

**Consolidated Annual Financial Report of
the Administrative Agent of
the Central Fund for Influenza Action (CFIA)
for the period 1 January to 31 December 2013**

Multi-Partner Trust Fund Office
Bureau of Management
United Nations Development Programme
[GATEWAY: http://mptf.undp.org](http://mptf.undp.org)

30 May 2014

PARTICIPATING ORGANIZATIONS



International Civil Aviation Organization



International Labour Organisation



International Organization for Migration



OCHA Office for Humanitarian Affairs



Pan American Health Organization



United Nations Development Programme



UN High Commissioner for Refugees



United Nations Children's Fund



UN Office for Project Services



Relief/Works Agency for Palest



World Tourism Organization



World Food Programme



World Health Organization

CONTRIBUTORS



AG. ESPANOLA DE COOPERACION INT. and SPAIN, Government of



DEPARTMENT FOR INT'L DEVELOPMENT (DFID)



NORWAY, Government of



USAID

DEFINITIONS

Allocation

Amount approved by the Management Committee for a project/programme.

Approved Project/Programme

A project/programme including budget, etc., that is approved by the Management Committee for fund allocation purposes.

Contributor Commitment

Amount(s) committed by a donor to a Fund in a signed Standard Administrative Arrangement with the UNDP Multi-Partner Trust Fund Office (MPTF Office), in its capacity as the Administrative Agent. A commitment may be paid or pending payment.

Contributor Deposit

Cash deposit received by the MPTF Office for the Fund from a contributor in accordance with a signed Standard Administrative Arrangement.

Delivery Rate

The percentage of funds that have been utilized, calculated by comparing expenditures reported by a Participating Organization against the 'net funded amount'.

Indirect Support Costs

A general cost that cannot be directly related to any particular programme or activity of the Participating Organizations.

Net Funded Amount

Amount transferred to a Participating Organization less any refunds transferred back to the MPTF Office by a Participating Organization.

Participating Organization

A UN Organization or other inter-governmental Organization that is an implementing partner in a Fund, as represented by signing a Memorandum of Understanding (MOU) with the MPTF Office for a particular Fund.

Project Expenditure

The sum of expenses and/or expenditure reported by all Participating Organizations for a Fund irrespective of which basis of accounting each Participating Organization follows for donor reporting.

Project Financial Closure

A project or programme is considered financially closed when all financial obligations of an operationally completed project or programme have been settled, and no further financial charges may be incurred.

Project Operational Closure

A project or programme is considered operationally closed when all programmatic activities for which Participating Organization(s) received funding have been completed.

Project Start Date

Date of transfer of first instalment from the MPTF Office to the Participating Organization.

Total Approved Budget

This represents the cumulative amount of allocations approved by the Management Committee.

2013 FINANCIAL PERFORMANCE

This chapter presents financial data and analysis of the CFIA Fund (Influenza) using the pass-through funding modality as of 31 December 2013. Financial information for this Fund is also available on the MPTF Office GATEWAY, at the following address: <http://mptf.undp.org/factsheet/fund/CFI00>.

1. SOURCES AND USES OF FUNDS

As of 31 December 2013, four contributors have deposited **US\$ 45,957,206** in contributions and **US\$ 147,541** has been earned in interest, bringing the

cumulative source of funds to **US\$ 46,104,747** (see Tables 2 and 3).

Of this amount, **US\$ 45,483,156** has been transferred to 13 Participating Organizations, of which **US\$ 44,535,427** has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to **US\$ 459,893**. Table 1 provides an overview of the overall sources, uses, and balance of the CFIA Fund as of 31 December 2013.

Table 1. Financial Overview, as of 31 December 2013 (in US Dollars)*

	Annual 2012	Annual 2013	Cumulative
Sources of Funds			
Gross Contributions	1,748,785	-	45,957,206
Fund Earned Interest and Investment Income	575	396	86,106
Interest Income received from Participating Organizations	36,437	738	61,435
Refunds by Administrative Agent to Contributors	-	-	-
Fund balance transferred to another MDTF	-	-	-
Other Revenues	-	-	-
Total: Sources of Funds	1,785,797	1,134	46,104,747
Use of Funds			
Transfers to Participating Organizations	1,868,785	-	45,483,156
Refunds received from Participating Organizations	(10,481)	(275,476)	(285,957)
Net Funded Amount to Participating Organizations	1,858,304	(275,476)	45,197,199
Administrative Agent Fees	-	-	459,893
Direct Costs: (Management Committee, Secretariat...etc.)	(414)	210,881	280,315
Bank Charges	22	27	100
Other Expenditures	-	-	-
Total: Uses of Funds	1,857,912	(64,568)	45,937,508
Change in Fund cash balance with Administrative Agent	(72,115)	65,702	167,240
Opening Fund balance (1 January)	173,652	101,537	-
Closing Fund balance (31 December)	101,537	167,240	167,240
Net Funded Amount to Participating Organizations	1,858,304	(275,476)	45,197,199
Participating Organizations' Expenditure	3,833,443	(131,062)	44,535,427
Balance of Funds with Participating Organizations			661,773

* Due to rounding of numbers, totals may not add up. This applies to all numbers in this report.

2. PARTNER CONTRIBUTIONS

Table 2 provides information on cumulative contributions received from all contributors to this Fund as of 31 December 2013.

Table 2. Contributors' Deposits, as of 31 December 2013 (in US Dollars)*

Contributors	Prior Years as of 31-Dec-2012	Current Year Jan-Dec-2013	Total
AG. ESPANOLA DE COOPERACION INT.	580,280	-	580,280
DEPARTMENT FOR INT'L DEVELOPMENT (DFID)	9,818,560	-	9,818,560
NORWAY, Government of	5,032,462	-	5,032,462
SPAIN, Government of	558,040	-	558,040
USAID	29,967,864	-	29,967,864
Grand Total	45,957,206	-	45,957,206

3. INTEREST EARNED

Interest income is earned in two ways: 1) on the balance of funds held by the Administrative Agent ('Fund earned interest'), and 2) on the balance of funds held by the Participating Organizations ('Agency earned interest') where their Financial Regulations and Rules allow return of interest

to the AA. As of 31 December 2013, Fund earned interest amounts to **US\$ 86,106** and interest received from Participating Organizations amounts to **US\$ 61,435**, bringing the cumulative interest received to **US\$ 147,541**. Details are provided in the table below.

Table 3. Sources of Interest and Investment Income, as of 31 December 2013 (in US Dollars)*

Interest Earned	Prior Years as of 31-Dec-2012	Current Year Jan-Dec-2013	Total
Administrative Agent			
Fund Earned Interest and Investment Income	85,710	396	86,106
Total: Fund Earned Interest	85,710	396	86,106
Participating Organization			
ICAO	31,242	738	31,980
ILO	8,092		8,092
UNDP	21,151		21,151
UNOPS	212		212
Total: Agency earned interest	60,697	738	61,435
Grand Total	146,406	1,134	147,541

4. TRANSFER OF FUNDS

Allocations to Participating Organizations are approved by the Management Committee and disbursed by the Administrative Agent. As of 31 December 2013, the AA has transferred **US\$ 45,483,156** to 13 Participating Organizations (see list below).

Table 4 provides additional information on the refunds received by the MPTF Office, and the net funded amount for each of the Participating Organizations.

Table 4. Transfer, Refund, and Net Funded Amount by Participating Organization, as of 31 December 2013 (in US Dollars)*

Participating Organization	Prior Years as of 31-Dec-2012			Current Year Jan-Dec-2013			Total		
	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded
ICAO	1,264,445		1,264,445		(5,768)	(5,768)	1,264,445	(5,768)	1,258,677
ILO	1,194,202	(10,481)	1,183,721				1,194,202	(10,481)	1,183,721
IOM	3,774,027		3,774,027				3,774,027		3,774,027
OCHA	5,702,254		5,702,254		(135,257)	(135,257)	5,702,254	(135,257)	5,566,997
PAHO/WHO	350,000		350,000		(13,623)	(13,623)	350,000	(13,623)	336,377
UNDP	2,036,509		2,036,509		(95,000)	(95,000)	2,036,509	(95,000)	1,941,509
UNHCR	7,175,045		7,175,045				7,175,045		7,175,045
UNICEF	7,195,096		7,195,096		(922)	(922)	7,195,096	(922)	7,194,174
UNOPS	267,202		267,202				267,202		267,202
UNRWA	99,510		99,510				99,510		99,510
UNWTO	803,810		803,810				803,810		803,810
WFP	14,136,728		14,136,728				14,136,728		14,136,728
WHO	1,484,328		1,484,328		(24,905)	(24,905)	1,484,328	(24,905)	1,459,423
Grand Total	45,483,156	(10,481)	45,472,675		(275,476)	(275,476)	45,483,156	(285,957)	45,197,199

5. EXPENDITURE AND FINANCIAL DELIVERY RATES

All final expenditures reported for the year 2013 were submitted by the Headquarters of the Participating Organizations. These were consolidated by the MPTF Office.

5.1 EXPENDITURE REPORTED BY PARTICIPATING ORGANIZATION

As shown in table below, the cumulative net funded amount is **US\$ 45,197,199** and cumulative expenditures reported by the Participating Organizations amount to **US\$ 44,535,427**. This equates to an overall Fund expenditure delivery rate of 99 percent.

Table 5. Net Funded Amount, Reported Expenditure, and Financial Delivery by Participating Organization, as of 31 December 2013 (in US Dollars)*

Participating Organization	Approved Amount	Net Funded Amount	Expenditure			Delivery Rate %
			Prior Years as of 31-Dec-2012	Current Year Jan-Dec-2013	Cumulative	
ICAO	1,264,445	1,258,677	1,255,863		1,255,863	99.78
ILO	1,194,202	1,183,721	1,167,656		1,167,656	98.64
IOM	4,078,977	3,774,027	3,774,027		3,774,027	100.00
OCHA	6,089,456	5,566,997	5,702,254	(135,257)	5,566,997	100.00
PAHO/WHO	350,000	336,377	336,377		336,377	100.00
UNDP	2,036,509	1,941,509	1,502,470	568	1,503,038	77.42
UNHCR	7,175,045	7,175,045	7,175,045		7,175,045	100.00
UNICEF	7,195,096	7,194,174	7,018,978	(19,918)	6,999,059	97.29
UNOPS	267,202	267,202	267,202		267,202	100.00
UNRWA	99,510	99,510	94,494		94,494	94.96
UNWTO	803,810	803,810	803,810		803,810	100.00
WFP	14,167,364	14,136,728	14,119,227	13,208	14,132,436	99.97
WHO	1,484,328	1,459,423	1,449,086	10,337	1,459,423	100.00
Grand Total	46,205,944	45,197,199	44,666,489	(131,062)	44,535,427	98.54

5.2 EXPENDITURE REPORTED BY CATEGORY

Project expenditures are incurred and monitored by each Participating Organization and are reported as per the agreed categories for inter-agency harmonized reporting. In 2006 the UN Development Group (UNDG) established six categories against which UN entities must report inter-agency project expenditures. Effective 1 January 2012, the UN Chief Executive Board (CEB) modified these categories as a result of IPSAS adoption to comprise eight categories. All expenditure incurred prior to 1 January 2012 have been reported in the old categories; post 1 January 2012 all expenditure are reported in the new eight categories. The old and new categories are noted to the right.

Table 6 reflects expenditure reported in the UNDG expense categories. Since the Fund has been operational pre and post 1 January 2012, the expenditures are reported using both categories.

2012 CEB Expense Categories

1. Staff and personnel costs
2. Supplies, commodities and materials
3. Equipment, vehicles, furniture and depreciation
4. Contractual services
5. Travel
6. Transfers and grants
7. General operating expenses
8. Indirect costs

2006 UNDG Expense Categories

1. Supplies, commodities, equipment & transport
2. Personnel
3. Training counterparts
4. Contracts
5. Other direct costs
6. Indirect costs

Table 6. Expenditure by UNDG Budget Category, as of 31 December 2013 (in US Dollars)*

Category	Expenditure			Percentage of Total Programme Cost
	Prior Years as of 31-Dec-2012	Current Year Jan-Dec-2013	Total	
Supplies, Commodities, Equipment and Transport (Old)	3,871,711	-	3,871,711	9.38
Personnel (Old)	23,827,390	-	23,827,390	57.72
Training of Counterparts (Old)	1,823,562	-	1,823,562	4.42
Contracts (Old)	5,744,790	-	5,744,790	13.92
Other direct costs (Old)	2,496,232	-	2,496,232	6.05
Staff & Personnel Cost (New)	1,632,551	(1,240,700)	391,852	0.95
Suppl, Comm, Materials (New)	97,027	(15,862)	81,164	0.20
Equip, Veh, Furn, Depn (New)	56,703	5,000	61,703	0.15
Contractual Services (New)	202,871	(446,393)	(243,522)	(0.59)
Travel (New)	753,486	627,159	1,380,646	3.34
Transfers and Grants (New)	636,782	950,929	1,587,711	3.85
General Operating (New)	262,005	(1,029)	260,976	0.63
Programme Costs Total	41,405,110	(120,895)	41,284,215	100.00
Indirect Support Costs Total	3,261,379	(10,167)	3,251,212	7.88

6. COST RECOVERY

Cost recovery policies for the Fund are guided by the applicable provisions of the Terms of Reference, the MOU concluded between the Administrative Agent and Participating Organizations, and the SAAs concluded between the Administrative Agent and Contributors, based on rates approved by UNDG.

The policies in place, as of 31 December 2013, were as follows:

- **The Administrative Agent (AA) fee:** 1% is charged at the time of contributor deposit and covers services provided on that contribution for the entire duration of the Fund. In the reporting period US\$ 0 was deducted in AA-fees. Cumulatively, as of 31 December 2013, **US\$ 459,893** has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 5-13% indirect costs. In the current reporting period **US\$ 10,167** was credited in indirect costs back to the Fund by Participating Organizations. Cumulatively, indirect costs amount to **US\$ 3,251,212** as of 31 December 2013.
- **Direct Costs:** The Fund governance mechanism may approve an allocation to a Participating Organization to cover costs associated with Secretariat services and overall coordination, as well as Fund level reviews and evaluations. These allocations are referred to as 'direct costs'. In 2013, direct costs amounted to **US\$ 210,881**. The direct costs were approved by the CFIA Management Committee

7. ACCOUNTABILITY AND TRANSPARENCY

In order to effectively provide fund administration services and facilitate monitoring and reporting to the UN system and its partners, the MPTF Office has developed a public website, the MPTF Office Gateway (<http://mptf.undp.org>). Refreshed in real time every two hours from an internal enterprise resource planning system, the MPTF Office Gateway has become a standard setter for providing transparent and accountable trust fund administration services.

The Gateway provides financial information including: contributor commitments and deposits, approved programme budgets, transfers to and expenditures reported by Participating Organizations, interest income and other expenses. In addition, the Gateway provides an overview of the MPTF Office portfolio and extensive information on individual Funds, including their purpose, governance structure and key documents. By providing easy access to the growing number of narrative and financial reports, as well as related project documents, the Gateway collects and preserves important institutional knowledge and facilitates knowledge sharing and management among UN Organizations and their development partners, thereby contributing to UN coherence and development effectiveness.