

**Consolidated Annual Financial
Report of the Administrative Agent
of
the JP Guatemala Maya Programme**

for the period 1 January to 31 December 2014

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

31 May 2015

PARTICIPATING ORGANIZATIONS



Office of the UN High
Commissioner for Human
Rights (OHCHR)



United Nations
Development Programme
(UNDP)



United Nations Children's
Fund (UNICEF)

CONTRIBUTORS



NORWAY

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.

US Dollar Amount

The financial data in the report is recorded in US Dollars and due to rounding off of numbers, the totals may not add up.

2014 FINANCIAL PERFORMANCE

This chapter presents financial data and analysis of the JP Guatemala Maya Programme using the pass-through funding modality as of 31 December 2014. Financial information for this Fund is also available on the MPTF Office GATEWAY, at the following address:

<http://mptf.undp.org/factsheet/fund/JGT00>.

1. SOURCES AND USES OF FUNDS

As of 31 December 2014, 1 contributors have deposited US\$ 13,303,137 in contributions and US\$ 17,722 has been earned in interest, bringing the cumulative source of funds to US\$ 13,320,859 (see respectively, Tables 2 and 3).

Of this amount, US\$ 12,416,532 have been transferred to 3 Participating Organizations, of which US\$ 11,005,393 have been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ 133,031. Table 1 provides an overview of the overall sources, uses, and balance of the JP Guatemala Maya Programme as of 31 December 2014.

The first installment for Mayan Programme Phase II, includes the annual 2013 contribution as of US\$ 1,468,268.

Financial report is a cumulative summary of the JP Guatemala Maya Programme Phase I and Phase II.

Table 1. Financial Overview, as of 31 December 2014 (in US Dollars)

	Annual 2013	Annual 2014	Cumulative
Sources of Funds			
Gross Contributions	1,779,881	2,886,287	13,303,137
Fund Earned Interest and Investment Income	332	788	4,651
Interest Income received from Participating Organizations	-	-	13,071
Refunds by Administrative Agent to Contributors	-	-	-
Fund balance transferred to another MDTF	-	-	-
Other Revenues	-	-	-
Total: Sources of Funds	1,780,213	2,887,076	13,320,859
Use of Funds			
Transfers to Participating Organizations	307,506	3,543,931	12,416,532
Refunds received from Participating Organizations	-	-	-
Net Funded Amount to Participating Organizations	307,506	3,543,931	12,416,532
Administrative Agent Fees	17,799	28,863	133,031
Direct Costs: (Steering Committee, Secretariat...etc.)	-	-	-
Bank Charges	49	65	124
Other Expenditures	-	-	-
Total: Uses of Funds	325,354	3,572,859	12,549,687
Change in Fund cash balance with Administrative Agent	1,454,859	(685,783)	771,172
Opening Fund balance (1 January)	2,096	1,456,955	-
Closing Fund balance (31 December)	1,456,955	771,172	771,172
Net Funded Amount to Participating Organizations	307,506	3,543,931	12,416,532
Participating Organizations' Expenditure	1,041,581	2,135,121	11,005,393
Balance of Funds with Participating Organizations			1,411,139

2. PARTNER CONTRIBUTIONS

Table 2 provides information on cumulative contributions received from all contributors to this Fund as of 31 December 2014.

Table 2. Contributors' Deposits, as of 31 December 2014 (in US Dollars)

Contributors	Prior Years as of 31-Dec-2013	Current Year Jan-Dec-2014	Total
NORWAY	10,416,850	2,886,287	13,303,137
Grand Total	10,416,850	2,886,287	13,303,137

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 2014, Fund earned interest amounts to US\$ 4,651 and interest received from Participating Organizations amounts to US\$ 13,071, bringing the cumulative interest received to US\$ 17,722. Details are provided in the table below.

Table 3. Sources of Interest and Investment Income, as of 31 December 2014 (in US Dollars)

Interest Earned	Prior Years as of 31-Dec-2013	Current Year Jan-Dec-2014	Total
Administrative Agent			
Fund Earned Interest and Investment Income	3,862	788	4,651
Total: Fund Earned Interest	3,862	788	4,651
Participating Organization			
UNDP	13,071		13,071
Total: Agency earned interest	13,071		13,071
Grand Total	16,933	788	17,722

4. TRANSFER OF FUNDS

Allocations to Participating Organizations are approved by the Steering Committee and disbursed by the Administrative Agent. As of 31 December 2014, the AA has transferred US\$ 12,416,532 to 3 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 2014 (in US Dollars)

Participating Organization	Prior Years as of 31-Dec-2013			Current Year Jan-Dec-2014			Total		
	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded
OHCHR	2,508,418		2,508,418	1,343,663		1,343,663	3,852,081		3,852,081
UNDP	3,443,157		3,443,157	1,269,368		1,269,368	4,712,525		4,712,525
UNICEF	2,921,026		2,921,026	930,900		930,900	3,851,926		3,851,926
Grand Total	8,872,601		8,872,601	3,543,931		3,543,931	12,416,532		12,416,532

5. EXPENDITURE AND FINANCIAL DELIVERY RATES

All final expenditures reported for the year 2014 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\$ **12,416,532** and cumulative expenditures reported by the Participating Organizations amount to US\$ **11,005,393**. This equates to an overall Fund expenditure delivery rate of **89** percent. The agencies with the three highest delivery rates are: UNICEF with 93%, UNDP with 89% and OHCHR with 84%.

The cumulative delivery rate (both Phase I and Phase II) of each of the Participating Organizations is highly positive, as shown in the table below.

UNICEF shows the highest expenditure delivery rate, due to the nature of the Component and the quick response from the Ministry of Education.

Table 5. Net Funded Amount, Reported Expenditure, and Financial Delivery by Participating Organization, as of 31 December 2014 (in US Dollars)

Participating Organization	Approved Amount	Net Funded Amount	Expenditure			Delivery Rate %
			Prior Years as of 31-Dec-2013	Current Year Jan-Dec-2014	Cumulative	
OHCHR	3,852,081	3,852,081	2,507,684	715,712	3,223,396	83.68
UNDP	4,712,525	4,712,525	3,441,989	772,842	4,214,831	89.44
UNICEF	3,851,926	3,851,926	2,920,598	646,567	3,567,165	92.61
Grand Total	12,416,532	12,416,532	8,870,272	2,135,121	11,005,393	88.63

5.4 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 2014 (in US Dollars)

Category	Expenditure			Percentage of Total Programme Cost
	Prior Years as of 31-Dec-2013	Current Year Jan-Dec-2014	Total	
Supplies, Commodities, Equipment and Transport (Old)	314,933	-	314,933	3.06
Personnel (Old)	857,999	-	857,999	8.34
Training of Counterparts (Old)	1,306,989	-	1,306,989	12.71
Contracts (Old)	1,370,664	-	1,370,664	13.33
Other direct costs (Old)	1,854,666	-	1,854,666	18.04
Staff & Personnel Cost (New)	319,857	417,577	737,434	7.17
Suppl, Comm, Materials (New)	7,736	5,253	12,990	0.13
Equip, Veh, Furn, Depn (New)	109	7,503	7,612	0.07
Contractual Services (New)	349,270	406,584	755,854	7.35
Travel (New)	168,588	29,506	198,094	1.93
Transfers and Grants (New)	1,490,798	993,008	2,483,806	24.16
General Operating (New)	246,937	134,053	380,990	3.71
Programme Costs Total	8,288,547	1,993,485	10,282,032	100.00
¹ Indirect Support Costs Total	581,725	141,636	723,361	7.04
Total	8,870,272	2,135,121	11,005,393	

¹ **Indirect Support Costs** charged by Participating Organization, based on their financial regulations, can be deducted upfront or at a later stage during implementation. The percentage may therefore appear to exceed the 7% agreed-upon for on-going projects. Once 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 2014, 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\$ **28,863** was deducted in AA-fees. Cumulatively, as of 31 December 2014, US\$ **133,031** has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ **141,636** was deducted in indirect costs by Participating Organizations. Cumulatively, indirect costs amount to US\$ **723,361** as of 31 December 2014.

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.

8. 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 2014, the programme did not incur direct costs. The Coordination costs are included in UNDP's plan, as the local administrator.