

**Consolidated Annual Financial
Report of the Administrative Agent
for
the JP DRC ACTIF**

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)

May 2019

PARTICIPATING ORGANIZATIONS



United Nations Capital Development
Fund (UNCDF)



United Nations Development
Programme (UNDP)

CONTRIBUTORS



Swedish International Development
Cooperation Agency

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.

TABLE OF CONTENTS.

Introduction	5
1. Sources and Uses of Funds	6
2. Partner Contributions	7
3. Interest Earned	7
4. Transfer of Funds	8
5. Expenditure and Financial Delivery Rates	8
6. Cost Recovery	10
7. Accountability and Transparency	10

INTRODUCTION

This Consolidated Annual Financial Report of the JP DRC ACTIF 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 Joint Programme Document, 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 DRC ACTIF. It is posted on the MPTF Office GATEWAY (<http://mptf.undp.org/factsheet/fund/JCG40>).

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 DRC ACTIF 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/JCG40>.

1. SOURCES AND USES OF FUNDS

As of 31 December 2018, 1 contributor deposited US\$ 2,874,655 in contributions and US\$ 6,930 was earned in interest.

The cumulative source of funds was US\$ 2,881,584.

Of this amount, US\$ 1,769,470 has been net funded to 2 Participating Organizations, of which US\$ 1,131,264 has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ 28,747. Table 1 provides an overview of the overall sources, uses, and balance of the JP DRC ACTIF 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	1,787,344	1,087,311	2,874,655
Fund Earned Interest and Investment Income	3,644	3,286	6,930
Interest Income received from Participating Organizations	-	-	-
Refunds by Administrative Agent to Contributors	-	-	-
Fund balance transferred to another MDTF	-	-	-
Other Income	-	-	-
Total: Sources of Funds	1,790,988	1,090,597	2,881,584
Use of Funds			
Transfers to Participating Organizations	-	1,769,470	1,769,470
Refunds received from Participating Organizations	-	-	-
Net Funded Amount	-	1,769,470	1,769,470
Administrative Agent Fees	17,873	10,873	28,747
Direct Costs: (Steering Committee, Secretariat...etc.)	-	-	-
Bank Charges	1	0	1
Other Expenditures	-	-	-
Total: Uses of Funds	17,874	1,780,344	1,798,218
Change in Fund cash balance with Administrative Agent	1,773,114	(689,747)	1,083,366
Opening Fund balance (1 January)	-	1,773,114	-
Closing Fund balance (31 December)	1,773,114	1,083,366	1,083,366
Net Funded Amount (Includes Direct Cost)	-	1,769,470	1,769,470
Participating Organizations' Expenditure (Includes Direct Cost)	-	1,131,264	1,131,264
Balance of Funds with Participating Organizations			638,206

2. PARTNER CONTRIBUTIONS

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

The JP DRC ACTIF 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 JP 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
SWEDISH INTERNATIONAL DEVELOPMENT COOPERATION AGENCY	2,874,655	1,787,344	1,087,311	2,874,655
Grand Total	2,874,655	1,787,344	1,087,311	2,874,655

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\$ 6,930.

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	3,644	3,286	6,930
Total: Fund Earned Interest	3,644	3,286	6,930
Grand Total	3,644	3,286	6,930

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\$ 1,769,470 to 2 Participating Organizations.

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	Current Year Jan-Dec-2018			Total		
	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded
UNCDF	1,237,708		1,237,708	1,237,708		1,237,708
UNDP	531,762		531,762	531,762		531,762
Grand Total	1,769,470		1,769,470	1,769,470		1,769,470

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/JCG40>.

5.1 EXPENDITURE REPORTED BY PARTICIPATING ORGANIZATION

In 2018, US\$ 1,769,470 was net funded to Participating Organizations, and US\$ 1,131,264 was reported in expenditure. This equates to an overall expenditure delivery rate of 64 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	
UNCDF	1,237,708	1,237,708		617,324	617,324	49.88
UNDP	531,762	531,762		513,940	513,940	96.65
Grand Total	1,769,470	1,769,470		1,131,264	1,131,264	63.93

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. 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:

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

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 (New)	-	82,495	82,495	7.80
Suppl, Comm, Materials (New)	-	164	164	0.02
Equip, Veh, Furn, Depn (New)	-	4,944	4,944	0.47
Contractual Services (New)	-	116,703	116,703	11.04
Travel (New)	-	59,060	59,060	5.59
Transfers and Grants (New)	-	740,995	740,995	70.09
General Operating (New)	-	52,895	52,895	5.00
Programme Costs Total	-	1,057,256	1,057,256	100.00
¹ Indirect Support Costs Total	-	74,008	74,008	7.00
Total	-	1,131,264	1,131,264	

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 JP are guided by the applicable provisions of the Joint Programme Document, 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\$ **10,873** was deducted in AA-fees. Cumulatively, as of 31 December 2018, US\$ **28,747** has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ **74,008** was deducted in indirect costs by Participating Organizations.

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.