



THIRD MEETING OF THE STANDING COMMITTEE
04 - 05 July 2005, Bonn, Germany

FINANCIAL AND ADMINISTRATIVE MATTERS

REPORT ON INCOME AND EXPENDITURES FOR 2004
Prepared by the Secretariat

INTRODUCTION

The budget proposal for 2003-2005 was adopted by the Meeting of the Parties at its second session (September 2002, Bonn, Germany) by Resolution 2.7. According to Resolution 2.6, operational paragraph 1 (c), *'The Standing Committee shall oversee, on behalf of the Meeting of the Parties, the development and execution of the Secretariat's budget as derived from the Trust Fund and other sources, and also all aspects of fund-raising undertaken by the Secretariat in order to carry out specific functions authorised by the Meeting of the Parties'*.

In this specific document the Secretariat reports on the financial closure of 2004 and on the current situation regarding expenditures and income to the AEW A Trust Fund for 2005 (up to 31 May).

ACTIONS REQUESTED

The Standing Committee is requested to review the information given in this report and if necessary to provide guidance and advice to the Secretariat on these matters.

FINANCIAL OVERVIEW / OVERVIEW OVER INCOME AND EXPENDITURE OF ANNUAL CONTRIBUTIONS

At the second meeting of the Standing Committee the Secretariat informed the meeting that at deficit was expected at the closure of the financial year of US \$ 50,000. To keep this expected deficit as small as possible actions have undertaken by the Secretariat to gain some savings. However the fall of the US Dollar exchange rate makes it not easy to compensate the loss of the purchase power of the US Dollar. Although this has an impact on all budget lines (BL) particularly the ones dealing with salaries e.g. BL 1101, 1102 and 1301 are affected. This has led in the before mentioned budget lines to an increase of costs of US \$ 47,089 or 23 percent. Also the costs for airfares have been increased for similar reasons.

Annex 1 shows the actual expenditures incurred by AEWA in 2004. Instead of a predicted shortfall of US \$ 50,000 the financial year 2004 could be closed with a total amount of leftover of US \$ 32,784. In accordance to the Un Rules and Regulations these savings will be transferred to the same budget lines in 2005.

The Trust Fund Balance at the end of Annex 1 gives an overview of changes in the Trust Fund during 2004 and is more or less self-explanatory.

OVERVIEW OF INCOME/ EXPENDITURE VOLUNTARY CONTRIBUTIONS

The Secretariat is very grateful for the counterpart contributions received from Parties to implement the International Implementation Priorities for 2003-2007. Annex 2 gives an overview of the expenditures of the voluntary counterpart contributions. Many of the subcontracts are in a advance stage and final payments will take place in 2005. The overview of the Fund Balance given at the end of Annex 2 shows that an amount of US \$ 111,000 has been accrued in 2004 as voluntary contribution. The closing balance of US \$ 191,361 will be carried forward to 2005.

OVERVIEW INCOME THROUGH ANNUAL CONTRIBUTIONS/ VOLUNTARY CONTRIBUTIONS 2004/ 2005

A statement of the annual contributions received for the AEWA Trust Fund can be found in Annex 3. By the end of May 2005, 24 out of 48 Parties had already paid their contributions in full. A total amount of US \$ 466,718 for 2005 and prior years was still outstanding. Out of this, US \$ 443,899 or 95 percent due to four Parties with rather significant contributions for partly 2004 but mainly 2005. Both UNON and the Agreement's Secretariat are sending out regular reminders to Contracting Parties that have not paid their dues. Meanwhile one of the four has paid its dues.

In 2004 a total amount of US \$ 110,709 was received as voluntary contributions. For 2005 the amount received till 31 May 2005 is US \$ 310,649. Regarding the latter most of these funds are allocated for MOP3.

The Secretariat is very grateful for the contributions received from Parties and recently also from the World Association of Zoos and Aquariums.

Annex 1: AWL (Core Budget) OVERVIEW EXPENDITURES 2004

BUDGET ITEM	<i>Budget</i>	<i>Expenditures</i>	<i>Balance</i>
PERSONNEL COMPONENT			
1100 Professional Staff			
1101 Executive Secretary (P4)	121,000	143,119	22,119
1102 Technical Officer	45,000	59,528	14,528
1199 Sub-total	166,000	202,647	36,647
1200 Consultants			
1201 English translators	7,500	3,952	(3,548)
1202 French Translators	12,500	18,237	5,737
1203 Arabic/Russian Translators	2,500	1,194	(1,306)
1204 Report Writers(at MOP and TC)	0	0	0
1205 Interpreters (at MOP and TC)	12,500	0	(12,500)
1220 Consultancies for MOP	41,107	11,851	(29,256)
1221 Consultancies to develop info mat.	15,000	16,433	1,433
1222 Consultancies to carry research	25,000	25,205	205
1299 Sub-total	116,107	76,872	(39,235)
1300 Administrative Support			
1301 Admin. Assistant	42,500	52,942	10,442
1399 Sub-total	42,500	52,942	10,442
1600 Travel on official business			
1601 General	35,000	52,475	17,475
1603 Experts	5,000	933	(4,067)
1699 Sub-total	40,000	53,408	13,408
1999 Component total	364,607	385,869	21,262
20 SUBCONTRACTS			
2205 Workshop leadshot 2004			
2206 Communication Strategy 1 phase	11	2,465	2,454
2208 Publication of Wader Atlas	619	15,642	15,023
2213 Exchange of know-how traditional approaches	0	(13,777)	(13,777)
2215 Colonial Bird	9,827	(11,737)	(21,564)
2218 Global Flyway Conference	584	7,288	6,704
BUDGET ITEM	<i>Budget</i>	<i>Expenditures</i>	<i>Balance</i>

2219 Development of SAP	30,000	39,635	9,635
2299 Sub-total	41,041	39,516	(1,525)
2999 Component total	41,041	39,516	(1,525)
MEETINGS			
3201 Training of Staff	4,391	0	(4,391)
3302 Meeting of the Technical Committee	35,405	46,766	11,361
3303 Meeting of StC	15,000	12,442	(2,558)
3304 Regional Meetings	30,000	359	(29,641)
3399 Sub-total	84,796	59,567	(25,229)
3999 Component total	84,796	59,567	(25,229)
EQUIPMENT AND PREMISES			
4100 Expendable Equipment			
4101 Miscellaneous office supplies	3,719	3,725	6
4199 Sub-total	3,719	3,725	6
4200 Non-Expendable equipment			
4201 Office equipment	7,826	8,197	371
4299 Sub-total	7,826	8,197	371
4999 Component total	11,545	11,922	377
MISCELLANEOUS COSTS			
5100 Operations and Maintenance			
5101 Operation/maintenance computers	2,945	1,817	(1,128)
5102 Operation/Maint.of photocopier/fax	500	1,265	765
5103 Operation/Maintenance others	1,088	0	(1,088)
5199 Sub-total	4,533	3,082	(1,451)
5200 Reporting Costs			
5201 Document Production (external)	15,000	6,060	(8,940)
5202 Information material	35,000	25,314	(9,686)
5203 Reference material	1,150	89	(1,061)
5299 Sub-total	51,150	31,463	(19,687)

BUDGET ITEM	<i>Budget</i>	<i>Expenditures</i>	<i>Balance</i>
5300 Sundry			
5301 Telephone and Fax	3,643	2,616	(1,027)
5302 Postage and miscellaneous	11,018	16,646	5,628
5303 Postage and Miscellaneous	1,340	534	(806)
5399 Sub-total	16,001	19,796	3,795
5400 Hospitality			
5401 Hospitality	8,291	1,737	(6,554)
5499 Sub-total	8,291	1,737	(6,554)
5999 Component total	79,975	56,078	(23,897)
TOTAL ALL COMPONENTS	581,964	552,952	(29,012)
Programme Support Cost (13%)	75,655	71,884	(3,772)
GRAND TOTAL	657,619	624,836	(32,784)

Trust Fund Balance	
Beginning balance of trust fund on 1 Jan. 2004	390,000
Contribution income 2004	520,000
Interest income 2004	7,000
Miscellaneous income	0
Expenditure 2004	624,836
Closing balance of trust fund on 31 Dec. 2004	292,164

Annex 2: QSL (Counterpart contributions) OVERVIEW EXPENDITURES 2004

BUDGET ITEM	<i>Budget</i>	<i>Expenditures</i>	<i>Balance</i>
1600 Travel on official business			
1601 General	6,439	6,439	0
1999 Component total	6,439	6,439	0
SUBCONTRACTS			
2205 Workshop leadshot 2004	22,124	3,249	(18,875)
2206 Communication Strategy 1 phase	21,194	0	(21,194)
2207 Workshop on Ferigimous Duck	8,082	0	(8,082)
2208 Publication of Wader Atlas	866	(4,272)	(5,138)
2209 Sub-Contracts	0	(10,000)	(10,000)
2210 Sub-Contracts	0	(10,000)	(10,000)
2211 African Waterbird Census	813	0	(813)
2212 Marine Fisheries	6,623	(4,600)	(11,223)
2213 Exchange of know-how traditional approaches	0	(11,223)	(11,223)
2216 Development of DVD	43,145	51,482	8,337
2220 Brent Goose Model	34,371	0	(34,371)
2221 Flyway Population Catalog	8,593	0	(8,593)
2999 Component total	145,811	14,636	(131,175)
MEETINGS			
3302 Meeting of the Technical Committee	4,070	4,070	(0)
3999 Component total	4,070	4,070	(0)
5200 Reporting Costs			
5202 Information material	6,582	14,359	7,777
5999 Component total	6,582	14,359	7,777
TOTAL ALL COMPONENTS	162,902	39,504	(123,398)
Programme Support Cost (13%)	21,177	5,135	(16,042)
GRAND TOTAL	184,079	44,639	(139,440)

Trust Fund Balance	
Beginning balance of trust fund on 1 January 2004	121,000
Contribution income 2004	111,000
Interest income 2004	4,000
Miscellaneous income	0
Expenditure 2004	44,639
Closing balance of trust fund on 31 December 2004	191,361

**Annex 3: OVERVIEW CONTRIBUTIONS RECEIVED TO THE AEWAT TRUST
FUND AS OF 31 May 2005**

COUNTRIES	Unpaid Pledges as at 31.12.04	Adjustments for prior years	Pledges for 2005	Collections in 2005 for prior years	Collections in 2005 for 2005 & Future Yrs	Unpaid pledges for prior years	Unpaid pledges for 2005	Unpaid pledges for prior years & 2005
	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$
Albania	-143		147			(143)	147	4
Benin	24		100			24	100	124
Bulgaria	0		636		636	0	0	0
Congo	270		100			270	100	370
Croatia	0		1,907		1,907	0	0	0
Denmark	0		36,628			0	36,628	36,628
Djibouti	100		100			100	100	200
Egypt	2,050		3,961			2,050	3,961	6,011
Equatorial Guinea	(120)		100			(120)	100	(20)
Finland	(25,527)		25,527			(25,527)	25,527	0
France	97,008		173,455			97,008	173,455	270,463
Gambia	0		100			0	100	100
Georgia	458		244			458	244	702
Germany, F.R.	0		173,455		173,455	0	0	0
Guinea	200		147			200	147	347
Hungary	0		5,971		5,971	0	0	0
Israel	(2,496)		20,295		17,799	(2,496)	2,496	0
Ireland	0		13,632			0	13,632	13,632
Jordan	(391)		391			(391)	391	0
Kenya	0		391			0	391	391
Lebanon	638		587			638	587	1,225
Lithuania	55		634	55	634	0	0	0

Luxembourg	0		3,648		3,648	0	0	0
Macedonia	152		293			152	293	445
Mali	371		100			371	100	471
Mauritius	(518)		538			(518)	538	20
Moldova	(136)		100			(136)	100	(36)
Monaco	(196)		196			(196)	196	0
Netherlands	0		84,993		84,993	0	0	0
Niger	375		100			375	100	475
Nigeria	388		1,799			388	1,799	2,187
Portugal	5,297		12,280	5,297	12,280	0	0	0
Romania	0		2,836			0	2,836	2,836
Senegal	(236)		244			(236)	244	8
Slovak	(2,103)		2,103			(2,103)	2,103	0
Slovenia	(3,724)		3,724			(3,724)	3,724	0
South Africa	0		19,952		19,927	0	25	25
Spain	63,753		123,176	63,753		0	123,176	123,176
Sudan	299		293			299	293	592
Sweden	0		50,213		50,213	0	0	0
Switzerland	0		62,302		62,302	0	0	0
Syria	2,693		3,709	2,693	3,691	0	19	19
Togo	197		100			197	100	297
Uganda	221		196			221	196	417
Ukraine	2,638		2,592			2,638	2,592	5,230
U.K.	0		173,455		173,455	0	0	0
Tanzania	(210)		196			(210)	196	(14)
Uzbekistan	101		292			101	292	393
Total	141,489	0	1,007,938	71,780	610,911	69,691	397,028	466,718