

TANZANIA NATURAL RESOURCE FORUM

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

31 DECEMBER 2008



Jumuiko la Maliasili Tanzania

Tanzania Natural Resource Forum

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A

GLOSSARY

DANIDA	Danish International Development Aid
IIED	International Institute for Environment and Development, London & Edinburgh UK
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 2008**

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 th FLOOR, BLUE PLAZA BUILDING, INDIA STREET P. O. BOX 1090 ARUSHA, TANZANIA

C STEERING COMMITTEE'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2008

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;
- Ereto Ngorongoro Pastoralist Project;
- Ford Foundation;
- International Institute for Environment and Development;
- IUCN Netherlands;
- Ministry of Foreign Affairs for Finland;
- Royal Danish Embassy;
- Sigrid Rausing Trust;
- WWF UK; 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,;
- Ereto Ngorongoro Pastoralist Project – will continue to support the Pastoralist and Livelihoods Task Force until the end of May 2009.
- Ford Foundation – have committed to fund until end 2008, and have indicated a commitment for a second and final two year phase;
- International Institute for Environment and Development – collaborate on small projects and this collaboration and support is expected to continue;
- IUCN Netherlands – have committed to an initial one year grant delayed due to unforeseen circumstances, but expected to begin by March 2009;
- Ministry of Foreign Affairs for Finland – are funding the pilot phase of Mama Misitu Campaign and will consider funding a further two year main implementation phase;
- Sigrid Rausing Trust – will fund until mid 2009, and pending TNRF's performance, may extend funding on a longer term basis;
- Royal Danish Embassy – Local Cooperation Grant – for independent forest monitoring – this grant will run to end 2011 and may be augmented;
- 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 provided funds for communications until the end of 2008;
- WWF (UK) – a one-off bridging grant in support of Mama Misitu;

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
Chairperson			
Mr Alais Morindat	Tanzania	Tanzania	KDSC
Vice Chairperson			
Mr Clive Jones	United Kingdom	Tanzania	Power Providers Ltd
Treasurer			
Mr Edward Porokwa	Tanzania	Tanzania	PINGOs Forum
Members			
Mr Charles Meshack	Tanzania	Tanzania	TFCG
Dr 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	Tanzania	Secretary

6. NUMBER OF MEETINGS CONVENED DURING THE YEAR

Tanzania Natural Resource Forum has held four (3) steering committee meetings.

7. EMPLOYEES

Tanzania Natural Resource Forum had fifteen (15) employees on payroll during the year, two (2) interns and one (1) research associate.

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
CHAIRPERSON

Date: _____ 2009

D REPORT OF THE INDEPENDENT AUDITORS



30 January 2009

Members of Steering Committee,
Tanzania Natural Resource Forum
P.O Box 15605
ARUSHA.

Dear Sirs/Madam,

Re: REPORT TO MANAGEMENT – 31 DECEMBER 2008.

We have recently completed our audit of the Tanzania Natural Resource Forum and have pleasure in presenting this report. In it we draw your attention to matters, which we have noted, and which we believe should receive your attention.

Appendix A contains where appropriate and feasible, our constructive suggestions for improvement. The principal objective of our audit is to enable us to express an opinion on the truth and fairness of the financial statements as a whole. An audit opinion is based on the concept of reasonable assurance. It is not a guarantee that the financial statements are free of material misstatement. We explained our audit responsibilities and their limitations in our engagement letter.

Audits are carried out in such a manner, as we consider necessary to fulfil our responsibilities as auditors and include such tests of transactions and of existence, ownership and valuation of assets and liabilities, as we consider necessary. The nature and extent of our tests vary according to our assessment of what is material in the context of the organization's financial statements, of the organization's accounting system and, where we wish to place reliance on it, the system of internal control or aspects thereof. We cannot in practice examine every transaction or accounting procedure, nor can we substitute for management's responsibility to maintain adequate controls at all levels of the organization. Our work cannot, therefore, be expected to identify all weaknesses in your systems and procedures, which a special investigation directed at those areas, might reveal.

As to the possibility of irregularities, including fraud and, inter-alia, defalcation, forgery, collusion and management override of control systems, the responsibility for the prevention and detection thereof rests with the steering committee. Whilst irregularities may be detected during our audit, we are not required to and do not search specifically for such matters. Our audit should not therefore, be relied upon to disclose them.

We shall be pleased to discuss with you an extension of our audit to examine more deeply any activities of the business which may concern you.

USE OF REPORT BY THIRD PARTIES

This report is intended solely for the information and use of TNRF Secretariat and members of the Steering Committee. It aims to assist the members of Steering Committee and management over and above our legal responsibility and forms part of a continuing dialogue between us. Accordingly, it is not intended to include every matter that came to our attention. For these reasons, we believe that it will be inappropriate for this report to be made available to third parties. If such a third party were to obtain a copy without our prior written consent, we would not accept any responsibility for any reliance that they might place on it.

Please let us know if there is any further information that you require.

In conclusion we would like to express our appreciation for the cooperation and assistance given to us by both management and staff during the course of the audit.

Yours truly,
VA Business Assurance Services

E STATEMENT OF REVENUE AND EXPENSES

REVENUE	Notes	2008 Budget TShs	2008 Actual TShs	2007 Actual TShs
Funds received from donors	2		823,759,587	328,021,690
Other revenues - Exchange rates etc.	3		2,650,469	(385,225)
Revenue received during the year			826,410,056	327,636,465
Deferred revenue brought forward			177,336,812	82,330,389
Adjustment in deferred revenue brought forward			(3,264)	-
Deferred revenue carried forward	14		(362,008,912)	(177,336,812)
Revenue Available for the year			641,734,692	232,630,042
EXPENSES				
Human Resources & Administration	4	397,853,973	297,086,369	114,447,878
PROGRAMS EXPENDITURE				
Short term Human Resources costs	5	9,732,500	37,060,417	41,862,166
Capital Expenditure	6	13,877,200	4,919,675	6,282,180
Community liaison	7	42,539,040	23,824,543	28,909,143
Mama Misit	8	862,235,160	210,075,162	8,282,330
Independent Forest Monitoring - DANIDA	9	-	2,748,720	-
Pastoralist livelihood Task Force - DANIDA	10	18,606,473	6,191,355	-
Human Wildlife Conflict (HWC)	11	4,590,000	3,093,153	-
Maajabu (SRT)	12	-	2,268,810	-
Communication and Publication	13	-	16,126,944	7,687,474
IIED Research - Biofuel	14	16,693,400	5,788,926	-
IIED Value Chain	15	47,220,160	9,304,573	-
Net working and members support	16	4,500,000	17,169,545	14,038,714
Advocacy & Education Meetings	17	-	6,076,500	11,120,159
TOTAL EXPENSES		1,417,847,906	641,734,692	232,630,043

PLEASE NOTE:

The notes on pages 15 to 31 form part of these financial statements.
 Independent Auditors' report - page 8

APPROVAL OF FINANCIAL STATEMENTS BY THE TNRF STEERING COMMITTEE

These financial statements were approved by the Steering Committee on2009
and signed on its behalf by:

ALAIS MORINDAT
CHAIRPERSON

CHARLES FOLEY
TREASURER

F STATEMENT OF ASSETS AND LIABILITIES

ASSETS	Notes	2008 TShs	2007 TShs
Cash and Cash Equivalents	18	311,000,058	144,390,352
Project advances	19	<u>53,696,833</u>	<u>35,034,902</u>
Total assets		364,696,891	179,425,254
LIABILITIES			
Accrued expenses	21	2,687,980	2,088,442
Deferred revenue	14	<u>362,008,912</u>	<u>177,336,812</u>
		364,696,891	179,425,254

PLEASE NOTE:

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G CASH FLOW STATEMENT

	Note	2008 <i>TShs</i>	2007 <i>TShs</i>
Cash flows from operating activities			
Cash receipts from donors and other income		826,410,056	327,636,465
Payment for programme expenses		<u>(659,800,349)</u>	<u>(246,058,903)</u>
Net cash from operating activities		166,609,707	81,577,562
 CASH AND CASH EQUIVALENTS AT:			
Beginning of the year		<u>144,390,351</u>	<u>62,812,789</u>
End of the year	18	311,000,058	144,390,351

H NOTES TO THE FINANCIAL STATEMENTS

2 FUNDS RECEIVED FROM DONORS DURING THE YEAR

DONOR	2008 <i>Foreign</i>	2008 <i>TShs</i>	2007 <i>TShs</i>
Foreign Affairs Finland (ForMin)	€240,857.00	423,393,772	-
DANIDA IFM	\$93,127.86	120,134,939	49,359,375
DANIDA -RTL (ERETO Tranche 1)		22,600,000	-
DANIDA -RTL (ERETO Tranche 2)		16,461,473	-
Norwegian Peoples Aid - Annual Grant		40,000,000	40,000,000
Norwegian Peoples Aid - Surplus Grant		16,372,550	-
WCS - Communications	\$35,000.00	42,175,000	-
WCS - Ahead	\$5,000.00	5,750,000	-
WCS - HWC	\$36,000.00	41,580,000	-
The Sigrid Rausing Trust	\$25,832.50	30,482,350	36,527,021
WWF Tanzania		25,891,846	6,320,000
Sand County Foundation		24,881,972	-
Maajabu		32,500	-
IIED - Biofuel		8,177,400	-
TNRF Members/other donors		5,825,785	13,534,754
Bradley Fund for the Environment		-	37,260,000
Wildlife Conservation Society - Wilson		-	24,840,000
The Ford Foundation		-	59,741,712
GTZ		-	19,458,028
Ujamaa Community Resource Trust (UCRT)		-	40,980,800
		823,759,587	328,021,690

3 OTHER REVENUE

Sundry income - hire of projector and rental income SCF sharing cost for previous year	-	6,012,830
Interest income	10,000	1,925,100
Gain on foreign exchange rate	2,640,469	(8,323,155)
	2,650,469	(385,225)

	2008 Budget TShs <i>(unless otherwise indicated)</i>	2008 Actual TShs	2007 Actual TShs
4 HUMAN RESOURCES & ADMINISTRATION			
Salaries and wages - Coordinator	27,480,000	29,769,000	19,401,230
Part time accountant	-	2,948,200	4,309,100
Salaries and wages - Others	279,775,382	188,108,060	57,241,800
Health Insurance	10,266,505	3,813,384	4,780,794
Performance bonus	20,330,346	-	-
End of Service gratuity	6,021,489	961,612	-
Recruitment costs	5,212,600	2,596,620	3,904,180
Printing and stationeries	1,140,000	3,384,250	2,170,240
Newspapers and publications	369,600	535,400	752,850
Other human resource costs	1,927,600	2,425,700	579,600
Water and electricity	990,000	1,113,650	999,973
Office consumables	2,077,600	2,355,450	3,326,572
Office rent	10,554,000	30,715,200	4,010,480
Postage, telephone & internet	3,216,000	5,517,603	1,592,200
AGM Expenses	2,000,000	6,516,010	895,680
Core support costs	13,660,000	5,252,009	2,256,964
Steering committee expenses	620,000	2,219,182	460,000
Audit fees	1,952,000	2,801,200	1,872,000
Office repairs and maintenance	420,000	4,151,050	881,300
Insurance	297,700	565,579	159,000
Legal and professional fees	120,000	-	160,000
Bank charges and fund raising	186,000	659,434	693,915
Bad and doubtful debts	-	-	4,000,000
Occupational Insurance	9,237,151	677,776	-
	397,853,973	297,086,369	114,447,878
5 SHORT TERM HUMAN RESOURCES			
Consultancies	2,862,500	31,228,039	41,575,665
Other short term human resources costs	6,870,000	5,832,378	286,501
	9,732,500	37,060,417	41,862,166
6 CAPITAL EXPENDITURE			
Office Equipment	300,000	-	431,660
Computers and software	3,962,200	1,728,675	4,714,320
Furniture	1,340,000	3,191,000	596,000
Maintenance	775,000	-	540,200
Miscellaneous equipment	7,500,000	-	-
	13,877,200	4,919,675	6,282,180
7 COMMUNITY LIASON (FF)			
Transport	3,160,200	90,000	1,691,308
Community awareness meetings	10,992,000	14,722,455	25,976,550

	2008 Budget TShs <i>(unless otherwise indicated)</i>	2008 Actual TShs	2007 Actual TShs
Publication/PR Materials	12,036,240	-	1,204,285
Mid term Project Evaluation	6,870,000	9,012,088	37,000
Daily Stipend allowance	9,480,600	-	-
	42,539,040	23,824,543	28,909,143
8 MAMA MISITU (FORMIN)			
Organization overhead	20,432,895	545,445	-
Technical advice	24,180,415	10,350,832	-
Internal TNRF Liaison	-	1,271,500	-
Pre-project Audit	-	4,928,750	369,500
Project document finalization	-	786,658	37,000
Campaign Set up - Capital Expenditure	37,649,470	34,770,233	-
" Recurrent expenditure	34,194,120	19,545,560	-
Pre- campaign media launch	21,182,500	25,925,062	-
Material design and production	-	567,500	-
Production for issue Group one - media & meetings	108,827,880	11,061,400	-
Production for issue Group two- TV sports	34,546,890	7,450,000	-
Production for issue Group three - Radio play	119,769,930	9,839,500	-
Production for issue Group three - Mjumuita & Distribution	65,066,820	5,935,000	-
Production for issue Group four -forest crime drama	80,610,600	-	-
Production for issue Group four - mobile films show	26,485,830	4,198,450	-
Production for issue Group five - Production for issue Group five - film/drama facilitation	36,853,110	1,854,000	-
Production for issue Group six Districts and villages campaign - implementation	50,672,580	23,500	-
Monitoring & Evaluation	165,487,350	60,720,824	-
Mama Misitu Preparatory	-	9,843,091	-
Media & Publicity (Website)	-	130,358	7,875,830
	1,727,880	-	-
	862,235,160	210,075,162	8,282,330
9 INDEPENDENT FOREST MONITORING (IFM) - DANIDA			
Project design	-	2,748,720	-
	-	2,748,720	-
10 PASTORALIST LIVELIHOOD TASKFORCE - DANIDA			
Local transport	2,293,000	2,113,420	-

	2008 Budget TShs <i>(unless otherwise indicated)</i>	2008 Actual TShs	2007 Actual TShs
Stationery	406,700	176,250	-
Meetings & awareness raising	5,856,854	2,335,500	-
Daily stipend allowance	605,000	291,335	-
Publication materials	-	465,850	-
Communication	1,021,000	809,000	-
Advoc & Aware Train PPG & CSOs	8,423,919	-	-
	18,606,473	6,191,355	-
11 HUMAN WILDLIFE CONFLICT (WCS)			
International transport	-	1,473,800	-
Local transport	1,300,000	559,653	-
Communication	450,000	402,000	-
Meetings/awareness raising	200,000	657,700	-
Daily Stipend Allowance	2,640,000	-	-
	4,590,000	3,093,153	-
12 MAAJABU (SRT)			
Film shows- reimbursable	-	405,400	-
Film shows- non-reimbursable	-	393,500	-
Local transport	-	290,900	-
Equipment running & Maintenance	-	62,500	-
Communication-Phone	-	75,000	-
Training	-	921,510	-
Maajabu film production	-	-	-
Maajabu(SRT) others	-	120,000	-
	-	2,268,810	-
13 COMMUNICATION AND PUBLICITY			
Publication	-	14,609,280	4,915,880
Publication (NR)	-	1,517,664	-
Information Technology & Internet	-	-	2,291,094
News papers	-	-	282,000
Telephone	-	-	198,500
	-	16,126,944	7,687,474
14 IIED RESEARCH - BIOFUEL			
Field/Research costs	3,726,000	2,693,666	-
Communication and transport	3,013,000	1,055,940	-
Capital investment - Laptop	862,500	1,739,320	-
Research Clearance	57,500	-	-
Advocacy	3,450,000	-	-
Publication	3,450,000	300,000	-
Overhead	2,134,400	-	-

	2008 Budget TShs <i>(unless otherwise indicated)</i>	2008 Actual TShs	2007 Actual TShs
	16,693,400	5,788,926	-
15 IIED VALUE CHAIN			
TNRF Coordination and Administration	2,478,000	1,538,383	-
Meetings/Workshops with Researchers	9,304,300	7,766,190	-
Field testing of training materials	16,103,560	-	-
Full research in Arusha Region	15,041,460	-	-
Overheads	4,292,840	-	-
	47,220,160	9,304,573	-
16 NETWORKING & MEMBERS SUPPORT			
Net working & members support - WG	4,500,000	1,126,160	8,496,107
Organization Development meeting	-	470,000	-
General & consulting meetings	-	15,573,385	2,150,712
Workshops and Seminars	-	-	3,391,895
	4,500,000	17,169,545	14,038,714
17 ADVOCACY & EDUCATION MEETING			
Parliament	-	-	3,540,209
Central Government	-	5,263,500	2,492,750
Community	-	106,000	2,179,700
Private sector	-	-	608,000
Donor	-	78,000	847,000
NGOs	-	629,000	1,052,500
Others	-	-	400,000
	-	6,076,500	11,120,159
18 CASH AND CASH EQUIVALENTS			
Barclays bank USD TNRF Main	\$97,823.49	125,214,067	138,588,484
Barclays bank Euro TNRF Main	€91,433.51	164,882,049	-
Barclays bank USD Mama Misitu	\$510.46	653,388	-
Petty cash -USD	\$80.00	82,106	-
Barclays bank TZS TNRF Main		8,784,281	5,641,605
Barclays bank TZS Maajabu		397,500	-
Barclays bank TZS Mama Misitu		10,734,737	-
Petty cash -Mama Misitu		190,108	
Petty cash -TNRF		61,820	160,263
		311,000,058	144,390,352

	2008 Budget TShs <i>(unless otherwise indicated)</i>	2008 Actual TShs	2007 Actual TShs
19 PROJECT ADVANCES			
Accounts receivable		8,428,423	19,583,600
Wildlife Conservation Society Tanzania		-	4,000,000
Imprest and programme advances		29,823,328	9,647,415
Salary Advances		15,445,083	5,803,887
		53,696,833	39,034,902
Less: Provision for doubtful debts		-	(4,000,000)
		53,696,833	35,034,902

Provision for doubtful debts is in respect of balance on NRA grant received by Wildlife Conservation Society Tanzania in 2006.

20 DEFERRED INCOME

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.

Deferred income at end of the year
 comprises of:

Restricted donor funds		426,223,444	158,877,913
Unrestricted funds		(64,214,532)	18,458,899
		362,008,912	177,336,812

21 ACCRUED EXPENSES

Audit fees payable	\$2,100.00	2,688,000	1,872,000
Imprest payable		-	216,440
Payroll liabilities		(20)	2
		2,687,980	2,088,442

22 LEASE COMMITMENTS

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

23 CONTINGENT LIABILITY

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

24 CURRENCY

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

I 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 2008 comprise: -

FIXED ASSETS AT ARUSHA MAIN OFFICE

S/N	Year of Purchase	Item Description	Qty	Serial No. Make / Brand	TSH	Exchange Rate	USD	Location	Cheque No.	Date	Project	Condition
TNRF0001	2005	HP Computer Flatscreen complete (HP computer USD 1,000 & Flatscreen USD 300 combined)	1	Barcode 0005467120806	0	1130	1,300.0	Arusha			Finance Administrator	Good
TNRF0002	2005	HP Computer Flatscreen complete (HP computer USD 1,000 & Flatscreen USD 300 combined)	1	Barcode 64200338327	0	1130	1,300.0	Arusha			Administrator	Good
TNRF0003	2005	HP Computer Flatscreen complete	1		0	1130	0.0	Insurance			Disposed	Not working
TNRF0004	2005	HP CRT Screen	1		0	1130	300.0	Arusha			Coordinator	Good
TNRF0005	2005	HP Deskjet Printer	1		0	1130	0.0	Insurance			Disposed	Not working
TNRF0006	2005	HP Deskjet Printer	1		0	1130	0.0	Insurance			Disposed	Not working
TNRF0007	2005	APC UPS Backup Battery	1		0	1130	0.0	Insurance			Disposed	Not working
TNRF0008	2005	APC UPS Backup Battery	1		0	1130	0.0	Insurance			Disposed	Not working
TNRF0009	2005	APC UPS Backup Battery	1		0	1130	140.0	Arusha			Finance Administrator	Good
TNRF0010	2005	Projector Dell	1	S/N CN-0G5371-5001-5B1-0085	0	1130	1,250.0	Arusha			unrestricted / shared use	Good
TNRF0011	2005	Confernece Table sqare	1	120x104cm light wood, no drawers	160,000	1130	141.6	Arusha			Conference	Good
TNRF0012	2005	Confernece Table sqare	1	120x104cm light wood, no drawers	160,000	1130	142.0	Arusha			Conference	Good

S/N	Year of Purchase	Item Description	Qty	Serial No. Make / Brand	TSH	Exchange Rate	USD	Location	Cheque No.	Date	Project	Condition
TNRF0013	2005	Conferece Table sqare	1	120x104cm light wood, no drawers	160,000	1130	142.0	Arusha			Conference	Good
TNRF0014	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0015	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0016	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0017	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0018	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0019	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0020	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0021	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0022	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0023	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0024	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0025	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0026	2005	Conference Chair / Visitors Chair	1	184x90cm, light wood with 3 Drawers	55,000	1130	49.0	Arusha			unrestricted / shared use	Good
TNRF0027	2005	Office Chair with Rollers	1	no Serial Number	125,000	1130	110.6	Arusha			Forest Officer	Good

S/N	Year of Purchase	Item Description	Qty	Serial No. Make / Brand	TSH	Exchange Rate	USD	Location	Cheque No.	Date	Project	Condition
TNRF0028	2005	Office Chair with Rollers	1	no Serial Number	125,000	1130	110.6	Arusha			Administrator	Good
TNRF0029	2005	Sofa Set (4pcs)	1	no Serial Number	337,500	1130	298.7	Arusha			Reception Area	Good
TNRF0030	2005	Shelves big size	1	210x122cm, light wood with 5 Shelfes	130,000	1130	115.0	Arusha			Reception Area	Good
TNRF0031	2005	Shelves big size	1	210x122cm, light wood with 5 Shelfes	130,000	1130	115.0	Arusha			Coordinator	Good
TNRF0032	2005	Shelves big size	1	210x122cm, light wood with 5 Shelfes	130,000	1130	115.0	Arusha			Library	Good
TNRF0033	2005	Shelves big size	1	210x122cm, light wood with 5 Shelfes	130,000	1130	115.0	Arusha			Library	Good
TNRF0034	2005	Shelves big size	1	182x180cm, light wood with 8 Shelfes	130,000	1130	115.0	Arusha			Library	Good
TNRF0035	2005	Notice Boards local made	1	152x120cm, light wood frame	48,000	1130	42.5	Arusha			Reception Area	Good
TNRF0036	2005	Notice Boards local made	1	182x122cm, light wood frame	48,000	1130	42.5	Arusha			HWC Officer	Good
TNRF0037	2005	Office Desks with Drawers	1	no Serial Number	100,000	1130	88.5	Arusha			HWC Officer	Good
TNRF0038	2005	Office Desks with Drawers	1	no Serial Number	100,000	1130	88.5	Arusha			PLTF Officer	Good
TNRF0039	2005	BOL Modem	1	no Serial Number	375,000	1130	300.0	Arusha			unrestricted / shared use	Good
TNRF0040	2005	Office Desks with Drawers	1	no Serial Number	100,000	1130	88.5	Arusha			Forest Officer	Good
		Total 2008					7,098.2					
TNRF0041	2006	Generator Honda	1	SH7000x, red	0	1130	2,126.0	Arusha			unrestricted / shared use	Good
TNRF0042	2006	Shelves small size	1	100x152cm, light wood with 2 Shelfes and 3	100,000	1130	88.5	Arusha			Forest Officer	Good

S/N	Year of Purchase	Item Description	Qty	Serial No. Make / Brand	TSH	Exchange Rate	USD	Location	Cheque No.	Date	Project	Condition
				Drawers								
TNRF0043	2006	Shelves small size	1	123x210cm, light wood with 5 Shelves	100,000	1130	88.0	Arusha			Library	Good
		Total 2006					2,302.5					
TNRF0044	2007	Office Desks with Drawers	1	wooden, local made	190,000	1130	168.1	Arusha			Spare Office / Maajabu	Good
TNRF0045	2007	Office Desks with Drawers	1	wooden, local made	190,000	1130	168.1	Arusha			Coordinator	Good
TNRF0046	2007	White Board	1	no Serial Number	85,000	1130	75.2	Arusha			Coordinator	Good
TNRF0047	2007	APC UPS Backup Battery	1		0	1130	129.0	Arusha	100114	27/11/2007	Printers / Server	Good
TNRF0048	2007	APC UPS Backup Battery	1		0	1130	129.0	Arusha	100114	27/11/2007	Administrator	Good
TNRF0049	2007	HP Dx2300m Desktop	1		0	1130	860.0	Arusha	100113	27/11/2007	PLTF Officer	Good
TNRF0050	2007	HP Dx2300m Desktop	1		0	1130	860.0	Arusha	100113	27/11/2007	Administrator	Good
TNRF0051	2007	Router	1		113,500	1130	100.4	Arusha	14921	21/11/2007	unrestricted / shared use	Good
TNRF0052	2007	APC UPS Backup Battery	1		0	1130	125.0	Arusha	100046	16/02/2007	Printers / Server	Good
TNRF0053	2007	Acer Computer complete	1		0	1130	790.0	Arusha	100046	16/02/2007	Maajabu	Good
TNRF0054	2007	APC Surge Arrestor	1		25,000	1130	22.1	Arusha	14922	21/11/2007	Forest Officer	Good
TNRF0055	2007	APC Surge Arrestor	1		25,000	1130	22.1	Arusha	14922	21/11/2007	Spare Office / Maajabu	Good
TNRF0056	2007	HP Laserjet 2015 black/white	1	S/N CNBW7820GP	0	1130	405.0	Arusha	100116	27/11/2007	unrestricted / shared use	Good
TNRF0057	2007	HP Deskjet Printer 1280 Color	1	S/N CN756JZ16H	0	1130	410.0	Arusha	100115	27/11/2007	unrestricted / shared use	Good

S/N	Year of Purchase	Item Description	Qty	Serial No. Make / Brand	TSH	Exchange Rate	USD	Location	Cheque No.	Date	Project	Condition
TNRF0058	2007	D-Link USB	1		0	1130	31.3	Arusha	100116	29/11/2007	Finance Administrator	Good
TNRF0059	2007	D-Link USB	1		0	1130	31.3	Arusha	100116	29/11/2007	PLTF Officer	Good
		Total 2007					4,326.7					
TNRF0060	2008	Office Desk L Shape	1	no Serial Number	320,000	1180	271.2	Arusha	100099	14/04/2008	Administrator	Good
TNRF0061	2008	Office Desk L Shape	1	no Serial Number	320,000	1180	271.2	Arusha	100099	14/04/2008	Finance Administrator	Good
TNRF0062	2008	Office Desk 1.5mt (ready made)	1	no Serial Number	165,000	1180	139.8	Arusha	100099	14/04/2008	Maajabu	Good
TNRF0063	2008	Office Desk 1.5mt (ready made)	1	no Serial Number	165,000	1180	139.8	Arusha	100099	14/04/2008	IIED / Research	Good
TNRF0064	2008	Office Desk 1.5mt (ready made)	1	no Serial Number	165,000	1180	139.8	Arusha	100099	14/04/2008	Communications	Good
TNRF0065	2008	Office Desk 1.5mt (ready made)	1	no Serial Number	165,000	1180	139.8	Arusha	100099	14/04/2008	unrestricted / Hot Desk	Good
TNRF0066	2008	Office Chair with Rollers	1	no Serial Number	68,000	1180	57.6	Arusha	100099	14/04/2008	Finance Administrator	Good
TNRF0067	2008	Office Chair with Rollers	1	no Serial Number	68,000	1180	57.6	Arusha	100099	14/04/2008	Wildlife Officer	Good
TNRF0068	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0069	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0070	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0071	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0072	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0073	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0074	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good

S/N	Year of Purchase	Item Description	Qty	Serial No. Make / Brand	TSH	Exchange Rate	USD	Location	Cheque No.	Date	Project	Condition
TNRF0075	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0076	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0077	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0078	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0079	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0080	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0081	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0082	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0083	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0084	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0085	2008	Conference Chair	1	no Serial Number	60,000	1180	50.8	Arusha	100127	14/05/2008	Conference	Good
TNRF0086	2008	Dell 755/Intel Duo Core Desktop	1		0	1180	1,100.0	Arusha	100133	03/03/2008	Communications	Good
TNRF0087	2008	APC UPS Backup Battery	1	no Serial Number	0	1180	120.0	Arusha	100133	03/03/2008	Communications	Good
TNRF0088	2008	Banquet Table (foldable)	1	no Serial Number	170,000	1180	144.1	Arusha	100148	11/06/2008	Conference	Good
TNRF0089	2008	Banquet Table (foldable)	1	no Serial Number	170,000	1180	144.1	Arusha	100148	11/06/2008	Conference	Good
TNRF0090	2008	Laptop HP 530	1	CND74828DY	0	1180	724.0	Arusha	100184	28/11/2008	IIED / Research	Good
TNRF0091	2008	White Board	1	no Serial Number	85,000	1180	72.0	Arusha	61	06/02/2008	Library / Reception Area	Good
TNRF0092	2008	Scanner Canon	1	no Serial Number	0	1130	80.0	Arusha	-	-	unrestricted / shared use	Good

S/N	Year of Purchase	Item Description	Qty	Serial No. Make / Brand	TSH	Exchange Rate	USD	Location	Cheque No.	Date	Project	Condition
TNRF0093	2008	Desktop Computer SOKWE ASILIA	1	Marked with SOWKE ASILIA Serial Number	-	-	800.0	Arusha	-	-	Hot Desk	Working
TNRF0094	2008	APC UPS Backup Battery	1	Marked with SOWKE ASILIA Serial Number	-	-	120.0	Arusha	-	-	Maajabu	Working
TNRF0095	2008	Speaker System, Passport-150	1	NO27345	-	-	400.0	Arusha	-	-	Maajabu	Working
TNRF0096	2008	DVD Player, DV9821C	1	5035HRC000438	-	-	200.0	Arusha	-	-	Maajabu	Working
TNRF0097	2008	Video Player, NVSJ30	1	J6T500157R	-	-	150.0	Arusha	-	-	Maajabu	Working
TNRF0098	2008	Aluminium Frame with Stand	1	MA 021346717-2540770	-	-	1,200.0	Arusha	-	-	Maajabu	Working
TNRF0099	2008	Generator 2kva	1	6TM04052521	-	-	1,000.0	Arusha	-	-	Maajabu	Working
TNRF0100	2008	Videos & DVD's	1	No S/N	-	-	1,000.0	Arusha	-	-	Maajabu	Working
TNRF0101	2008	Camping Equipment (Tent, Sleeping bags etc.)	1	No S/N	-	-	500.0	Arusha	-	-	Maajabu	Working
TNRF0102	2008	Voltage Stabilizer	1	CVR 1000	-	-	200.0	Arusha	-	-	Maajabu	Working
		Total 2008					10,086.4					
		Grand Total All Assets					23,813.7					

Items indicated as acquired in 2005 are those taken over from WWG Project after registration of Tanzania Natural Resource Forum as an NGO on 8 February 2006.

FIXED ASSETS AT DAR ES SALAAM "MAMA-MISITU" OFFICE

OHX874-64180-82T-29DL

No	Asset No.	Year of Purchase	Item	Qty	Serial Number	Location	Invoice Number	Date of Invoice	Value USD	Value TSH
1		2008	DELL Desktop Computer	1	OHX874-64180-82T-29DL	Administrator Assistant	10345	19/06/2008	1,296	-
2		2008	UPS VA 600	1	438113318	Administrator Assistant	10345	19/06/2008	110	-
3		2008	PRINTER HP 1280	1	7A0JZODO	Administrator Assistant	665	20/06/2008	335	-
5		2008	BOL MODEM	1	0605-FFAB2A00	Administrator Assistant	10879	03/04/2008	400	-
6		2008	LAPTOP HP	1	F7421C6Y	Comm & Campaign Manager	2109	03/03/2008	1,620	-
7		2008	LAPTOP Dell Vostro	1	M63T3V-DV7PC	Field Officer	10345	19/06/2008	1,198	-
8		2008	Scanner HP 2400	1	73ASR1B3	Administrator Assistant	10345	19/06/2008	100	-
9		2008	Office desk with drawer	1	No Serial Number	Field Officer	41259	06/10/2008	-	338,333
10		2008	Office desk with drawer	1	No Serial Number	Comm & Campaign Manager	41259	06/10/2008	-	338,333
11		2008	Office desk with drawer	1	No Serial Number	Administrator Assistant	41259	06/10/2008	-	338,333
12		2008	Office desk	1	No Serial Number	Administrator Assistant	41259	06/10/2008	-	174,167
13		2008	Book shelf	1	No Serial Number	Comm & Campaign Manager	41259	06/10/2008	-	346,667
14		2008	Book shelf	1	No Serial Number	Administrator Assistant	41259	06/10/2008	-	346,667
15		2008	File cabinet	1	No Serial Number	Administrator Assistant	1945	04/11/2008	-	220,000
16		2008	File cabinet	1	No Serial Number	Administrator Assistant	1945	04/11/2008	-	220,000
17		2008	File cabinet	1	No Serial Number	Comm & Campaign Manager	1945	04/11/2008	-	220,000
18		2008	Office chair (executive)	1	No Serial Number	Administrator Assistant	41259	06/10/2008	-	246,667
19		2008	Office chair (executive)	1	No Serial Number	Comm & Campaign Manager	41259	06/10/2008	-	246,667
20		2008	Office chair (executive)	1	No Serial Number	Field Officer	41259	06/10/2008	-	246,667
21		2008	Office chair (visitor)	1	No Serial Number	Administrator Assistant	41259	06/10/2008	-	43,333
22		2008	Office chair (visitor)	1	No Serial Number	Administrator Assistant	41259	06/10/2008	-	43,333

No	Asset No.	Year of Purchase	Item	Qty	Serial Number	Location	Invoice Number	Date of Invoice	Value USD	Value TSH
23		2008	VEHICLE (LANDCRUISER)	1	TOYOTA LANDCRUISER Model No. HDJ 80 Chassis No. HDJ800006061 Engine No. IHD0128455 Reg. No T 625 AFS	Mama Misitu Office			19,000	22,420,000
24		2008	Safe	1		Mama Misitu Office	1945	04/11/2008	-	308,000
25		2008	Digital Camera	1	Canon A590	Mama Misitu Office	1712732	17/09/2008	-	492,000
26		2008	Office Phone	1	NOKIA	Mama Misitu Office	58267	22/09/2008	-	85,000
			TOTAL						24,059	26,674,167