

**Consolidated Annual Financial
Report of the Administrative Agent for
the JP Samoa Women in Leadership 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



United Nations
Development
Programme



UNWOMEN

CONTRIBUTORS



Government of Australia

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 Samoa Women in Leadership 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 Samoa Women in Leadership Fund**. It is posted on the MPTF Office GATEWAY (<http://mptf.undp.org/factsheet/fund/JWS00>).

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 Samoa Women in Leadership 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/JWS00>.

1. SOURCES AND USES OF FUNDS

As of 31 December **2018**, **1** contributor deposited US\$ **2,234,550** in contributions and US\$ **20,815** was earned in interest.

The cumulative source of funds was US\$ **2,255,365**

Of this amount, US\$ **477,764** has been net funded to **2** Participating Organizations, of which US\$ **209,665** has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ **22,346**. Table 1 provides an overview of the overall sources, uses, and balance of the **JP Samoa Women in Leadership Fund** as of 31 December 2018.

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

	Annual 2017	Annual 2018	Cumulative
Sources of Funds			
Contributions from donors		2,234,550	2,234,550
Fund Earned Interest and Investment Income		20,815	20,815
Interest Income received from Participating Organizations		-	-
Refunds by Administrative Agent to Contributors		-	-
Fund balance transferred to another MDTF		-	-
Other Income		-	-
Total: Sources of Funds		2,255,365	2,255,365
Use of Funds			
Transfers to Participating Organizations		477,764	477,764
Refunds received from Participating Organizations		-	-
Net Funded Amount		477,764	477,764
Administrative Agent Fees		22,346	22,346
Direct Costs: (Steering Committee, Secretariat...etc.)		-	-
Bank Charges		51	51
Other Expenditures		-	-
Total: Uses of Funds		500,161	500,161
Change in Fund cash balance with Administrative Agent		1,755,204	1,755,204
Opening Fund balance (1 January)		-	-
Closing Fund balance (31 December)		1,755,204	1,755,204
Net Funded Amount (Includes Direct Cost)		477,764	477,764
Participating Organizations' Expenditure (Includes Direct Cost)		209,665	209,665
Balance of Funds with Participating Organizations			268,099

2. PARTNER CONTRIBUTIONS

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

The **JP Samoa Women in Leadership 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 as of 31-Dec-2017 Deposits	Current Year Jan-Dec-2018 Deposits	Total Deposits
Government of Australia	2,234,550	-	2,234,550	2,234,550
Grand Total	2,234,550	-	2,234,550	2,234,550

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\$ 20,815.

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 as of 31-Dec-2017	Current Year Jan-Dec-2018	Total
Administrative Agent			
Fund Earned Interest and Investment Income		20,815	20,815
Total: Fund Earned Interest		20,815	20,815
Participating Organization			
Total: Agency earned interest			
Grand Total		20,815	20,815

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\$ **477,764** to 2 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. In **2018**, US\$ **477,764** was net funded to 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
UNDP				229,118		229,118	229,118		229,118
UNWOMEN				248,646		248,646	248,646		248,646
Grand Total				477,764		477,764	477,764		477,764

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/JWS00>.

5.1 EXPENDITURE REPORTED BY PARTICIPATING ORGANIZATION

In **2018** US\$ **209,665** was reported in expenditure.

As shown in table below, the cumulative net funded amount is US\$ **477,764** and cumulative expenditures reported by the Participating Organizations amount to US\$ **209,665**. This equates to an overall Fund expenditure delivery rate of **44** 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	
UNDP	229,118	229,118		148,294 ¹	148,294	64.72
UNWOMEN	248,646	248,646		61,371	61,371	24.68
Grand Total	477,764	477,764		209,665	209,665	43.88

¹ Information in this table is provided by Participating UN Organizations' Headquarters finance departments. Local office reporting provided in February 2019 was 154,293. Updated financial information will be provided in subsequent years.

5.2 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. See table below.

Table 5.2 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	
Staff & Personnel Cost	-	937	937	0.51
Supplies, Commodities and Materials	-	269	269	0.15
Equipment, Vehicles, Furniture and Depreciation	-	8,886	8,886	4.85
Contractual Services	-	63,259	63,259	34.52
Travel	-	7,442	7,442	4.06
Transfers and Grants	-	-	-	
General Operating	-	102,452	102,452	55.91
Programme Costs Total	-	183,245	183,245	100.00
¹ Indirect Support Costs Total	-	26,420	26,420	14.42
Total	-	209,665	209,665	

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 **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\$ **22,346** was deducted in AA-fees. Cumulatively, as of 31 December **2018**, US\$ **22,346** has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ **26,420** was deducted in indirect costs by Participating Organizations. Cumulatively, indirect costs amount to US\$ **26,420** 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.