

**Consolidated Annual Financial  
Report of the Administrative Agent for  
the JP Guatemala Maya Programme Fund  
for the period 1 January to 31 December 2018**

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

31 May 2019

## PARTICIPATING ORGANIZATIONS



Office of the United Nations High Commissioner for Human Rights



United Nations Development Programme



United Nations Children's Fund

## CONTRIBUTORS



Government of 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.

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## INTRODUCTION

This Consolidated Annual Financial Report of the **JP Guatemala Maya Programme 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 **2018** and provides financial data on progress made in the implementation of projects of the **JP Guatemala Maya Programme Fund**. It is posted on the MPTF Office GATEWAY (<http://mptf.undp.org/factsheet/fund/JGT00>).

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

## 2018 FINANCIAL PERFORMANCE

This chapter presents financial data and analysis of the **JP Guatemala Maya Programme Fund** using the pass-through funding modality as of 31 December **2018**. 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 **2018**, **1** contributor deposited US\$ **19,050,146** in contributions and US\$ **26,788** was earned in interest.

The cumulative source of funds was US\$ **19,076,934**

Of this amount, US\$ **18,292,870** has been net funded to **3** Participating Organizations, of which US\$ **18,287,705** has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ **190,501**. Table 1 provides an overview of the overall sources, uses, and balance of the **JP Guatemala Maya Programme Fund** as of 31 December 2018.

**Table 1. Financial Overview, as of 31 December 2018 (in US Dollars)**

|   | Annual 2017    | Annual 2018    | Cumulative        |
|---|----------------|----------------|-------------------|
| <b>Sources of Funds</b>   |                |                |                   |
| Contributions from donors                                       | 977,402        | 583,928        | 19,050,146        |
| Fund Earned Interest and Investment Income                      | 1,176          | 1,034          | 13,717            |
| Interest Income received from Participating Organizations       | -              | -              | 13,071            |
| Refunds by Administrative Agent to Contributors                 | -              | -              | -                 |
| Fund balance transferred to another MDTF                        | -              | -              | -                 |
| Other Income  | -              | -              | -                 |
| <b>Total: Sources of Funds</b>                                  | <b>978,579</b> | <b>584,962</b> | <b>19,076,934</b> |
| <b>Use of Funds</b>   |                |                |                   |
| Transfers to Participating Organizations                        | 967,588        | -              | 18,295,851        |
| Refunds received from Participating Organizations               | -              | (1,168)        | (2,981)           |
| <b>Net Funded Amount</b>  | <b>967,588</b> | <b>(1,168)</b> | <b>18,292,870</b> |
| Administrative Agent Fees                                       | 9,774          | 5,839          | 190,501           |
| Direct Costs: (Steering Committee, Secretariat...etc.)          | -              | -              | -                 |
| Bank Charges  | 41             | 1              | 275               |
| Other Expenditures  | -              | -              | -                 |
| <b>Total: Uses of Funds</b>                                     | <b>977,403</b> | <b>4,672</b>   | <b>18,483,647</b> |
| <b>Change in Fund cash balance with Administrative Agent</b>    | <b>1,176</b>   | <b>580,290</b> | <b>593,287</b>    |
| Opening Fund balance (1 January)                                | 11,821         | 12,997         | -                 |
| <b>Closing Fund balance (31 December)</b>                       | <b>12,997</b>  | <b>593,287</b> | <b>593,287</b>    |
| Net Funded Amount (Includes Direct Cost)                        | 967,588        | (1,168)        | 18,292,870        |
| Participating Organizations' Expenditure (Includes Direct Cost) | 2,059,007      | 257,755        | 18,287,705        |
| <b>Balance of Funds with Participating Organizations</b>        |                |                | <b>5,165</b>      |

## 2. PARTNER CONTRIBUTIONS

Table 2 provides information on cumulative contributions received from all contributors to this Fund as of 31 December 2018.

The **JP Guatemala Maya Programme Fund** is currently being financed by 1 contributor, as listed in the table below.

The table below includes commitments made up to 31 December 2018 through signed Standard Administrative Agreements, and deposits made through 2018. It does not include commitments that were made to the fund beyond 2018.

**Table 2. Contributors' Commitments and Deposits, as of 31 December 2018 (in US Dollars)**

| Contributors         | Total Commitments | Prior Years<br>as of 31-Dec-2017 Deposits | Current Year<br>Jan-Dec-2018 Deposits | Total Deposits    |
|----------------------|-------------------|---|---------------------------------------|-------------------|
| Government of Norway | 19,050,146        | 18,466,218                                | 583,928                               | 19,050,146        |
| <b>Grand Total</b>   | <b>19,050,146</b> | <b>18,466,218</b>                         | <b>583,928</b>                        | <b>19,050,146</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 2018, Fund earned interest amounts to US\$ **13,717**.

Interest received from Participating Organizations amounts to US\$ **13,071**, bringing the cumulative interest received to US\$ **26,788**.

Details are provided in the table below.

**Table 3. Sources of Interest and Investment Income, as of 31 December 2018 (in US Dollars)**

| Interest Earned                            | Prior Years<br>as of 31-Dec-2017 | Current Year<br>Jan-Dec-2018 | Total         |
|--|----------------------------------|------------------------------|---------------|
| <b>Administrative Agent</b>                |                                  |                              |               |
| Fund Earned Interest and Investment Income | 12,683                           | 1,034                        | 13,717        |
| <b>Total: Fund Earned Interest</b>         | <b>12,683</b>                    | <b>1,034</b>                 | <b>13,717</b> |
| <b>Participating Organization</b>          |                                  |                              |               |
| UNDP                                       | 13,071                           |                              | 13,071        |
| <b>Total: Agency earned interest</b>       | <b>13,071</b>                    |                              | <b>13,071</b> |
| <b>Grand Total</b>                         | <b>25,754</b>                    | <b>1,034</b>                 | <b>26,788</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 2018, the AA has transferred US\$ **18,295,851** to **3** 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 2018 (in US Dollars)**

| Participating Organization | Prior Years as of 31-Dec-2017 |                |                   | Current Year Jan-Dec-2018 |                |                | Total             |                |                   |
|----------------------------|-------------------------------|----------------|-------------------|---------------------------|----------------|----------------|-------------------|----------------|-------------------|
|                            | Transfers                     | Refunds        | Net Funded        | Transfers                 | Refunds        | Net Funded     | Transfers         | Refunds        | Net Funded        |
| OHCHR                      | 5,762,081                     |                | 5,762,081         |                           |                |                | 5,762,081         |                | 5,762,081         |
| UNDP                       | 6,938,944                     | (1,083)        | 6,937,862         |                           | (1,168)        | (1,168)        | 6,938,944         | (2,251)        | 6,936,693         |
| UNICEF                     | 5,594,826                     | (730)          | 5,594,096         |                           |                |                | 5,594,826         | (730)          | 5,594,096         |
| <b>Grand Total</b>         | <b>18,295,851</b>             | <b>(1,813)</b> | <b>18,294,038</b> |                           | <b>(1,168)</b> | <b>(1,168)</b> | <b>18,295,851</b> | <b>(2,981)</b> | <b>18,292,870</b> |

## 5. EXPENDITURE AND FINANCIAL DELIVERY RATES

All final expenditures reported for the year **2018** 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 **2018** expenditure data has been posted on the MPTF Office GATEWAY at <http://mptf.undp.org/factsheet/fund/JGT00>.

## 5.1 EXPENDITURE REPORTED BY PARTICIPATING ORGANIZATION

In **2018** US\$ **257,755** was reported in expenditure.

As shown in table below, the cumulative net funded amount is US\$ **18,292,870** and cumulative expenditures reported by the Participating Organizations amount to US\$ **18,287,705**. This equates to an overall Fund expenditure delivery rate of **100** percent.

**Table 5.1 Net Funded Amount, Reported Expenditure, and Financial Delivery by Participating Organization, as of 31 December 2018 (in US Dollars)**

| Participating Organization | Approved Amount   | Net Funded Amount | Expenditure                   |                           |                   | Delivery Rate % |
|----------------------------|-------------------|-------------------|-------------------------------|---------------------------|-------------------|-----------------|
|                            |                   |                   | Prior Years as of 31-Dec-2017 | Current Year Jan-Dec-2018 | Cumulative        |                 |
| OHCHR                      | 5,762,081         | 5,762,081         | 5,598,290                     | 163,791                   | 5,762,081         | 100.00          |
| UNDP                       | 6,938,945         | 6,936,693         | 6,858,565                     | 72,953                    | 6,931,517         | 99.93           |
| UNICEF                     | 5,594,826         | 5,594,096         | 5,573,096                     | 21,011                    | 5,594,107         | 100.00          |
| <b>Grand Total</b>         | <b>18,295,852</b> | <b>18,292,870</b> | <b>18,029,951</b>             | <b>257,755</b>            | <b>18,287,705</b> | <b>99.97</b>    |

## 5.2 EXPENDITURE BY PROJECT

Table 5.2 displays the net funded amounts, expenditures reported and the financial delivery rates by project and Participating Organization.

**Table 5.2 Expenditure by Project as of 31 December 2018 (in US Dollars)**

| Project No. and Project Title             |                         | Participating Organization | Project Status     | Total Approved Amount | Net Funded Amount | Total Expenditure | Delivery Rate % |
|---|-------------------------|----------------------------|--------------------|-----------------------|-------------------|-------------------|-----------------|
| <b>JP Guatemala Maya Programme</b>        |                         |                            |                    |                       |                   |                   |                 |
| 00088442                                  | Maya Programme Phase II | OHCHR                      | On Going           | 3,253,663             | 3,253,663         | 3,253,663         | 100.00          |
| 00088442                                  | Maya Programme Phase II | UNDP                       | On Going           | 3,495,788             | 3,495,787         | 3,490,611         | 99.85           |
| 00088442                                  | Maya Programme Phase II | UNICEF                     | On Going           | 2,673,800             | 2,673,800         | 2,673,811         | 100.00          |
| 00067645                                  | JP GTM Maya Programme   | OHCHR                      | Financially Closed | 2,508,418             | 2,508,418         | 2,508,418         | 100.00          |
| 00067645                                  | JP GTM Maya Programme   | UNDP                       | Financially Closed | 3,443,157             | 3,440,906         | 3,440,906         | 100.00          |
| 00067645                                  | JP GTM Maya Programme   | UNICEF                     | Financially Closed | 2,921,026             | 2,920,296         | 2,920,296         | 100.00          |
| <b>JP Guatemala Maya Programme: Total</b> |                         |                            |                    | <b>18,295,852</b>     | <b>18,292,870</b> | <b>18,287,705</b> | <b>99.97</b>    |
| <b>Grand Total</b>                        |                         |                            |                    | <b>18,295,852</b>     | <b>18,292,870</b> | <b>18,287,705</b> | <b>99.97</b>    |

## 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. See table below.

### 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 5.4 Expenditure by UNDG Budget Category, as of 31 December 2018 (in US Dollars)**

| Category  | Expenditure                   |                           |                   | Percentage of Total Programme Cost |
|---|-------------------------------|---------------------------|-------------------|------------------------------------|
|   | Prior Years as of 31-Dec-2017 | Current Year Jan-Dec-2018 | Total             |                                    |
| Supplies, Commodities, Equipment and Transport (Old)  | 314,933                       | -                         | 314,933           | 1.84                               |
| Personnel (Old)                                       | 857,999                       | -                         | 857,999           | 5.02                               |
| Training of Counterparts (Old)                        | 1,306,989                     | -                         | 1,306,989         | 7.65                               |
| Contracts (Old)                                       | 1,370,664                     | -                         | 1,370,664         | 8.02                               |
| Other direct costs (Old)                              | 1,854,666                     | -                         | 1,854,666         | 10.85                              |
| Staff & Personnel Cost (New)                          | 2,434,230                     | 143,933                   | 2,578,163         | 15.09                              |
| Supplies, Commodities and Materials (New)             | 31,506                        | 94                        | 31,601            | 0.18                               |
| Equipment, Vehicles, Furniture and Depreciation (New) | 23,374                        | 1,653                     | 25,027            | 0.15                               |
| Contractual Services (New)                            | 1,959,258                     | 58,631                    | 2,017,889         | 11.81                              |
| Travel (New)  | 482,235                       | 7,180                     | 489,415           | 2.86                               |
| Transfers and Grants (New)                            | 5,184,625                     | 2,794                     | 5,187,419         | 30.35                              |
| General Operating (New)                               | 1,030,020                     | 26,032                    | 1,056,052         | 6.18                               |
| <b>Programme Costs Total</b>                          | <b>16,850,501</b>             | <b>240,317</b>            | <b>17,090,818</b> | <b>100.00</b>                      |
| <sup>1</sup> Indirect Support Costs Total             | 1,179,449                     | 17,438                    | 1,196,887         | 7.00                               |
| <b>Total</b>  | <b>18,029,951</b>             | <b>257,755</b>            | <b>18,287,705</b> |                                    |

<sup>1</sup> **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 **2018**, 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\$ **5,839** was deducted in AA-fees. Cumulatively, as of 31 December **2018**, US\$ **190,501** has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ **17,438** was deducted in indirect costs by Participating Organizations. Cumulatively, indirect costs amount to US\$ **1,196,887** as of 31 December **2018**.

## 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.