

ANNUAL REPORT

2015-2016



Bangladesh AOTS-HIDA Alumni Society (BAAS)

March 2016

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On behalf of BAAS Executive Committee 2015-2017

Mr. Md. Mamunur Rashid

Secretary General

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Bangladesh AOTS-HIDA Alumni Society (BAAS)

05 March 2016

NOTICE FOR THE 30th ANNUAL GENERAL MEETING (AGM) OF BAAS

The 30th Annual General Meeting (AGM) of BAAS will be held at Patio Hall, 2nd Floor, Gulshan Club Ltd. (House#NWJ-2/A, Bir Uttam Sultan Mahmud Road, Gulshan-2, Dhaka-1212. Tel: +88-02-9852222) on 25th March 2016 (Friday) at 5:00 p.m. The agenda of the AGM are as follows: -

1. Recitation from the Holy Quran
2. Welcome Speech by the President of BAAS
3. Condolence
4. Confirmation of the Minutes of the 29th AGM held on 20.03.2015
5. Report of Activities 2015-2016 by the Secretary General
6. Report of Treasurer for the year 2015-2016
7. Presentation of the Audited Financial Report of BAAS by the Treasurer for the year ended on 31st December 2015 and proposed budget for the year ending on 31st December 2016.
8. Presentation of the Audited Financial Report of BJTI by the Treasurer for the year ended on 31st December 2015 and proposed budget for the year ending on 31st December 2016.
9. Appointment of C.A. Firm as auditor for the year ending on 31st December 2016.
10. Address of Dr. AKM Moazzem Hussain, Honorary Adviser to AOTS-HIDA
11. Open Discussion of General Members
12. Any other matter with permission of the Chair
13. Vote of thanks by the Senior Vice President of BAAS

Please note that the AGM will be followed by Special Cultural Events and Dinner.

All members of BAAS are cordially invited to attend the AGM in time.



Md. Mamunur Rashid
Secretary General, BAAS

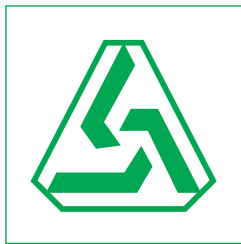
Distribution:

All Members of BAAS

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BAAS Executive Committee 2015-2017



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Zakariul Islam



Sr. Vice President
Dr. Md. Mahbulul Haque



Vice President
Mohammad Ali Jinnah



Vice President
Syed Ahsanul Apon



Vice President
Priti Chakraborty



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Joint Secretary General
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Naimul Hassan



Joint Treasurer
Dr. S M Jaglul A Mazumdar



Joint Treasurer
Mir Ashraful Hossain



EC Member
A.M.M. Khairul Bashar



EC Member
M. Munjurul Hassan



EC Member
Md. Abdus Sobhan



EC Member
Utpal Kumar Das



EC Member
Syed Alimuzzaman



EC Member
M. Halimuzzaman



EC Member
B.M. Ashiqul Islam



EC Member
ANM Shahjahan



EC Member
A S M Khairuzzaman



EC Member
Md. Rezaul Karim Khan



Adviser to EC
Dr. AKM Moazzem Hussain



Adviser to EC
Jawaherul Ghani



Adviser to EC
N.K.A. Mobin

Bangladesh AOTS-HIDA Alumni Society (BAAS) 30th Annual General Meeting



Address of the President

Dear Members, Advisers and Guests,

GOOD EVENING !

I welcome you all to the 30th AGM (Annual General Meeting) of BAAS (Bangladesh AOTS – HIDA Alumni Society).

As we all love our society and want to take it forward both nationally and internationally to achieve a landmark. In this regard I believe, your active participation and cooperation will be the key to success.

Our society has traveled a long way since its inception with significant contributions from our previous team leaders. We had to go through a lot of ups and downs during this long journey. Every single Executive Committee had a contribution along with your support which has brought us here today and I pay my full respect to all those who really worked hard behind today's achievement.

You all know BJTI (Bangladesh-Japan Training Institute), an enterprise of BAAS is very active in its field of Human Resources Development. While we thought about BJTI a few years back, it was like a dream to all of us and today I can say that the platform is already there and it is the **"Dream Come True Project"** of BAAS. The performances of BAAS and the activities of BJTI are explained elaborately in the report of Secretary General of BAAS and in the activity report of BJTI.

I have highlighted only BJTI in my Presidential address and all the performances of BAAS and activities of BJTI will be discussed in today's AGM.

I specially request you all, the members of BAAS, to kindly come forward with new ideas and active participation in multiple dimensions which will help us to take BAAS to the next level.

BAAS is a unique organisation where we have expertise from almost all the sectors, like Entrepreneurs, Engineers & Architects, Doctors, Pharmacists, IT / HR / Services Sectors and other professionals. I believe that with contribution from all of our potential members we can make the path smooth to reach our goal.

The strength of the Society is our members and BJTI is the result of it. If we all strive together, I assure, we can make BJTI a **Centre for Excellence** in the field of HRD.

Another project of BAAS is "BAAS VILLAGE" which is taking shape. Though the progress is slow, I want you all to participate actively in the developing process of BAAS VILLAGE as Initial stage is a crucial time for anything And your inputs will be guiding factor there.

Dear members,

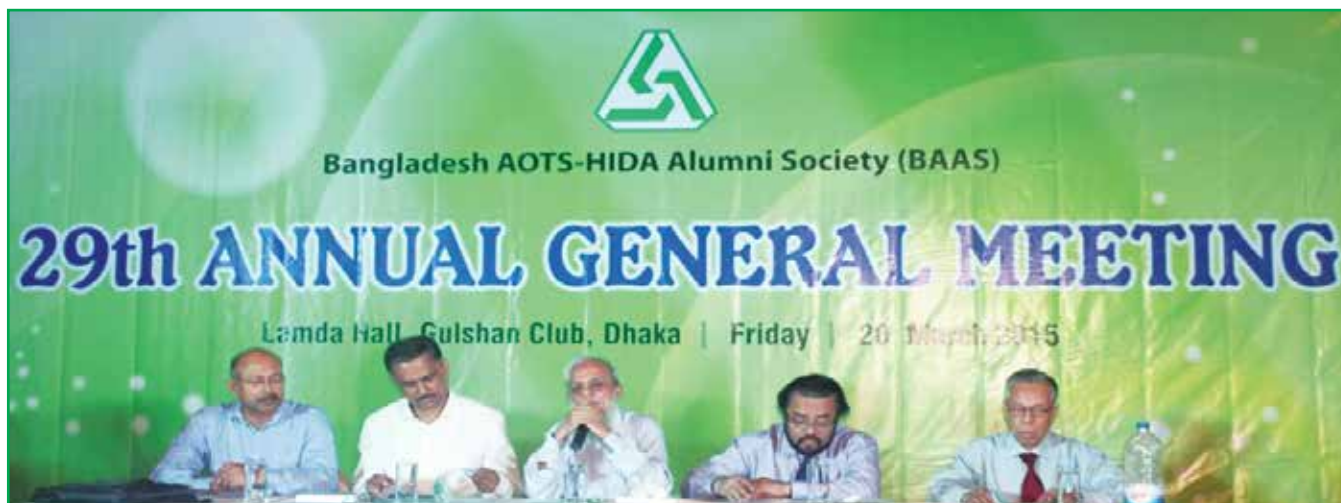
Today in the 30th AGM, I request you all to extend increased cooperation to succeed in all our ventures in the limelight which will eventually take BASS to a greater height.

Once again, thank you all for being here today. May Almighty bless us all.



Zakariul Islam
President BAAS

Minutes of the 29th Annual General Meeting (AGM) of BAAS



The 29th Annual General Meeting (AGM) of BAAS was held on 20th March 2015, Friday at 4:30 p.m., Lamda hall, 3rd Floor, Gulshan Club, Gulshan-2, Dhaka.

Mr. Waliur Rahman, Joint Secretary General, BAAS, recited from the Holy Quran at the commencement.

Mr A.M.M. Khairul Bashar, President, BAAS, welcome all the members present in the AGM. He delivered a welcome speech referring to the last years activities, policies and future plan of BAAS. Mr Bashar also requested all members to be more vigilant and truly welfare focused to take BAAS to a new height.

Secretary General placed the minutes of the 28th Annual General Meeting (AGM) of BAAS in the meeting which was confirmed by the house.

With the permission from the chair, Secretary General, Mr. Md Mamunur Rashid, presented the "Report of the Executive Committee" for the year ending on 31st March 2015.

With the permission from the chair, Mr. Naimul Hassan, Treasurer of BAAS, presented the "Financial and Audit Report" of BAAS for the year ended on 31st December 2014 and also presented "Budget of BAAS" for the year 2015.

Mr Naimul Hassan, Treasurer of BAAS, had also presented the "Financial and Audited Report of BJTI" for the year ended on 31st December 2014 and Budget of BJTI for the year 2015.

The Chair invited all the members in an open discussion on all the reports presented.

Mr Kazi Ali Afzal (BAAS ID#18) wanted to know the status of application for getting additional 10 khata land. He proposed to help in the matters as he has good relation with high ups.

Mr. Kazi Ezabul Khalid (BAAS ID#12) also expressed the same opinion like that of Mr. Ali Afzal and offered to help.

Mr. A.T. Lutful Kabir (BAAS ID#96) wanted to know the current status of BAAS Village.

Mr. Kazi Mahbubur Rahman (BAAS ID#526) referring to the audit report wanted to know the reason behind the consultancy fee.

Mr. Rahbar Alam Anwar (BAAS ID#665) pointed out that BAAS need to be known to the corporate people of Bangladesh, otherwise donation collection for BAAS-BJTI Complex won't be easy.

Mr. Munir Ahmad Khan (BAAS ID#761) requested to know the progress of the BAAS Village project.

Mr. Md. Ashraful Haque (BAAS ID#06) wanted to know the selection procedure of Audit firm and fund status of BAAS. He also said that the sub-committee members can be selected from the general members through open invitation to them.

The AGM was informed that the Committee constituted in the previous AGM for the BAAS village project did not meet during the reporting period. The Convener of the committee did not take any initiative though a proposal about availability of land in Maona area by an interested party was discussed by the EC members. A final step in that regard could not be reached. EC was given the responsibility to reconstitute the committee.

Operational and financial status of BAAS highlighted the requirement of fund for payment to RAJUK plot and support project development costs. The house was informed about submission of a proposal to Nippon Foundation for supporting the project.

The meeting appreciated the concern of Mr. Rahbar Alam Anwar about engagement of corporate leaders for the cause of BAAS. EC will adopt necessary measures in this regard.

The Chair, explained the process for appointing the auditor following the convention of BAAS. It was mentioned that AGM appoints the auditor for the coming year.

Members present at the AGM approved in consensus the EC Report, Financial and Audited Reports of BAAS & BJTI for the year ended on 31st December 2014. Members also approved budget for the year 2015 for BAAS and BJTI.

With permission from the Chair, Secretary General presented the Amendments proposal of MOA, Rules & Regulations and bye-Laws of BAAS.

With permission from the Chair, Secretary General presented Amendments proposal of Bye-Laws of BJTI.

The Chair invited all the members in an open discussion on Amendments proposal of MOA, Rules & Regulations and bye-Laws of BAAS and Bye-Laws of BJTI.

Brig. Gen. (Retd) M. Mofizur Rahman (BAAS ID # 477) appreciated the move to increase new members from the eligible people of the country.

Mr. Kazi Ali Afzal (BAAS ID#18) opined that all matters related to the disposal of assets should be done with the concurrence of AGM.

Mr. Kazi Ezabul Khalid (BAAS ID#12) expressed same opinion like that of Mr. Afzal.

Mr. Rahbar Alam Anwar (BAAS ID#665) emphasized that instead of Gold & Platinum, Donor/Honorary membership can be offered.

Mr Monjurul Hassan expressed same opinion like that of Mr Rahbar and added that there should be no voting right for new type of membership.

Mr. Md. Reaz Uddin (ID# 15) said Bye-Laws can be made to sell properties.

After discussion, house approved the proposed amendments in consensus.

With permission from the Chair, Treasurer proposed C.A. Firm M/s MARHK & CO. as Auditor of BAAS & BJTI for the year ending on 31st December 2015. House approved the C.A. Firm MARHK & CO. as auditor for the year ending on 31st December, 2015 in consensus.

Mr. AMM Khairul Bashar, President, BAAS, informed to the house that an EGM will be held in coming days to raise fund for BAAS-BJTI Complex.

With the permission from the chair, Dr. A.K.M. Moazzem Hussain, Honorary Adviser to HIDA in Bangladesh gave an informative speech about HIDA and its future role about BAAS and BJTI. He also pledged to provide all of his devotion to establish the dream project of BAAS-BJTI Complex with state of the art technology to become a world class Training Institute equivalent to the TPA and TNI of Thailand.

With the permission of the chair Mr. Zakariul Islam, Senor Vice President expressed vote of thanks.

As there were no other matter to discuss the AGM was declared closed. Members enjoyed dinner and cultural events after closing the meeting.

Zakariul Islam
President

Md. Mamunur Rashid
Secretary General



Bangladesh AOTS-HIDA Alumni Society (BAAS)
30th Annual General Meeting
Report of the Executive Committee
Year ending on 31st March 2016

Respected President,
 Advisers and Members of BAAS
 Invited Guests, Ladies & Gentlemen
 Assalamualaikum & Good Evening,

I am delighted to welcome you all in this 30th AGM of BAAS. Please accept my heartiest felicitations.

It is my pleasure to present the Activity and performance report of the Executive Committee for the year ending on 31st March, 2016. I hope that the information provided herein shall make obvious accountability of the Society in a fair and transparent manner. On behalf of the EC, I am briefly stating the activities of the society performed during the period for your kind consideration.

Since last AGM of BAAS, we have lost our valued first BAAS members Mr. S. A. Salam (ID# 01) and another veteran BAAS member Maj. Gen. (Retd.) Amzad Khan Chowdhury (ID # 04). We sincerely remember their contribution towards BAAS and express our deepest condolences. May the Almighty, grant them eternal peace.

Our beloved society has passed a very successful year with full of events. We have tried our best to overcome the prevailing difficulties through attractive performances. This endeavor is reflected in this report.

1. Sub-committees of BAAS for the year 2015-2017:

Following sub-committees assisted EC during the period.

- a. Scholarship and WNF Sub-committee
- b. Human Resource Development Sub-committee
- c. Fellowship and Recreation Sub-committee
- d. Publication and Membership Sub-committee
- e. International Affairs Sub-committee
- f. Internal Audit Sub-committee
- g. BAAS-BJTI Complex Sub-committee

All sub-committees delivered their activities satisfactorily as intended.

2. Executive Committee Meeting

No. of EC Meetings held since last AGM : 12
 Average Attendance in EC Meetings : 62%

Due to the resignation of Mrs. Samia Latif Huq (Joint Treasurer), BAAS Executive Committee has co-opted Mr. Mir Ashraful Hossain (BAAS ID # 721) as a Joint Treasurer in its 246th EC Meeting held on 24th January, 2016.

3. New Members

In this period 51 ex-trainees became General Members of BAAS. Taking this into consideration total present membership strength of BAAS is 913.



Mr. S. A. Salam
BAAS ID # 01



Maj. Gen. (Retd.) Amzad
Khan Chowdhury
BAAS ID # 04

4. Publications

BAAS Wave # 41 was issued in soft form and distributed among the members through email/website as per our yearly plan. Members' attention was drawn through e-mail to view this issue.

5. Members ID Card

Members ID Card was introduced and handed over to many of our members in our last AGM. This tenure also we have printed ID Cards for members. Those who have not yet received their ID Card are requested to do so by submitting required information at BAAS office.

6. AOTS-HIDA Scholarship

During the period from April 2015 to March 2016, we have recommended 59 participants to HIDA under 12 programs out of which a total of 33 participants are finally selected for Japan. Statistics of scholarships are given below.

SL No	Program Name	Application Received	Short Listed	Recommended	Selected
1	EPCM	25	12	4	1
2	PQM	20	10	4	1
3	PDM	5	3	2	2
4	BDPM	30	21	14	13
5	PMTP	15	9	3	2
6	PEMM	12	8	4	4
7	SHOP	30	25	8	1
8	QCTC	10	6	6	2
9	PBI	22	19	6	2
10	PQPS	6	4	3	2
11	PJCM	10	3	3	1
12	PICT	3	2	2	2
Total		188	122	59	33

7. Seminars & Industry Visits

Seminar

The HRD Sub-committee of BAAS organized 04 seminars facilitated by the returnee trainees of BAAS. The Seminars were well attended by participants from different reputed organizations. Following statement has been furnished below:

Sl	Topics	Resource	Held on	No. of participants
1	Profitable Environmental Management (PREMA) & Chemical Management (CM)	Mr. Abul Basher Miah, Managing Director, Magura Paper Mills Ltd. & Polash Urea Fertilizer Factory Ltd.	31 Mar, 2015	15
2	Productivity Improvement through Total Productive Maintenance	Ms. Awalia Khanam, former Senior Research Office, National Productivity Organization (NPO)	21 April, 2015	12
3	TQM in Industries and Culture for Bangladesh	Engr. Mohammad Kawsar Alam Sikder, General Manager, Fakir Apparels Ltd.	05 May, 2015	19
4	Developing Effective Leadership Skills	Mr. Chowdhury Ahsan Anwar, COO, Total Solutions Ltd.	04 August 2015	29
Total Participants				75

Industry Visits

HRD Sub-committee of BAAS organized an Industry University Interaction (IUI) Program on 30th January, 2016 jointly with Healthcare Pharmaceuticals Ltd., aims to assist Qualified Students to aware the basic knowledge on quality and good manufacturing practice (GMP/cGMP), which was really conducive to the pharmacy students before entering this sector. Twenty Masters of Pharmacy students from Dhaka University and Jahangir Nagar University attended this factory visit program at the plant of Healthcare Pharmaceuticals Ltd at Rajendrapur, Gazipur. Mr. Muhammad Halimuzzaman, CEO of Healthcare Pharmaceuticals Ltd. was very kind to sponsor the whole program from his company by providing vehicle facilities, arranging briefing sessions, refreshments, etc. BAAS provided certificate of attendance to all students. Executive Committee of BAAS was profoundly appreciated the assistance of Mr. Muhammad Halimuzzaman and expressed their gratitude with a crest. HRD Sub-committee is also planning to arrange more IUI program in near future.



BAAS President handing over a crest of gratitude to Mr. Muhammad Halimuzzaman

8. CSR Program of Educational Scholarship for the Victims of Rana Plaza Disaster, Savar

CSR program has been going on with educational scholarship of 09 children who lost their parent (s) and 01 child whose mother was seriously injured at Rana Plaza disaster, Savar. The number of scholarship recipients will be increased gradually. Total amount of the scholarship for the year was Tk. 2,84,548/-.

9. Self-Financed NGC (New Global Cooperation Program) of HIDA:

- a) NGC Program on “Advanced Production System” was held during 29 February – 05 March, 2016 at HIDA KKC, Osaka, Japan. Mr. Md. Fakrul Alam from Healthcare Pharmaceuticals Ltd. attended the program and successfully passed the examination and obtained TPS Certificate Grade-4.
- b) NGC Program on “Business Planning for South Asian MSMEs” was held during 08 – 23 March, 2016 at HIDA KKC, Osaka, Japan. Total 10 participants from BAAS successfully attended the program.

10. Programs under World Network of Friendship (WNF)

BAAS organized a successful WNF Program on “Toyota Production System (TPS) under the banner of BJTI during 20-22 November, 2015. Mr. Prakash B. Yardi from Pune, India was the resource person for the program. Workshop was attended by 24 participants from different organizations.

11. BAAS-BJTI Complex

Land: Government allotted a piece of 10 katha land to BAAS for establishing BAAS-BJTI Complex in RAJUK Uttara 3rd Phase Project. Meanwhile BAAS applied to increase the plot size to 20 katha. A consultant has been appointed to pursue this matter. BAAS has already paid Tk. 1,54,40,000/- towards the price of 10 katha land. An amount of Tk. 65,47,200/- yet to be paid at the time of handing over the land.

BAAS had a meeting with the Honorable Minister for Housing & Public Works and as per his suggestion BAAS has applied to RAJUK for another 2.3 Acre at Purbachal New Town Project along with an earnest money of Tk. 15.00 lac.

BAAS has taken lot of initiatives and started a donation collection campaign amongst the potential BAAS members and other potential donors. A project profile has been prepared for BJTI-BAAS project.

Fund : So far all expenses have been borne out of BAAS fund by taking loans against FDRs. This has reduced the availability of operational fund.

12. New EC Installation and Borshobaron

New EC Installation and Bangla Borshobaron Program were held on 17th April, 2015 at Gulshan club. A total of 116 members including family members attended the program.



BAAS Borshobaron

13. Nepal Earthquake Disaster

BAAS sent a message of condolence to Nepal AOTS Alumni Society (NAAS) for the victims of recent devastating earthquake in Nepal and also contributed an amount of \$2,500 for the disaster.

14. Visit of ABK Representative

A representative of ABK (Asia Bunka Kaikan), Japan Mr. Kenichi Yamada visited BAAS office on 8th August, 2015 facilitated by Mr. Saumitra Kumar Mutsuddi, former EC Member, BAAS. He discussed about the prospect of sending Bangladeshi students to Japan for having a yearlong language program at ABK College in Tokyo, Japan. Mr. Md. Mamunur Rashid-Secretary General, Mr. AMM Khairul Bashar-former President, Mr. Mokarram Uddin Ahmed-former President BAAS and Mr. Jawaherul Ghani-Chairman BJTI attended the meeting. BAAS was very much pleased to know about their proposal and assured them to cooperate as much as possible keeping the best interest of BAAS.

15. Visit of new JETRO Official

The new representative of JETRO Dhaka Office Mr. Taiki Koge, along with Ms. Mari Tanaka-Assistant representative and Mr. Shoriful Alam, Manager, JETRO Dhaka Office paid a courtesy visit to BAAS on 9th August, 2015 to meet the representatives of BAAS. Dr. AKM Moazzem Hussain-advisor of HIDA to BAAS and Secretary General of BAAS Md. Mamunur Rashid welcomed them at BAAS Office. Mr. Taiki Koge shared his plan and discussed about future possible collaboration with BAAS activities. JETRO is now running the METI Global Internship Program in Bangladesh together with active collaboration of BAAS. Mr. Koge also discussed about the internship matter and assured his best possible cooperation to run this internship program successfully.



Mr. Kenichi Yamada at BAAS Office

Mr. Wakabayashi at BAAS Office

16. BJIRI Seminar

BAAS President Mr. Zakariul Islam, Vice President Mrs. Priti Chakraborty and Secretary General Mr. Md. Mamunur Rashid attended a seminar on “Medical Ultrasound Technology in Japan” on 14th August, 2015 at RAOWA club organized by Bangladesh Japan Institute of Radiology & Imaging (BJIRI) supported by HIDA, Japan. Both Dr. Sheikh Alemuzzaman of BJIRI and Mr. Hiroki Nogami of HIDA invited BAAS representatives to attend the program.

17. Visit of Mr. Wakabayashi

Representative of HIDA Bangkok Office and AMEICC Secretariat Mr. Nobuyoshi Wakabayashi visited Bangladesh to have some cooperative activities with BIMSTEC (Bay of Bengal Initiative for Multi - Sectoral Technical and Economic Cooperation) in Dhaka. He also came to BAAS Office for a courtesy visit and had a meeting with BAAS on 16th August 2015. BAAS Adviser Dr. AKM Moazzem Hussain and Secretary General Mr. Md. Mamunur Rashid welcomed him at BAAS Office. BAAS shared their activities and future plan to him informing about the vision of BAAS-BJTI Complex and sought some direct financial help from METI to make the project materialized.

18. Welcome dinner for new Japanese Ambassador

Japan-Bangladesh Chamber of Commerce and Industry (JBCCI) hosted a welcome dinner on 19th August 2015 in honour of new Ambassador of Japan to Bangladesh H.E. Mr. Masato Watanabe where BAAS President, Mr. Zakariul Islam and Secretary General, Mr. Md. Mamunur Rashid, BAAS Adviser Dr. AKM Moazzem Hussain attended the function. They shared about various activities of BAAS with the Ambassador.



BAAS President and Secretary General attending the dinner program in the honor of new Japanese Ambassador H.E. Mr. Masato Watanabe.

19. BJTI Training on Lean Manufacturing

Bangladesh-Japan Training Institute (BJTI) organized an International training program on “Lean Transformation Process for Industries” held on 20 August, 2015. The seminar was conducted by Mr. Pisith Chooyong, a renowned consultant from Thailand. The training was well attended by 33 participants from different organizations. Chairman and Vice Chairman of BJTI and Dr. AKM Moazzem Hussain, Adviser to HIDA attended the opening and closing ceremony of the program



Training on Lean Transformation Process

20. Seminar and Factory Visit of Prof. Nomura and his team

BAAS has organized an International Seminar on “Essence of Advanced Production System: TPM-TPS & Linkage Management” held on 24th August 2015 where Prof. Dr. Nomura Shigenobu of AICHI Institute of Technology of Japan conducted the seminar. 84 participants including Production Manager, General Manager, Managing Director, Director from different organizations attended the seminar. Prof. Nomura is an experienced consultant of TPM activities & Production Management as well as the Chairman of TPM Award Committee of Japan Institute of Plant Maintenance (JIPM). He shared his experience to the participants about effective production methods which certainly helped them to enrich their knowledge about TPM & TPS. Later in the evening, BAAS hosted a dinner in honor of Prof. Nomura along with BAAS Executive Committee members at Galleesia Hotel & Resort in Banani, Dhaka. To commemorate the occasion, BAAS also presented a memento and a traditional gift to Prof. Nomura at the dinner program.

Prof. Nomura was visiting Bangladesh with a 14 members Japanese delegations to study the Industrial Management system in Bangladesh. On 25th August, 2015, the group visited the following three manufacturing factories adjacent to Dhaka City with the full assistance of BAAS:

Rahimafrooz Accumulators Ltd.

Comfit Composites Knit Ltd. &

Padma Group of Converters



Glimpses of the Seminar on “TPM-TPS & Linkage Management” conducted by Prof. Nomura

21. Corporate Agreement between BAAS and Galleesia Hotel & Resort

A MOU was signed between Bangladesh AOTS-HIDA Alumni Society (BAAS) and Galleesia Hotel & Resorts Ltd. on 24th August, 2015 at Galleesia Hotel in Banani, Dhaka. The agreement will allow all BAAS members and their guests to receive a special corporate discount on its hotel and restaurant services. Top management of BAAS and Galleesia were present at that time. The Program was followed by a dinner hosted by Galleesia Hotel & Resorts.



Agreement Signing Ceremony at Galleesia Hotel between BAAS & Galleesia Hotel.

22. Corporate Agreement between BAAS and Universal Medical College & Hospital

A MOU was signed between Bangladesh AOTS-HIDA Alumni Society (BAAS) and Universal Medical College & Hospital Ltd. (former Aysha Memorial Specialised Hospital) on 16th September, 2015 at the premise of Hospital. The agreement will allow all BAAS Members and its officials to receive the Medical services from Universal Medical College & Hospital (UMCH) at a special rate. Top management of UMCH and BAAS were present at that time. The Program was followed by a dinner hosted by UMCH.



MOU Signing Ceremony between BAAS and Universal Medical College & Hospital

23. SAFAAS Convention at Kerala, India

Nine Participants from BAAS headed by its President Mr. Zakariul Islam Swapon attended the 11th SAFAAS Convention held at Kerala, India organized by Alumni Society of AOTS (ASA Kerala) held during 4-5 October, 2015. It was a successful event which definitely strengthens the intimacy among all the AOTS Alumni Societies in South Asian region.



SAFAAS Convention at Kerala, India

24. METI Internship Program

BAAS organized an Orientation Program on 3rd October, 2015 for two new METI Interns arrived in Dhaka for their Internship in Dhaka WASA and in Bangladesh Women Entrepreneurs Association. BAAS Adviser Dr. AKM Moazzem Hussain, Vice President Mr. Mohammad Ali Jinnah and EC Member Mr. Abdus Sobhan attended the program. Secretary General of BAAS Mr. Md. Mamunur Rashid conducted the orientation program and briefed the new interns about Bangladesh and the way of living in Dhaka.

JETRO Dhaka Office also organized an orientation program on 5th October, 2015 for the new METI Interns where BAAS Adviser Dr. AKM Moazzem Hussain attended as a representative from BAAS.

Due to unavoidable circumstances beyond the control of BAAS, HIDA decided to withdraw all interns from Bangladesh and temporarily postponed its internship project with Bangladesh. We believe, HIDA will again start the internship project with us soon because of improved situation in Bangladesh.



Orientation for METI Interns – FY2015 arranged by BAAS

25. BAAS River Cruise Program – 2016

BAAS has successfully organized a River Cruise Program on 08th January, 2016 from Sadarghat to Chandpur for its Members and Families. More than 300 persons participated at the program. The program was designed with many events like-Musical Show, Games Show, Magic Show, Raffle Draw etc. All the events were very much attractive and were captivated by all Members, their Children, Spouses and Guests.



BAAS River Cruise Program – 2016

26. Meeting with Prof. Masafumi Sato and Mr. Akira Kuriyama

Former Managing Director of AOTS Prof. Masafumi Sato and Representative of HIDA New Delhi Office Mr. Akira Kuriyama visited BAAS Office on 24th January 2016 to have a meeting with BAAS Executive Committee Members to discuss about the future plan of BAAS-BJTI Project. Mr. Sato and Mr. Kuriyama shared their experience and assured their best cooperation in all activities of BAAS-BJTI. In the honor of this two VIP Guests, BAAS organized a welcome dinner at the end of the meeting.



BAAS Executive Committee welcomed Prof. Masafumi Sato & Mr. Akira Kuriyama

27. Bangladesh-Japan Training Institute (BJTI)

During this period, BJTI has completed 25 training courses, under which about 477 participants from different industries participated. A details report is attached herewith.



Participants at BJTI Training Program



Participants receiving the Certificate

28. Registration of BJTI

After finalizing the Memorandum of Association by BAAS Executive Committee, BJTI already submitted the documents to Register of Joint Stock Companies for its registration under society act. Hopefully, very soon we will get the registration of BJTI.

Dear Members,

I hope you have realized that our beloved society was passing through a very busy schedule during the last period. The EC members and Advisers also provided their full support to BAAS in implementing all the activities and we are very much grateful to them. We believe your cooperation and support was the key strength behind all those activities.

Thank you very much for your patience hearing.



Md. Mamunur Rashid
Secretary General, BAAS



Treasurer's Report 2015-2016

Honorable President,
Respected Members of the Society
As- Salamu- Alaikum

With the permission of the chair, I am presenting Financial Report of the society for the year ending on 31st December 2015.

1. The Account of the society for the year ending on 31st December 2015 has been completed. Total Expenditure in this period is Taka 4,133,832/- (Tk. Forty One Lac Thirty Three Thousand Eight Hundred Thirty Two Only.) against an Income of Taka 6,697,930/- (Sixty Six Lac Ninety Seven Thousand Nine Hundred Thirty Only .There is a surplus of Taka 2,564,098/-(Twenty Five Lac Sixty Four Thousand Ninety Eight only). MARHK & CO. Chartered Accountants audited the Books of Accounts. They have found books of accounts maintained in proper order.
2. Closing balance of our Banks as on 5th March 2016:-

Sl. No	Bank Name	Place	A/C Type	Taka
1	Janata Bank Ltd.	Sonargaon Road Branch	Saving	33,077
2	Prime Bank Ltd.	Elephant Road Branch	Current	200,656
3	Dutch Bangla Bank Ltd.	Elephant Road Branch	Current	122,661
4	Eastern Bank Ltd.	Sonargaon Road Branch	Saving	92,816

3. Presently we have Five following Fixed Deposits accounts with:-

Sl. No	Organization	Taka	Rate	Maturity
1	Lankabangla Finance Ltd.	6,000,000	8.50%	13.01.2018
2	MIDAS Financing Ltd.	1,600,000	10%	07.02.2017
3	Lankabangla Finance Ltd.	900,000	Double	27.02.2020
4	Lankabangla Finance Ltd.	1,100,000	Double	10.08.2020
5	Lankabangla Finance Ltd. (DPS)	200,000		27.07.2024
Total=		11,100,000/-		
In word: One Core Eleven Lac Only.				
Note: Double Money Period Five Years Six Months.				

4. The Society Established Separate Balance for CSR.

Sl. No	Organization	Taka	Rate	Interest Monthly
1	Delta Brac Housing Finance Corporation Ltd.	900,000		5,737/-
2	Lankabangla Finance Ltd.	400,000		2,262/-
Total=		1,300,000		7,999/-
In word: Thirteen Lac Only.				



5. Present Position on CSR:

Particulars	Amounting		Particulars	Amounting	
	2015	2016		2015	2016
Cash at Bank	73,896		Annual Payment	284,548	
Interest against FDR	103,285				
Total=	177,181		Total=	284,548	
Opening Cash at Bank		26,148	Annual Payment		287,030
Interest against FDR		102,850			
Total=		128,998	Total=		287,030
Deficit = Tk. 158,032 (Tk. 128,998 – Tk. 287,030)					
In Word: One Lac Fifty Eight Thousand Thirty Two Only.					

6. Present Position RAJUK PLOT:

Receipt	Taka	Year	Payment	Taka	Year
Dr. AKM Moazzem Hussain	1,000,00	2013	Initial Deposit	25,00,000	2012
			Consultancy Fee	1,25,000	2012
			Consultancy Fee	405,000	2013
			1 st Installment	55,00,000	2013
			2 nd Installment	74,40,000	2014
			Consultancy Fee	1,00,000	2014
(I) Sub – Total =	1,00,000	2014	(I) Sub-Total =	16,070,000	2014
Mrs. Eiko Hussain	100,000	2015	Initial Deposit for Uttara Pubachal plot	1,505,000	2015
Padma Group	500,000	2015			
(II) Sub – Total =	600,000	2015	(II) Sub – Total =	1,505,000	2015
Receivable Donation from Members and others	27,707,900		3 rd Installment	65,47,200	2016
			Interest payable LankaBangla	385,700	2016
			Registration Fee	33,00,000	2016
			Consultancy Fee	500,000	2016
(III) Sub- Total =	27,707,900	2016	(III) Sub-Total =	10,732,900	2016
Total (I+II+III) =	28,307,900		Total (I+II+III) =	28,307,900	

7. Present Liability with Finance Organization as on 5th March 2016:

Particulars	Amounting		Particulars	Amounting	
	2015	2016		2015	2016
<u>Loan received from:</u>			<u>Loan Adjust with interest:</u>		
a. IDLC Finance	6,500,000	-	a. IDLC Finance	2,523,416	4,067,069
b. DBH Finance	2,500,000	-	b. DBH Finance	2,767,812	-
c. Lankabangla Finance	-	4,060,000	c. Lankabangla Finance	-	1,110,000
Current Liability	9,000,000	4,060,000	Current Adjustment	5,291,228	5,177,069
Current Liability Tk. 2,950,000 = (4,060,000 – 1,110,000)					
In word: Twenty Nine Lac Fifty Thousand Only.					

8. With the permission of the Chair, now I am presenting proposed “Bangladesh AOTS – HIDA Alumni Society” Budget for the Year 2016. Total Expenditure for the period is proposed Tk. 22,756,414/- (Tk. Two Core Twenty Seven Lac Fifty Six Thousand Four Hundred Fourteen Only). Against in Income of Tk. 38,555,793/- (Three Core Eighty Five Lac Fifty Five Thousand Seven Hundred Ninety Three Only). The Surplus in the proposed budget is Tk. 15,799,379/- (One Core Fifty Seven Lac Ninety Nine Thousand Three Hundred Seventy Nine Only) which has to be earned by BAAS through the generous contribution of the honorable members. The Budget Statement has been distributed in this meeting for approval.
9. The Account of the Bangladesh – Japan Training Institute (BJTI) for the year ending on 31st December 2015 has been completed. Total Expenditure in the period is Tk. 2,865,086/- (Tk. Twenty Eight Lac Sixty Five Thousand Eighty Six Only) against an Income of Taka 3,498,212/- (Thirty Four Lac Ninety Eight Thousand Two Hundred Twelve Only). There is a Surplus of Tk. 633,126/- (Tk. Six Lac Thirty Three Thousand One Hundred Twenty Six Only).
10. With the permission of the Chair, now I am presenting proposed “Bangladesh – Japan Training Institute” Budget for the Year 2016. Total Expenditure for the period is proposed Tk. 4,399,463/- (Tk. Forty Three Lac Ninety Nine Thousand Four Hundred Sixty Three Only) against in Income of Tk. 4,869,000/- (Tk. Forty Eight Lac Sixty Nine Thousand Only). The Surplus in the proposed budget is Tk. 469,537/- (Tk. Four Lac Sixty Nine Thousand Five Hundred Thirty Seven Only). Which has to be earned by BAAS through the generous contribution of the honorable members. The Budget Statement has been distributed in this meeting for approval.

I proposed Mizanur Rahman Khan MARHK & CO. Chartered Accountants an Auditor for the period from 1st January 2016 to 31st December 2016 at a Fee Tk. 15,000 only. For BAAS & BJTI

I express my thanks to all members of BAAS for kind cooperation and patient hearing.

Naimul Hassan
Treasurer, BAAS





MARHK & CO.

Chartered Accountants

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AUDITOR'S REPORT

We have audited the accompanying balance sheet of “**Bangladesh AOTS - HIDA Alumni Society (BAAS)**” as of December 31, 2015 and the related Deferred Revenue & Expenditure Account, for the year then ended. The preparation of these financial statements is the responsibility of the company's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Bangladesh Standards on Auditing. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; an audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements prepared in accordance with Generally Accepted Accounting Principle (GAAP), give a true and fair view of the state of the affairs of the company as of December 31, 2015 and of the results of its operations and cash flows for the year then ended and comply with the Companies Act 1994, and other applicable laws and regulations.

We also report that:

- a) we have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit and made due verification thereof;
- b) in our opinion, proper books of account as required by law have been kept by the company so far as it appeared from our examination of those books;
- c) the financial statements dealt with by the report are in agreement with the books of account.

Dated: Dhaka
10 February 2016

MARHK & CO.
Chartered Accountants

Bangladesh AOTS - HIDA Alumni Society (BAAS)
(Registered under Societies Act XXI with Registrar of Joint Stock Companies)

Statement of Financial Position

As at 31 December 2015

		Amount in Taka	
Particulars	Notes	31-12-2015	31-12-2014
ASSETS			
Non-Current Assets			
Property, furniture, fixture and equipment (<i>Ref: Annexure-A</i>)		46,543,873	47,102,832
		46,543,873	47,102,832
Current Assets			
Investment in FDR (<i>Ref: Annexure-B</i>)		10,953,074	11,925,707
Short term loan & Advance	5	348,000	250,000
Advance installments paid to RAJUK for Land		16,945,000	15,440,000
Accounts and others receivable	6	388,000	80,000
Cash & Bank balance	7	1,216,849	2,435,654
		29,850,923	30,131,361
Total Assets		76,394,796	77,234,193
LIABILITIES			
Non-Current Liabilities			
Long term loan	8	3,754,505	7,000,000
		3,754,505	7,000,000
Current Liabilities			
Accounts and others payable	9	1,010,000	1,168,000
		1,010,000	1,168,000
Net Assets			
General Fund	10	23,725,327	20,709,789
Revaluation reserve	11	44,692,560	45,144,000
Unfund fixed assets		3,212,404	3,212,404
		71,630,291	69,066,193
Total liabilities		76,394,796	77,234,193

These financial statements should be read in conjunction with the annexed notes

President

Treasurer

Secretary General

*Auditors' Report to the Executive Committee
See annexed report of date*

Dhaka, 10 February 2016



MARHK & CO.
Chartered Accountants

Bangladesh AOTS - HIDA Alumni Society (BAAS)
(Registered under Societies Act XXI with Registrar of Joint Stock Companies)
Statement of Comprehensive Income and Expenditure
For the year ended 31 December 2015

		Amount in Taka	
Particulars	Notes	31-12-2015	31-12-2014
INCOME			
Income from members:			
Membership fee	9.2	1,385,000	1,360,000
Fees received from AOTS-HIDA	12	1,681,172	1,463,897
Contribution for CSR activities		109,000	480,000
Donation received for Nepal		126,550	-
Contribution for BAAS Night		332,000	117,500
Contribution for Borshoboron		84,700	-
		3,718,422	3,421,397
Other income:			
Interest income	13	1,967,208	339,561
Rental income from property		544,000	554,000
Other receipts	14	468,300	1,687,814
		2,979,508	2,581,375
Total Income [A]		6,697,930	6,002,772
EXPENDITURE			
Administrative & Operating Expenses	15	2,366,952	1,626,911
Seminar & Training Program Expenses	16	245,651	1,846,113
BAAS Culture Program	17	587,222	115,750
Donation to BSTQM		-	100,000
BAAS-Yamamoto Award		-	2,450
Bad debt written off		-	10,000
Donation made from CSR to Children of Ultra- Poor Families		284,548	186,256
Total Expenditure		3,484,373	3,887,480
Non-cash expenditure:			
Depreciation (Ref: Annexure A)		649,459	665,562
Total Expenditure [B]		4,133,832	4,553,042
NET SURPLUS (surplus of income over expenditure) [A-B]		2,564,098	1,449,730

These financial statements should be read in conjunction with the annexed notes

President

Treasurer

Secretary General

*Auditors' Report to the Executive Committee
See annexed report of date*



Dhaka, 10 February 2016

MARHK & CO.
Chartered Accountants

MARHK & CO.
Chartered Accountants

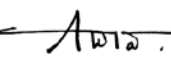
Bangladesh AOTS - HIDA Alumni Society (BAAS)

STATEMENT OF CASH FLOW

As at 31 December 2015

Particulars	31-12-2015	Amount in Taka 31-12-2014
Cash flows from Operating Activities:		
Collection from Membership Fee & Other Income	6,389,930	5,922,772
Payment for general & administrative expenses	(4,272,740)	(12,036,347)
Net cash used by operating Activities	2,117,190	(6,113,575)
Cash flows from Investing Activities:		
Acquisition of Fixed assets	(90,500)	-
Net cash used in Investing Activities:	(90,500)	-
Cash flows from Financing Activities:		
Bank Loan	(3,245,495)	7,000,000
Net cash provided in Financing Activities:	(3,245,495)	7,000,000
Net (decrease)/increase in cash & Cash Equivalent	(1,218,805)	886,425
Cash & Cash Equivalent at the beginning of period	2,435,654	1,549,229
Cash & Cash Equivalent at the end of period	1,216,849	2,435,654


President


Treasurer


Secretary General





Bangladesh AOTS - HIDA Alumni Society (BAAS)
(Registered under Societies Act XXI with Registrar of Joint Stock Companies)
Notes to the Financial Statements
For the year ended 31 December 2015

1 Reporting entity

1.1 Introduction

The Association for Overseas Technical Scholarship (AOTS) was established in 1959 with the support of the Ministry of International Trade and Industry, Japan. Bangladesh AOTS Alumni Society, BAAS is an alumni organization formed by ex trainees who received technical or management training under the auspices of AOTS, Japan. BAAS was registered with the Registrar of Joint Stock Companies, Bangladesh under the Societies Act XXI of 1860 via registration.no. S2228(71)/99 dated 18 October 1999 and registration location was shown at No. 31-32, 7th Floor, Eastern Plaza, Hatirpool, Sonargaon Road, Dhaka 1205. This organization amended its memorandum, article of association and renamed as Bangladesh AOTS-HIDA Alumni Society, (BAAS) on 12 August 2012.

1.2 Nature of activities

- a. Maintain a friendly and cordial relationship among the alumni members;
- b. Work as the counterpart of AOTS for recommendation of trainees from Bangladesh;
- c. Proliferate Japanese culture and management practices in local manufacturing and service sectors;
- d. Provide information about the training programs of AOTS among Bangladeshi only, to contribute to the Human Resource Development efforts of Bangladesh;
- e. Organizing Seminars/ Training Courses by Japanese and Local Experts in different disciplines and sectors;
- f. Assisting AOTS and Japanese companies to implement Overseas Training Programs in Bangladesh;
- g. Cooperating with the AOTS -HIDA Alumni Societies in the South Asia and other regions for exchange of trainees and experts under a special scheme known as the World Network of Friendship (WNF).

Besides, Bangladesh AOTS-HIDA Alumni Society, BAAS took some other initiatives like BJIT for development of human resources.

2 Basis of preparation

2.1 Statement of compliance

These financial statements have been prepared in accordance with Bangladesh Accounting standards (BAS), Bangladesh Financial Reporting Standards (BFRS), the Societies Act XXI of 1860 and other applicable laws and regulations following the accrual basis of accounting except for Investments on FDRs, staff salary and allowances and office utilities where cash basis of accounting have been followed.

2.2 Changes in accounting policy

The Reporting Entity have not made any changes in the accounting policy and have followed similar policies from the proceeding years.

2.3 Basis of measurement

Financial statements have been prepared following the historical cost convention.



2.4 Functional and presentational currency

These financial statements are prepared in Bangladeshi Taka (Tk), which is the society's functional currency. All financial information presented in Taka has been rounded off to the nearest integer. Figures in brackets indicate deductions.

2.5 Use of estimates and judgments

The preparation of financial statements requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

2.5 Reporting Period

These financial statements cover the period from 1 January 2015 to 31 December 2015.

2.6 Statement of cash flows

Statement of cash flows is prepared principally in accordance with BAS-7 "Statements of Cash Flows" and the cash flow from operating activities have been presented under the direct method.

2.7 Comparative figures

Previous year's figures have been rearranged wherever considered necessary to conform to the current year's presentation.

3 Significant accounting policies

The accounting policies set out below have been applied consistently to all periods resented in these financial statements.

3.1 Property (Office space of BAAS), Furniture, fixture and equipment

(i) Recognition & measurements

Office space of BAAS and items of Furniture, fixture and equipment are stated at cost less accumulated depreciation and impairment losses. The cost of acquisition comprises of purchase price, including import duties and non-refundable taxes and any directly attributable cost of bringing the assets to its working condition for its intended use.

(ii) Subsequent costs

The cost of replacing part of an item of property, furniture, fixture and equipment is recognized in the carrying amount of the item if it is probable that the future economic benefits embodied within the part will flow to the Company and its cost can be measured reliably. The costs of the day-to-day servicing of property, furniture, fixture and equipment are recognized in the statement of comprehensive income as incurred.

(iii) Depreciation

Depreciation is recognized on straight line basis for property, furniture, fixture and equipment. The estimated useful lives for the current and comparative periods are as follows:

	Rate
Property at Eastern Plaza	1%
Furniture & Fixture	10%
Equipment	5%
Computer	10%
Furniture & Fixture	10%
Equipment	5%

Assets residual value and useful lives are reviewed and adjusted, if appropriate at each reporting date.





3.2 Recognition of Income

(I) Life membership fee

Life membership fee received/ receivable from the members are recognized as income when BAAS's right to receive such income has been reasonably determined.

(II) Donation

Donations are recognized as income on accrual basis and comprises of (a) fees received from AOTS Japan, (b) Donation for RAJUK plot, (c) CSR contribution, (d) contribution for BAAS picnic and (e) Reimbursement from AOTS for WNF training.

(II) Other income

Other income comprise of (a) interest on FDR, (b) Rental income from property, and (c) Other receipts. These are recognized as income on accrual basis except for the Interest on FDR, which are recognized as income on cash basis.

3.3 Administrative expenses

Administrative expenses comprise expenses relating to administrative staff and management, including office expenses, salaries and depreciation as well as other indirect costs. These expenses are recognized in the income statement on cash basis.

3.4 Cash and cash equivalents

Accounts receivables are initially recognized at cost which is the fair value of the consideration received or receivable. After initial recognition these are carried at cost.

3.5 Account receivables

Accounts receivables are initially recognized at cost which is the fair value of the consideration received or receivable. After initial recognition these are carried at cost.

3.6 Advances, deposits and prepayments

Advances are initially measured at cost. After initial recognition advances are carried at cost less deductions, adjustments or changes to other account heads such as loans given and investment on property.

Deposits are measured at payment value. Prepayments are initially measured at cost. After initial recognition prepayments are carried at cost less charges to Statement of Income and Expenditure.

3.7 Provisions and payables

Provision are recognized only for audit fee. Payable was recognized for payments that are due for refusal of applications and security deposit refund to the applicants who applied for scholarships.

4 Relationship with BJTI (Bangladesh Japan Training Institute)

"Bangladesh – Japan Training Institute" is an integral unit of BAAS designed to carry out aims, objectives and functions as per its bye laws. All its assets will be treated as assets of BAAS. It is "An Initiative or Enterprise of BAAS" to accelerate promotion of its function in a wider framework. BAAS will foster guardianship of the institute through constitution of the Council to govern the institute. The Council shall function in a manner as outlined in the bye laws of BAAS.



MARHK & CO.
Chartered Accountants

Amount in Taka

5 Short term loan & Advance

Opening balance

Loan given to BJTI

Loan given to staff

Advance Booking Venue for AGM

Re-payment of loan - Staff

Closing Balance

31.12.2015	31.12.2014
250,000	-
-	250,000
60,000	-
50,000	-
(12,000)	-
348,000	250,000

6 Account and others receivables

Opening balance

Donation from Systech digital ltd.

Property rent receivable

Closing Balance

	-
80,000	80,000
308,000	-
388,000	80,000

7 Cash and bank balance

Cash in hand

Cash at bank with

Janata Bank Ltd. Savings A/C - 0873-0310026900

Eastern Bank Ltd. Savings A/C - 1051350124454

Prime Bank Ltd. Current A/C - 11411060021984

Dutch Bangla Bank Ltd. Current A/C - 0126110000016400

Closing balance

15,878	138,331
112,117	563,089
152,698	140,412
893,851	1,353,003
42,305	240,819
1,200,971	2,297,323
1,216,849	2,435,654

8 Loang-term loan taken from financial institutions

Loan taken during the year from:

Opening balance

Delta Brac Housing (DBH)

IDLC Finance ltd.

Re-payment of loan made during the year

Delta Brac Housing (DBH)

IDLC Finance ltd.

Closing balance

7,000,000	-
-	2,500,000
1,500,000	5,000,000
1,500,000	7,500,000
(2,500,000)	-
(2,245,495)	(500,000)
3,754,505	7,000,000

These loans were taken from Delta Brac Housing (DBH) bearing interest rate 13.75% and IDLC Finance Ltd. bearing interest rate 12.25% paying installment of RAJUK plot which are secured against the FDRs of BDT 3,000,000 and BDT 5,600,000 maintained respectively with the financial institutions.

9 Accounts and others payable

Provision for adults fee (Ref: Note # 9.1)

Fee refundable to applicants (Ref: Note # 9.2)

Payable for NGC Program (Ref: Note # 9.3)

Closing balance

10,000	23,000
1,000,000	865,000
-	280,000
1,010,000	1,168,000

9.1 Provision for Audit Fee

Opening balance

Provision made during the year

Paid during the year

Closing balance

23,000	17,250
10,000	23,250
(23,000)	(17,500)
10,000	23,000





MARHK & CO.
Chartered Accountants
Amount in Taka

9.2 Fee refundable to applicants (Trainees)

Opening balance	865,000	715,000
Received during the period	2,930,000	2,530,000
Fee Received from NGC	-	50,000
	2,930,000	2,580,000
Advance membership fee refunded to ineligible applicants	(1,145,000)	(1,070,000)
Participants security deposit	(265,000)	-
Membership fee transferred to Income Statement *	(1,385,000)	(1,360,000)
	(2,795,000)	(2,430,000)
Closing balance	1,000,000	865,000

9.3 Payable for NGC program

Opening balance	280,000	-
Add: Security deposits received during the period	75,000	1,195,000
Less: Refund of security deposit to participants	(355,000)	(915,000)
Closing balance	-	280,000

10 General Fund

Opening Balance	20,709,789	18,804,059
Net surplus for the year	2,564,098	1,449,730
Transferred of depreciation on asset from revaluation reserve	451,440	456,000
Closing balance	23,725,327	20,709,789

11 Revaluation Reserve (Ref: Annexure-A)

Revaluation of Property	45,144,000	45,600,000
Transferred of depreciation on revalued asset to general fund	(451,440)	(456,000)
Closing balance	44,692,560	45,144,000

Revaluation model has been adopted only for the class of asset 'Property' which has been revalued at BDT 45,600,000 during the year effective from 02 July 2014. The revaluation has been carried out, by an independent valuer Com-Ex inspection & Survey based on the market price of the shop considering the location, size, infrastructure and future prospects of the locality.

12 Fees received from AOTS-HIDA

Annual Fee	1,055,110	692,150
Trade mission Fees	450,152	134,106
METI Internship Program Fees	175,910	450,450
NGC Program Fees	-	187,191
	1,681,172	1,463,897

13 Interest income

Interest on FDR (Ref: Annexure B)	1,960,863	331,434
Bank interest on Saving Accounts- net of Tax	-	-
Janata Bank Ltd.	2,519	429
Eastern Bank Ltd.	3,826	7,698
	6,345	8,127
	1,967,208	339,561

14 Other receipts

NGC Security Fees	75,000	1,195,000
Seminar	80,000	221,600
BAAS Election	20,300	-
Advertisement	-	133,530
Donation received - General	293,000	91,154
Reimbursement from AOTS-HIDA for WNF Program	-	46,530
	468,300	1,687,814



MARHK & CO.
Chartered Accountants

Amount in Taka

15 Administrative and operating expenses

Office Expenses (Note: 16.1)
AGM expenses
Meeting expenses
Annual Membership Fee to JBCCI
Annual Membership Fee to SAFAAS
BAAS Website up- generation
Consultancy Fee
Interest on loans paid to Financial Institutional

1,362,513	1,297,253
339,243	273,027
32,863	30,631
20,000	20,000
48,600	-
6,000	6,000
12,000	-
545,733	-
2,366,952	1,626,911

15.1 Office expenses

Salary and allowance
Utility expenses
Telephone and Email
Office maintance
Stationery and printing
Bank Chages
Audit Fees
Conveyance
City Corporation/ Land Tax
Refreshment
Office Consumable
News papers Bill
Photocopy, Postage and Courier
BAAS Election
BAAS ID Card
Miscellaneous

753,985	730,939
79,598	142,259
48,141	64,089
57,895	55,790
53,864	48,200
209,787	41,883
10,000	23,250
22,310	22,642
15,900	17,000
15,975	15,379
8,470	10,943
7,821	7,810
1,801	1,819
10,406	-
49,360	-
17,200	115,250
1,362,513	1,297,253

16 Seminar and Training Expenses

NGC Program
AOTS Program
Provision for NGC program
BAAS WAVE Publication
METI Interns Program
Seminar
WNF Program

75,000	915,000
67,617	70,429
-	280,000
-	225,081
31,980	154,588
71,054	154,437
-	46,578
245,651	1,846,113

17 BAAS Culture Program

BAAS Night
BAAS Borshoboron



292,190	115,750
295,032	-
587,222	115,750

Bangladesh AOTS - HIDA Alumni Society (BAAS)

Particulars	Cost				Rate	Depreciation				
	Opening Balance as at 01.01.15	Addition During the Year	Disposal During the Year	Closing Balance as at 31.12.15		Opening Balance as at 01.01.15	Addition During the Year	Disposal During the Year	Closing Balance as at 31.12.15	Written Down Value as at 31.12.15
Property at Eastern Plaza	45,144,000		-	45,144,000	1%	456,000	451,440	-	907,440	44,692,560
Furniture & Fixture	1,732,500	-	-	1,732,500	10%	825,000	173,250	-	998,250	1,559,250
Equipment	36,745	-	-	36,745	5%	14,751	1,837	-	16,588	34,908
Computer	37,080	-	-	37,080	10%	10,300	3,708	-	14,008	33,372
Furniture & Fixture	50,976	-	-	50,976	10%	14,160	5,098	-	19,258	45,878
Equipment	101,531	-	-	101,531	5%	11,875	5,077	-	16,952	96,454
Photocopy machines	-	90,500	-	90,500	10%		9,050	-	9,050	81,450
Balance as at 31 December 2015	47,102,832	90,500	-	46,913,245		1,332,086	649,459	-	1,981,545	46,543,873
Balance as at 31 December 2014	4,994,522	-	-	47,563,679		876,086	665,562	-	1,541,648	47,102,832

* The class of item of the non - current assets has only been revalued by an independent valuer and thereby the historical cost of the assets has increased by an amount of BDT 42,773,872. Had the asset not been revalued and carried under cost model, the carrying value of the asset as at 31 December 2014 would have been Nil. The revaluation gain/ surplus on such revalued assets is given below:

Revaluation gain / Surplus

Value of the property after revaluation

Less : Transferred of depreciation

Revaluation gain / surplus (Ref : Note # 11)

Gregory B. Berman
President

Attest:
Treasurer




Secretary General

Bangladesh AOTS - HIDA Alumni Society (BAAS)
Registered under Societies Act XXI with Registrar of Joint Stock Companies
Investment Schedule
As on 31 December 2015

Sl.	Investment With	Nature of Investment	Instrument Number	Rate of Interest (%)	Date of Purchase	Date of Maturity	Opening Balance	Addition During the Year		Refund		Bank Charges	Closing Balance
								Principal	Realized Interest	Maturity/Encashment Principal	Interest		
	2	3	4	5	6	7	8	9	10	11	12	13	14=8+9+10-11-12-13
1	Prime Bank	FDR	11441060009792		28.01.2008	28.01.2015	1,065,707	-	114,238	1,179,949	-	-	-
2	Delta Brac Housing	FDR	7102015754		24.12.2012	28.10.2015	3,000,000	-	562,690	1,463,391	562,690	-	1,536,609
3	Delta Brac Housing	FDR	7102021878		06.10.2013	06.10.2015	900,000	-	68,930	-	68,930	-	900,000
4	IDL C Finance Ltd.	FDR	10452022465901		28.01.2014	28.12.2015	5,600,000	-	1,180,650	-	844,185	-	5,936,465
5	LankaBangla Finance Ltd.	FDR	933200000265		10.02.2015	10.08.2020	-	1,100,000	-	-	-	-	1,100,000
6	LankaBangla Finance Ltd.	FDR	0009332000000089		27.08.2014	27.02.2020	900,000	-	-	-	-	-	900,000
7	LankaBangla Finance Ltd.	FDR	0009202000000125		06.02.2014	06.02.2016	400,000	-	34,355	-	34,355	-	400,000
8	LankaBangla Finance Ltd.	DPS	0009303000000004		27.07.2014	27.07.2024	60,000	120,000	-	-	-	-	180,000
Grand Total for 2015							11,925,707	1,220,000	1,960,863	2,643,340	1,510,160	-	10,953,074

[Signature]
President

[Signature]
Treasurer

[Signature]
Secretary General



Bangladesh AOTS - HIDA Alumni Society (BAAS)

Proposed Budget (Cash Flow) for the period from 1st January 2016 to 31st December 2016

Income		Budget 2015	Actual Receipt 2015	Proposed Budget 2016
1) Interest from Fixed Deposit:				
a) Prime Bank		114,000	114,238	-
b) IDLC Finance Ltd. (Note: 01)		583,100	1,180,650	-
c) DBH Finance Ltd. (Note : 02)		389,512	562,690	28,255
d) Lankabangla Finance Ltd. (Note : 03)		-	-	498,667
e) Lankabangla Finance Ltd. (Note : 04)		-	-	163,636
f) LankaBangla Finance Ltd. (Note : 05)		-	-	200,000
g) MIDAS Financing Ltd. (Note : 06)		-	-	143,111
h) Easten and Janata Bank S/A		5,000	6,345	3,000
		1,091,612	1,863,923	1,036,669
2) Membership Fee				
		1,300,000	1,385,000	1,300,000
3) Office Rent				
		528,000	236,000	836,000
4) Income From AOTS - HIDA, Japan				
a) Agreement Fee		900,000	1,055,110	960,000
b) WNF Program		50,000	-	50,000
1) Administrative and operating expenses				
Expenditure		Budget 2015	Actual Payment 2015	Proposed Budget 2016
a. Salary & Allowance		935,000	753,985	867,083
b. Electricity, Water & Common bill		120,000	79,598	90,000
c. Office Maintenance		50,000	57,895	50,000
d. Entertainment		20,000	15,975	20,000
e. Conveyance		25,000	22,310	25,000
f. Stationery & Printing		50,000	53,864	60,000
g. City Corporatin / Land Tax		18,000	15,900	17,000
h. Newspaper bill		8,500	7,821	8,500
i. Telephone & E-mail		70,000	48,141	55,000
j. Celebration / Events of BAAS		-	-	20,000
k. Photocopy, Postage & Courier		5,000	1,801	5,000
l. Off. Consumable (Tea, Soap, towel etc)		15,000	8,470	10,000
m. Annual Audit Fee		17,500	23,000	10,000
n. Bank Charge (Income Tax, Service)		120,000	209,787	103,369
		1,454,000	1,298,547	1,340,952

Income		Budget 2015	Actual Receipt 2015	Proposed Budget 2016	Expenditure			Budget 2015	Actual Payment 2015	Proposed Budget 2016
c) METI Internship Program		300,000	175,910	150,000	2) AOTS - HIDA Program expenses			150,000	31,980	50,000
d) Trade Mission		300,000	450,152	250,000	a) METI Internship Program			80,000	67,617	80,000
e) NGC Program		180,000	80,000	150,000	b) AOTS Scholarship Program			<u>230,000</u>	<u>99,597</u>	<u>130,000</u>
		1,730,000	1,761,172	1,560,000						
5) Subscription for BAAS Program					3) BAAS Program:					
a) Borshoboron		250,000	84,700	-	a. Bangla Borshoboron			300,000	295,032	-
b) BAAS Nite		150,000	332,000	500,000	b. BAAS Nite			300,000	292,190	500,000
c) Picnic / River Cruise		200,000	-	529,000	c. BAAS Picnic / River Cruise			400,000	-	706,263
		600,000	416,700	1,029,000				1,000,000	587,222	1,206,263
6) Income for CSR Activities :					4) Annual Membership Fee:					
a) Contribution from Members		200,000	109,000	200,000	a) JBCCI			20,000	20,000	20,000
b) Interest from DBH Finance		70,500	68,930	68,850	b) SAFAAS			-	48,600	16,200
c) Interest from Lankabangla		27,736	34,355	34,000				20,000	68,600	36,200
		298,236	212,285	302,850	5) BAAS Printing Expenditure					
7) Advertisement Fee :					a) BAAS WAVE			150,000	-	150,000
a) BAAS - WAVE		150,000	-	150,000	b) BAAS ID Card			-	49,360	30,000
b) BAAS Members Directory		-	-	-	c) BAAS Members Directory			-	-	-
		150,000	-	150,000				150,000	49,360	180,000
8) Contribution from Members and Others:					6) CSR Activities :					
a) Nepal Disaster Fund		-	126,550	73,450	a) CSR to Children of Ultra-Poor Families			300,000	284,548	287,030
b) General		25,000	23,000	50,000	b) Nepal Disaster Contribution			-	-	200,000
		25,000	149,550	123,450				300,000	284,548	487,030
9) Participant Fee:					7) Seminar and Election Expenses :					
a) Seminar		-	80,000	50,000	a) Seminar			50,000	71,054	100,000
b) BAAS Election		30,000	20,300	-	b) BAAS Election			100,000	10,406	-
		30,000	100,300	50,000				150,000	81,460	100,000



Note:

- 1) We deposited Tk. 5,600,000 @ of 12.25% for 14 months and at current year we have renewed for 9 months @ of 8.50 %
- 2) We deposited Tk. 3,000,000 @ of 11.75% for 12 months and at current year we have renewed for 9 months @ of 9%
- 3) 6000000*8.5%*352/360
- 4) 900000*360/1980
- 5) 1100000*360/1980
- 6) 1600000*10%*322/360

Bangladesh AOTS - HIDA Alumni Society (BAAS)

Proposed Budget of RAJUK PLOT for the period from 1st January 2016 to 31st December 2016

Income	Budget 2015	Actual Receipt 2015	Proposed Budget 2016	Expenditure	Budget 2015	Actual Payment 2015	Proposed Budget 2016
1) Loan From :				1) Instalment Paid to RAJUK Plot			
a) IDLC Finance Ltd.	-	1,500,000	-	a) Uttora Phase - III (3rd Instalment)	6,547,200	-	6,547,200
b) DBH Finance Ltd.	-	-	-	b) Initial Deposit for Purbachal	-	1,505,000	-
c) Lankabangla Finance Ltd.	-	-	4,060,000		6,547,200	1,505,000	6,547,200
	-	1,500,000	4,060,000	2) Loan Adjustment with:			
2) Donation from Members and Others				a) IDLC Finance Ltd.	4,500,000	2,245,495	3,754,505
b) RAJUK Plot	28,107,824	-	28,107,824	b) DBH Finance Ltd.	2,500,000	2,500,000	-
	28,107,824	-	28,107,824	c) Lankabangla Finance Ltd.	-	-	4,060,000
					7,000,000	4,745,495	7,814,505
3) BAAS Generated Fund				3) Interest payment :			
	-	5,296,228	-	a) IDLC Finance Ltd.	750,000	277,921	312,564
	-	5,296,228	-	b) DBH Finance Ltd.	540,624	267,812	-
				c) Lankabangla Finance Ltd.	-	-	385,700
					1,290,624	545,733	698,264
				4) Registration and Consultancy Fee :			
				a) Consultancy Fee	500,000	-	500,000
				b) Registration Fee	3,300,000	-	3,300,000
					3,800,000	-	3,800,000
				Proposed Investment	9,470,000	-	13,307,855
Total	28,107,824	6,796,228	32,167,824	Total	28,107,824	6,796,228	32,167,824



Bangladesh AOTS - HIDA Alumni Society (BAAS)

Proposed Budget (Cash Flow) for the period from 1st January 2016 to 31st December 2016

Income	Budget 2015	Actual Receipt 2015	Proposed Budget 2016	Expenditure	Budget 2015	Actual Payment 2015	Proposed Budget 2016
1) Loan Refund from BJTI	250,000	-	250,000	1) Loan given to Staff	50,000	60,000	50,000
	250,000	-	250,000		50,000	60,000	50,000
Total	250,000	-	250,000	Total	50,000	60,000	50,000



MARHK & CO.

Chartered Accountants

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E-mail : marhkco@gmail.com
Web : www.marhk.com

AUDITOR'S REPORT

We have audited the accompanying balance sheet of “**Bangladesh-Japan Training Institute (BJTI)**” as of December 31, 2015 and the related Deferred Revenue & Expenditure Account, for the year then ended. The preparation of these financial statements is the responsibility of the company's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Bangladesh Standards on Auditing. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; an audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements prepared in accordance with Generally Accepted Accounting Principle (GAAP), give a true and fair view of the state of the affairs of the company as of December 31, 2015 and of the results of its operations and cash flows for the year then ended and comply with the Companies Act 1994, and other applicable laws and regulations.

We also report that:

- a) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit and made due verification thereof;
- b) In our opinion, proper books of account as required by law have been kept by the company so far as it appeared from our examination of those books;
- c) The financial statements dealt with by the report are in agreement with the books of account.



Dated: Dhaka,
10 February 2016

MARHK & CO.
Chartered Accountants

Bangladesh - Japan Training Institute (BJTI)
(An Integral Unit of Bangladesh AOTS – HIDA Alumni Society)

Statement of Financial Position

As at 31 December 2015

		Amount In Taka	
Particulars	Notes	31-Dec-15	31-Dec-14
A. ASSETS			
Fixed Assets			
Assets (Annexure- A)		43,200	-
		43,200	-
Current Assets			
Short-term non-interest bearing loan given to employees	3	70,000	44,000
Accounts and others receivables	4	206,603	133,050
Cash and bank balances	5	1,187,748	701,575
		1,464,351	
Total Assets		1,507,551	878,625
B. FUND & LIABILITIES			
Current Liabilities			
Loan from Bangladesh AOTS-HIDA Alumni Society	6	250,000	250,000
Accounts and other payables	7	5,000	9,200
Total Liabilities		255,000	259,200
Net Assets			
General fund	8	1,252,551	619,425
Total Fund & Liabilities		1,507,551	878,625

These financial statements should be read in conjunction with the annexed notes

Chairman

Secretary General
BAAS

Auditors' Report to the Trustees
See annexed report of date

Dhaka, 10 February 2016



MARHK & CO.
Chartered Accountants

MARHK & CO.
Chartered Accountants

Bangladesh - Japan Training Institute (BJTI)
(An Integral Unit of Bangladesh AOTS – HIDA Alumni Society)
Statement of Income and Expenditure
As at 31 December 2015

		<u>Amount in Taka</u>	
<u>Particulars</u>	<u>Notes</u>	31-Dec-15	31-Dec-14
INCOME			
<i>Income from participants :</i>			
Training fee	9	2,623,015	2,246,823
Donation	10	616,000	22,000
		3,239,015	2,268,823
<i>Other income :</i>			
METI Internship Program Fees		236,197	290,261
Training Conducted Honorarium		23,000	-
		259,197	290,261
Total Income [A]		3,498,212	2,559,084
EXPENDITURE			
Administrative & Operating Expenses	11	1,060,931	869,955
Seminar & Training Program Expenses	12	1,603,665	1,173,468
BJTI Registration		200,000	-
METI Internship Program		490	8,080
Total Expenditure [B]		2,865,086	2,051,503
Net SURPLUS (surplus of income over expenditure) [A - B]		633,126	507,581

These financial statements should be read in conjunction with the annexed notes

Chairman

Secretary General
BAAS

Auditors' Report to the Trustees
See annexed report of date

Dhaka, 10 February 2016

MARHK & CO.
Chartered Accountants





MARHK & CO.
Chartered Accountants

Bangladesh - Japan Training Institute (BJTI)
(An Integral Unit of Bangladesh AOTS – HIDA Alumni Society)

Notes to the Financial Statements

For the period from 01 January to 31 December 2015

1 Reporting entity

1.1 Introduction

Bangladesh-Japan training institute (BJTI) was established in 2012 with the support of the Bangladesh AOTS-HIDA Alumni Society (BAAS), that is yet to be registered with the Registrar of Joint Stock Companies (Bangladesh) under the Societies Act XXI of 1860. The office of BJTI is located at Room no. 31-32, 7th Floor, Eastern Plaza, Hatirpool, Sonargaon Road, Dhaka 1205 which is the registered office of BAAS.

According to the bye laws of BAAS (Ref: clause no. 8), all the assets of Bangladesh-Japan Training Institute (BJTI) will be an integral unit of BAAS and all its assets will be treated as the assets of BAAS.

1.2 The major activities of BJT

Aims and Objectives

The main aim and objectives of BJTI is to contribute to the economic growth of Bangladesh by enhancing the managerial and technical skills of human resources through disseminating Japanese Management Approaches in Bangladesh. BJTI looks forward to contribute to the development of industrial relations and also create a link between similar institutions at home and abroad.

Functions

The principal functions of BJTI are to carry out need assessment, develop curriculum, design training courses, workshops and implement the same. BJTI also implements programs to create awareness like seminar, discussion programs etc. They publish books, journals, news letters etc. and also carry out research in relevant fields.

2 Significant Accounting Policies

2.1 Basis of measurement

Financial statements have been prepared following the historical cost convention.

2.2 Reporting Period

These years financial statements cover the period from 01 January 2015 to 31 December 2015.

2.3 Comparative figures

Previous year's figures have been rearranged wherever necessary to conform to the current year's presentation.

3 Short-term non-interest bearing loan given to employees

	31-Dec-15	31-Dec-14
	Taka	Taka
Opening Balance	44,000	-
Loan given during the year	70,000	50,000
Realisation of loan during against salary	(44,000)	(6,000)
	70,000	44,000

* Short - term non-interet bearing loan was given to Program Manager for bearing his personal expenses

4 Accounts and other receivables

MIDAS Finance Ltd. for HR Audit & Accounting	4,000	-
IDCOL for Financial Statement Analysis	7,886	-
Toyota Production System (BCIC)	12,000	-
Helan for Effective Team Building : How to Lead & Perform III	100,000	-
Toyota Production System (WNF Program HIDA)	75,717	-
Karnaphuli Papers Mill for TQM Program	7,000	7,000
Toyota Production System (WNF Program HIDA)	-	82,050
Business Ethics & Corporation Responsibilities	-	16,000
Industrial Effluent Treatment Plant	-	28,000
	206,603	133,050



MARHK & CO.
Chartered Accountants

5 Cash and bank balances

Cash in Hand
Cash at Bank (Shah Jalal Islami Bank Ltd. Current a/c-4023-13100000369)

6 Loan from Bangladesh AOTS-HIDA Alumni Society

7 Accounts and other payable

Opening Balance
Provision during the year
Paid during the year

8 General Fund

Opening balance
Add: Net (deficit)/ surplus for the year
Closing balance

9 Training fee

Business Communication Skills
Supervisory Skills Development Workshop
Kaizen for Improving Organizational Performance
Negotial Skills Development
Industrial Effluent Treatment Plant
Professional Saleman of 21st Century
Toyota Production System
Effective Team Building : How to Lead & Pergorm-I
Supply Chain Management
Industrial and Labour Law 2006
Behaviour Modification for Performance Improvement
Effective Procurement Tools and Techniques
Total Producatve Maintenance
HR Audit and Accounting
Leadership & Corporate Philosophy in Age of Globlization
Green Business for People, Planet and Profit
Productivity Improvement Techniques
Quality Management System ISO: 9001 - 2008
HR Excellence
Financial Statement Analysis
Lean Transformation Process for Industries
Talent Management & Succession Planing
Electrical Safety Awareness
Labour Law for Managers (Special Empha
Effective Team Building: How to Lead & Perform - II
Practical Solution of Quality Related Problem
Effective Team Building: How to Lead & Perform - III
Trining program During the period

10 Donation

BAAS - BJTI Complex Project
General



	31-Dec-15 Taka	31-Dec-14 Taka
	2,159	9,863
	1,185,589	691,712
	1,187,748	701,575
	250,000	250,000
	250,000	250,000
	9,200	5,175
	5,000	9,200
	(9,200)	(5,175)
	5,000	9,200
	619,425	111,843
	633,126	507,582
	1,252,551	619,425
	20,000	-
	44,000	-
	42,000	-
	82,150	-
	68,162	-
	65,800	-
	349,317	-
	59,200	-
	48,000	-
	32,000	-
	54,400	-
	36,000	-
	93,600	-
	52,000	-
	651,200	-
	25,600	-
	65,000	-
	67,600	-
	31,200	-
	43,486	-
	178,800	-
	64,200	-
	90,900	-
	41,600	-
	120,000	-
	96,800	-
	100,000	-
	-	2,246,823
	2,623,015	2,246,823
	600,000	-
	16,000	22,000
	616,000	22,000



MARHK & CO.
Chartered Accountants

11 Administrative & Operating Expenses

Salaries & allowances
Electricity, Water and Common Bill
Audit fee
BJTI website up-gradation expenses
Bank charges by Shah Jalal Islami Bank Ltd.
Conveyance for office staffs
Photocopy, postage & courier
Printing & stationary
Telephone & e-mail services
Refreshments
Council meeting
Deprecation
VAT and Tax
Miscellaneous expenses

31-Dec-15 Taka	31-Dec-14 Taka
792,070	673,000
105,372	37,187
5,000	9,200
6,000	6,000
3,575	1,737
8,093	8,642
23,614	33,013
71,502	50,347
31,800	38,600
300	4,100
6,055	7,914
4,800	-
2,750	-
-	215
1,060,931	869,955

12 Seminar & Training Program Expenses

Training Materials
Business Communication Skills
Supervisory Skills Development Workshop
Kaizen for Improving Organizational Performance
Negotional Skills Development
Industrial Effluent Treatment Plant
Professional Saleman of 21st Century
Toyota Production System
Effective Team Building : How to Lead & Pergorm
Supply Chain Management
Industrial and Labour Law 2006
Behaviour Modification for Performance Improvement
Effective Procurement Tools and Techniques
Total Productive Maintenance
HR Audit and Accounting
Leadership & Corporate Philosophy in Age of Globlization
Green Business for People, Planet and Profit
Productivity Improvement Techniques
Quality Management System ISO: 9001 - 2008
HR Excellence
Financial Statement Analysis
Lean Transformation Process for Industries
Talent Management & Succession Planing
Electrical Safety Awareness
Labour Law for Managers (Special Empha
Effective Team Building: How to Lead & Perform - II
Practical Solution of Quality Related Problem
Effective Team Building: How to Lead & Perform - III
Training Conducted Honorarium for Program Manager
Employee Training
Training Program during the Period

206,500	130,000
22,321	-
24,216	-
24,217	-
28,111	-
47,410	-
46,997	-
135,139	-
27443	-
25,308	-
23,317	-
27138	-
23911	-
29,645	-
24,550	-
479,370	-
22,605	-
25,786	-
26,474	-
23,312	-
24,257	-
73,342	-
27,530	-
25,563	-
24,182	-
35,241	-
29,169	-
53,361	-
17,250	-
-	9,500
-	1,033,968
1,603,665	1,173,468



Annexure A

Bangladesh -Janan Training Institute (BJTI)
Registered under Societies Act XXI with Registrar of Joint Stock Companies
Fixed Assets Schedule
As on 31 December 2015

Particulars	Cost			Rate	Depreciation			Written Down Value as at 31.12.15
	Opening Balance as at 01.01.15	Addition During the Year	Disposal During the Year		Opening Balance as at 01.01.15	Addition During the Year	Disposal During the Year	
Laptop	37,000	-	-	10%	-	3,700	-	33,300
Printer	11,000	-	-	10%	-	1,100	-	9,900
Balance as at 31 December 2015	48,000				-	4,800		43,200

Fixed assets are stated at cost less accumulated depreciation charged on diminishing balance method



Bangladesh - Japan Training Institute (BJTI)

Proposed Budget (Cash Flow) for the period from 1st January 2016 to 31st December 2016

Income	Budget 2015	Actual Receipt 2015	Proposed Budget 2016
--------	----------------	---------------------------	----------------------------

1 Tuition Fee	2,656,000	2,546,712	4,844,000
	2,656,000	2,546,712	4,844,000

2 Training Conducted Honorarium	-	23,000	25,000
	-	23,000	25,000

3 Interest from Bank	5,000	-	-
	5,000	-	-

4 METI Internship Program	242,000	236,197	-
	242,000	236,197	-

5 Donation from members & corporate Office :

a) General	-	16,000	-
b) BAAS - BJTI Project	-	600,000	-
	-	616,000	-

1) Administrative and operating expenses

a. Salary & Allowance	846,700	792,070	871,277
b. Electricity, Water & Common Bill	144,000	105,372	126,446
c. Conveyance	15,000	8,093	10,000
d. Stationery & Printing	80,000	71,502	85,802
e. Mobile Bill and Email	46,320	31,800	33,600
f. Photocopy, Postage & Courier	80,000	23,614	28,337
g. Entertainment	20,000	300	20,000
h. Annual Audit Fee	9,200	9,200	5,000
i. Bank Charge (VAT, S. Charge, etc.)	5,000	3,575	5,000
j. Miscellaneous	10,000	-	10,000
	1,256,220	1,045,526	1,195,463

2. Training Expenses :

a. Resource Persons	850,000	868,572	1,761,700
b. Training Materials (Bag, Pad, Pen)	200,000	206,500	247,800
c. Refreshment	500,000	348,650	602,000
d. Stationery and Printing	60,000	44,268	63,500
e. Banner	20,000	10,710	21,600
f. Allowance (Non BJTI Personnel)	70,000	49,400	110,000

Income	Budget 2015	Actual Receipt 2015	Proposed Budget 2016
Expenditure	Budget 2015	Actual Payment 2015	Proposed Budget 2016
g. Conveyance	10,000	12,265	17,600
h. Venue Rent	60,000	40,000	165,000
i. Promotion (Key Ring and Note Book)	100,000	-	100,000
j. Employee Training	30,000	-	30,000
k. Miscellaneous	40,000	6,050	28,800
	1,940,000	1,586,415	3,148,000
3. Training Conducted Honorarium	-	17,250	18,750
	-	17,250	18,750
4. METI Internship Program	20,000	490	20,000
	20,000	490	20,000
5. Council Meeting	20,000	6,055	20,000
	20,000	6,055	20,000
6. BJTI Website	6,000	6,000	6,000
	6,000	6,000	6,000
7. BJTI Registration	100,000	200,000	10,000
	100,000	200,000	10,000
Proposed Investment	(439,220)	577,423	469,537
Total	2,903,000	3,421,909	4,869,000

Bangladesh - Japan Training Institute (BJTI)

Proposed Budget (Cash Flow) for the period from 1st January 2016 to 31st December 2016

Income		Budget 2015	Actual Receipt 2015	Proposed Budget 2016	Expenditure		Budget 2015	Actual Payment 2015	Proposed Budget 2016
BJTI Generate Fund					1) Loan Adjustment with BAAS				
	-	-	118,000	280,000		-	-	-	250,000
	-	-	118,000	280,000		-	-	-	250,000
					2) Loan Given to staff				
		50,000				50,000	70,000		-
		50,000				50,000	70,000		-
					3) Purchase Asset				
		50,000				50,000	48,000		30,000
		50,000				50,000	48,000		30,000
Total		-	118,000	280,000	Total		100,000	118,000	280,000

ACTIVITY REPORT OF BJTI FROM APRIL 2015 TO FEBRUARY 2016

SL	Training Name & Date	Resource Person	Participants	Organization
1.	Total Productive Maintenance (TPM): 03 April 2015	Engr. Syed Masud Hasan	25	ACI Formulation, ACI Salt, Rahimafrroz Batteries Ltd., Rahimafrroz Storage Power Division, Reza Group, Interstoff Apparels Ltd., Fakir Apparels Ltd., The Delta Group, and Sadat Jute Industries Ltd.
2.	HR Audit and Accounting: 25 April 2015	Mr. Tapash Chakraborty	14	MIDAS Financing Limited, Rahimafrroz Storage Power Division, Interstoff Apparels Ltd. and Padma Group of Converters
3.	Leadership and Corporate Philosophy in the Age of Globalization: 03-04 May 2015	Professor Masayuki Furusawa, PhD	47	Bank Asia Ltd., Ramimafrroz Batteries Ltd., Interstoff Apparels Ltd., Padma Group of Converters, Emerging Credit Rating Ltd., South West Composite Ltd., United Finance, Reza Group, Rainbow Holdings Limited, Union Apparel Ltd., Momen Real Estate Ltd., Beximco Pharmaceuticals Ltd., BCIC, UFFL, CUFL, Universal Medical College & Hospital, Techno Drugs Ltd., Babylon Group, Biopharma Ltd., Protect Electronics Ltd., Energypac Electronics Ltd., Fashion Highlight Ltd. and Urmi Group
4.	Green Business for People, Planet and Profit: 08 May 2015	Mr. Shankar Kumar Roy	07	CUFL, UFFL, BCIC, Rainbow Holdings Limited and Fakir Apparels Ltd.
5.	Negotiation Skill Development: 23 May 2015	Ms. Sutapa Bhattacharjee	22	Eskayef Bangladesh Ltd., LankaBangla Finance Limited, Rainbow Holdings Limited, Bangladesh Edible Oil Ltd., Jamuna Fertilizer Company Ltd., Urea Fertilizer Factory Ltd. and Dhaka Ice Cream Limited
6.	Industrial Effluent Treatment Plant: 29-30 May 2015	Dr. Rais Uddin Miah	10	Bangladesh Chemical Industries Corporation (BCIC), Urea Fertilizer Factory Ltd. (UFFL), Chittagong Urea Fertilizer Ltd. (CUFL), Interstoff Apparels Ltd., Towel Tex Limited, Pivot Engineering Limited, Toptech Enterprise and Global Environmental and Textile Technological Services
7.	Supervisory Skills Development Workshop: 05 June 2015	Mr. A. N. M. Shahjahan	11	Rahimafrroz Accumulators Limited, Towel Tex Limited, Silken Sewing Limited, Eskayeeff Bangladesh Limited and Helen Keller International Bangladesh
8.	Productivity Improvement Techniques: 06 June 2015	Engr. Syed Masud Hasan	16	SGS Bangladesh Limited, Asian Paints Bangladesh Limited, Super Star Group, Reza Group, Energypac Fashions Ltd., Energypac Power Generation Ltd., Towel Tex Ltd., Chemist Laboratories Ltd., Agro Industrial Trust, Bandbox Limited and DPDC



SL	Training Name & Date	Resource Person	Participants	Organization
9.	Quality Management System: ISO 9001:2008: 12 June 2015	Dr. Engr. Mamunur Rashid	18	Spectra Hexa Feeds Ltd., Pacific Quality Control Centre Ltd., Super Star Group, Eon Group of Industries, RAK Pharmaceuticals Pvt. Ltd., Bandbox Ltd.
10.	HR Excellence: 07 August 2015	Mr. Tapash Chakraborty	8	National Bank Ltd. (NBL), National Housing Finance and Investments Limited, Dhaka Power Distribution Ltd. (DPDC), Padma Group of Converters and Osstem Bangladesh Ltd.
11.	Financial Statement Analysis: 14 August 2015	Mr. Md. Rajibul Hoque	11	United Finance, BD Technology Ltd., Lub-rref (Bangladesh) Ltd., The Bengal Glass Works Ltd., IDCOL and Fakir Apparels Ltd.
12.	Lean Transformation Process for Industries: 20 August 2015	Mr. Pisith Chooyong	32	Padma Group of Converters, Interstoff Apparels Ltd., Dird Composite Textile Ltd., Hameem Group, Silken Sewing Ltd., South West Composite Ltd., Dhaka Ice Cream Industries Ltd., ZXY Apparel Buying Solutions Limited, Orchid Applications Ltd. and SGS Bangladesh Ltd.
13.	Essential Analysis of Supply Chain and Logistics Management: 28 August 2015	Mr. Arif Khan	13	Padma Group of Converters, Interstoff Apparels Ltd., The Ibn Sina Pharmaceuticals Ltd., and Centre for Management Development (CMD)
14	Electrical Safety Awareness: 11 September 2015	Mr. Fahim Bin Alam	25	TM Textiles & Garments Ltd.
15.	Talent Management and Succession Planning: 11 September 2015	Mr. Tapash Chakraborty	17	Bangladesh Chemical Industries Corporation (BCIC), BRAC, Renaissance Group, YKK Bangladesh Pvt. Ltd. and Healthcare Pharmaceuticals Ltd.
16.	Labour Laws for Managers: 16 October 2015	Mr. Mahbub ul Alam & Mr. Akunda Ahmed Shamsul Alam	11	Reza Group, KDS Group, Al Fatha Publications and Padma Group of Converters
17.	Effective Team Building: How to Lead & Perform: 17 October 2015	Mr. Khaled Mahmud	33	BRAC, Transcom Limited, Singer Bangladesh Ltd., LankaBangla Investments Ltd. and Union Apparels Ltd.
18.	Toyota Production System: 20-22 November 2015	Mr. Prakash B. Yardi	24	Bangladesh Chemical Industries Corporation (BCIC), Uttara Motors Limited, Silken Sewing Ltd., Ehsan Garments Ltd., Interstoff Apparels Ltd., Padma Group of Converters, Comfit Composite Knit Ltd., Noman Group, MIDAS Safety and Dhaka Ice Cream Industries Ltd. (Polar Ice Cream)
19.	Professional Salesman of 21st Century: 27-28 November	Mr. Md. Akbar Hassan	10	Biopharma Ltd., Padma Group of Converters, Agro Industrial Trust, TVS Auto Bangladesh Ltd. and Union Apparel Ltd.

SL	Training Name & Date	Resource Person	Participants	Organization
20.	Effective Team Building: How to Lead & Perform: 28 November 2015	Mr. Khaled Mahmud	36	HKI International Bangladesh Country Office
21.	Practical Solution of Quality -Related Problems in Organization: 12 December 2015	Engr. SAM Yousuf	25	Interstoff Apparel Ltd., Alpha Sports Gear Bangladesh Ltd., Doreen Group, Shah Cement Industries Ltd., Eskayef Bangladesh Limited and Super Star Group
22.	Conflict Management and Grievance Handling: 01 January 2016	Dr. Md. Nazmul Karim Chowdhury	10	United Finance, Youngone, SMC Enterprise Ltd., Renaissance Group and Urmi Group
23.	Negotiation Skill Development: 09 January 2016	Ms. Sutapa Bhattacharjee	26	Employees of Urmi Group
24.	Kaizen for Improving Organizational Performance: 15 January 2016	Engr. Syed Masud Hasan	19	South West Composite Ltd., Super Star Group, MIDAS Safety, Silken Sewing Ltd. and Interstoff Apparel Ltd.
25.	Training of Trainers (TOT): 26-27 February 2016	Mr. Md. Mahbub ul Alam & Akund Ahmed Shamsul Alam	7	Dhaka Power Distribution Company Ltd. and Interstoff Apparel Ltd.
TOTAL			477	



BAAS River Cruise, January 8, 2016



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XI SAFAAS CONVENTION, October 4-5, 2015



BJTI Training Programme



Proposed BAAS-BJTI Complex

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