

COAST Foundation/PO/Dt: 28th June, 2021

To : Mohammad Anwarul Hoque, FCA
Partner, S. K. Barua & Co.
Chartered Accountants
New DOHS, Mohakhali, Dhaka, Bangladesh

Subject : Appointment as an External Auditor for the year FY2020-21 of COAST Foundation.

Dear Sir,
Greetings from COAST Foundation.

COAST Foundation is an independent, non-profit, and progressive coastal NGO in Bangladesh, having registration with the Joint Stock Company, NGO Affairs Bureau of Bangladesh, and Microcredit Regularity Authority (MRA) from Bangladesh Bank. Its main objective is to uplift the socio-economic conditions of the poor and vulnerable coastal people through its intervention like micro finance and technical support, disaster risk reduction, Social justice, Primary health care, non-formal education etc. It is engaged with policy level advocacy and campaigning with its advocacy wing EquityBD (www.equitybd.net). Detail about COAST Foundation can be found in www.coastbd.net.

We are pleased to appoint your firm as an external auditor for the period from 1st July 2020 to 30th June 2021 in favor of COAST Foundation as per following terms and conditions.

1. The consolidated audit fee will be Tk.1,80,000/- (Tk. One lakh Eighty thousand only) excluding VAT. 50% fee will be provided after submission of draft report and rest 50% will be after submitting of all final reports. Payment will be made through account payee cheque in favor of "S.K.Barua & Co".
2. The team has to be led by a senior manager/professional of the audit firm who has minimum 05 years of supervisory experiences. The professional have to be worked as the contact or responsible person for this job and also lead the team in field visit throughout the period and the final reports will be submitted by **25 September, 2021**.
3. A separate report highlighting the weakness and the recommendations for improvement of financial management system of COAST Trust addressed to the Chairman of the Trust has to be given. In this relation the team can consider the existing COAST Finance and other policy/manuals, as a set of base to evaluate the standard of operation.
4. COAST will provide aging schedule of its overdue loan, the auditor will check those whether it has done properly to the standard of microfinance practice and have to analyze the delinquency management and will provide a report on bad debt written off including the recommendations.
5. COAST will provide a list of fixed assets in terms of existing land and building in COAST working area. The auditors will provide a verification and status report on it.
6. The auditors will provide a report on existing Term Savings operating system and its policy, risk assessment issues and the compliance of MRA rules within the organization.

7. The auditors will have to ensure the exit/feedback meeting with COAST Trust before their departure from respective office.
8. The auditor will verify the donors account on sample basis and submit report as format (Ref:11-b)
9. The work schedule as per follows :
 - Submission of Draft Financial Statements to the auditor: 10th August, 2021.
 - Field visit in Bhola/Cox's bazar : 16-26 August, 2021
 - Work in Principal Office (Dhaka) : 16th August to 9th September, 2021
 - Draft report submission: 16th September, 2021
 - Discussion Meeting : 19th September, 2021
 - Final report submission : 23rd September, 2021
10. According to RTI (Right To Information) act and MRA (Microcredit Regulatory Authority) obligation the external audit reports of COAST has to be submitted by 30th September 2020.
11. The auditor will be submitted the following reports :
 - a. Management report with recommendations ----- **– 2 copies**
 - b. Consolidated Financial Reports (as per following format): ----- **– 2 copies**

Particulars	Notes	Amount in Taka					
		Central Operation	Micro Finance	Social Intervention	Donor Projects	Total (2020-21)	Total (2019-20)

- c. Microcredit Program Account ----- **– 2 copies**
- d. Staff Provident Fund ----- **– 2 copies**
- e. (i) FD-4 Accounts (ACCORD, 01 Sep'20 to 31 Aug'21) ----- **– 2 copies**
 (iv) UNICEF Child (12 May'20 to 15th December'20) ----- **– 2 copies**
- f. Fixed Assets report of the organization ----- **– 1 copy**

12. COAST will bear food, accommodation and local transport cost inside COAST program area during audit except the TA/DA cost of Dhaka – Bhola & Cox's Bazar– Dhaka .

May we request you to ensure the signature in each page and send to us at your earliest.

Thanking You,

Agreed and Accepted:
(by audit firm)

Mostafa Kamal Ahmed FCA
Treasurer, GC and EC
COAST Foundation

Signature & date
Name of Partner :
Seal & Date: