



# এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি) SDS (Shariatpur Development Society)

Date: 23.06.2025

Memo No: Shari/SDS/ /2025

## Request for Quotation for External Audit on Annual Accounts 2024-25 of SDS

SDS a Non Government Organization (NGO)s and have been working in central south region in Bangladesh since 1991. SDS has been registered in Social Welfare Department, Joint Stock Company Act, NGO Affairs Bureau and Micro Credit Regulatory Authority (MRA) of the Government of Bangladesh.

According to the Executive Board decision to collect quotations from different audit firms to audit our annual accounts (July 2024 – June 2025) of the organization. In this regard, we are pleased to request you to send a quotation to audit our accounts within 30<sup>th</sup> June 2025. We attached the ToR to the audit:

If you are available for auditing in our organization accounts, Please send a quotation to the following address mail or e-mail by 30<sup>th</sup> June 2025:

Address: Executive Director, SDS, Sadar Road, Shariatpur-8000. Email: [sds.shariatpur@gmail.com](mailto:sds.shariatpur@gmail.com) or [easinsds@gmail.com](mailto:easinsds@gmail.com).

Rabeya Begum

Executive Director

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# SDS

## Shariatpur Development Society

Sadar Road, Shariatpur.

### **Terms and Conditions:**

#### **A. Audit Procedure:**

The audit shall be conducted in accordance with generally accepted auditing standards and relevant national regulations. In addition to the audit as such, the Auditor is requested to provide his professional opinion on the financial management, the bookkeeping system and the procedures for internal controls and his opinion on the financial statements of the organization.

The audit team should be headed by a chartered accountant. Team leader have to provide intensive field visit.

#### **B. Scope of Audit:**

1. To review all relevant documents referring to contracts and contracts of the Organization and all documents concerning rights and obligations.
2. To assess whether the financial reports, as prepared by the Organization, are in accordance with the above-indicated referential documents and to examine completeness, accuracy and legitimacy of income and expenditure as stated in these financial reports.
3. To verify the segregation of duties and responsibilities (accounts of expenditures, Cash controls, Inventory).  
To examine and to verify the existing administrative procedures, including the measures and procedures for internal controls and their application with respect to financial transactions and to the use of funds.
4. To examine all banks accounts related the program.
5. Reconciliation of bank balances with the balances as recorded in the accounts.
6. To examine a representative sample of payment transactions of and within the program, including accuracy and completeness of records and evidence of exchange transaction form foreign into national currency of funds received for the program.
7. To examine the fixed assets register and to verify that the fixed assets are in possession of the Organization, if applicable.  
To verify the existence and ownership of assets of the Organization.
8. Based on a risk analysis, to form an opinion as to whether the Organization is capable of monitoring the program and activities, form the points of view of financial management and general program management.

9. Audit firm will fulfill in the report as all financial and audit terms & condition of Microcredit Regulatory Authority (MRA), Palli Karma Sahayak Foundation (PKSF), respective donor & NGOAB if applicable.
10. To review the last year management report.
11. SDS has different projects and programs. List of Projects and Programs are given below.

## Project List 2024-2025

### Program/Project & others:

Sl. No.	Name of the Projects	Donors Name	Remarks
01	SDS Consolidated Report		
02	Project Consolidated Report		
03	Micro Finance Program	PKSF	91 branch (As PKSF & MRA guideline)
04	Mother Account		
05	General Fund	Own fund	
06	SDS Provident Fund	Staffs fund	
07	SDS Welfare Fund	Staffs fund	
08	SDS Gratuity Fund	Staffs fund	
09	SDS Training Center (TC)	Own fund	
10	SDS Academy	Own fund	
11	ENRICH & Probin Project	PKSF	
12	SDS Technical training Institution (STTI)	Own fund	
13	RMTP- Fish	PKSF	
14	RMTP- Poultry	PKSF	
15	Anticipatory Action Project	WFP	
16	RAISE Project	PKSF	
17	Augrojatra Project	Winrock International	
18	Feed the Future Project	USAID	

19	Ashshash Project	Winrock International	
20	YES4ECO Project	EDUCO	
21	Empower Project	EDUCO	

**C. Financial Report:**

1. The firm has to submit under noted report for the financial year 2024-2025.
2. A consolidated report for total organization for the year 2024-2025.
3. Consolidated report for Micro Finance for the year 2024-2025.
4. Consolidated report for Development Projects for the year 2024-2025
5. Separate report for Development Projects for the year 2024-2025.
6. Management report for overall operation.

**D. Time Frame:**

1. Audit Conduct: Audit should be conducted within 29<sup>th</sup> July-14<sup>th</sup> August 2025.
2. Draft Report: Submission of draft report 4<sup>th</sup> September 2025.
3. Final Report: Submission of Final Report 18<sup>th</sup> September 2025.



(Rabeya Begum)

Executive Director.

The End.