

**Consolidated Annual Financial
Report of the Administrative Agent
for
the Joint Programme Seeking Care, Support and
Justice for Survivors of Conflict Related Sexual
Violence in Bosnia and Herzegovina Fund

for the period 1 January to 31 December 2016**

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

31 May 2017

PARTICIPATING ORGANIZATIONS



International
Organization for
Migration



United Nations
Development
Programme



United Nations
Population Fund



UNWOMEN

CONTRIBUTORS



CANADA



UNITED KINGDOM

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.

INTRODUCTION

This Consolidated Annual Financial Report of the **JP Bosnia and Herzegovina CRSV Fund** is prepared by the United Nations Development Programme (UNDP) Multi-Partner Trust Fund Office (MPTF Office) in fulfillment of its obligations as Administrative Agent, as per the terms of Reference (TOR), the Memorandum of Understanding (MOU) signed between the UNDP MPTF Office and the Participating Organizations, and the Standard Administrative Arrangement (SAA) signed with contributors.

The MPTF Office, as Administrative Agent, is responsible for concluding an MOU with Participating Organizations and SAAs with contributors. It receives, administers and

manages contributions, and disburses these funds to the Participating Organizations. The Administrative Agent prepares and submits annual consolidated financial reports, as well as regular financial statements, for transmission to contributors.

This consolidated financial report covers the period 1 January to 31 December **2016** and provides financial data on progress made in the implementation of projects of the **JP Bosnia and Herzegovina CRSV Fund**. It is posted on the MPTF Office GATEWAY (<http://mptf.undp.org/factsheet/fund/JBA00>).

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

2016 FINANCIAL PERFORMANCE

This chapter presents financial data and analysis of the **JP Bosnia and Herzegovina CRSV Fund** using the pass-through funding modality as of 31 December 2016. 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 2016, 2 contributors deposited US\$ 1,748,969 in contributions and US\$ 922 was earned in interest.

The cumulative source of funds was US\$ 1,749,892 (see respectively, Tables 2 and 3).

Of this amount, US\$ 1,731,477 has been net funded to 4 Participating Organizations, of which US\$ 1,663,552 has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ 17,490. Table 1 provides an overview of the overall sources, uses, and balance of the **JP Bosnia and Herzegovina CRSV Fund** as of 31 December 2016.

Table 1. Financial Overview, as of 31 December 2016 (in US Dollars)

	Annual 2015	Annual 2016	Cumulative
Sources of Funds			
Contributions from donors	448,279	877,835	1,748,969
Fund Earned Interest and Investment Income	127	626	922
Interest Income received from Participating Organizations	-	-	-
Refunds by Administrative Agent to Contributors	-	-	-
Fund balance transferred to another MDTF	-	-	-
Other Income	-	-	-
Total: Sources of Funds	448,405	878,461	1,749,892
Use of Funds			
Transfers to Participating Organizations	443,795	869,055	1,731,477
Refunds received from Participating Organizations	-	-	-
Net Funded Amount	443,795	869,055	1,731,477
Administrative Agent Fees	4,483	8,778	17,490
Direct Costs: (Steering Committee, Secretariat...etc.)	-	-	-
Bank Charges	2	4	9
Other Expenditures	-	-	-
Total: Uses of Funds	448,280	877,838	1,748,976
Change in Fund cash balance with Administrative Agent	126	623	916
Opening Fund balance (1 January)	167	293	-
Closing Fund balance (31 December)	293	916	916
Net Funded Amount	443,795	869,055	1,731,477
Participating Organizations' Expenditure	889,985	732,101	1,663,552
Balance of Funds with Participating Organizations			67,925

2. PARTNER CONTRIBUTIONS

Table 2 provides information on cumulative contributions received from all contributors to this Fund as of 31 December 2016.

The JP Bosnia and Herzegovina CRSV Fund is currently being financed by 2 contributors, as listed in the table below.

The table below includes commitments made up to 31 December 2016 through signed Standard Administrative Agreements, and deposits made through 2016. It does not include commitments that were made to the fund beyond 2016.

Table 2. Contributors' Commitments and Deposits, as of 31 December 2016 (in US Dollars)

Contributors	Total Commitments	Prior Years as of 31-Dec-2015 Deposits	Current Year Jan-Dec-2016 Deposits	Total Deposits
CANADA	385,055	-	385,055	385,055
UNITED KINGDOM	1,363,914	871,134	492,780	1,363,914
Grand Total	1,748,969	871,134	877,835	1,748,969

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 2016, Fund earned interest amounts to US\$ 922.

Details are provided in the table below.

Table 3. Sources of Interest and Investment Income, as of 31 December 2016 (in US Dollars)

Interest Earned	Prior Years as of 31-Dec-2015	Current Year Jan-Dec-2016	Total
Administrative Agent			
Fund Earned Interest and Investment Income	297	626	922
Total: Fund Earned Interest	297	626	922
Participating Organization			
Total: Agency earned interest			
Grand Total	297	626	922

4. TRANSFER OF FUNDS

Allocations to Participating Organizations are approved by the Steering Committee and disbursed by the Administrative Agent. As of 31 December 2016, the AA has transferred US\$ **1,731,477** to **4** Participating Organizations (see list below).

4.1 TRANSFER BY PARTICIPATING ORGANIZATION

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 2016 (in US Dollars)

Participating Organization	Prior Years as of 31-Dec-2015			Current Year Jan-Dec-2016			Total		
	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded
IOM	160,070		160,070	193,998		193,998	354,068		354,068
UNDP	106,481		106,481	284,192		284,192	390,673		390,673
UNFPA	363,734		363,734	210,776		210,776	574,510		574,510
UNWOMEN	232,137		232,137	180,089		180,089	412,226		412,226
Grand Total	862,422		862,422	869,055		869,055	1,731,477		1,731,477

5. EXPENDITURE AND FINANCIAL DELIVERY RATES

All final expenditures reported for the year **2016** were submitted by the Headquarters of the Participating Organizations. These were consolidated by the MPTF Office.

Project expenditures are incurred and monitored by each Participating Organization, and are reported as per the agreed upon categories for inter-agency harmonized reporting. The reported expenditures were submitted via the MPTF Office's online expenditure reporting tool. The **2016** expenditure data has been posted on the MPTF Office GATEWAY at <http://mptf.undp.org/factsheet/fund/JBA00>.

5.1 EXPENDITURE REPORTED BY PARTICIPATING ORGANIZATION

In **2016**, US\$ **869,055** was net funded to Participating Organizations, and US\$ **732,101** was reported in expenditure.

As shown in table below, the cumulative net funded amount is US\$ **1,731,477** and cumulative expenditures reported by the Participating Organizations amount to US\$ **1,663,552**. This equates to an overall Fund expenditure delivery rate of **96** percent.

Table 5. Net Funded Amount, Reported Expenditure, and Financial Delivery by Participating Organization, as of 31 December 2016 (in US Dollars)

Participating Organization	Approved Amount	Net Funded Amount	Expenditure			Delivery Rate %
			Prior Years as of 31-Dec-2015	Current Year Jan-Dec-2016	Cumulative	
IOM	354,068	354,068	149,719	107,739	257,458	72.71
UNDP	390,673	390,673	187,624 ¹	360,840 ²	548,464 ³	140.39
UNFPA	574,510	574,510	363,734	178,758	542,492	94.43
UNWOMEN	412,226	412,226	230,375	84,764 ⁴	315,138	76.45
Grand Total	1,731,477	1,731,477	931,451	732,101	1,663,552	96.08

¹ The amount of USD 187,624 includes UN Action funds - MPTF contract 00096500 in the amount of USD 86,148.61. Correct expenditure for contract 00091998 in 2015 is USD 101,475.05. Both contracts were administered by UNDP BiH under the same project, but on different activities. UNDP BiH was not aware of the reporting mechanism towards MPTF until recently and that it was not possible to reflect both MPTF contracts in Atlas under the same output project number. Consequently, the total expenditure of all UN Participating Organizations in the period prior to December 2015 is USD 845,302.

² The amount of USD 360,840 includes UN Action funds – MPTF contract 00096500 in the amount of USD 145,474.98. Correct expenditure for contract 00091998 in 2016 is USD 215,365.22. Consequently, the total expenditure of all UN Participating Organizations in 2016 is USD 586,626.

³ UNDP cumulative expenditure by MPTF contracts is as follows: 00091998: USD 316,840.27 and 00096500: USD 231,623.59. Consequently, the cumulative expenditure of all UN Participating Organizations is USD 1,431,928.

⁴ As per UN Women expenditure tracking in the period January – December 2016 UN Women spent in total 117,215 USD comprising of following: USD 31,823-UK 2nd phase; USD 70,073-Canada; USD 15,319-UK 3rd phase. The figures will be adjusted in the subsequent reporting periods.

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, which were subsequently modified in 2012 by the UN Chief Executive Board (CEB) as a result of IPSAS adoption to comprise eight categories.

Table 7 reflects expenditure reported in the UNDG/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

Table 6. Expenditure by UNDG Budget Category, as of 31 December 2016 (in US Dollars)

Category	Expenditure			Percentage of Total Programme Cost
	Prior Years as of 31-Dec-2015	Current Year Jan-Dec-2016	Total	
Staff & Personnel Cost	49,226	28,383	77,609	5.01
Supplies, commodities and materials	16,636	17,526	34,161	2.21
Equipment, vehicles, furniture and depreciation	17,192	52,177	69,369	4.48
Contractual Services	519,352	309,970	829,323	53.55
Travel	63,477	63,962	127,439	8.23
Transfers and Grants	48,776	55,038	103,814	6.70
General Operating	147,581	159,280	306,862	19.82
Programme Costs Total	862,240	686,336	1,548,576	100.00
¹ Indirect Support Costs Total	69,212	45,765	114,977	7.42
Total	931,451⁵	732,101⁶	1,663,552⁷	

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%.

⁵ The amount of USD 931,451 includes UNDP 2015 expenditures related to UN Action funds - MPTF contract 00096500 in the amount of USD 86,148.61. Correct total programme expenditure under MPTF contract 00091998 for the period prior to December 2015 is therefore USD 845,302.

⁶ As above, the amount of USD 732,101 includes UNDP 2016 expenditures related to UN Action funds - MPTF contract 00096500 in the amount of USD 145,474.98. Correct total programme expenditure under MPTF contract 00091998 for the period January-December 2016 is therefore USD 586,626.

⁷ The correct total cumulative expenditure for MPTF contract 00091998 – once deducted UNDP amounts attributable to project 00096500 – is USD 1,431,928.

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 **2016**, 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\$ **8,778** was deducted in AA-fees. Cumulatively, as of 31 December **2016**, US\$ **17,490** has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ **45,765** was deducted in indirect costs by Participating Organizations. Cumulatively, indirect costs amount to US\$ **114,977** as of 31 December **2016**.

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.