

**INDEPENDENT AUDITORS' REPORT
AND
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

FOR THE PERIOD ending December 31, 2010

KIPRED

**KOSOVAR INSTITUTE FOR POLICY
RESEARCH AND DEVELOPMENT**

May 11, 2011

Independent Auditors' Opinion

To the management of KIPRED – Prishtinë, Kosovë

We have audited the accompanying of cash receipts and disbursements (the "Statement") of KIPRED for period ending 31 December 2010 and a summary of significant accounting policies and other explanatory notes, implemented by KIPRED. Management of KIPRED is responsible for preparation and fair presentation of the Statement in accordance with the cash receipts and disbursements basis of preparation. Our responsibility is to express an opinion on the Statement based on our audit.

We conducted our audit in accordance with International Standards on Auditing (ISA). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the reporting forms are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the reporting forms. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the proper accounting and reporting of the data on the financial statements. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the accompanying Statement presents fairly, in all material respects, the revenues collected and expenses paid by KIPRED during the period ending 31 December 2010 in accordance with the cash receipts and disbursements basis.

BU & Partners
Prishtina



KOSOVAaR INSTITUTE FOR POLICY RESEARCH AND DEVELOPMENT

Statement of Cash Receipts and Disbursements

08-Feb-10	Olof Palme International Center 2010 First instalment	12,322.09
06-Aug-10	Olof Palme International Center 2010 Second instalment	13,292.38
24-Aug-10	MPG	1,990.00
02-Aug-10	KCSF	5,000.00
19-Jan-10	FRIDE	12,488.00
07-Jun-10	FRIDE	4,774.88
04-Mar-10	EWPPP	8,683.00
17-May-10	EWPPP	3,988.00
25-Oct-10	EWPPP	2,988.00
12-Aug-10	Future Voters	13,486.90
08-Dec-10	Future Voters	13,922.61
14-Apr-10	Norwegian Embassy	9,900.00
20-Jan-10	PAC (2009-2010)	41,943.44
12-Mar-10	PAC (2009-2010)	41,943.44
09-Jun-10	SDC	10,000.00
13-Oct-10	SDC	11,629.62
09-Aug-10	UNDP	24,709.00
23-Dec-10	UNDP	13,104.50
31-Dec-10	Overhead reimbursement	14,502.86
10-Dec-10	Press Now	5,773.41
05-Nov-10	DFID	3,689.00
08-Nov-10	DFID	724.00
14-Dec-10	DFID	6,825.34
14-Dec-10	RBF	53,074.61
27-Oct-10	OSCE	1,854.32
22-Feb-10	FV RENT	2,163.46
18-Jun-11	FV RENT	1,310.04
01-Oct-11	FV RENT	673.15
31-Dec-10	December 10 Income for Accruals (rent)	128.57
31-Dec-10	December 10 Income for Accruals (Pension)	1,836.70
31-Dec-10	December 10 Income for Accruals (Salary tax)	1,577.08
	TOTAL FINANCING	<u>340,298.40</u>

PROJECT EXPENDITURE

Olof Palme International Center 2010	25,551.41
MPG	1,990.00
FRIDE	14,378.16
Norwegian Embassy	9,890.33
KCSF	14,567.16
ABAROLLI	674.63
PAC (2009-2010)	78,501.97
Future Voters	39,293.54
SDC	26,629.05
UNDP	30,355.69
Ovehead	21,358.35
Press Now	5,785.41
Press Now Election	5,997.78
DIFID	11,238.34
RBF	10,505.33
EWPPP	14,942.04
Return PAC (2009-2010)	5,833.75
Return KFOS Grant 068/07	1,410.97
Return KFOS Grant 081/08	1,687.88
Return CSRD FORUM	12,136.22
Return to KIPRED Staff for 2009 expenses (Invoices)	373.61
TOTAL PROJECT EXPENDITURE	333,101.62

FUND BALANCE

Excess of Funds/Loss at the end of period	7196.79
Bank charges	-418.32
Cash and bank balance at end of 31 December 2009	<u>47,158.99</u>
Cash and bank balance at end of the year 2010	<u>53,937.46</u>

BANK BALANCES

Bank balance at end of the year 126	10,090.60
Bank balance at end of the year 117(FORUMI)	0.00
Bank balance at end of the year 108 (FRIDE)	4.58
Bank balance at end of the year 178(FV_Project)	720.13
Bank balance at end of the year 196 (OPIC)	0.00
Bank balance at end of the year 169 (SDC)	42,463.13
Bank balance at end of the year 160 (PAC)	0.00
Bank balance at end of the year 187(FV_Rent)	658.15
Cash Flow	0.97
Cash and bank balance at end of the year 2010	<u>53,937.46</u>

1. GENERAL INFORMATION

The Kosovar Institute for Policy Research and Development ("KIPRED") was registered under the United Nations Interim Administration Mission in Kosovo ("UNMIK") regulations as a non-governmental organization on November 11, 2003.

On November 12, 2003 KIPRED was separated from the Kosovar Civil Society Foundation ("KCSF"). As at this date fixed assets purchased by KIPRED through funding from the Olof Palme International Centre ("OPIC") totaling EUR 27,939 were transferred to KIPRED together with unspent OPC funded cash balances totaling EUR 83,308 as at that date.

KIPRED is a foundation whose mission is the introduction of democracy and democratic values into the Kosovo region. KIPRED's activity is organized into two pillars: training and policy research.

The training pillar is focused on the development of political parties through its Internet Academy for Democracy, which is a modern training method, and which is organized in cooperation with International Center Olof Palme from Sweden. The research pillar offers independent research of policies in the field of government and administration, development of political parties, regional and international relations.

KIPRED is supported financially from the Olof Palme International Center, the Rockefeller Brothers Fund, the East West Parliamentary Practice Project as long term donors. KIPRED also makes other agreements with different donors for short term projects.

2. BASIS OF PREPARATION OF THE STATEMENTS

2.1 General

The Statement of Cash Receipts and Disbursements has been prepared for the purpose of reporting to donors on the activities of the KIPRED in compliance with donor project objectives.

2.2 Accounting Convention

The Statement has been prepared in accordance with the cash receipts and disbursement basis of accounting. On this basis revenue, being grant funding, is recognized when received rather than when earned, and expenses are recognized when paid rather than when incurred. Fixed assets are not capitalized for purposes of this Statement.

2.3 Reporting Currency

The KIPRED books and records are maintained in EUR, the legal currency of the territory of Kosovo. Transactions in currencies other than EUR are translated into EUR at the relevant exchange rate ruling on the date of the transaction.

3. Financial Reports of Projects

3.1 ABAROLI Project (2009-2010)

1	<i>Project cost</i>		unit	Cost			Expenses
1.1	Research cost / researcher and research assistant	3	€ 665.00	\$2,850.00	\$2,850.00	€ 1,999.25	-€ 1,999.25
1.2	Editing cost	1	€ 500.00	\$715.00	\$715.00	€ 500.00	-€ 500.00
1.3	Translation cost	2	€ 200.00	\$286.00	\$572.00	€ 199.50	-€ 199.50
1.4	Printing of publication	120	€ 2.50	\$429.00	\$429.00	€ 299.28	-€ 299.28
2	<i>Operational Costs</i>						
2.1	Local travel and representation	3	€ 150.00	\$143.00	\$429.00	€ 319.80	-€ 319.80
2.2	Office rent	3	€ 130.00	\$192.00	\$576.00	€ 420.00	-€ 420.00
TOTAL				\$4,615.00	\$5,571.00	€ 3,737.83	-€ 3,737.83

3.2. Budget for the Conference "Review the legal framework on discriminations in Kosovo"

		unit / month	Cost	Total	Expenses	Balance
1.1	Project Coordinator	1	€ 200.00	€ 200.00	€ 200.00	€ 0.00
1.2	Moderator	1	€ 150.00	€ 150.00	€ 150.00	€ 0.00
1.3	Rent hall (Hotel Prishtina)	1	€ 200.00	€ 200.00	€ 524.42	-€ 324.42
1.4	Lunch for Participants	16	€ 15.00	€ 240.00	€ 0.00	€ 240.00
1.5	Translation Equipment	1	€ 250.00	€ 250.00	€ 231.50	€ 18.50
1.6	Refreshment and coffee breaks x2	32	€ 2.50	€ 80.00	€ 0.00	€ 80.00
1.7	Transport from Airport -PRN-Airport	2	€ 15.00	€ 30.00	€ 40.00	-€ 10.00
1.8	Simultaneous translation in two language	2	€ 150.00	€ 300.00	€ 301.50	-€ 1.50
1.9	Materials for the conference (folders, pen, notebooks etc)	16	€ 2.50	€ 40.00	€ 23.84	€ 16.16
2.4	KIPRED fee	1	€ 500.00	€ 500.00	€ 518.74	-€ 18.74
TOTAL				€ 1,990.00	€ 1,990.00	€ 0.00

3.3. EWPPP Project

	<i>Admin Cost</i>	Unit	Cost	Total	Expenses	Balance
0.1	Project coordinator	12	€ 300.00	€ 3,600.00	€ 1,800.00	€ 1,800.00
0.2	Project Assistant	12	€ 200.00	€ 2,400.00	€ 1,200.00	€ 1,200.00
Sub Total				€ 6,000.00	€ 6,000.00	€ 0.00
1	<i>Expert visit</i>					
1.1	Taxi from Airport to Hotel	2	€ 20.00	€ 40.00	€ 32.00	€ 8.00
1.2	Hotel Cost	3	€ 80.00	€ 240.00	€ 246.50	-€ 6.50
1.3	Lunch with Expert	3	€ 50.00	€ 150.00	€ 126.30	€ 23.70
1.4	Dinner for expert	3	€ 60.00	€ 180.00	€ 147.10	€ 32.90
1.5	Translators during the meeting	2	€ 150.00	€ 300.00	€ 200.03	€ 99.97

1.6	Local Travel and Interview cost during the meetings	3	€ 15.00	€ 45.00	€ 12.20	€ 32.80
	Sub Total			€ 955.00	€ 764.13	€ 190.87
2	<i>Study visit in Netherlands</i>					
2.1	Airplane ticket	15	€ 300.00	€ 4,500.00	€ 3,756.72	€ 743.28
2.2	Transport cost to Skopje for visa	1	€ 80.00	€ 80.00	€ 0.00	€ 80.00
2.3	Transport cost to Skopje to pick up visa	1	€ 50.00	€ 50.00	€ 0.00	€ 50.00
2.4	Visa Cost	10	€ 35.00	€ 350.00	€ 0.00	€ 350.00
2.5	Transport cost from Pr to Airport (4 taxi)	4	€ 20.00	€ 80.00	€ 15.00	€ 65.00
2.6	Transport cost from Airport to PR (4 taxi)	4	€ 20.00	€ 80.00	€ 15.00	€ 65.00
2.7	Translators during the study visit	4	€ 150.00	€ 600.00	€ 0.00	€ 600.00
2.8	Other cost (unexpected cost)(bank charges, banks fee, etc)	1	€ 500.00	€ 500.00	€ 172.91	€ 327.09
	Sub Total			€ 6,240.00	€ 3,959.63	€ 2,280.37
3	<i>Workshop in May and Study visit in Slovenia</i>					
3.1	Airplane ticket	15	€ 300.00	€ 4,500.00	€ 4,076.53	€ 423.47
3.2	Visa Cost	3	€ 35.00	€ 105.00		€ 105.00
3.3	Transport cost from Pr to Airport and from Airport to PR	2	€ 20.00	€ 40.00		€ 40.00
3.4	Transport cost from Pr to Airport in workshop	2	€ 20.00	€ 40.00	€ 0.00	€ 40.00
3.5	Transport cost (local taxi) preparing the workshop	1	€ 10.00	€ 10.00	€ 21.50	-€ 11.50
3.6	Other cost (unexpected cost)(bank charges, banks fee, etc)	1	€ 200.00	€ 200.00	€ 15.00	€ 185.00
	Sub Total			€ 4,895.00	€ 4,218.28	€ 781.97
TOTAL				€ 20,150.00	€ 14,942.04	€ 5,207.96

3.4 FRIDE Project (2009-2010)

		unit	Cost	Total	Expenses	Balance
1	<i>Analysis and research paper</i>					
1.1	Project Coordinator / Researcher	6	€ 1,500.00	€ 9,000.00	€ 8,996.40	€ 3.60
1.2	Research Assistant	6	€ 700.00	€ 4,200.00	€ 4,197.20	€ 2.80
1.3	Researcher (Part Time)	6	€ 1,000.00	€ 6,000.00	€ 5,999.50	€ 0.50
1.4	Office supply, utilities and communication	6	€ 200.00	€ 1,200.00	€ 1,219.03	-€ 19.03
1.5	Final workshop	1	€ 2,000.00	€ 2,000.00	€ 1,739.50	€ 260.50
1.6	Travel	6	€ 50.00	€ 300.00	€ 300.27	-€ 0.27
1.7	Unexpected costs	1	€ 500.00	€ 500.00	€ 500.00	€ 0.00
1.8	Overhead (Lump)	1	€ 1,750.00	€ 1,750.00	€ 1,750.00	€ 0.00
	TOTAL			€ 24,950.00	€ 24,701.90	€ 248.10

3.5 Future Voters Project

		unit	Cost	USD-Euro	Total USD	unit/month	Total	Expenses	Expenses USD	Balance USD
1. Personnel										
1.1	Project coordinator	14	\$780.00	0.73	\$10,920.00	€ 569.40	€ 7,971.60	€ 7,427.30	\$10,792.75	\$127.25
1.2	Assistant to Chief of Party/Translator	14	\$1,100.00	0.73	\$15,400.00	€ 803.00	€ 11,242.00	10,500.21	\$15,213.46	\$186.54
1.3	Trainers	1	\$0.00	0.73	\$0.00	€ 0.00	€ 0.00	€ 0.00	\$0.00	\$0.00
1.4	Observers	1	\$2,100.00	0.73	\$2,100.00		€ 1,533.00	€ 810.60	\$1,078.10	\$1,021.90
1.5	Teacher trainee honorarium	1	\$0.00	0.73	\$0.00	€ 0.00	€ 0.00	€ 2,898.08	\$3,981.96	-\$3,981.96

2. Administrative cost											
2.1	Utilities	12	\$150.00	0.73	\$1,800.00	€ 109.50	€ 1,314.00	€ 363.21	\$516.56	\$1,283.44	
2.2	Communication cost	12	\$100.00	0.73	\$1,200.00	€ 73.00	€ 876.00	€ 707.07	\$1,039.73	\$160.27	
2.3	Transport Cost	12	\$100.00	0.73	\$1,200.00	€ 73.00	€ 876.00	€ 431.05	\$628.26	\$571.74	
2.4	Training Materials	1	\$300.00	0.73	\$300.00	€ 219.00	€ 219.00	€ 92.15	\$140.40	\$159.60	
3. Travel (KIPRED trips to U.S. (Phoenix and DC))											
3.1	Airfare: \$2500 * 2 travelers	2	\$2,500.00	0.73	\$5,000.00		€ 3,650.00	€ 2,892.48	\$4,073.77	\$926.23	
3.2	Lodging PHX: \$141/day * 7 days	14	\$141.00	0.73	\$1,974.00		€ 1,441.02	€ 212.15	\$291.49	\$1,682.51	
3.3	Lodging DC: \$195/day * 7 days	14	\$195.00	0.73	\$2,730.00		€ 1,992.90	€ 746.84	\$1,026.16	\$1,703.84	
3.4	MIE PHX: \$54/day * 7 days * 2 travelers	14	\$54.00	0.73	\$756.00		€ 551.88	€ 575.00	\$790.05	-\$34.05	
3.5	MIE DC: \$59/day * 7 days * 2 travelers	14	\$59.00	0.73	\$826.00		€ 602.98	€ 575.00	\$790.05	\$35.95	
3.6	VISA/SEVIS fees @ \$200 * 2 travelers	2	\$200.00	0.73	\$400.00		€ 292.00	€ 257.56	\$392.43	\$7.57	
3.7	Ground transportation in PHX/DC @ \$100 per traveler	2	\$100.00	0.73	\$200.00		€ 146.00	€ 146.00	\$200.60	-\$0.60	
4. Election Expenses											
4.1	Communication cost during Election Day	1	\$800.00	0.73	\$584.00		€ 426.32	€ 25.00	\$33.25	\$766.75	
4.2	Bank Fee	1	\$150.00	0.73	\$109.50		€ 79.94	€ 27.85	\$37.04	\$112.96	
4.3	Transport Cost during Election Day	1	\$800.00	0.73	\$584.00		€ 426.32	€ 320.21	\$426.33	\$373.67	
4.4	NGO hire for one month and E- Day	1	\$2,000.00	0.73	\$1,460.00		€ 1,065.80	€ 1,489.70	\$1,997.32	\$2.68	
4.5	Training for Teachers (rent hall , refreshment etc)	1	\$600.00	0.73	\$438.00		€ 319.74	€ 397.60	\$546.30	\$53.70	
4.6	Training for Students	1	\$700.00	0.73	\$511.00		€ 373.03	€ 610.25	\$838.48	-\$138.48	
4.7	Lunch and refreshment in E- day	1	\$3,500.00	0.73	\$2,555.00		€ 1,865.15	€ 2,595.50	\$3,452.02	\$47.98	
4.8	Printing the ballots	1	\$800.00	0.73	\$584.00		€ 426.32	€ 501.50	\$667.00	\$133.01	
4.9	T-shirts for "election commissions"	1	\$5,000.00	0.73	\$3,650.00		€ 2,664.50	€ 2,436.00	\$3,239.88	\$1,760.12	
4.11	Posters 2x1000 copies	1	\$1,500.00	0.73	\$1,095.00		€ 799.35	€ 533.27	\$719.45	\$780.55	
4.12	Brochures	1	\$700.00	0.73	\$511.00		€ 373.03	€ 703.90	\$967.16	-\$267.16	
4.13	Stickers	1	\$600.00	0.73	\$438.00		€ 319.74	€ 181.54	\$241.45	\$358.55	
4.14	E - day materials (Proper Bags for Materials, Pens, Registration Form)	1	\$3,000.00	0.73	\$2,190.00		€ 1,598.70	€ 552.30	\$758.61	\$2,241.39	
4.15	Printing FV Manual and Questionnaires (charges for ink and printer maintenance)	1	\$1,000.00	0.73	\$730.00		€ 532.90	€ 284.22	\$383.01	\$616.99	
4.16	Prizes for high performing schools	1	\$4,000.00	0.73	\$2,920.00		€ 2,131.60	€ 0.00	\$0.00	\$4,000.00	
4.17	Prizes for Students essay contest (printing in had copies, and translation)	1	\$3,500.00	0.73	\$2,555.00		€ 1,865.15	€ 0.00	\$0.00	\$3,500.00	
TOTAL						\$65,720.50		€ 47,975.97	€ 39,293.54	\$55,263.07	\$18,192.93

3.6 KCSF Project

		unit	unit/month	Total	Expenses	Balance
1. Personnel						
1.1	Project Management	4	€ 400.00	€ 1,600.00	€ 1,600.00	€ 0.00
1.2	Financial Manager	4	€ 300.00	€ 1,200.00	€ 1,200.00	€ 0.00
2. Direct program costs						
2.1 Activity 1						
2.1.1		4	€ 1,500.00	€ 6,000.00	€ 6,000.00	€ 0.00
2.1.2	Research Assistant	4	€ 600.00	€ 2,400.00	€ 2,400.00	€ 0.00
2.2 Activity 2						
2.2.1	Banner and other materials	1	€ 150.00	€ 150.00	€ 179.57	-€ 29.57
2.2.2	Conference Room Expenses	1	€ 250.00	€ 250.00	€ 354.50	-€ 104.50
2.2.3	Translation Equipment	1	€ 250.00	€ 250.00	€ 251.50	-€ 1.50
2.2.4	Simultaneous Translation	2	€ 150.00	€ 300.00	€ 150.00	€ 150.00
2.3 Activity 3						
2.3.1	Transportation and Interview expenses	4	€ 100.00	€ 400.00	€ 250.50	€ 149.50
2.3.2	Editing of the study	1	€ 500.00	€ 500.00	€ 500.00	€ 0.00
2.4 Activity 4						
2.4.1	Design	1	€ 100.00	€ 100.00	€ 100.00	€ 0.00
2.4.2	Publication 100 copies	100	€ 2.50	€ 250.00	€ 251.50	-€ 1.50
2.4.3	Translation English	20	€ 12.00	€ 240.00	€ 240.00	€ 0.00
2.4.4	Translation Serbian	20	€ 12.00	€ 240.00	€ 259.50	-€ 19.50
2.5 Audit						
2.5.1	Audit	1	€ 300.00	€ 300.00	€ 0.00	€ 300.00
3 Administration						
3.1	Administration	7%	11,380.00	€ 796.60	€ 830.09	-€ 33.49
TOTAL				€ 14,976.60	€ 14,567.16	€ 409.44

3.7 Norwegian Embassy Project

		Unit	unit/month	Total	Expenses	Balance
1. Staff						
1.1	Project Coordinator	1	€ 400.00	€ 3,600.00	€ 3,600.00	€ 0.00
2. Operations						
2.1	Research Cost	4	€ 1,000.00	€ 4,000.00	€ 4,000.00	€ 0.00
2.2	Editing Cost	1	€ 500.00	€ 500.00	€ 500.00	€ 0.00
2.3	Translation Cost	1	€ 400.00	€ 400.00	€ 400.00	€ 0.00
3. Admin						
3.1	Rent	9	€ 100.00	€ 900.00	€ 900.00	€ 0.00
3.2	Office Supplies	1	€ 200.00	€ 200.00	€ 196.94	€ 3.06
3.3	Travel and Representation	1	€ 300.00	€ 300.00	€ 293.39	€ 6.61
TOTAL				€ 9,900.00	€ 9,890.33	€ 9.67

3.8 OPIC Project

		unit	Cost/month	Total	Expenses	Balance
1	Administrative and Management Cost					
1.1	Executive Director (Part Time 25%)	12	€ 250.00	€ 3,000.00	€ 3,000.00	€ 0.00
1.2	Utilities and Communication	12	€ 100.00	€ 1,200.00	€ 1,184.95	€ 15.05
1.3	Transport/Travel/Maintenance	12	€ 83.00	€ 996.00	€ 1,049.64	-€ 53.64
1.4	Office rent (30 %)	12	€ 150.00	€ 1,800.00	€ 1,850.00	-€ 50.00
2	Program cost					
2.1	Program Coordinator (part time 50%)	12	€ 900.00	€ 10,800.00	€ 11,000.00	-€ 200.00
2.2	Special Requested Training seminars (materials, trainee fee, rent of hall, lunch, refreshment etc)	4	€ 750.00	€ 3,000.00	€ 3,027.92	-€ 27.92
2.3	Working with two Social - democratic Parties (PSD and ORA)	4	€ 750.00	€ 3,000.00	€ 3,238.90	-€ 238.90
2.4	Kipred Academy (web hosting, maintenance and copy of modules in the CD's)	12	€ 100.00	€ 1,200.00	€ 1,200.00	€ 0.00
TOTAL				€ 24,996.00	€ 25,551.41	-€ 555.41

3.9 Overhead Expenses

		Expenses
1	Administrative cost	
1.1	Utilities and Communication	€ 1,601.67
1.2	Transport/Maintenance / office supply/ equipment	€ 316.79
1.3	Office rent	€ 6,763.97
1.4	Other Expenses	€ 10.00
2	Program cost	
2.1	Salaries	€ 11,561.26
2.2	Program expenses	€ 1,104.66
TOTAL		€ 21,358.35

3.10 PAC (British Embassy Project)(2009-2010)

BUDGET CATEGORY	Unit	No. Units	Time	Costs £	Total £	Expenses £	Balance	Total Euro	Cost per month/unit	Expenses	Balance	
1	SALARIES AND BENEFITS											
1.1.	Project Coordinator/Researcher	months	12	1	1,400	16,800	£20,083.99	£3,283.99	€ 19,338.48	€ 1,611.54	€ 22,692.08	-€ 3,353.60
1.2.	Researcher	months	12	1	1,300	15,600	£18,644.42	£3,044.42	€ 17,957.16	€ 1,496.43	€ 21,065.49	-€ 3,108.33
1.3.	Senior Researcher	months	12	40%	1,500	7,200	£8,694.14	£1,494.14	€ 8,287.92	€ 690.66	€ 9,825.00	-€ 1,537.08
1.4.	International Consultant	months	4	1	5,000	20,000	£18,346.71	£1,653.29	€ 23,022.00	€ 5,755.50	€ 20,186.89	€ 2,835.11
1.5.	PAC Support Staff	months	12	1	600	7,200	£8,395.85	£1,195.85	€ 8,287.92	€ 690.66	€ 9,481.61	-€ 1,193.69
1.6.	Financial Officer	months	12	50%	900	5,400	£6,524.30	£1,124.30	€ 6,215.94	€ 518.00	€ 7,373.00	-€ 1,157.06
1.7.	Employer pension contribution	months	12	5%	5,700	3,420	£3,117.13	£302.87	€ 3,936.76	€ 328.06	€ 3,521.85	€ 414.91
Total Salaries					75,620	£83,806.55	£8,186.55	€ 87,046.18			€ 94,145.92	7,099.74
2	OFFICE EXPENSES											

2.1.	Rent	months	12	50%	800	4,800	£5,799.57	-£999.57	€ 5,525.28	€ 460.44	€ 6,554.00	-€ 1,028.72
2.2.	Utilities	months	12	50%	150	900	£474.77	£425.23	€ 1,035.99	€ 86.33	€ 537.17	€ 498.82
2.3.	Office Supplies and Maintenance	months	12	50%	150	900	£874.10	£25.90	€ 1,035.99	€ 86.33	€ 993.18	€ 42.81
2.4.	Committee Supplies	months	12	100%	100	1,200	£538.44	£661.56	€ 1,381.32	€ 115.11	€ 607.02	€ 774.30
2.5.	Communications	months	12	50%	200	1,200	£1,156.99	£43.01	€ 1,381.32	€ 115.11	€ 1,306.95	€ 74.37
2.6.	Local Travel	months	12	50%	100	600	£455.72	£144.28	€ 690.66	€ 57.56	€ 516.30	€ 174.36
Total Office Expenses						9,600	£9,299.59	£300.41	€ 11,050.56		€ 10,514.62	€ 535.94
3 PROJECT ACTIVITIES												
3.1.	Round Table	days	1	1	1,500	1,500	£1,628.13	-£128.13	€ 1,726.65	€ 1,726.65	€ 1,874.14	-€ 147.49
3.2.	Training Workshops	days	4	1	2,000	8,000	£2,534.94	£5,465.06	€ 9,208.80	€ 2,302.20	€ 2,789.20	€ 6,419.60
3.3.	Package of Documents	Lump	1	1	500	500	£0.00	£500.00	€ 575.55	€ 575.55		€ 575.55
3.4.	Heating Sessions	days	4	1	200	800	£864.02	-£64.02	€ 920.88	€ 230.22	€ 950.68	-€ 29.80
3.5.	Workshop for assessment methodology	days	1	1	1,500	1,500	£999.64	£500.36	€ 1,726.65	€ 1,726.65	€ 1,099.90	€ 626.75
3.6.	Publishing of brochures	Lump	1	1	500	500	£327.08	£172.92	€ 575.55	€ 575.55	€ 376.50	€ 199.05
3.7.	Publishing of reports	Lump	1	1	200	200	£0.00	£200.00	€ 230.22	€ 230.22		€ 230.22
3.8.	Round Table Discussion on functioning of PAC	days	1	1	1,500	420	£0.00	£420.00	€ 483.46	€ 483.46		€ 483.46
Total Project Activities						13,420	£6,353.81	£7,066.19	€ 15,447.76		€ 7,090.42	€ 8,357.34
4 STUDY VISIT												
4.1.	Airfare	Airplane ticket	14	1	500	7,000	£3,787.23	£3,212.77	€ 7,700.00		€ 4,167.09	€ 3,532.91
4.2.	Hotel Expenses	3 days*participants	42	1	200	8,400	£5,070.02	£3,329.98	€ 9,240.00		€ 5,578.54	€ 3,661.46
4.3.	Per diem (local travel, meals)	3 days*participants	42	1	100	4,200	£3,469.64	£730.36	€ 4,620.00		€ 3,817.64	€ 802.36
Total Study Visit						19,600	£12,326.88	£7,273.12	€ 21,560.00		€ 13,563.27	€ 7,996.73
5 Evaluation of the project												
5.1.	Evaluation of the project		1	1	500	500	0	£500.00	€ 575.55		€ 0.00	€ 575.55
6 Audit												
6.1.	External audit to audit the project finances		1	1	1,500	1,500	1,636	-136	€ 1,726.65		€ 1,800.00	-€ 73.35
7 Overhead												
7.1.	5% KIPRED fee		1	1	6,000	6,000	7,496	-1,496	€ 6,906.60		€ 8,475.90	-€ 1,569.30
TOTAL:						126,240	£120,918.46	5,322	€ 143,737.75		€ 135,590.13	€ 8,723.18

3.11 PAC DFID Project (2010-2011)

		unit/ month	Cost	Total		Total	unit/ month	Expenses	Balance	Expense s	Balance
			GBP	GBP	Euro- GBP	Euro	Euro	Euro	Euro	GBP	GBP
Admin											
1.1	Project Coordinator/Researcher	15	£ 1,500.00	£ 22,500.00	1.17	€ 26,325.00	€ 1,755.00	€ 2,994.84	€ (23,330.16)	£ 2,498.81	£ 20,001.19
1.2	Financial Officer	15	£ 180.00	£ 2,700.00	1.17	€ 3,159.00	€ 210.60	€ 359.19	€ (2,799.81)	£ 299.70	£ 2,400.30
Sub Total				£ 25,200.00		€ 29,484.00		€ 3,354.03	€ (26,129.97)	£ 2,798.51	£ 22,401.49
Activities											
2.1	Report paper	1	£ 1,150.00	£ 1,150.00	1.17	€ 1,345.50	€ 1,345.50	€ -	€ (1,345.50)	£ -	£ 1,150.00
2.2	Public debate	1	£ 900.00	£ 900.00	1.17	€ 1,053.00	€ 1,053.00	€ -	€ (1,053.00)	£ -	£ 900.00
2.3	Senior Researcher	15	£ 450.00	£ 6,750.00	1.17	€ 7,897.50	€ 526.50	€ 897.88	€ (6,999.62)	£ 749.17	£ 6,000.83
2.4	Researcher 1	15	£ 1,200.00	£ 18,000.00	1.17	€ 21,060.00	€ 1,404.00	€ 2,397.80	€ (18,662.20)	£ 2,000.66	£ 15,999.34
2.5	Researcher 2	15	£ 1,200.00	£ 18,000.00	1.17	€ 21,060.00	€ 1,404.00	€ 2,399.30	€ (18,660.70)	£ 2,001.92	£ 15,998.08

2.6	International Consultant	8	£ 800.00	£ 6,400.00	1.17	€ 7,488.00			€ (7,488.00)	£ -	£ 6,400.00
	Sub Total			£ 51,200.00		€ 59,904.00		€ 5,694.98	€ (54,209.02)	£ 4,751.75	£ 46,448.25
Office supply											
3.1	Rent	15	£ 450.00	£ 6,750.00	1.17	€ 7,897.50	€ 526.50	€ 898.87	€ (6,998.63)	£ 749.99	£ 6,000.01
3.2	Utilities	15	£ 30.00	£ 450.00	1.17	€ 526.50	€ 35.10	€ 18.90	€ (507.60)	£ 15.75	£ 434.25
3.3	Office Supplies and Maintenance	15	£ 60.00	£ 900.00	1.17	€ 1,053.00	€ 70.20	€ 74.90	€ (978.10)	£ 62.42	£ 837.58
3.4	Communications	15	£ 60.00	£ 900.00	1.17	€ 1,053.00	€ 70.20	€ 122.19	€ (930.81)	£ 101.88	£ 798.12
3.5	Local Travel	15	£ 30.00	£ 450.00	1.17	€ 526.50	€ 35.10	€ 22.84		£ 19.03	£ 430.97
	Sub Total			£ 9,450.00		€ 11,056.50	€ 737.10	€ 1,137.70	€ (9,918.80)	£ 949.07	£ 8,500.93
Other cost											
4.1	Audit cost	1	£ 1,000.00	£ 1,000.00	1.17	€ 1,170.00	€ 1,170.00		€ (1,170.00)	£ -	£ 1,000.00
4.2	Employer pension contribution (5%)	15	£ 226.50	£ 3,397.50	1.17	€ 3,975.08	€ 265.01	€ 452.38	€ (3,522.70)	£ 377.45	£ 3,020.05
4.3	Overhead (KIPRED fee) 5%	15	£ 300.83	£ 4,512.38	1.17	€ 5,279.48	€ 351.97	€ 599.25		£ 500.00	
	Sub Total			£ 8,909.88		€ 10,424.55		€ 1,051.63	€ (9,372.92)	£ 877.45	£ 8,032.42
TOTAL				£ 94,759.88		€ 110,869.05		€ 11,238.34	€ (99,630.71)	£ 9,376.78	£ 85,383.09

3.12 Press Now – Media Monitoring during Election Campaign Project

		Unit	Unit/month	Total	Expenses	Balance
1. Activities						
1.1	Coordinator for Media monitoring	1	€ 400.00	€ 400.00	€ 400.06	-€ 0.06
1.2	Monitor for Printing media	1	€ 500.00	€ 500.00	€ 501.30	-€ 1.30
1.3	Monitor for 3 National TV	3	€ 500.00	€ 1,500.00	€ 1,500.90	-€ 0.90
1.4	Data entry	1	€ 750.00	€ 750.00	€ 750.00	€ 0.00
1.5	Analyst to writing the methodology and final report	1	€ 650.00	€ 650.00	€ 649.96	€ 0.04
1.6	Editing the report	1	€ 350.00	€ 350.00	€ 349.66	€ 0.34
1.7	Newspapers cost for 10 days	1	€ 20.00	€ 20.00	€ 26.40	-€ 6.40
1.8	Recording the TV during the campaign	1	€ 1,400.00	€ 1,400.00	€ 1,399.50	€ 0.50
1.9	Translation the paper in English	35	€ 12.00	€ 420.00	€ 420.00	€ 0.00
TOTAL				€ 5,990.00	€ 5,997.78	-€ 7.78

3.13 Press Now - RTK Monitoring Project

		Unit	Unit/month	Total	Expenses	Balance
1. Activities						
1.1	Recording of RTK programs	3	€ 300.00	€ 900.00	€ 900.00	€ 0.00
1.2	Monitoring the programs	3	€ 500.00	€ 1,500.00	€ 1,499.40	€ 0.60
1.3	Writing monitoring reports	3	€ 500.00	€ 1,500.00	€ 1,500.00	€ 0.00
1.4	Final Research Publication	1	€ 1,000.00	€ 1,000.00	€ 1,000.00	€ 0.00
1.5	Press Conferences	3	€ 150.00	€ 450.00	€ 423.51	€ 26.49
1.6	Gathering stakeholders meeting	1	€ 450.00	€ 450.00	€ 462.50	-€ 12.50
TOTAL				€ 5,800.00	€ 5,785.41	€ 14.59

3.14 RBF Project (2010-2011)

		unit/ month	Cost	Total		Total	unit/month	Expenses	Balance	Expenses	Balance
Admin			USD	USD	Euro-USD	Euro	Euro	Euro	Euro	USD	USD
1.1	Executive Director	12	\$ 1,375.00	\$ 16,500.00	0.72	€ 11,833.80	€ 986.15	€ 2,465.80	€ (9,368.00)	\$3,437.98	\$ 13,062.02
1.2	Financial Manager (Part-time)	12	\$ 312.50	\$ 3,750.00	0.72	€ 2,689.50	€ 224.13	€ 560.00	€ (2,129.50)	\$780.79	\$ 2,969.21
Sub Total				\$ 20,250.00	0.72	€ 14,523.30		€ 3,025.80	€ (11,497.50)	\$4,218.76	\$ 16,031.24
Activities											
2.1	Director of Special Research - Project Coordinator	12	\$ 2,000.00	\$ 24,000.00	0.72	€ 17,212.80	€ 1,434.40	€ 3,585.00	€ (13,627.80)	\$4,998.44	\$ 19,001.56
2.2	Researcher (part-time)	12	\$ 625.00	\$ 7,500.00	0.72	€ 5,379.00	€ 448.25	€ 1,120.00	€ (4,259.00)	\$1,561.58	\$ 5,938.42
2.3	Junior Researcher - full time	12	\$ 625.00	\$ 7,500.00	0.72	€ 5,379.00	€ 448.25	€ 896.00	€ (4,483.00)	\$1,249.26	\$ 6,250.74
2.4	Translation of the study in Albanian (English)	4	\$ 93.75	\$ 375.00	0.72	€ 268.95		€ -	€ (268.95)	\$0.00	\$ 375.00
2.5	Transport and interview cost	12	\$ 93.75	\$ 1,125.00	0.72	€ 806.85	€ 67.24	€ 170.13	€ (636.72)	\$237.21	\$ 887.79
2.6	Memberships in international think - tank organization	1	\$ 750.00	\$ 750.00	0.72	€ 537.90		€ -	€ (537.90)	\$0.00	\$ 750.00
Sub Total				\$ 41,250.00	0.72	€ 29,584.50		€ 5,771.13	€ (23,813.37)	\$8,046.48	\$ 33,203.52
Office supply											
3.1	Office supply(tonner for printer, etc)	12	\$ 62.50	\$ 750.00	0.72	€ 537.90	€ 44.83	€ 122.74	€ (415.16)	\$171.13	\$ 578.87
3.2	Utilities	12	\$ 62.50	\$ 750.00	0.72	€ 537.90	€ 44.83	€ 33.35	€ (504.55)	\$46.50	\$ 703.50
3.3	Communication cost	12	\$ 125.00	\$ 1,500.00	0.72	€ 1,075.80	€ 89.65	€ 135.66	€ (940.14)	\$189.15	\$ 1,310.85
3.4	Rent (30%)	12	\$ 500.00	\$ 6,000.00	0.72	€ 4,303.20	€ 358.60	€ 895.00	€ (3,408.20)	\$1,247.87	\$ 4,752.13
Sub Total				\$ 9,000.00	0.72	€ 6,454.80		€ 1,186.75	€ (5,268.05)	\$1,654.64	\$ 7,345.36
Other cost											
4.1	International Advocacy - lump sum (visit to USA and EU)	1	\$ 3,125.00	\$ 3,125.00	0.72	€ 2,241.25		€ 521.65	€ (1,719.60)	\$727.32	\$ 2,397.68
4.2	Audit cost	1	\$ 375.00	\$ 375.00	0.72	€ 268.95		€ -	€ (268.95)	\$0.00	\$ 375.00
Sub Total				€ 3,500.00	0.72	€ 2,510.20		€ 521.65	€ (1,988.55)	\$727.32	\$ 2,772.68
TOTAL				\$ 74,000.00		€ 53,072.80		€ 10,505.33	€ (42,567.47)	\$14,647.20	\$ 59,352.80

3.15. SDC Project (2009-2010)

		Time	unit	Cost	unit/month	Total	Expenses	Balance
1. Project costs								
1.1	Project coordinator/Senior Researcher	100%	5	€ 1,600.00	€ 1,600.00	€ 8,000.00	€ 8,000.00	€ 0.00
1.2	Senior Researchers	70%	5	€ 2,200.00	€ 1,540.00	€ 7,700.00	€ 7,700.00	€ 0.00
1.3	Research assistant	100%	5	€ 600.00	€ 600.00	€ 3,000.00	€ 3,007.50	-€ 7.50
1.4	Translation of Policy Briefs/Discussions Papers	3	20	€ 12.00		€ 720.00	€ 952.20	-€ 232.20
1.5	Roundtables/Briefings	3	1	€ 400.00		€ 1,200.00	€ 0.00	€ 1,200.00
1.6	Transport and Interview Costs	1	5	€ 200.00	€ 200.00	€ 1,000.00	€ 603.75	€ 396.25
1.7	Advocacy	1	1	€ 5,376.00		€ 5,376.00	€ 4,196.09	€ 1,179.91
	Sub total					€ 26,996.00	€ 24,459.54	€ 2,536.46
2. Administrative cost								
2.1	Office rent	20%	5	€ 850.00	€ 170.00	€ 850.00	€ 850.00	€ 0.00
2.2	Financial officer	20%	5	€ 700.00	€ 140.00	€ 700.00	€ 700.00	€ 0.00
2.3	Utilities	25%	5	€ 250.00	€ 62.50	€ 312.50	€ 296.24	€ 16.26
2.4	Communication cost **	20%	5	€ 300.00	€ 60.00	€ 300.00	€ 286.97	€ 13.03
2.5	Maintenance	25%	5	€ 120.00	€ 30.00	€ 150.00	€ 36.30	€ 113.70
	Sub total					€ 2,312.50	€ 2,169.51	€ 142.99
TOTAL						€ 29,308.50	€ 26,629.05	€ 2,679.45

3.16. UNDP Project (2010-2011)

1	Contractual Services - Individuals	Unit	Cost	Total	Expenses	Balance
1.1	Project Coordinator / Executive Director (25%)	7	€ 500.00	€ 3,500.00	€ 2,500.00	€ 1,000.00
1.2	Financial Officer (25%)	7	€ 375.00	€ 2,625.00	€ 1,875.00	€ 750.00
	Sub Total			€ 6,125.00	€ 4,375.00	€ 1,750.00
2 Travel						
2.1	Transport and interview cost	7	€ 180.00	€ 1,260.00	€ 909.15	€ 350.85
	Sub Total			€ 1,260.00	€ 909.15	€ 350.85
3 Rental & maintenance of Premises						
3.1	Rent (25%)	7	€ 357.00	€ 2,499.00	€ 1,785.00	€ 714.00
3.2	Office Supplies, Utilities, communication	7	€ 300.00	€ 2,100.00	€ 1,322.54	€ 777.46
	Sub Total			€ 4,599.00	€ 3,107.54	€ 1,491.46
4 Training/Seminars/Workshops, etc						
4.1	Senior Researcher	7	€ 1,100.00	€ 7,700.00	€ 5,500.00	€ 2,200.00
4.2	Researcher (3)	21	€ 950.00	€ 19,950.00	€ 14,254.50	€ 5,695.50
	Sub Total			€ 27,650.00	€ 19,754.50	€ 7,895.50
5 Contracts (Audit)						
5.1	Translation of the study	2	€ 600.00	€ 1,200.00	0	€ 1,200.00
5.2	Printing cost	1	€ 2,000.00	€ 2,000.00	0	€ 2,000.00
5.3	Editing cost	1	€ 500.00	€ 500.00	0	€ 500.00
	Sub Total			€ 3,700.00	€ 0.00	€ 3,700.00
7	Other (Specify)					

7.1	Pension fee of 5% from Organization	7	€ 140.26	€ 981.80	€ 709.50	€ 272.30
8	Miscellaneous (KIPRED Fee)	1	€ 4,500.00	€ 4,500.00	€ 1,500.00	€ 3,000.00
			TOTAL	€ 48,815.80	€ 30,355.69	€ 18,460.11