



Open Forum for **CSO**
Development Effectiveness

2009

Presentation of the incomes and expenditures related to the implementation of the project “Open Forum for CSO Development Effectiveness”: July 1st, 2009 – December 31st 2009.
Submission date: March, 1st 2010.

Financial Report

Contents

A. Introduction	3
B. Income: Funds Received, Committed and Funding Sources	4
C. Expenditures: Budget versus Expenses.....	5
Comments on the 2009 expenses versus budget lines	7
D. Balances	9
Annex I: DFID Interim Contract	10
Annex II: Other Potential Funding.....	11
Annex III: Funds transferred by CONCORD to Consortium Members in 2009.....	12

A. Introduction

Project Title

Open Forum for CSO Development Effectiveness

Reporting Period

July 1st, 2009 – December 31st, 2009

Donors:

Austria (Austrian Development Agency), contract n° 2524-00/2008

Denmark (Danish International Development Agency), contract n° 104.A.1.b1-3-51

Finland (Ministry for Foreign Affairs of Finland), contract n°HEL7555-6

Sweden (Swedish International Development Cooperation Agency), contract n°54030049

United Kingdom (Department for International Development): contract n°201220

Financial Management CSO

European NGO Confederation for Relief and Development (CONCORD)

10 square Ambiorix - B-1000, Brussels, Belgium

Implementing CSO's

All African Conference of Churches

P.O. Box 14205 - 00800 Westlands, Nairobi, Kenya.

Asia-Pacific Research Network (APRN)

3/F IBON Center, 114 Timog Avenue Quezon City 1103 Philippines

Asociación Latinoamericana de Organizaciones de Promoción (ALOP)

Benjamín Franklin # 186 – Col. Escandón M. Hidalgo, México D.F. 11800, México

CIVICUS

PO Box 933, Southdale, Johannesburg, 2135 South Africa

European NGO Confederation for Relief and Development (CONCORD)

10 square Ambiorix - B-1000, Brussels, Belgium

Interaction

1400 16th Street, NW, Suite 210, Washington, DC 20036, United States

B. Income: Funds Received, Committed and Funding Sources¹

Funding sources	Funds received during reporting period		Accumulative amounts received to date (31/12/2009)		Dates of receipt	Amounts Committed to date (for 2009-2011 period)	
	Currency of Donors	in EURO	Currency of Donors	in EURO		Currency of Donors	in EURO
Austria (ADA)	" 270,000	" 270,000.00	" 270,000	" 270,000.00	29-10-09 and 21-12-09	" 300,000	" 300,000.00
Denmark (DANIDA)						500,000 DKK	" 67,204.30
Finland (Ministry of Foreign Affairs of Finland)						" 400,000	" 400,000.00
Sweeden (SIDA)	1,500,000 SEK	" 144,412.51	1,500,000 SEK	" 144,412.51	11-12-09	3,750,000 SEK	" 361,031.28
Switzerland (SDC)	" 120,000	" 120,000.00	" 120,000	" 120,000.00	21-12-09	" 250,000	" 250,000.00
Unite d Kingdom (DFID)						£ 535,000	" 614,942.53
Sub-Total		€ 534,412.51		€ 534,412.51			€ 1,993,178.10
Interim DFID Contract (see Annex)	£ 35,000	" 40,229.88	£ 35,000	" 40,229.88	02-06-09	£ 35,000	" 40,229.88
Grand Total		€ 574,642.39		€ 574,642.39			€ 2,033,407.98
Budget		€ 220,088.00		€ 260,317.88			€ 2,991,308.00

The interim DFID contract was to enable the CSOs to maintain momentum until the multi-donor negotiation was completed and contracts put in place, and was meant to cover the costs associated with the Global Facilitation Group (GFG) Meeting in Prague in June 2009.

A separate expenses report for this contract is detailed in the annex 1.

¹ Exchange rates: 1€ = 10.39 SEK = 7.44 DKK = £ 0.87= 1.58 CAD, with €/SEK and €/£ exchange rates being the one of the day CONCORD received SIDA's and DFID's disbursements.

C. Expenditures: Budget versus Expenses

Year One: July 1st, 2009 - December 31st, 2009	Budget	Expenses	Balance	Variance
1. International advocacy engagement (meetings and consultations)				
Global Facilitation Group meetings	€ -	€ 15,008.89	-€ 15,008.89	-
Travel costs of member organisations (air fare, visa, accommodation, per diems)	" -	" 15,008.89	" 15,008.89	-
Travel costs of 1 support staff for each meeting	" -	" -	" -	-
Interpretation into English, French, Spanish (costs for interpreters only)	" -	" -	" -	-
Costs for venue and rent for technical equipment (interpretation equipment including headphones, beamer etc.)	" -	" -	" -	-
Catering during meeting	" -	" -	" -	-
Research contracts on specific aspects related to CSO development effectiveness and consultancy support to synthesise and analyse outcomes of consultation process	€ -	€ -	€ -	-
Political/multi-stakeholder dialogue: International travel costs to participate in conferences, meetings and seminars	€ 1,500.00	€ 1,395.84	€ 104.16	93.1%
Sub-total International advocacy engagement (meetings and consultations)	€ 1,500.00	€ 16,404.73	-€ 14,904.73	1093.6%
2. Staff support and programme management				
Consortium coordinator (CONCORD, Brussels) 20% of the time of CONCORD manager (July 09-October 09) + Full time as of November 09	" 16,800.00	" 7,920.29	" 8,879.71	47.1%
Outreach officer AACC (Nairobi): working full-time as of July 09	" 9,000.00	" 9,000.00	" -	100.0%
Outreach officer CONCORD (Brussels): working full-time as of July 09	" 25,000.00	" 24,844.69	" 155.31	99.4%
Outreach officer APRN (Manila): working full-time as of October 2009	" 10,000.00	" 10,000.00	" -	100.0%
Outreach officer ALOP (Mexico City): working full-time as of September 2009	" 3,000.00	" 3,000.00	" -	100.0%
Outreach officer InterAction (Washington)	" -	" -	" -	-
Outreach officer CIVICUS (Johannesburg)	" -	" -	" -	-
Overhead costs related to staff working space (small office supplies, computer, telephone, stationery, rent for office space etc.) - 10% of the above	" 6,380.00	" 6,262.42	" 117.58	98.2%
Coordination and management meetings (Consortium meetings): international travel of 6 Consortium representatives: 6 x " 1,900 plus other meeting expenses	" -	" -	" -	-
Sub-total Staff support and programme management	€ 70,180.00	€ 61,027.41	€ 9,152.59	87.0%
3. Communication and outreach				
Travel expenses outreach officers and Consortium coordinator	" 1,000.00	" -	" 1,000.00	0.0%
Translations of key documents: i. e. outcome reports from Global Assemblies	" 4,000.00	" 3,667.99	" 332.01	91.7%
Printing and distribution	" -	" -	" -	-
Web site maintenance	" 1,000.00	" -	" 1,000.00	0.0%
Sub-total Communication and outreach	€ 6,000.00	€ 3,667.99	€ 2,332.01	61.1%

Year One: July 1st, 2009 - December 31st, 2009	Budget	Expenses	Balance	Variance
4. Regional, country, thematic/sectoral and international consultations and workshops: this budget does not include around 10 consultations in OECD countries that are financed by CSOs themselves				
Country consultations	€ -	€ -	€ -	-
Fund to support domestic travel of participants for each of consultation	" -	" -	" -	-
Costs for venue, rent for technical equipment and other costs	" -	" -	" -	-
Regional capacity-building (preparatory) workshops	€ 122,400.00	€ 60,713.67	€ 61,686.33	49.6%
Fund to support travel of participants for each of the workshops	" 114,000.00	" 52,492.40	" 61,507.60	46.0%
Costs for venue, rent for technical equipment and other costs	" 8,400.00	" 8,221.27	" 178.73	97.9%
Thematic/sectoral consultations	€ -	€ -	€ -	-
Fund to support travel of participants for each of the 4 consultations	" -	" -	" -	-
Costs for venue, rent for technical equipment and other costs	" -	" -	" -	-
Global Assemblies	€ -	€ -	€ -	-
Fund to support travel of participants for each of the 2 Global Assemblies	" -	" -	" -	-
Travel costs of support staff	" -	" -	" -	-
Interpretation English, French, Spanish (interpreters only)	" -	" -	" -	-
Costs for venue and rent for technical equipment (interpretation equipment including headphones, beamer etc.)	" -	" -	" -	-
Catering during meeting	" -	" -	" -	-
1 High-Level Leadership Meeting (as side event at the 1st General Assembly)	€ -	€ -	€ -	-
Fund to provide partial subsidies for around 40 participants (20 participants will bear their participation costs themselves)	" -	" -	" -	-
Interpretation English, French, Spanish (interpreters only)	" -	" -	" -	-
Costs for venue and rent for technical equipment (interpretation equipment including headphones, beamer etc.)	" -	" -	" -	-
Catering during meeting	" -	" -	" -	-
Sub-total Regional, country, thematic/sectoral and international consultations and workshops	€ 122,400.00	€ 60,713.67	€ 61,686.33	49.6%
				-
Sub-total 1+2+3+4	€ 200,080.00	€ 141,813.79	€ 58,266.21	70.9%
				-
Fiscal management: 10 percent of sub-total (this includes the salary of a full-time financial manager, costs for external audits and other costs related to the management of the funds)	20,008 "	7,681 "	12,327 "	38.4%
				-
TOTAL	220,088 €	149,494 €	70,594 €	67.9%

Comments on the 2009 expenses versus budget lines

i) Global Facilitation Meeting (GFG)

The 2009 GFG meeting took place in Prague, Czech Republic in June and was funded by an interim contract with DFID.

All the expenses and incomes related to this Prague meeting are detailed in a separate report in the annexes.

The charges imposed to this budget line correspond to the advances made for the preparation of the January 2010 GFG meeting in Mexico (mainly flight tickets expenses).

ii) Political/multi-stakeholder dialogue

The charges imposed to this budget line correspond to travels expenses to Stockholm in October 2009 for participants of the Donor Coordination Group/Workstream on CSO Effectiveness Meeting as well as of the WorkStream Meeting on CSO Development Effectiveness and Enabling Environment.

iii) Staff Support and Programme Management

Those amounts correspond to the staff costs of the consortia's Outreach Officers as well as of the Consortium Coordinator. The different Outreach Officers were planned to be hired at different time of the year as indicated in the different budget lines. The hiring of the Consortium Coordinator (budgeted for November 09) was delayed for funding reasons and, in the meantime, his/her role continued to be taken over by a CONCORD Manager (allocating 20% of his time to the activities of the Open Forum) to enable the successful delivery of the different activities of the Open Forum and in order to meet its commitment towards the Donors. Nevertheless some of the overhead costs of the Consortium Coordinator (Office Space in November and December 2009) were allocated to the 2009 expenses since his/her Office's renting started as of then.

As far as the Coordination Meetings budget line is concerned, only one Consortium Meeting happened in 2009 in Washington (May 2009) and was funded by other sources.

iv) Communication and Outreach

Translation of key documents: this amount corresponds to the translation of the Open Forum Outreach toolkit in Spanish and French.

Website maintenance: no changes on the cso-effectiveness.org website were prioritized during the July-December 2009 period.

v) Regional Capacity Building workshops

The Africa Capacity Building Workshop planned in Nairobi, Kenya was postponed to January 2010 (see Narrative Report); some of its costs were attributed to 2009 as advances for travel expenses (€547).

The Latin America and Caribbean Capacity Building Workshop happened in Lima, Peru in December 2009, all its costs (€32,047) were attributed to 2009 expenses.

The Asia Capacity Building Workshop happened in Bangkok, Thailand in November 2009, all its costs (€28,120) were attributed to 2009 expenses. Some savings were made thanks to cheaper plane tickets (The purchasing was centralized in Manilla, Philippines and allowed better prices than in the different origin countries), cheaper accommodation (participants were made to share rooms) and lower amount of participants than foreseen (out of 59 invited, only 48 were actually able to make it to the consultation due to various reasons). It was agreed to carry over some of those savings to 2010 for the organization of a Regional Consolidating Workshop.

vi) Fiscal Management

The expenses include amongst others the bank's and transfers' charges, some interim audit costs, the office space of the Consortium Finance and Administration Officer as of November 2009 (even though the Officer began her work in January 2010 due to delays in hiring, her office space was already rented), the cost of an accountant (10% of an FTE equivalent as of July 2009²), the costs of an external consultant for hiring the Finance and Administration Officer and other consultancy works (drafting the bi-lateral contracts and Memoranda of understanding between Donor, and CSO's, and between Consortia and CONCORD).

² 20% of FTE equivalent instead of 10% was allocated in July 2009 (for processing the GFG meeting's invoices) and December 2009 (for the closing of the year).

D. Balances

Balance	
Reporting Period (July 1st 2009- December 31st 2009)	
Total Income	" 534,413
Total Expenditure	" 149,494
Balance	€ 384,918
Expenses/Income	28.0%

To date (June 1st 2009- December 31st 2009)	
Total Income	" 574,642
Total Expenditure	" 189,724
Balance	€ 384,918
Expenses/Income	33.0%

Commitment versus total Expected expenditure	
Committed to date	" 2,033,408
Total Budget	" 2,991,307
Balance	-€ 957,899
Budget/Commitment	147.1%

Remarks:

- To date, the total budget of the Open Forum is 68% covered by committed funding (i.e.: signed contracts), the amount of €957,899 is still to be covered.
- The DFID interim contract (£35,000: see annex I) has been taken into account in the income received and committed to date since it was meant to cover costs included in the overall Open Forum proposal. The authorized expenses under this contract are included in the total expenditure to date.

Annex I: DFID Interim Contract

This interim contract was to cover the costs associated with the Global Facilitation Group (GFG) Meeting in Prague in June 2009 and covered the GFG activities during June and July 2009.

DFID Grant (£35,000)	€ 40,229.88
-----------------------------	--------------------

Staff support and programme management	
<u>Remunerations</u>	
Outreach Officer (100% FTE in June 09)	€ 3,273.11
Coordination (20% of Manager FTE in June 09)	€ 1,320.05
Accountant (10% FTE in June 09)	€ 430.21
<u>Overhead Costs linked to Outreach Officer</u>	
Office Space (rent, & maintenance)	€ 195.09
Computer lease	€ 188.72
Communications (phone and conference calls)	€ 409.84
International advocacy engagement: GFG meeting	
Travel costs and living expenses (air fare, visa, accommodation, per diems, catering)	€ 22,949.17
Rent for assembly room	€ 675.83
Rent for technical equipment (interpretation equipment including headphones, beamer etc.)	€ 2,034.91
Interpretors	€ 6,153.49
Research and Background documents	€ 2,750.00
Miscellaneous	
Website	€ 242.00
Copies	€ 20.72
Courier	€ 74.62
Financial costs	€ 139.99
Sum of Expenses	€ 40,857.75

Balance *	€ -627.87³
------------------	------------------------------

³ * The negative balance was covered by CONCORD's core budget.

Annex II: Other Potential Funding

Funding sources	Funds received during reporting period		Accumulative amounts received to date (31/12/2009)		Dates of receipt	Amounts Committed to date (31/12/2009)	
	Currency of Donors	in EURO	Currency of Donors	in EURO		Currency of Donors	in EURO
Austria (ADA)	" 270,000	" 270,000	" 270,000	" 270,000	29-10-09 and 21-12-09	" 300,000	" 300,000
Denmark (DANIDA)						500,000 DKK	" 67,204
Finland (Ministry of Foreign Affairs of Finland)						" 400,000	" 400,000
Sweeden (SIDA)	1,500,000 SEK	" 144,413	1,500,000 SEK	" 144,413	11-12-09	3,750,000 SEK	" 361,031
Switzerland (SDC)	" 120,000	" 120,000	" 120,000	" 120,000	21-12-09	" 250,000	" 250,000
United Kingdom (DFID)						£ 535,000	" 614,943
Sub-Total		€ 534,413		€ 534,413			€ 1,993,178
Interim DFID Contract (see Annex)	£ 35,000	£ 40,230	£ 35,000	" 40,229.88	£ 39,966	£ 35,000	" 40,230
Grand Total		€ 574,642		€ 574,642			€ 2,033,408

Exchange rates

1 € = 10.39 SEK

1 € = 7.44 DKK

1 € = £ 0.87

Funding sources	Funds received during reporting period		Accumulative amounts		Dates of receipt	Amounts Committed to date	
	Currency of Donors	in EURO	Currency of	in EURO		Currency of	in EURO
Belgium						" 100,000	" 100,000
Canada						400,000 CAD	" 253,165
Netherlands						" 50,000	" 50,000
Sub-Total		€ -		€ -			€ 403,165
Grand Total		€ 574,642		€ 574,642			€ 2,436,573

Belgium, Netherlands and Canada showed interests in financing the Open Forum, adding a potential €403,165 to the pooled funds. With this additional amount (and the DFID Interim contract), the total Open Forum budget of €2,991,307 would be 81.45% covered.

Annex III: Funds transferred by CONCORD to Consortium Members in 2009

Funds transferred to Consortium in 2009	Date of Transfer	In EURO	Expenses	Carried Over
APRN	23-12-09	" 39,485.00	" 38,923.45	" 561.55
AACC	04-12-09	" 55,100.00	" 10,522.00	" 44,578.00
ALOP	19-11-09	" 43,800.00	" 35,483.48	" 8,316.52
ALOP (preparation of the GFG meeting)	14-12-09	" 50,000.00	" 15,023.90	" 34,976.10
		€ 188,385	€ 99,953	€ 88,432

The carried over's are not taken into account in the 2009 expenses. They will be deducted from the 2010 transfers to the Consortia.

All consortia received the money in EURO in their respective EURO bank accounts. The exchange rates used to convert the expenses are⁴:

- AACC: 1 € = 108 Kenyan Shillings
- APRN: 1 € = US\$ 1.4383
- ALOP: 1 € = US\$ 1.5028
- ALOP (preparation of GFG meeting): 1€ = US\$ 1.4470

⁴ The exchange rates are the ones of the day each consortium received the money, except for AACC that used an average exchange rate for the last half of 2009.

For the next report, we will make sure that consistent exchange rates are used all along the line.