

**Consolidated Annual Financial
Report of the Administrative Agent
for
the “Joint Programme for Integral Rural
Development in five municipalities of the high
basin of the Cuilco river in the San Marcos
department” in Guatemala**

for the period 1 January to 31 December 2020

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

28 May 2021

PARTICIPATING ORGANIZATIONS



Food and Agriculture
Organization (FAO)



Pan American Health
Organization (PAHO)



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	8
4. Transfer of Funds	9
5. Expenditure and Financial Delivery Rates	10
6. Cost Recovery	12
7. Accountability and Transparency	12

INTRODUCTION

This Consolidated Annual Financial Report of the **“Joint Programme for Integral Rural Development in five municipalities of the high basin of the Cuilco river in the San Marcos department” in Guatemala** 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 **2020** and provides financial data on progress made in the implementation of projects of the **“Joint Programme for Integral Rural Development in five municipalities of the high basin of the Cuilco river in the San Marcos department” in Guatemala**. It is posted on the MPTF Office GATEWAY (<http://mptf.undp.org/factsheet/fund/JGT20>).

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

2020 FINANCIAL PERFORMANCE

This chapter presents financial data and analysis of the “Joint Programme for Integral Rural Development in five municipalities of the high basin of the Cuilco river in the San Marcos department” in Guatemala using the pass-through funding modality as of 31 December 2020. Financial information for this Fund is also available on the MPTF Office GATEWAY, at the following address: <http://mptf.undp.org/factsheet/fund/JGT20>.

1. SOURCES AND USES OF FUNDS

As of 31 December 2020, 1 contributor deposited US\$ 7,682,900 in contributions and US\$ 24,576 was earned in interest.

The cumulative source of funds was US\$ 7,707,476.

Of this amount, US\$ 7,520,428 has been net funded to 3 Participating Organizations, of which US\$ 7,089,651 has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ 76,829. Table 1 provides an overview of the overall sources, uses, and balance of the “Joint Programme for Integral Rural Development in five municipalities of the high basin of the Cuilco river in the San Marcos department” in Guatemala as of 31 December 2020.

Table 1. Financial Overview, as of 31 December 2020 (in US Dollars)

	Annual 2019	Annual 2020	Cumulative
Sources of Funds			
Contributions from donors	1,373,180	1,233,781	7,682,900
Fund Earned Interest and Investment Income	6,344	2,851	24,576
Interest Income received from Participating Organizations	-	-	-
Refunds by Administrative Agent to Contributors	-	-	-
Fund balance transferred to another MDTF	-	-	-
Other Income	-	-	-
Total: Sources of Funds	1,379,524	1,236,631	7,707,476
Use of Funds			
Transfers to Participating Organizations	1,812,410	1,221,434	7,720,428
Refunds received from Participating Organizations	-	-	(200,000)
Net Funded Amount	1,812,410	1,221,434	7,520,428
Administrative Agent Fees	13,732	12,338	76,829
Direct Costs: (Steering Committee, Secretariat...etc.)	-	-	-
Bank Charges	48	12	122
Other Expenditures	-	-	-
Total: Uses of Funds	1,826,189	1,233,784	7,597,379
Change in Fund cash balance with Administrative Agent	(446,666)	2,847	110,097
Opening Fund balance (1 January)	553,915	107,250	-
Closing Fund balance (31 December)	107,250	110,097	110,097
Net Funded Amount (Includes Direct Cost)	1,812,410	1,221,434	7,520,428
Participating Organizations' Expenditure (Includes Direct Cost)	1,567,343	1,674,366	7,089,651
Balance of Funds with Participating Organizations			430,778

2. PARTNER CONTRIBUTIONS

Table 2 provides information on cumulative contributions received from all contributors to this Fund as of 31 December 2020.

The “Joint Programme for Integral Rural Development in five municipalities of the high basin of the Cuilco river in the San Marcos department” in Guatemala is currently being financed by 1 contributor, as listed in the table below.

The table below includes commitments made up to 31 December 2020 through signed Standard Administrative Agreements, and deposits made through 2020. It does not include commitments that were made to the fund beyond 2020.

Table 2. Contributors' Commitments and Deposits, as of 31 December 2020 (in US Dollars)

Contributors	Total Commitments	Prior Years as of 31-Dec-2019 Deposits	Current Year Jan-Dec-2020 Deposits	Total Deposits
Swedish International Development Cooperation Agency	7,682,900	6,449,120	1,233,781	7,682,900
Grand Total	7,682,900	6,449,120	1,233,781	7,682,900

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 **2020**, Fund earned interest amounts to US\$ **24,576**.

Details are provided in the table below.

Table 3. Sources of Interest and Investment Income, as of 31 December 2020 (in US Dollars)

Interest Earned	Prior Years as of 31-Dec-2019	Current Year Jan-Dec-2020	Total
Administrative Agent			
Fund Earned Interest and Investment Income	21,725	2,851	24,576
Total: Fund Earned Interest	21,725	2,851	24,576
Grand Total	21,725	2,851	24,576

4. TRANSFER OF FUNDS

Allocations to Participating Organizations are approved by the Steering Committee and disbursed by the Administrative Agent. As of 31 December 2020, the AA has transferred US\$ **7,520,428** 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 2020 (in US Dollars)

Participating Organization	Prior Years as of 31-Dec-2019			Current Year Jan-Dec-2020			Total		
	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded
FAO	1,755,731		1,755,731	237,175		237,175	1,992,906		1,992,906
PAHO/WHO	1,447,952		1,447,952	312,217		312,217	1,760,169		1,760,169
UNDP	3,095,311		3,095,311	672,042		672,042	3,767,353		3,767,353
Grand Total	6,298,994		6,298,994	1,221,434		1,221,434	7,520,428		7,520,428

5. EXPENDITURE AND FINANCIAL DELIVERY RATES

All final expenditures reported for the year **2020** 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 **2020** expenditure data has been posted on the MPTF Office GATEWAY at <http://mptf.undp.org/factsheet/fund/JGT20>.

5.1 EXPENDITURE REPORTED BY PARTICIPATING ORGANIZATION

In **2020**, US\$ **1,221,434** was net funded to Participating Organizations, and US\$ **1,674,366** was reported in expenditure.

As shown in table below, the cumulative net funded amount is US\$ **7,520,428** and cumulative expenditures reported by the Participating Organizations amount to US\$ **7,089,651**. This equates to an overall Fund expenditure delivery rate of **94** percent.

Table 5.1. Net Funded Amount, Reported Expenditure, and Financial Delivery by Participating Organization, as of 31 December 2020 (in US Dollars)

Participating Organization	Approved Amount	Net Funded Amount	Expenditure			Delivery Rate %
			Prior Years as of 31-Dec-2019	Current Year Jan-Dec-2020	Cumulative	
FAO	1,992,906	1,992,906	1,572,912	365,356	1,938,268	97.26
PAHO/WHO	1,760,169	1,760,169	1,193,201	369,342	1,562,543	88.77
UNDP	3,767,353	3,767,353	2,649,172	939,668	3,588,839	95.26
Grand Total	7,520,428	7,520,428	5,415,285	1,674,366	7,089,651	94.27

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.

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 2020 (in US Dollars)

Category	Expenditure			Percentage of Total Programme Cost
	Prior Years as of 31-Dec-2019	Current Year Jan-Dec-2020	Total	
Staff & Personnel Cost	935,309	217,717	1,153,026	17.40
Suppl, Comm, Materials	507,761	234,049	741,810	11.20
Equip, Veh, Furn, Depn	333,735	44,105	377,840	5.70
Contractual Services	1,867,351	706,041	2,573,393	38.84
Travel	167,121	27,087	194,208	2.93
Transfers and Grants	513,606	195,550	709,156	10.70
General Operating	736,517	140,283	876,799	13.23
Programme Costs Total	5,061,401	1,564,831	6,626,232	100.00
¹ Indirect Support Costs Total	353,884	109,534	463,419	6.99
Total	5,415,285	1,674,366	7,089,651	

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 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 2020, 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\$ **12,338** was deducted in AA-fees. Cumulatively, as of 31 December 2020, US\$ **76,829** has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ **109,534** was deducted in indirect costs by Participating Organizations. Cumulatively, indirect costs amount to US\$ **463,419** as of 31 December 2020.

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.