

**Consolidated Annual Financial
Report of the Administrative Agent
of
the JP Bosnia and Herzegovina CRSV**

for the period 1 January to 31 December 2015

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

PARTICIPATING ORGANIZATIONS



International
Organization for
Migration



United Nations
Development Programme



United Nations
Population Fund



United Nations Entity for
Gender Equality and the
Empowerment of Women

CONTRIBUTORS



UNITED KINGDOM, Government of

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.

2015 FINANCIAL PERFORMANCE

This chapter presents financial data and analysis of the JP Bosnia and Herzegovina CRSV using the pass-through funding modality as of 31 December 2015. Financial information for this Fund is also available on the MPTF Office GATEWAY, at the following address:

<http://mptf.undp.org/factsheet/fund/JBA00>.

1. SOURCES AND USES OF FUNDS

As of 31 December 2015, 1 contributor deposited US\$ 871,134 in contributions and US\$ 297 has been earned in interest,

bringing the cumulative source of funds to US\$ 871,431.

Of this amount, US\$ 862,422 has been transferred to 4 Participating Organizations, of which US\$ 931,451 has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ 8,711. Table 1 provides an overview of the overall sources, uses, and balance of the JP Bosnia and Herzegovina CRSV as of 31 December 2015.

Table 1. Financial Overview, as of 31 December 2015 (in US Dollars)

	Annual 2014	Annual 2015	Cumulative
Sources of Funds			
Gross Contributions	422,856	448,279	871,134
Fund Earned Interest and Investment Income	170	127	297
Interest Income received from Participating Organizations	-	-	-
Refunds by Administrative Agent to Contributors	-	-	-
Fund balance transferred to another MDTF	-	-	-
Other Revenues	-	-	-
Total: Sources of Funds	423,026	448,405	871,431
Use of Funds			
Transfers to Participating Organizations	418,627	443,795	862,422
Refunds received from Participating Organizations	-	-	-
Net Funded Amount to Participating Organizations	418,627	443,795	862,422
Administrative Agent Fees	4,229	4,483	8,711
Direct Costs: (Steering Committee, Secretariat...etc.)	-	-	-
Bank Charges	3	2	5
Other Expenditures	-	-	-
Total: Uses of Funds	422,859	448,280	871,138
Change in Fund cash balance with Administrative Agent	167	126	293
Opening Fund balance (1 January)	-	167	-
Closing Fund balance (31 December)	167	293	293
Net Funded Amount to Participating Organizations	418,627	443,795	862,422
Participating Organizations' Expenditure	41,466	889,985	931,451
Balance of Funds with Participating Organizations			(69,029)

2. PARTNER CONTRIBUTIONS

Table 2 provides information on cumulative contributions received from all contributors to this Fund as of 31 December **2015**.

Table 2. Contributors' Deposits, as of 31 December 2015 (in US Dollars)

Contributors	Prior Years as of 31-Dec-2014	Current Year Jan-Dec-2015	Total
UNITED KINGDOM, Government of	422,856	448,279	871,134
Grand Total	422,856	448,279	871,134

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 2015, Fund earned interest amounts to US\$ 297 and interest received from Participating Organizations amounts to US\$ -, bringing the cumulative interest received to US\$ 297. Details are provided in the table below.

Table 3. Sources of Interest and Investment Income, as of 31 December 2015 (in US Dollars)

Interest Earned	Prior Years as of 31-Dec-2014	Current Year Jan-Dec-2015	Total
Administrative Agent			
Fund Earned Interest and Investment Income	170	127	297
Total: Fund Earned Interest	170	127	297
Participating Organization			
Total: Agency earned interest			
Grand Total	170	127	297

4. TRANSFER OF FUNDS

Allocations to Participating Organizations are approved by the Steering Committee and disbursed by the Administrative Agent. As of 31 December 2015, the AA has transferred US\$ 862,422 to 4 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 2015 (in US Dollars)

Participating Organization	Prior Years as of 31-Dec-2014			Current Year Jan-Dec-2015			Total		
	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded
IOM	54,482		54,482	105,588		105,588	160,070		160,070
UNDP	48,139		48,139	58,342		58,342	106,481		106,481
UNFPA	197,468		197,468	166,266		166,266	363,734		363,734
UNWOMEN	118,538		118,538	113,599		113,599	232,137		232,137
Grand Total	418,627		418,627	443,795		443,795	862,422		862,422

5. EXPENDITURE AND FINANCIAL DELIVERY RATES

All final expenditures reported for the year 2015 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\$ **862,422** and cumulative expenditures reported by the Participating Organizations amount to US\$ **931,451**. This equates to an overall Fund expenditure delivery rate of **108** percent.

Table 5. Net Funded Amount, Reported Expenditure, and Financial Delivery by Participating Organization, as of 31 December 2015 (in US Dollars)

Participating Organization	Approved Amount	Net Funded Amount	Expenditure			Delivery Rate %
			Prior Years as of 31-Dec-2014	Current Year Jan-Dec-2015	Cumulative	
IOM	160,070	160,070	4,278	145,441	149,719	93.53
UNDP	106,481	106,481		187,624	187,624 ¹	176.20
UNFPA	363,734	363,734	24,230	339,505	363,734	100.00
UNWOMEN	232,137	232,137	12,959	217,416	230,375	99.24
Grand Total	862,422	862,422	41,466	889,985	931,451	108.00

¹ The amount of USD 187,624 includes UN Action funds - MPTF contract 00096500 in the amount of USD 86,148.61. 2015 UNDP expenditure limited to funds received from the UK Government (contract 00091998) is USD 101,475.05.

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

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 2015 (in US Dollars)

Category	Expenditure			Percentage of Total Programme Cost
	Prior Years as of 31-Dec-2014	Current Year Jan-Dec-2015	Total	
Supplies, Commodities, Equipment and Transport (Old)	-	-	-	
Personnel (Old)	-	-	-	
Training of Counterparts (Old)	-	-	-	
Contracts (Old)	-	-	-	
Other direct costs (Old)	-	-	-	
Staff & Personnel Cost (New)	1,349	47,877	49,226	5.71
Supplies, Commodities and Materials (New)	-	16,636	16,636	1.93
Equipment, Vehicles, Furniture and Depreciation (New)	-	17,192	17,192	1.99
Contractual Services (New)	30,661	488,691	519,352	60.23
Travel (New)	688	62,789	63,477	7.36
Transfers and Grants (New)	-	48,776	48,776	5.66
General Operating (New)	(924)	148,506	147,581	17.12
Programme Costs Total	31,773	830,467	862,240	100.00
¹ Indirect Support Costs Total	9,693	59,518	69,212	8.03
Total	41,466	889,985²	931,451	

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%.

² The amount of USD 889,985 includes UNDP expenditures related to UN Action funds - MPTF contract 00096500 in the amount of USD 86,148.61. 2015 programme expenditure limited to funds received from the UK Government is USD 803,836. Consequently, the total expenditure is USD 845,302.

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 2015, 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\$ 4,483 was deducted in AA-fees. Cumulatively, as of 31 December 2015, US\$ 8,711 has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ 59,518 was deducted in indirect costs by Participating Organizations. Cumulatively, indirect costs amount to US\$ 69,212 as of 31 December 2015.

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 2015, there were no direct costs charged to the Fund.