

**TANZANIA NATURAL RESOURCE FORUM**

**STEERING COMMITTEE'S REPORT AND  
FINANCIAL STATEMENTS**

**31 DECEMBER 2007**



Jumuiko la Maliasili Tanzania  

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Tanzania Natural Resource Forum

**TANZANIA NATURAL RESOURCE FORUM  
STEERING COMMITTEE'S REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2007 (Continued)**

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## GLOSSARY

KDSC	Kimmage Development Studies Centre
PINGOs Forum	Pastoralist Non-Governmental Organisation Forum
SCF-T	Sand County Foundation - Tanzania
TAPHGO	Tanzania Pastoralist and Hunter-Gatherer Organisation
TFCG	Tanzania Forest Conservation Group
UCRT	Ujamaa Community Resource Trust
UDSM	University of Dar es Salaam
WCS	Wildlife Conservation Society (New York)
WWF	World Wide Fund for Nature

**B ORGANISATION INFORMATION  
FOR THE YEAR ENDED 31 DECEMBER 2007**

PRINCIPAL PLACE OF ACTIVITIES	:	UNITED REPUBLIC OF TANZANIA
REGISTERED OFFICE	:	PLOT 10, CORRIDOR AREA, P. O. BOX 15605, ARUSHA, TANZANIA
BANKERS	:	BARCLAYS BANK (T) LIMITED P. O. BOX 5137 ARUSHA.
SECRETARY	:	ANDREW WILLIAMS (COORDINATOR) P. O. BOX 15605 ARUSHA, TANZANIA
EXTERNAL AUDITORS	:	VA BUSINESS ASSURANCE SERVICES 5 <sup>th</sup> FLOOR, BLUE PLAZA BUILDING, INDIA STREET P. O. BOX 1090 ARUSHA, TANZANIA

## C STEERING COMMITTEE'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2007

The Steering Committee submit their report and the audited financial statements for the year ended 31 December 2007 which show the state of the Organization's affairs.

### 1. BACKGROUND

The Tanzania Natural Resource Forum (TNRF) is a network of individuals and organisations which has grown from a small, informal discussion group with a focus on wildlife issues, to a natural resource advocacy and informational network. TNRF works for improved natural resource governance by being a demand-driven network of members and partners that helps people to bridge the gap between:

- People's local natural resource management experiences and practices, and
- National natural resource policies, laws and programmes.

TNRF seeks to support its members by:

- Improving communication;
- Sharing information;
- Promoting collaboration; and
- Supporting collective action.

TNRF has a growing membership of over 300 people and organisations, a supporting secretariat and a steering committee drawn from the membership. Membership is free and open to everyone not acting in a government capacity.

TNRF facilitates and supports member-driven 'Working Groups' on key policy and practice issues that are of direct use and interest to members. These working groups are very collaborative and provide an opportunity for TNRF's diverse membership to tackle policy and practice issues at a range of different levels.

The Tanzania Natural Resource Forum (TNRF) is a Non-Governmental Organisation registered under the Non-Governmental Organization Act, 2002 and issued with a Certificate of Registration No. OONGO/0640 dated 8 February 2006. TNRF was launched in October 2004, with the aim of promoting the improvement of natural resource governance and management to achieve more sustainable rural livelihoods and better conservation outcomes.

### 2. GOAL AND PURPOSE

The TNRF's **goal** is of Tanzania where all natural resources are equitably, sustainably and transparently managed.

The TNRF's **purpose** is to build a cohesive, informed, articulate and empowered civil society network of natural resource stakeholders which works for:

- Accountable and transparent governance institutions that facilitate equitable and sustainable natural resource management;
- An enabling, responsive and properly functioning policy and legislative environment that supports sustainable livelihoods and devolved local rights-based natural resource management;
- Empowered, skilled and accountable local communities, who with their partner stakeholders, sustainably and equitably manage their land and natural resources for their livelihood improvement and the nation's development;
- Sustainably and well managed landscapes, in which there exists a responsive mosaic of land management systems that equitably and sustainably generate the ecosystem services and values needed by a diverse range of people and interests, giving priority to local communities.

The TNRF has **three themed programmatic areas** which directly relate to addressing the three areas of challenges that have been identified above. These program areas help conceptually organize TNRF's primary objectives:

- (i) Advocating for improved natural resource governance and availability of information;
- (ii) Strengthening civil society's ability to hold government accountable; and
- (iii) Promoting and learning from best practices in natural resource management.

3. MAIN SOURCE OF FINANCE

TNRF's main sources of finance are:

- Norwegian People's Aid;
- Bradley Fund for the Environment;
- Ford Foundation;
- Sigrid Rausing Trust;
- WWF Tanzania;
- GTZ;
- Ujamaa Community Resource Trust;
- DANIDA; and
- Wildlife Conservation Society (New York).

TNRF is grateful for the assistance of these partners and hopes to continue receiving grants from the above mentioned donor agencies to support the implementation of its goals.

4. DONOR WILLINGNESS TO CONTINUE FUNDING

- Norwegian People's Aid – have committed funding until end 2008, and are likely to continue until 2011,;
- Bradley Fund for the Environment – are likely to commit to fund until mid 2008, and will not provide further unrestricted funds, but are open to receiving specific project-oriented applications;
- Ford Foundation – have committed to fund until end 2008, and might fund thereafter pending satisfactory performance of TNRF;
- Sigrid Rausing Trust – will fund until end 2008, and pending TNRF's performance, may extend funding on a longer term basis;
- Wildlife Conservation Society (New York) – will continue to provide project-oriented funding for HWC until the end of 2009 with a view to further funding. In addition WCS will provide funds for communications until 2008, with a possibility of further funding.
- Danida – Local Cooperation Grant – for independent forest monitoring – this grant will run to end 2011 and may be augmented;
- Danida – Ereto grant – for rangelands and livelihoods task force – this grant will run to the end of 2008, and may be extended further for a short period.
- GTZ – this was a limited one-off grant for the Tanzania Forestry Working Group during 2007.

New Donors:

- Ministry of Foreign Affairs for Finland – will fund Mama Misitu – a project of the Tanzania Forestry Working Group from 2008 to mid 2010.

- IUCN Netherlands will fund a collaborative community-based tourism project for 15 months from 2008 to mid 2009

5. MEMBERS OF STEERING COMMITTEE

Members of Steering Committee who served during the year and to the date of this report were: -

	Nationality	Residence	Organisation
<b>Chairperson</b>			
Mr Alais Morindat	Tanzania	Tanzania	KDSC
<b>Vice Chairperson</b>			
Mr Clive Jones	United Kingdom	Tanzania	Power Providers Ltd
<b>Treasurer</b>			
Mr Edward Porokwa	Tanzania	Tanzania	PINGOs Forum
<b>Members</b>			
Mr Charles Meshack	Tanzania	Tanzania	TFCG
Dr Katherine Snyder	USA	Tanzania	SCF-T
Mrs Jane-Mary Ntalwila	Tanzania	Tanzania	Instituto Oikos
Dr Charles Foley	United Kingdom	Tanzania	WCS
Mr Edward Loure	Tanzania	Tanzania	UCRT
Mr Damian Bell	United Kingdom	Tanzania	Sokwe Asilia Ltd
Mr Jackson Muro	Tanzania	Tanzania	TAPHGO
Mrs Sally Capper	United Kingdom	Tanzania	Individual
Dr George Jambiya	Tanzania	Tanzania	WWF & UDSM
Mr David Peterson	USA	Tanzania	Dorobo Safaris
Dr Moses Ole Nesselle	Tanzania	Tanzania	Individual
Dr Andrew Williams	United Kingdom - Coordinator/Secretary		

6. NUMBER OF MEETINGS CONVENED DURING THE YEAR

Tanzania Natural Resource Forum has held four (4) steering committee meetings, and three (3) general meetings during the year 2007.

7. EMPLOYEES

Tanzania Natural Resource Forum had seven (8) employees on payroll during the year.

8. STEERING COMMITTEE'S RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

Steering Committee is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards.

This responsibility includes: -



- designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- selecting and applying appropriate accounting policies; and
- making accounting estimates that are reasonable in the circumstances.

7. AUDITORS

VA Business Assurance Services have expressed their willingness to continue in office in accordance with Article 19.2 of TNRF's Constitution. A resolution will be sought from the Annual General Meeting to re-appoint them.

By Order of the Steering Committee



ALAIS MORINDAT  
CHAIR PERSON

Date: 4th August 2008





## REPORT OF THE INDEPENDENT AUDITORS

*to the management of*

### TANZANIA NATURAL RESOURCE FORUM

We have audited the accompanying financial statements of TANZANIA NATURAL RESOURCE FORUM, which comprise of statement of assets and liabilities, and the statement of receipts and payments for the year then ended, and a summary of significant accounting policies and other explanatory notes.

#### **Management's responsibility for the financial statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards. This responsibility include: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### **Auditor's responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amount and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

The organization's policy is to prepare the statement of receipts and payments on cash receipts and disbursement basis. On this basis, income is recognized when received and expenses are recognized when paid rather than when incurred.

#### **Opinion**

In our opinion, the statement of receipts and payments, in all material respects, gives a true and fair view of funds received from various donors and expenses paid by the TNRF in accordance with the International Financial Reporting Standards and TNRF accounting policies set out on note 1.

*VA Business Assurance Services*

CERTIFIED PUBLIC ACCOUNTANTS

ARUSHA  
29 September 2008

*Vincent Augustino*

VINCENT AUGUSTINO  
PARTNER



REVENUE	Notes	2007 TShs	2006 TShs
Funds received from donors	2	328,021,690	227,736,818
Other revenues - Exchange rates etc.	3	(385,225)	11,829,671
<b>Revenue received during the year</b>		<b>327,636,465</b>	<b>239,566,489</b>
Deferred revenue brought forward		82,330,389	-
Deferred revenue carried forward	14	(177,336,812)	(82,330,389)
<b>Revenue Available for the year</b>		<b>232,630,043</b>	<b>157,236,100</b>
<b>EXPENSES</b>			
Human Resources & Administration	4	111,730,914	65,964,362
<b>PROGRAMS EXPENDITURE</b>			
Short term Human Resources costs	5	41,862,166	973,800
Capital Expenditure	6	6,282,180	3,329,748
Core support/Travel	7	2,256,964	5,450,283
Steering committee, Net working and members support	8	22,781,044	9,591,127
Advocacy & Education Meetings	9	11,120,159	67,046,051
Communication and Publications	10	7,687,474	4,880,729
Community liaison	11	28,909,143	-
<b>TOTAL EXPENSES</b>		<b>232,630,043</b>	<b>157,236,100</b>

## E STATEMENT OF RECEIPTS AND PAYMENTS

PLEASE NOTE:

The notes on pages 11 to 16 form part of these financial statements.  
 Independent Auditors' report - page 7

### APPROVAL OF FINANCIAL STATEMENTS BY THE TNRF STEERING COMMITTEE

These financial statements were approved by the Steering Committee on 4/8/2008  
 and signed on its behalf by:

Name

Signature

ALFIS MORINDAT



Chairperson

EDWARD T. POROKWA



Treasurer

**F STATEMENT OF ASSETS AND LIABILITIES**

ASSETS	Notes	2007 TShs	2006 TShs
Cash and Cash Equivalents	12	144,390,352	62,812,789
Project advances	13	35,034,902	25,249,600
<b>Total assets</b>		<b>179,425,254</b>	<b>88,062,389</b>
<b>LIABILITIES</b>			
Accrued expenses	15	2,088,442	5,732,000
Deferred revenue	14	177,336,812	82,330,389
		<b>179,425,254</b>	<b>88,062,389</b>

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Name	Signature	
<u>ALIAS MORINDAT</u>	<u></u>	Chairperson
<u>EDWARD T. POROKWA</u>	<u></u>	Treasurer

**G CASH FLOW STATEMENT**

	<b>2007</b>	<b>2006</b>
	<b>TShs</b>	<b>TShs</b>
<b>1 CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash receipts from donors and other income	327,636,465	214,316,889
Payment for programme expenses	(246,058,903)	(151,504,100)
Net cash from operating activities	<u>81,577,562</u>	<u>62,812,789</u>
CASH AND CASH EQUIVALENTS AT:		
Beginning of the year	62,812,789	-
<b>End of the year</b>	<b>12</b> <u>144,390,351</u>	<u>62,812,789</u>

**H NOTES TO THE FINANCIAL STATEMENTS**

	2007 USD	2007 TShs	2006 TShs
<b>2 FUNDS RECEIVED FROM DONORS DURING THE YEAR</b>			
Norwegian Peoples Aid - Annual Grant		40,000,000	30,000,000
Norwegian Peoples Aid - Surplus Grant		-	10,064,000
Bradley Fund for the Environment	\$ 30,000	37,260,000	61,151,878
Wildlife Conservation Society - Wilson	\$ 20,000	24,840,000	23,700,600
The Ford Foundation	\$ 53,532	59,741,712	58,549,680
WWF Tanzania	\$ 5,000	6,320,000	-
The Sigrid Rausing Trust	\$ 29,481	36,527,021	36,346,992
GTZ		19,458,028	-
Ujamaa Community Resource Trust (UCRT)	\$ 32,200	40,980,800	-
DANIDA IFM	\$ 43,875	49,359,375	-
Sand County Foundation		-	3,999,528
TNRF Members	\$ 10,890	13,534,754	-
Ministry of Natural Resources Tanzania		-	3,924,140
		<b>328,021,690</b>	<b>227,736,818</b>
<b>3 OTHER REVENUE</b>			
Sundry income - hire of projector and rental income SCF sharing cost for previous year		6,012,830	8,917,177
Interest income	\$ 1,550	1,925,100	-
Gain on foreign exchange rate		(8,323,155)	2,912,494
		<b>(385,225)</b>	<b>11,829,671</b>
<b>4 HUMAN RESOURCES &amp; ADMINISTRATION</b>			
Salaries and wages - Coordinator		19,401,230	22,253,140
Part time accountant		4,309,100	-
Salaries and wages - Others		57,241,800	31,255,200
Health Insurance		4,780,794	963,750
Recruitment costs		3,904,180	-
Printing and stationeries		2,170,240	-
Newspapers and publications		752,850	-
Other human resource costs		579,600	-
Water and electricity		999,973	504,405
Office consumables		3,326,572	5,638,625
Office rent		4,010,480	2,942,400
Postage, telephone & enternet		1,592,200	-
AGM Expenses		895,680	-
Audit fees		1,872,000	1,847,000
Office repairs and maintenance		881,300	-
Insurance		159,000	-
Legal and professional fees		160,000	-
Bank charges		693,915	559,842
Bad and doubtful debts		4,000,000	-
		<b>111,730,914</b>	<b>65,964,362</b>

	2007 TShs	2006 TShs
<b>5 SHORT TERM HUMAN RESOURCES</b>		
Consultancies	41,575,665	847,000
Other short term human resources costs	286,501	126,800
	<b>41,862,166</b>	<b>973,800</b>
<b>6 CAPITAL EXPENDITURE</b>		
Office Equipment	431,660	2,759,548
Computers and software	4,714,320	211,500
Furniture	596,000	187,000
Maintenance	540,200	171,700
	<b>6,282,180</b>	<b>3,329,748</b>
<b>7 CORE SUPPORT/TRAVELLING COSTS</b>		
Air travel	-	(228,525)
Hired taxis, bus and shuttle	283,900	1,132,060
Mileage	-	40,000
Communication	1,296,000	-
Travel costs - other	677,064	4,506,748
	<b>2,256,964</b>	<b>5,450,283</b>
<b>8 STEERING COMMITTEE, NETWORKING &amp; MEMBERS SUPPORT</b>		
Net working & members support - Working Group	16,371,937	1,651,571
Steering committee expenses	460,000	679,580
General & consulting meetings	2,150,712	4,854,376
Workshops and Seminars	3,391,895	2,405,600
Mama Misitu	406,500	-
	<b>22,781,044</b>	<b>9,591,127</b>
<b>9 ADVOCACY &amp; EDUCATION MEETING</b>		
Parliament	3,540,209	62,418,607
Central Government	2,492,750	4,627,444
Community	2,179,700	-
Private sector	608,000	-
Donor	847,000	-
NGOs	1,052,500	-
Others	400,000	-
	<b>11,120,159</b>	<b>67,046,051</b>

		2007 USD	2007 TShs	2006 TShs
<b>10</b>	<b>COMMUNICATION &amp; PUBLICITY</b>			
	Publication		4,915,880	1,059,784
	Information Technology & Internet		2,291,094	2,037,420
	News papers		282,000	402,625
	Telephone		198,500	1,380,900
			<b>7,687,474</b>	<b>4,880,729</b>
<b>11</b>	<b>COMMUNITY LIASON</b>			
	Transport		1,691,308	-
	Community awareness meetings		25,976,550	-
	Publication/PR Materials		1,204,285	
	Mama Misitu (Finland)		37,000	-
			<b>28,909,143</b>	<b>-</b>
<b>12</b>	<b>CASH AND BANK BALANCES</b>			
	Barclays bank USD account	\$ 122,640.71	138,588,484	60,572,496
	Barclays bank Tanzania shilling account		5,641,605	2,166,080
	Petty cash -Tanzania shillings		160,263	74,213
			<b>144,390,352</b>	<b>62,812,789</b>
<b>13</b>	<b>PROJECT ADVANCES</b>			
	Accounts receivable	\$ 17,300.00	19,583,600	-
	Wildlife Conservation Society Tanzania		4,000,000	15,000,000
	Norwegian Peoples Aid		-	10,064,000
	Imprest and programme advances		9,647,415	-
	Salary Advances		5,803,887	185,600
			<b>39,034,902</b>	<b>25,249,600</b>
	<i>*Provision for doubtful debts is in respect of balance on NPA grant received by Wildlife Conservation Society of Tanzania in 2006.</i>			
<b>14</b>	<b>DEFERRED INCOME</b>			
	<i>Revenue which is mainly from co-operative agreement wherein the organization agrees to perform specified services is recognized only to the extent that program-related expenses are incurred. The amount of revenue not spent is shown as deferred income in the financial statements.</i>			
	Deferred income at end of the year comprises of			
	Restricted donor funds		158,877,913	43,428,483
	Unrestricted funds		18,458,899	28,807,407
			<b>177,336,812</b>	<b>72,235,889</b>



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	2007	2006
	TShs	TShs
<b>15 ACCRUED EXPENSES</b>		
Audit fees payable	1,872,000	1,258,000
NASCO Service charge	-	3,145,000
Imprest payable	216,440	400,000
Payroll liabilities	2	929,000
	<u>2,088,442</u>	<u>5,732,000</u>

**16 LEASE COMMITMENTS**

The organization does not have any obligation under the terms of a long-term lease.

**17 CONTINGENT LIABILITY**

The organization is not aware of any contingent liability or commitments.

**18 CURRENCY**

These financial statements are presented in Tanzania Shillings (TShs.)

## **1 BASIS OF ACCOUNTING AND SIGNIFICANT ACCOUNTING POLICIES**

The financial statements are prepared on a cash basis as modified by the accruals for project liabilities existing at year end.

The following is a summary of important accounting policies: -

### **1.1 Revenue recognition**

Revenue which is mainly from co-operative agreement wherein the organization agrees to perform specified services is recognized only to the extent that program-related expenses are incurred. If the organization's expenses under the agreement exceed specific ceilings in the agreement, or if expenditure incurred outside those covered by donor agreement, such costs are not eligible.

The amount of revenue not spent is shown as deferred income in the financial statements.

### **1.2 Fixed Assets**

Equipment, computers, projector, office furniture, collectively referred to as fixed assets, are funded through the donor programs and are recorded as an expense to the respective programs at the time of acquisition. Fixed assets are subject to donor requirements regarding use, title, disposition, and consequently are not recorded as assets of the organization. Accordingly, no depreciation of fixed assets is computed or charged. Organization maintains a separate memorandum of fixed assets.

### **1.3 Grants**

Grants received are used for the purpose intended in the co-operation agreement. List of current year's grants/donations and the amount donated are given on Note No.2 to the financial statements.

### **1.4 Inventory**

No inventory of commodities is recorded in the financial statements as these are fully expensed when purchased. A register of consumable is maintained by the Administrative Assistant for internal control purposes.

### **1.5 Foreign currency translation**

The Tanzania Shillings (TShs) is considered to be the functional currency of the organization. Therefore, all transactions and balances denominated in foreign currency are translated to Tanzania Shillings (TShs) using applicable exchange rates. For revenue and expenses, translation is done using exchange rate prevailing at the date of transaction. Balance sheet items are translated using the rate prevailing at balance sheet date.

Currency translation gains or losses are recognized in the statement of revenue and expenses.

## 1.6 FIXED ASSETS

As described in Note 1.2, fixed assets are not recorded in the statement of assets and liabilities. However, the management maintains a record of Non-expandable property which includes all properties with a cost of TShs 40,000 or more (or the equivalent in other currencies) and has a useful life of more than one year.

Non-expendable properties held by TNRF at 31 December 2007 comprise: -

Serial Number	Year of Purchase	Item Description	Identification code	Currency	Unit Price	Value	Condition
1	2005	2 HP Computers		USD	1000	2000	Good
2	2005	2 HP Flat Screen		USD	300	600	Good
3	2005	HP CRT Screen		USD	300	300	Good
4	2005	1 APC battery backup		USD	140	140	Poor
5	2005	Projector		USD		1750	Good
6	2006	Generator		USD	2126	2126	Good
7	2005	3 Conference desks		TShs	160,000	480,000	Good
8	2005	13 Conference Chairs		TShs	55,000	715,000	Good
9	2005	2 Office Chairs		TShs	125,000	250,000	Good
10	2005	Sofa Set		TShs	337,500	337,500	Good
11	2005	5 Shelves		TShs	130,000	650,000	Good
12	2006	2 Shelves		TShs	100,000	200,000	Good
13	2005	2 Notice boards		TShs	48,000	96,000	Good
14	2005	3 Office tables		TShs	100,000	300,000	Good
15	2007	2 Office Desk with Drawers		TShs	95,000	190,000	Good
16	2007	White board		TShs	85,000	85,000	Good
17	2007	2 Notice boards local made		TShs	24,000	48,000	Good
18	2007	2 UPS APC Backup		USD	129	258	Good
19	2007	2 HP Computer flat screen		USD	860	1,720	Good
20	2007	Router		TShs	113,500	113,500	Good
21	2007	UPS APC Backup		USD	125	125	Good
22	2007	Acer Computer complete		USD	790	790	Good
23	2007	APC Surge Arrestor		TShs	25,000	25,000	Good
24	2007	HP Printer 2015		USD	405	405	Good
25	2007	HP Printer 1280		USD	410	410	Good
25	2007	D-Link USB 2pcs		USD	31.5	63	Good

Items indicated as acquirelitems dated 2005 are those taken over from WCST/TNRF Project after registration of Tanzania Natural Resource Forum as an NGO on 8 February 2006.