3) laptops, 2 printers, Linksys wireless router, Windows 8 license for a total of \$3,766; office tables \$663; T-shirts \$400; balance of 2012 & 2013 audit fee \$935; and consultants fee for New Quick books system and creation of financial manual [policies & procedures.]

**Capacity Building of People with Disability in the Community
Organisation (CABDICO)**

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013

	US DOLLARS	
	2013	2012
6 Office Expenses		
Office supplies	811.29	502.96
Office Utilities	555.62	431.18
Office Rental	3,000.00	3,000.00
Photocopy	138.69	366.44
Refreshment	93.69	146.01
Office phone	92.33	108.93
Mobile phone	534.00	320.00
Internet/email	124.30	212.30
	5,349.92	5,087.82
7. Local Staffing		
Salary	55,509.13	48,131.00
Tax on salary	1,094.48	1,120.73
Health benefit	1.51	-
Insurance policies	1,573.33	1,326.60
Bonus	512.00	3,941.00
Local hire temporary	575.00	706.00
	59,265.45	55,225.33
8 Travel and Transportation		
Travel expenses	69.62	128.00
Travel accommodation	520.00	1,211.90
Vehicles rental	-	7.00
International transport	3,000.00	-
Local transport	47.15	88.02
	3,636.77	1,434.92
9 Equipment		
Set of computer	4,256.00	2,879.00
Computer equipment	45.00	25.00
Safe	185.00	-
Furniture	663.00	-
Motorbike	11,850.01	-
Communication equipment	-	105.00
Video/camera	1,470.00	375.00
	18,469.01	3,384.00

**Capacity Building of People with Disability in the Community
Organisation (CABDICO)**

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013

	US DOLLARS	
	2013	2012
10 Fuel		
Fuel for car	808.00	1,454.00
Fuel for motors	2,901.06	3,138.19
	3,709.06	4,592.19
11. Repairs and Maintenance		
Computer	36.00	412.33
Car	875.00	957.21
Motorbike	864.97	802.44
Video/camera	-	15.00
Office repair and maintenance	-	0.62
REPAIR and MAINTENANCE - Other	-	30.00
	1,775.97	2,217.60
12. Vehicle Insurance/Taxation		
Insurance on car	171.66	190.73
Insurance on motor	300.74	300.74
	472.40	491.47
13. Printing Expenses		
T-shirt	400.00	860.60
Leaflet/poster	90.00	1,250.33
Video, photo processing	-	3.13
	490.00	2,114.06
14. Staff Capacity Building		
Travel expenses	678.96	543.07
Travel accommodation	9,363.51	2,025.96
Course fee	-	115.00
Training document	38.25	-
Facilities rental	10,422.00	-
Refreshment	503.20	92.76
Training material	563.68	6.40
	21,569.60	2,783.19

**Capacity Building of People with Disability in the Community
Organisation (CABDICO)**

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013

	US DOLLARS	
	2013	2012
15. Clients Training/Meeting		
Travel expenses	5.00	243.86
Travel accommodation	5,080.71	13,588.92
Training material	314.76	489.11
Photocopy	5.69	67.65
Refreshment	364.41	891.81
Facilities rental	269.36	120.00
Equipment rental	43.41	-
Trainer/facilitator fee	159.09	-
Training allowance	-	120.00
Construction material	29.46	-
	6,271.89	15,521.35
16. Partnership supports		
International disables day	-	1,199.77
Food/travel	180.00	390.00
Volunteer support	400.00	2,480.00
Material	180.00	509.00
	760.00	4,578.77
17. Grants		
Health grant	2,695.65	963.05
Referral	173.81	176.07
School integration	6,205.96	1,620.26
Technical aid	2,181.33	1,686.39
Grant to SHG	6,092.94	3,600.00
Direct aid	1,368.74	1,154.03
GRANT - Other	-	10.00
	18,718.43	9,209.80
18. Auditing and Consultant		
Professional Audit fee	1,870.00	-
Consultant fee	32,886.30	9,000.00
Others cost	3,692.28	827.50
	38,448.58	9,827.50

**Capacity Building of People with Disability in the Community
Organisation (CABDICO)**

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013

	US DOLLARS	
	2013	2012
19. Project Evaluation		
Travel expenses	77.17	140.75
Travel accommodation	969.00	485.16
Professional fee	-	4,138.00
Vehicle rental	-	100.00
	1,046.17	4,863.91
20. Other Expenses		
Other expenses related board	47.30	30.00
Membership Fee	236.35	275.00
General Information	500.00	-
Public Relation Expenses	2,283.06	1,501.12
Bank Charges	291.16	329.05
Expat Staffing	3.00	-
Exchange Gain/Loss	0.07	0.07
	3,360.94	2,135.24