

MENSAH DUAH AND CO.
Partner Agreement

BUDGET

Category	(Amounts in GHS)
A PERSONNEL	
A.1 Staff Compensation	79,860
A.2 Required Employer Contribution	9,983
A.3 Staff Benefits	14,390
A.4 Other Staff-Related Costs	5,987
A.5 Temporary Services	0
A.6 Staff Training	800
Subtotal	111,019
B OFFICE FACILITIES	
B.1 Office Rent	878
B.2 Utilities	810
B.3 Security Services	454
B.4 Office Maintenance	540
B.5 Cleaning and Janitorial Services	324
B.6 Other	0
Subtotal	3,005
C ADMINISTRATIVE SUPPORT	
C.1 Communications and Telephone Expenses	3,000
C.2 Internet Cost, Monthly ISP Charge	389
C.3 Office, Computer Supplies, and Stationery	1,500
C.4 Vehicle Supplies and Fuel	0
C.5 Equipment Maintenance	840
C.6 Newspapers and Subscriptions	250
C.7 Dissemination and Outreach	0
C.8 Administrative and IT Support (software)	1,000
C.9 Translation	0
C.10 Technical Assistance	0
C.11 Vehicle Maintenance, Repairs, and Insurance	3,600
C.12 Bank Fees	1,200
C.13 Postage and Shipping Expenses	
C.14 Advertising and Recruiting Expenses	
C.15 Vehicle Registration and Licensing	200
C.16 Other (please specify)	
Subtotal	11,979
D TRAVEL AND TRANSPORTATION	
D.1 Vehicle costs	20,000
D.2 Per Diem	41,217
Subtotal	61,217
E CAPITAL EXPENSES	
E.1 Furniture and Equipment	0
Subtotal	0
TOTAL	187,220

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