

**Consolidated Annual Financial  
Report of the Administrative Agent  
of  
the JP Guatemala Maya Programme**

**for the period 1 January to 31 December 2015**

**Multi-Partner Trust Fund Office**  
Bureau for Management Services  
United Nations Development Programme  
**GATEWAY: <http://mptf.undp.org>**

## PARTICIPATING ORGANIZATIONS



Office of the United Nations  
High Commissioner for Human  
Rights



United Nations Development  
Programme



United Nations Children's  
Fund

## CONTRIBUTORS



NORWAY, 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 Guatemala Maya Programme 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/JGT00>.

### 1. SOURCES AND USES OF FUNDS

As of 31 December 2015, 1 contributor has deposited US\$ 15,458,754 in contributions and US\$ 19,731 have been earned in interest,

bringing the cumulative source of funds to US\$ 15,478,486.

Of this amount, US\$ 15,318,502 has been transferred to 3 Participating Organizations, of which US\$ 13,562,698 has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ 154,588. Table 1<sup>1</sup> provides an overview of the overall sources, uses, and balance of the JP Guatemala Maya Programme as of 31 December 2015.

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

	Annual 2014	Annual 2015	Cumulative
<b>Sources of Funds</b>			
Gross Contributions	2,886,287	2,155,617	15,458,754
Fund Earned Interest and Investment Income	788	2,010	6,660
Interest Income received from Participating Organizations	-	-	13,071
Refunds by Administrative Agent to Contributors	-	-	-
Fund balance transferred to another MDTF	-	-	-
Other Revenues	-	-	-
<b>Total: Sources of Funds</b>	<b>2,887,076</b>	<b>2,157,627</b>	<b>15,478,486</b>
<b>Use of Funds</b>			
Transfers to Participating Organizations	3,543,931	2,901,970	15,318,502
Refunds received from Participating Organizations	-	(730)	(730)
<b>Net Funded Amount to Participating Organizations</b>	<b>3,543,931</b>	<b>2,901,240</b>	<b>15,317,772</b>
Administrative Agent Fees	28,863	21,556	154,588
Direct Costs: (Steering Committee, Secretariat...etc.)	-	-	-
Bank Charges	65	82	206
Other Expenditures	-	-	-
<b>Total: Uses of Funds</b>	<b>3,572,859</b>	<b>2,922,878</b>	<b>15,472,566</b>
<b>Change in Fund cash balance with Administrative Agent</b>	<b>(685,783)</b>	<b>(765,252)</b>	<b>5,920</b>
Opening Fund balance (1 January)	1,456,955	771,172	-
<b>Closing Fund balance (31 December)</b>	<b>771,172</b>	<b>5,920</b>	<b>5,920</b>
Net Funded Amount to Participating Organizations	3,543,931	2,901,240	15,317,772
Participating Organizations' Expenditure	2,135,121	2,557,306	13,562,698
<b>Balance of Funds with Participating Organizations</b>			<b>1,755,074</b>

<sup>1</sup> Table 1 provides information regarding the use and balance of resources of the JP Mayan Programme, phase II, during the first 2 years (columns 2014 and 2015).

## 2. PARTNER CONTRIBUTIONS

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

**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
NORWAY, Government of	13,303,137	2,155,617	15,458,754
<b>Grand Total</b>	<b>13,303,137</b>	<b>2,155,617</b>	<b>15,458,754</b>

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<sup>2</sup> The contributions received for the Mayan Programme Phase II (from Dec. 2013 to Dec. 2015) are for a total of US\$6,511,172.00

### 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\$ 6,660 and interest received from Participating Organizations amounts to US\$ 13,071, bringing the cumulative interest received to US\$ 19,731. 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
<b>Administrative Agent</b>			
Fund Earned Interest and Investment Income	4,651	2,010	6,660
<b>Total: Fund Earned Interest</b>	<b>4,651</b>	<b>2,010</b>	<b>6,660</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>17,722</b>	<b>2,010</b>	<b>19,731</b>

#### 4. TRANSFER OF FUNDS

Allocations to Participating Organizations<sup>3</sup> are approved by the Steering Committee and disbursed by the Administrative Agent. As of 31 December 2015, the AA has transferred US\$ 15,318,502 to 3 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
OHCHR	3,852,081		3,852,081	865,000		865,000	4,717,081		4,717,081
UNDP	4,712,525		4,712,525	1,145,270		1,145,270	5,857,795		5,857,795
UNICEF	3,851,926		3,851,926	891,700	(730)	890,970	4,743,626	(730)	4,742,896
<b>Grand Total</b>	<b>12,416,532</b>		<b>12,416,532</b>	<b>2,901,970</b>	<b>(730)</b>	<b>2,901,240</b>	<b>15,318,502</b>	<b>(730)</b>	<b>15,317,772</b>

<sup>3</sup> Allocations for each of the PUNOs for Mayan Programme Phase II (Dec. 2013 to Dec. 2015) are: OHCHR: \$ 2,208,663; UNDP: \$ 2,414,638; UNICEF: \$ 1,822,600, for a total of \$ 6,445,901

## 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<sup>4</sup>

As shown in table below, the cumulative net funded amount is US\$ **15,317,772** and cumulative expenditures reported by the Participating Organizations amount to US\$ **13,562,698**. This equates to an overall Fund expenditure delivery rate of **89** 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	
OHCHR	4,717,081	4,717,081	3,223,396	639,950	3,863,346	81.90
UNDP	5,857,795	5,857,795	4,214,831	1,199,742	5,414,573	92.43
UNICEF	4,743,626	4,742,896	3,567,165	717,613	4,284,779	90.34
<b>Grand Total</b>	<b>15,318,502</b>	<b>15,317,772</b>	<b>11,005,393</b>	<b>2,557,306</b>	<b>13,562,698</b>	<b>88.54</b>

<sup>4</sup> The PUNOs have reported the following expenditures for 2015: OHCHR: \$ 619,087 (- \$20,863); UNICEF: \$ 874,645 (+\$ 157,032); and, UNDP: \$1,197,178 (- \$ 2,564.00). These amounts do not match the above information, because these figures are from the local records from each of the agencies. Revisions will be made accordingly.

#### 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)	314,933	-	314,933	2.49
Personnel (Old)	857,999	-	857,999	6.78
Training of Counterparts (Old)	1,306,989	-	1,306,989	10.33
Contracts (Old)	1,370,664	-	1,370,664	10.83
Other direct costs (Old)	1,854,666	-	1,854,666	14.66
Staff and Personnel Cost (New)	737,434	534,285	1,271,719	10.05
Supplies, Commodities and Materials (New)	12,990	14,922	27,912	0.22
Equipment, Vehicles, Furniture and Depreciation (New)	7,612	16,030	23,643	0.19
Contractual Services (New)	755,854	510,615	1,266,469	10.01
Travel (New)	198,094	146,843	344,937	2.73
Transfers and Grants (New)	2,483,806	934,477	3,418,283	27.02
General Operating (New)	380,990	213,537	594,527	4.70
<b>Programme Costs Total</b>	<b>10,282,032</b>	<b>2,370,710</b>	<b>12,652,742</b>	<b>100.00</b>
<sup>1</sup> Indirect Support Costs Total	723,361	186,595	909,956	7.19
<b>Total</b>	<b>11,005,393</b>	<b>2,557,306</b>	<b>13,562,698</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 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\$ **21,556** was deducted in AA-fees. Cumulatively, as of 31 December 2015, US\$ **154,588** has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ **186,595** was deducted in indirect costs by Participating Organizations. Cumulatively, indirect costs amount to US\$ **909,956** 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.