

**Consolidated Annual Financial  
Report of the Administrative Agent  
of  
the PNG UN Country Fund**

**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)**

## PARTICIPATING ORGANIZATIONS



OCHA Office for Humanitarian A



Office of the UN High Commissi



Joint United nations Programme



UNDP(MDTF/PUNO only).



United Nations Environment Pro



United Nations Population Fund



UN High Commissioner for Refug



United Nations Children's Fund



UNWOMEN



World Health Organization

## CONTRIBUTORS



Australian Agency for Int'l Development

Colgate-Palmolive (PNG) Ltd



Expanded DaO Funding Window



NEW ZEALAND, Government of

Population Services Intl.

## DEFINITIONS

### **Allocation**

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

### **Approved Project/Programme**

A project/programme including budget, etc., that is approved by the Steering 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. UNDG policy establishes a fixed indirect cost rate of 7% of programmable costs.

### **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 Steering Committee.

## 2013 FINANCIAL PERFORMANCE

This chapter presents financial data and analysis of the PNG UN Country Fund 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/PG100>.

### 1. SOURCES AND USES OF FUNDS

As of 31 December 2013, five contributors have deposited US\$ 33,898,399 in contributions and US\$ 56,226 has been earned in interest,

bringing the cumulative source of funds to US\$ 33,954,625.

Of this amount, US\$ 32,023,636 has been transferred to 10 Participating Organizations, of which US\$ 21,182,892 has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ 338,984. Table 1 provides an overview of the overall sources, uses, and balance of the PNG UN Country Fund as of 31 December 2013.

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

	Annual 2012	Annual 2013	Cumulative
<b>Sources of Funds</b>			
Gross Contributions	4,083,550	11,586,800	33,898,399
Fund Earned Interest and Investment Income	2,954	1,894	28,545
Interest Income received from Participating Organizations	16,102	-	27,682
Refunds by Administrative Agent to Contributors	-	-	-
Fund balance transferred to another MDTF	-	-	-
Other Revenues	-	-	-
<b>Total: Sources of Funds</b>	<b>4,102,606</b>	<b>11,588,694</b>	<b>33,954,625</b>
<b>Use of Funds</b>			
Transfers to Participating Organizations	3,683,345	11,470,932	32,023,636
Refunds received from Participating Organizations	-	(6,075)	(6,075)
<b>Net Funded Amount to Participating Organizations</b>	<b>3,683,345</b>	<b>11,464,857</b>	<b>32,017,561</b>
Administrative Agent Fees	40,836	115,868	338,984
Direct Costs: (Steering Committee, Secretariat...etc.)	574,065	-	1,570,986
Bank Charges	(57)	15	27
Other Expenditures	-	-	-
<b>Total: Uses of Funds</b>	<b>4,298,188</b>	<b>11,580,740</b>	<b>33,927,558</b>
<b>Change in Fund cash balance with Administrative Agent</b>	<b>(195,582)</b>	<b>7,954</b>	<b>27,067</b>
Opening Fund balance (1 January)	214,695	19,113	-
<b>Closing Fund balance (31 December)</b>	<b>19,113</b>	<b>27,067</b>	<b>27,067</b>
Net Funded Amount to Participating Organizations	3,683,345	11,464,857	32,017,561
Participating Organizations' Expenditure	5,558,231	6,004,795	21,182,892
<b>Balance of Funds with Participating Organizations</b>			<b>10,834,669</b>

\* 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
Australian Agency for Int'l Development	13,625,649	11,586,800	25,212,449
Colgate-Palmolive (PNG) Ltd	36,950	-	36,950
Expanded DaO Funding Window	4,244,000	-	4,244,000
NEW ZEALAND, Government of	3,805,000	-	3,805,000
Population Services Intl.	600,000	-	600,000
<b>Grand Total</b>	<b>22,311,599</b>	<b>11,586,800</b>	<b>33,898,399</b>

### 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\$ 28,545 and interest received from Participating Organizations amounts to US\$ 27,682, bringing the cumulative interest received to US\$ 56,226. 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
<b>Administrative Agent</b>			
Fund Earned Interest and Investment Income	26,651	1,894	28,545
<b>Total: Fund Earned Interest</b>	<b>26,651</b>	<b>1,894</b>	<b>28,545</b>
<b>Participating Organization</b>			
UNDP	26,313		26,313
UNWOMEN	1,369		1,369
<b>Total: Agency earned interest</b>	<b>27,682</b>		<b>27,682</b>
<b>Grand Total</b>	<b>54,332</b>	<b>1,894</b>	<b>56,226</b>

#### 4. TRANSFER OF FUNDS

Allocations to Participating Organizations are approved by the Steering Committee and disbursed by the Administrative Agent. As of 31 December 2013, the AA has transferred US\$ **32,023,636** to **10** 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
OCHA	527,918		527,918	258,638		258,638	786,555		786,555
OHCHR	40,946		40,946				40,946		40,946
UNAIDS	16,799		16,799				16,799		16,799
UNDP	5,668,195		5,668,195	4,957,415		4,957,415	10,625,610		10,625,610
UNEP				118,909		118,909	118,909		118,909
UNFPA	2,317,869		2,317,869		(6,075)	(6,075)	2,317,869	(6,075)	2,311,794
UNHCR	129,361		129,361				129,361		129,361
UNICEF	7,962,237		7,962,237				7,962,237		7,962,237
UNWOMEN	1,279,592		1,279,592	507,227		507,227	1,786,819		1,786,819
WHO	2,609,788		2,609,788	5,628,744		5,628,744	8,238,532		8,238,532
<b>Grand Total</b>	<b>20,552,704</b>		<b>20,552,704</b>	<b>11,470,932</b>	<b>(6,075)</b>	<b>11,464,857</b>	<b>32,023,636</b>	<b>(6,075)</b>	<b>32,017,561</b>

## 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\$ **32,017,561** and cumulative expenditures reported by the Participating Organizations amount to US\$ **21,182,892**. This equates to an overall Fund expenditure delivery rate of **66** percent.

**Table 5.1 : 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	
OCHA	786,555	786,555	527,917	258,638	786,555	100.00
OHCHR	40,946	40,946	25,676		25,676	62.71
UNAIDS	16,799	16,799	16,799		16,799	100.00
UNDP	10,625,610	10,625,610	5,254,677	1,127,918	6,382,595	60.07
UNEP	118,909	118,909				0
UNFPA	2,317,869	2,311,794	1,896,001	412,059	2,308,060	99.84
UNHCR	129,361	129,361	129,361		129,361	100.00
UNICEF	7,962,237	7,962,237	4,611,031	3,053,500	7,664,531	96.26
UNWOMEN	1,786,819	1,786,819	734,369	512,221	1,246,590	69.77
WHO	8,238,532	8,238,532	1,982,268	640,459	2,622,726	31.83
<b>Grand Total</b>	<b>32,023,636</b>	<b>32,017,561</b>	<b>15,178,098</b>	<b>6,004,795</b>	<b>21,182,892</b>	<b>66.16</b>



## 5.2 EXPENDITURE BY [UNDAF OUTCOME OR THEMATIC AREA]

Table 5.2 displays the net funded amounts, expenditures incurred and the financial delivery rates by [UNDAF Outcome or Thematic Area].

**Table 5.2 Expenditure by UNDAF Outcome, as of 31 December 2013 (in US Dollars)\***

Country/Sector	Prior Years as of 31-Dec-2012		Current Year Jan-Dec-2013		Total		Delivery Rate %
	Net Funded Amount	Expenditure	Net Funded Amount	Expenditure	Net Funded Amount	Expenditure	
<b>Papua New Guinea</b>							
Change Management	100,000	103,147		44,965	100,000	148,111	148.11
CLU 1 2012 Governance	198,000		1,503,612	876,589	1,701,612	876,589	51.52
CLU 2 2012 Just, Protect, Gen	762,300	159,152	3,093,602	608,652	3,855,902	767,804	19.91
CLU 3 2012 Basic Services	1,143,450	174,288	5,628,744	674,684	6,772,194	848,972	12.54
CLU 4 2012 Environment			1,244,975	288,415	1,244,975	288,415	23.17
Foundations for human developm	7,580,949	4,581,474		3,007,784	7,580,949	7,589,258	100.11
Gender	873,490	852,542	(5,694)	(10,469)	867,796	842,073	97.04
Governance and Crisis Manageme	6,635,757	6,393,988		286,641	6,635,757	6,680,629	100.68
HIV/AIDS	2,584,716	2,386,768	(381)	188,721	2,584,336	2,575,489	99.66
Sustainable livelihoods and Po	399,337	261,443		38,813	399,337	300,256	75.19
UN Communication and Advocacy	197,705	188,383			197,705	188,383	95.29
UN Operations	77,000	76,913			77,000	76,913	99.89
<b>Papua New Guinea Total:</b>	<b>20,552,704</b>	<b>15,178,098</b>	<b>11,464,857</b>	<b>6,004,795</b>	<b>32,017,561</b>	<b>21,182,892</b>	<b>66.16</b>
<b>Grand Total:</b>	<b>20,552,704</b>	<b>15,178,098</b>	<b>11,464,857</b>	<b>6,004,795</b>	<b>32,017,561</b>	<b>21,182,892</b>	<b>66.16</b>

### 5.3 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. Where the Fund has been operational pre and post 1 January 2012, the expenditures are reported using both categories. Where a Fund became operational post 1 January 2012, only the new categories are used.

2012 CEB Expense Categories	2006 UNDG Expense Categories
1. Staff and personnel costs	1. Supplies, commodities, equipment & transport
2. Supplies, commodities and materials	2. Personnel
3. Equipment, vehicles, furniture and depreciation	3. Training counterparts
4. Contractual services	4. Contracts
5. Travel	5. Other direct costs
6. Transfers and grants	6. Indirect costs
7. General operating expenses	
8. 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)	603,703	-	603,703	3.03
Personnel (Old)	4,257,805	-	4,257,805	21.36
Training of Counterparts (Old)	896,568	-	896,568	4.50
Contracts (Old)	1,900,870	-	1,900,870	9.53
Other direct costs (Old)	1,448,803	-	1,448,803	7.27
Staff & Personnel Cost (New)	905,481	1,523,524	2,429,005	12.18
Suppl, Comm, Materials (New)	826,241	(519,465)	306,775	1.54
Equip, Veh, Furn, Depn (New)	205,156	98,514	303,669	1.52
Contractual Services (New)	407,697	448,364	856,061	4.29
Travel (New)	1,196,628	107,739	1,304,367	6.54
Transfers and Grants (New)	365,362	2,148,423	2,513,785	12.61
General Operating (New)	1,297,749	1,816,990	3,114,739	15.62
<b>Programme Costs Total</b>	<b>14,312,062</b>	<b>5,624,089</b>	<b>19,936,151</b>	<b>100.00</b>
Indirect Support Costs Total	866,036	380,706	1,246,742	6.25
<b>Total</b>	<b>15,178,098</b>	<b>6,004,795</b>	<b>21,182,892</b>	

**Indirect Support Costs:** The timing of when Indirect Support Costs are charged to a project depends on each Participating Organization's financial regulations, rules or policies. These Support Costs can be deducted upfront on receipt of a transfer based on the approved programmatic amount, or a later stage during implementation.

Therefore, the Indirect Support Costs percentage may appear to exceed the agreed upon rate of 7% for on-going projects, whereas when all projects are financially closed, this number is not to exceed 7%.

## 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\$ 115,868 was deducted in AA-fees. Cumulatively, as of 31 December 2013, US\$ 338,984 has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ 380,706 was deducted in indirect costs by Participating Organizations. Cumulatively, indirect costs amount to US\$ 1,246,742 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, there were no direct costs charged to the Fund.

## 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.