



## **5.2.1 Treasurers Report Budget follow-up 2013**

*Note: the two documents 5.2.1 Treasurer's report 2013 and 5.2.1 Treasurer's budget proposal 2014-2015 should be handled together because of the cross references.*

### **Budget follow-up 2013**

#### **Explanation to the table on page 5**

##### **(1) Regional workshops (2 per region)**

Out of the 13 WAPES events planned for 2013 almost all have been organised. The following ones have been cancelled:

- A workshop of Estonia and Germany: ICT, e-governance & Multi-channelling.
- Enforcement, originally a peer review by Croatia/Slovenia/NL and the workshop related to it (November).

That's also why the special budget left for **European Activities (1 bis)** wasn't used.

One event was added: the seminar and 25<sup>th</sup> anniversary celebration in Marrakech in October.

For 2014 the planned budget reflects the budget needed according to the annual planning 2014 approved at the Managing Board meeting in Marrakech in October 2013. For 2015 (see also document EN 5.2.1 Treasurer's budget proposal 2014-2015) the preliminary budget reflects the maximum amount WAPES can spend on regional workshops (2 workshops per region per year). This budget line will change after the Managing Board meeting at the end of 2014.

##### **(2) Interregional component to workshops**

This is the money used to pay the transport and accommodation costs of speakers outside the region or outside WAPES. The whole budget wasn't used. That's why we lowered the budget for 2014-2015.

##### **(3) Workshop related costs in the secretariat**

The difference in planned and spent budget has several reasons:

1. Changes in the way of registration in the bookkeeping: before 2013 some of these costs were registered under **Administrative costs (9)**
2. The better internal organisation allows us to systematically order translations of documents, articles, press review, ppt's etc. related to the workshops.
3. Rising of the flight rates for the flights of the staff of the Executive Secretariat

##### **(4) Online events**

Online Events, the following events have taken place:

1. For the region Europe – Stockholm workshop following the EC meeting



2. For the region Asia-Pacific – because of fire wall problems, no one took place – the event has been recorded and is on the website
3. For the region America – Washington
4. For the African region: similarly to last year due to technical problems there were no online events, but we have some parts filmed (members payed)
5. Arabic countries: Marrakech event + 25<sup>th</sup> anniversary celebration

The budget planned for 2014 is based on the experience of 2013 and on the yearly planning for 2014. For 2015, we assume we will have a similar situation as in 2014.

## **(5) Website**

The difference in planned and spent budget has several reasons:

1. Our website is based on Drupal, which is a free application which lowered the price a lot
2. Part of the financing will be done in 2014
3. We didn't launch the public procurement for the database

The budget planned for 2014 is based on the sum we still have to pay and the maintenance cost of the website. For 2015, the planned budget will be used for the maintenance of the website and the work on the database.

## **(6) Cooperation Fund**

In the Cooperation Fund category (in form of technical assistance) the following events have been organised:

Two study visits to Estonia; training in Gabon; expert visit from Morocco to Guinea; training in Morocco; study visit from Mongolia to South Korea; study visit from Serbia to Austria; study visit from Vietnam to South Korea; training in Guatemala (together with ILO)

The difference in planned and spent budget is partly due to the fact that not all cooperation projects were funded with the cooperation fund. Some of the projects were organized within WAPES without request for financial support from WAPES.

However, for 2014-2015 we budget the same amount of money, because we will be sure the members can have the possibility of organizing the cooperation projects they need without budgetary restrictions.

## **(7) Partnership funding**

In 2013, this budget wasn't used, because the cooperation project together with our partner ILO was partly financed with the cooperation fund money and with ILO funding. For 2014 and 2015, we lowered the budget. In 2014 WAPES will continue the cooperation with ILO, we have a project with IOM, and we want to be sure WAPES has the possibility of organizing other interesting partnerships without budgetary restrictions.

## **(8) Peer review**

We have not yet started any peer review activities this year; the Moldavian one has been launched last year in the frame of a cooperation fund.

## **(9) Administrative cost**

See (3) Workshop related costs Secretariat

**(10) Office housing and hardware**

The Executive Secretariat had to buy a new bookkeeping system. The computers had to be changed, the programs updated, some furniture had to be bought as there is one permanent officer extra, etc. (payment in 2013 and 2014).

For 2015 we estimate the costs of office housing and hardware will mostly lower taking into account the investments done in 2013-2014.

**(11) Fee follow up**

With regard to the fee follow up for 2013 I would like to inform you that 73.63% (in 2012 it was 76 %) of the invoices were received and 76.09% of estimated income in the budget 2013 were realised.

The following table shows the distribution:

<b>Membership fees 2013 status</b>	invoiced members	number of counties paid	in % of total members	amount of money received	amount billed	% of total amount
<b>31/12/2013</b>	91	67	73.63%	352688.69	463500	76.09%
Asia-Pacific	10	8	80.00%	53979.74	62500	86.37%
Europe	42	35	83.33%	234075.37	294500	79.48%
America	16	9	56.25%	44361.39	79000	56.15%
Africa	19	12	63.16%	6348.97	10000	63.49%
Middle East and the Arab Countries	4	3	75.00%	13923.22	17500	79.56%

Countries that have not paid their 2013 membership fee yet:

<b>Pays</b>	<b>Amount in €</b>	<b>Region</b>
NOUVELLE ZELANDE	8000	Asia-Pacific
PAKISTAN	500	Asia-Pacific
CHYPRE	3000	Europe
GRECE (5)	8000	Europe
IRLANDE	8000	Europe
ITALIE (2)	15000	Europe
LATVIA	5500	Europe
SERBIE	5500	Europe
ESPAGNE	15000	Europe
BRESIL	8000	America
CHILI (6)	8000	America
EL SALVADOR (2)	500	America



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MEXIQUE	15000	America
NICARAGUA	500	America
PARAGUAY	500	America
TRINIDAD AND TOBAGO	1000	America
TUNISIE	3000	Arabic
BENIN(6)	500	Africa
COMORES	500	Africa
KENYA	500	Africa
MALI (6)	500	Africa
SENEGAL	500	Africa
TANZANIE	500	Africa
ZIMBABWE	500	Africa

- (1) payment announced
- (2) may leave the association - the third consecutive year without payment
- (3) we check the transfer
- (4) pending payment authorization by the National Treasury
- (5) requested an exemption from payment because of financial difficulties
- (6) paid in 2014

CONTRIBUTIONS 2012 outstanding for the following countries:

Ireland  
Italy - since 2011  
Spain  
Brazil  
El Salvador - since 2010  
Mexico  
Paraguay (former name senade -> new name dge)  
Trinidad and Tobago  
Djibouti  
Kenya  
Iceland also 2011  
Niger  
Slovakia also 2011  
Ecuador also 2011  
Mauritania also 2011  
Chile also 2008

**Situation of our bank accounts:**

1. ING Belgium SA:
  - a. Business account: BE39 3630 9860 8119 : 99 806.35€
  - b. Savings account: BE06 3635 1357 4422 : 0€
2. KBC Bank Brussel Schuman:
  - a. Business account: BE78 7310 2240 8466 : 96 406.00€
  - b. Savings account: BE07 7450 4575 4666 : 0€
3. Belfius Bank NV :
  - a. Business account : BE56 0688 9216 3688 : 234 180.98€
  - b. Savings account : BE49 0882 5410 8871 : 18.97€
  - c. Fidelity savings account : BE02 0882 5957 6540 : 200 000.00€
4. BNP Paribas Fortis Schuman:
  - a. Business account : BE69 0016 6153 0578 : 9.39€
  - b. Savings account : BE90 0358 3074 5932 : 117 578.43€

IN TOTAL: 748000.12€

<b>Budget status 2013 (in EUR)</b>		
<b>EVENTS</b>	<b>Planned</b>	<b>Spent</b>
Regional workshops (2 per region) (1)	125 000	120 089
Interregional component to workshops (2)	50 000	23 370
Workshop related costs in the secretariat (3)	50 000	89 810
European Activities (1 bis)	37 500	0
Reservation World Congress ( <i>it was not spent in 2013</i> )	50 000	50 000
<b>subtotal EVENTS</b>	<b>312 500</b>	<b>283 269</b>
<b>COMMUNICATION</b>		
Publications + corporate identity material	10 000	0
Newsletters	-	0
Online Events (4)	50 000	29 038
External Support content website	-	0
Website (5)	210 000	18 679
<b>subtotal COMMUNICATION</b>	<b>270 000</b>	<b>47 717</b>
<b>EXPERTISE</b>		0
Cooperation Fund (6)	50 000	21 389
Survey & Data base	Pm	0
international projects/ Representation	8 000	6 100
Partnership funding (7)	10 000	0
Peer Review (8)	25 000	0
		0
<b>subtotal EXPERTISE</b>	<b>93 000</b>	<b>27 489</b>
<b>MANAGEMENT</b>		0
Executive Committee and Managing Board	15 000	10 000



Legal Base	-	0
<b>subtotal MANAGEMENT</b>	<b>15 000</b>	<b>10 000</b>
<b>Executive Secretariat functioning</b>		0
Operational costs seconded staff	108 000	70 865
Bank cost		139
Administrative costs (9)	25 000	7 033
Office housing and hardware (10)	33 000	37 764
<b>subtotal ES FUNCTIONING</b>	<b>166 000</b>	<b>115 801</b>
Miscellaneous	10 000	0
<b>Total Costs A</b>	<b>866 500</b>	<b>484 276</b>
<b>Memberships fees (11)</b>	<b>350 000</b>	<b>478 500</b>
Recuperation cost		2 137
Contribution salaries	Pm	Pm
Contribution PPD Budget	37 500	37 500
Contribution housing and hardware	18 000	18 000
Contribution France Website		
Received bank interest		7 996
Provision World Congress ( <i>should not be spent till the WC</i> )	50 000	
<b>Total Revenues B</b>	<b>455 500</b>	<b>544 133</b>

Robert Komaromi

Treasurer