

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

**FOR THE PERIOD ending December 31, 2011**

**KIPRED**

**KOSOVAR INSTITUTE FOR POLICY  
RESEARCH AND DEVELOPMENT**

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## Management's Responsibility for Financial Statements

The accompanying financial statements of Kosovar Institute for Policy Research and Development are the responsibility of management and have been approved by the Board of Directors. The financial statements have been prepared by management in accordance with Kosovo Financial Reporting Standards principles. When alternative accounting methods exist, management has selected those it deems to be most appropriate in the circumstances. The financial statements include estimates based on the experience and judgment of management in order to ensure that the financial statements are presented fairly, in all material respects. Financial information presented elsewhere in the annual report is consistent with that in the financial statements.

The management of the KIPRED developed and continues to maintain systems of internal accounting controls and management practices designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Organization's assets are appropriately accounted for and adequately safeguarded. The Board of Directors exercises its responsibilities for ensuring that management fulfills its responsibilities for financial reporting and internal control. There are, however, inherent limitations that should be recognized in considering the assurances provided by the internal control structure. The internal control process also includes management's communication to employees of policies, which govern ethical business conduct.

**BU and Partners**, Independent Auditors, have been engaged to audit these costs statement in accordance with International Standards on Auditing.

**Director**

## Independent Auditors' Report

To the Management of Kosovar Institute for Policy Research and Development

We have audited the accompanying costs statement of Kosovar Institute for Policy Research and Development as at 31 December 2011, and a summary of significant accounting policies and other explanatory notes, included on pages 4 to 9. We have audited the financial statements and supplementary financial data of Kosovar Institute for Policy Research and Development for the period of 1 January 2011 until 31 December 2011 expressed in EUR. These financial statements and supplementary financial data are the responsibility of the project's management. Our responsibility is to express an opinion on the aforementioned financial information based on our audit.

### *Management's responsibility for the costs statement*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Financial Reporting Requirements in Kosovo. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of costs statement that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### *Auditor's responsibility*

Our responsibility is to express an opinion on these costs statement based on our audit. We conducted our audit in accordance with the International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the costs statement is free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the costs statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the costs statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the costs statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the costs statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Basis for disclaimer of opinion:*

1. As disclosed in Notes to the financial statements, wages and salaries expense category cannot be confirmed if compliant with KIPRED Internal Policy Regulations and Board Decisions. For the period of April 1 to October 31, KIPRED Board and Management did not set the responsible authority over for establishing wages and salaries for the staff and the executive director. As such, we cannot confirm if the Executive Decision No. 2011/02 is in compliance with the Statute and Board Rulings, and the compensations made hereafter.



2. Compensations paid in the name of salaries were not in compliance with Employees Contractual Agreement of April 1, 2011. Employee Contractual Agreement requires valid supplementary agreement for any additional compensation as stated in Paragraph **Salary**.
3. We are not able to form an opinion on the funds used for compensation of staff from the donor source funds. These payments were supplementary to the salaries of KIPRED and we were not offered any agreement with donors for supplementary payments of KIPRED staff using these funds.

*Opinion*

Because of the significance of the matters as discussed in the Basis for disclaimer of opinion paragraphs, we do not express an opinion on the financial statements of the for the financial year ended 31 December 2011.



**BU and Partners,**

Pristina,  
January 2012

## Income Statement

		<i>In Euro</i>
<b>Income</b>	<i>Notes</i>	
Grants for Projects	1	351,694.74
<b>Total Income</b>		<hr/> <b>351,694.74</b>
<b>Expenses</b>		
Program Expenses	2	361,276.61
General Administration		26,993.52
Bank Charges	3	257.41
<b>Total Expenses</b>		<hr/> <b>388,527.54</b>
<b>Net Profit/Loss</b>		<hr/> <b>(36,832.8)</b> <hr/>

KOSOVAR INSTITUTE FOR POLICY RESEARCH AND DEVELOPMENT  
Balance Sheet

		<i>In Euro</i>
<b>Assets</b>		
Current Assets		
Cash on hand		402.74
Cash on bank		16,701.96
Accounts		-
Other current assets		-
<b>Total Current Assets</b>		<b>17,104.71</b>
Fixed Assets		
Investments	6	
<b>Total Fixed Assets</b>		
<b>Total Assets</b>		<b>17,104.71</b>
<b>Liabilities and Equity</b>		
Accounts payable	7	-
Payroll liabilities		-
Deferred revenues	6	-
<b>Total Liabilities</b>		-
Equity		
Retained Earnings		-
Opening Equity		53,937.51
Net Profit/Loss		<b>(36,832.80)</b>
<b>Total Equity</b>		-
<b>Total Liabilities and Equity</b>		<b>17,104.71</b>

## **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, DFID, British Embassy, FES, RBF, UNDP, KFOS 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.



## Notes

### 1. Grants for Projects

Jan- May	FV 2010 - 2011	19,092.33
24-Feb-11	KFOS	3,700.00
Jan- Dec	DFID	99,279.43
14-Jan-11	Pres Noww Election	5,978.00
24-May-11	British Embassy Grant	44,988.00
13-Dec-11	British Embassy Grant	23,286.00
26-Sep-11	SIDA	21,912.86
11-Jul-11	DFA	10,508.18
21-Jun-11	DFID Conference	10,759.47
28-Aug-11	FPU	19,295.00
April- June	OPIC - FES	900.00
October	FES PfP	1,126.15
14-Jul-11	RBF Energy	20,984.60
5-May-11	UNDP	10,992.62
29-Sep-11	FES Debatet	1,885.60
29-Apr-11	FES Election	4,650.00
8-Nov-11	Global Found	3,599.45
Jan- Dec	Office	34,624.37
6-Sep-11	KFOS	3,700.00
22-Jul-11	Future Voters 2011	1,483.78
28-Jul-11	Future Voters 2011	2,011.81
30-Sep-11	Future Voters 2011	2,049.11
30-Nov-11	Future Voters 2011	2,181.73
7-Dec-11	Future Voters 2011	1,676.25
30-Dec-11	Accruals Audit cost RBF	250.00
31-Dec-11	Accruals Audit cost PAC	780.00

### 2. Projects

#### 2.1. British Embassy/Elections

Receipt of international MT	44,988.00
Receipt of international MT	23,286.00
Expenses	48,256.96
Balance	<b>20,017.04</b>

	Expenses	Balance
Staff and administration (including project manager, rent and utilities)	Euro	Euro
Project Manager / Executive Director	6,295.76	4,501.36
Utilities (Cleaner, Electricity and office supply)	1,945.93	753.35



Editing cost of the papers in three languages	0.00	-1,294.80
Translation cost 2 languages 30 page 30x2x12	0.00	-821.70
Printing the publication in hard copy (100 Albanian, 50 English, 50 Serbian)	0.00	-664.00
Transport and interview cost	362.71	-608.39
Round table and press conference (Rent hall and conference materials)	0.00	-539.50
Sub Total	<b>3,819.41</b>	<b>-16,009.29</b>
Media Appearance	<b>0.00</b>	
Informal meetings with stakeholders	<b>469.91</b>	<b>725.29</b>
Sub Total	<b>469.91</b>	
Office supply (tonner for printer, white papers, etc)	218.45	-267.10
Utilities	24.26	-461.29
Communication cost (internet, land line telephone and cell phone)	259.19	-711.91
Rent (30%)	0.00	-2,913.30
Sub Total	<b>501.90</b>	<b>-4,353.60</b>
KIPRED fee for unexpected costs	0.00	-1,660.00
Sub Total	0.00	<b>-1,660.00</b>
	<b>7,071.22</b>	<b>-27,788.78</b>

### 2.3 ESSEX

Receipt of international MT	€ 10,759.47
Expenses	€ 10,769.97
Balance	<b>-€ 10.50</b>

BUDGETARY LINE	DESCRIPTION	COST	Expenses	Balance
<b>Staff costs</b>				
1. Rapporteurs	8 Essex students X 50 Euros <i>(moderate sessions, take notes, compile summary report for each session, edit reports)</i>			
	1 Professor x 400 Euros <i>(provide professional assistance to the students)</i>	800.00	820.00	(20.00)
2. Assistants/organization aspects	15 days x 50 Euros <i>Staff involved in arranging the conference material package, conference room, coffee breaks, and other activities.</i>	750.00	751.50	(1.50)
<b>Operational costs</b>				
3. Venue for conference	Conference will be organized at the University of Prishtina premises and no costs will be associated.	-	-	-
4. Lunches during the conference	Option 1: 50 participants x 15 Euros x 2 days. Option 2: 75 participants x 10 Euros x	1,500.00	1,516.50	(16.50)



	2 days.			
5. Water/tea/coffee breaks	50 participants x 3 Euros x 2 days 100 participants x 10 Euros	300.00	149.72	150.28
6. Buffet dinner		1,000.00	1,001.50	(1.50)
7. Office supplies and conference materials	50 participants x 4 Euros <i>Notebooks, pencils, folders.</i> 1 x 50 Euros	200.00	231.09	(31.09)
8. Local experts' transport	<i>To cover cab and other expenses related to traveling of experts.</i> 3 experts x 120 Euros	50.00	31.46	18.54
9. Terminal expenses	<i>For experts who will be coming from abroad in order to cover their ground transportation from the Airport or other place to the hotel and their return.</i> 120 Euros per day x 18	360.00		360.00
10. Accommodation and subsistence for experts	<i>A fee that will be paid to cover the accommodation and other expenses for experts who will participate and contribute to the conference.</i> 60 pages x 12 Euros	2,160.00	414.00	1,746.00
11. Translation of prograppe and selected materials	<i>Translation of documents and materials related to the conference [English, Albanian, and Serbian].</i> 4 translators x 2 days x 150 Euros	720.00	721.50	(1.50)
12. Simultaneous interpretation	<i>During the conference there will be translation available in three languages Albanian, Serbian, and English.</i> 2 days x 300 Euros	1,200.00	1,201.50	(1.50)
13. Interpretation equipments	<i>A system that will support simultaneous translation into three languages. A number of microphones for panel experts, a wireless microphone, and headsets for participants.</i> 1 banner x 150 Euros	600.00	461.50	138.50
14. Conference banner	<i>Involves visual design of the banner, preparation for print, and printing.</i> 2 days x 150 Euros	150.00	168.20	(18.20)
15. Conference photographer	<i>A professional photographer will cover the entire event.</i>	300.00	301.50	(1.50)
<b>Other costs</b>				
16. KIPRED Fee	1 KIPRED Fee x 3,000 Euros <i>Preparation and publication of a post-conference report, administer the fund and report to donor, manage media relations, and perform other tasks for this conference.</i>	3,000.00	3,000.00	-
	<b>TOTAL</b>	<b>13,090.00</b>	<b>10,769.97</b>	<b>2,320.03</b>

## 2.4 EWPPP

Remain found from 2010	701.96
Expenses	701.70
Balance	0.26



Item description	Payment
Travel Cost From Prishtina Airport to Prishtina for expert	15.00
Dinner with EWPPP expert with KIPRED Staff	52.40
Lunch after the meeting with MP's	15.50
Local Travel / Taxi from hotel to the Assembly	6.50
Travel Cost / Gas for the KIPRED Staff to drive the Ewppp expert to Airport	20.00
Lunch with EWPPP expert before leaving and setting the draft agenda	37.50
Dinner EWPPP expert with Local Coordinator and other stakeholders	64.00
Hotel Payment for EWPPP Expert	160.00
Bank Charges	1.50
Dinner with Chairperson of the Committee for Budget and Finance to arrange the Workshop	45.60
Dinner with MP's and ambassador Bosch with EWPPP	282.20
Bank Charges	1.50
<b>TOTAL</b>	<b>701.70</b>

## 2.5 FES DEBATES

Project coordinator - Krenar Gashi	Coordinates the workload and staff between FES-ATRC-KIPRED and the Committee. Monitors expenditures as well as the report writer.	450.00	449.40 €
Moderator of the Debate - Adem Gashi	Moderates the debates between citizens and participants ensuring the extraction of key information needed for the purpose of the project.	75.00	523.95 €
Reporter of the debate - Shkamb Qavdarbasha	The reporter takes notes during the debates, records and transcribes the outcomes, ideas and proposals and works with the Report Writer for the final report.	50.00	348.60 €
Rreport Writer - Betim Musliu	Gathers and analyzes the debate data as well as recordings/transcriptsweighing and balancing opinions and writing a final report crucial to this project's objectives.	350.00	349.65 €
Transport cost	The transport cost is used to cover the travel from Prishtina to the debate locations for the people involved in the project.	0.20	124.00 €
Lunch cost	Lunch costs for field work for the Kipred team and members of the committee.	68.00	0.00 €

Communication Cost	Cell phone cost for the KIPRED team that will be involved in field work with the need for mobile communications.	30.00	90.00 €
		Pre Total	1,885.60 €

## 2.6 FPU

Receipt of international MT		19,295.00
Bank Changes		38.59
Bank Account maintenance fee		6.00
Expenses		19,379.26
<b>Balance</b>		<b>-128.85</b>

	Expenses	Balance
Executive Director / Project Manager (part-time)	3,899.88	0.12
Financial and Operational Director / Project and Finance Coordinator (part-time)	2,400.12	-0.12
Sub Total	<b>6,300.00</b>	<b>0.00</b>
Research cost (including researchers, research assistants and research-related expenses, as needed)	8,520.96	1,679.04
Technical expenses (including DVD recording of TV programme, data entry and other technical expenses)	2,000.00	0.00
Editing two reports and one strategy	1,200.00	0.00
Translating two reports and one strategy	348.00	702.00
Representation and Interview cost	565.90	34.10
Sub Total	<b>12,634.86</b>	<b>2,415.14</b>
Office supply (tonner for printer, white papers, etc)	309.40	-9.40
Equipment (partial contribution for a tape recorder and a digital camera)	0.00	400.00
Communication cost ( internet, land line telephone and cell phone)	135.00	765.00
Rent (20%)	0.00	1,200.00
Sub Total	<b>444.40</b>	<b>2,355.60</b>
	<b>Total</b>	<b>19,379.26</b>
		<b>4,770.74</b>

## 2.7 Future Voters

Balance from Previous year, 2010	720.13
Receipt of international MT	14,038.64
Chashing the cheque	5,053.69
Expenses	19,766.12
<b>Balance</b>	<b>46.34</b>

	<b>Total</b>	<b>Expenses</b>
Project coordinator	3,600.00	3,635.44
Assistant to Chief of Party/Translator	5,400.00	5,455.80
Utilities	675.00	307.19
Communication cost	450.00	429.64
Transport Cost	450.00	740.40
<b>Sub total</b>		
Travel (KIPRED trips to U.S. (Phoenix and DC))	0.00	0.00
<b>Sub total</b>		
Communication cost during Election Day	600.00	362.04
Bank Fee	112.50	116.96
Transport Cost During Election Day	600.00	159.50
Printing FV Manual and Questionnaires (charges for ink and printer maintenance)	750.00	559.80
Prizes for high performing schools	3,000.00	2,990.03
Prizes for Students essay contest ( printing in had copies, and translation)	2,625.00	2,107.82
Printing FV Manual in Hard Copy	3,093.75	2,901.50
	<b>21,356.25</b>	<b>19,766.12</b>

## 2.8 Future Voters July – December

Balance 1 July, 2011	46.34	66.45
Receipt of international MT	1,483.78	2,150.00
Receipt of international MT	2,011.81	2,945.29
Receipt of international MT	2,049.11	2,813.43
Receipt of international MT	2,181.73	2,269.64
Receipt of international MT	1,676.25	2,181.73
Expenses	10,894.13	15,265.24
Balance	<b>-1,445.11</b>	<b>-2,838.70</b>

	<b>Total</b>	<b>Expenses</b>
KIPRED Project coordinator (part time)	2,448.00	1,682.00
Eremire Berisha, Project Coordinator (full time)	1,632.00	1,648.52
Eremire Berisha, Project Coordinator (full time)	4,080.00	4,386.56
Utilities and KIPRED office supplies	816.00	432.05
Communication cost	1,020.00	336.00
Transport Cost	1,020.00	673.34
Representation (Meeting cost with municipalities officials and other stakeholders)	1,224.00	575.66
Bank Fee	204.00	75.00
KIPRED rent office	1,224.00	1,085.00



## 2.9 Global Fund

Grant	3,599.45
Bank Charges	15.00
	<b>Expenses</b>
Airplane ticket Nezir Sinani PRN_IST_JNB/RT	1,113.50
Airplane ticket Nezir Sinani JBN_DUB/RT	282.86
Advance payment for Accomodation and other cost in South Afrika	2,187.50
Changing Airplane ticket - Nezir Sinani	100.00
<b>Total Expenses</b>	<b>€ 3,683.86</b>
Balance	-€ 99.41

## 2.10 KFOS

Receipt of international MT	3,700.00
Receipt of international MT	3,700.00
Expenses	7,390.88
Balance	<b>9.12</b>

	<b>Total</b>	<b>Expenses</b>
<i>Administrative cost</i>		
Research	2,400.00	2,400.32
Research/ part time	600.00	598.48
Research assistant	2,500.00	2,502.04
Transport and interview	300.00	304.20
Editing	600.00	599.56
Administration	1,000.00	986.28
<b>TOTAL</b>	<b>7,400.00</b>	<b>7,390.88</b>

## 2.11 OPIC/FES

Receipt of international MT	500.00
Receipt of international MT	400.00
Bank Changes	2.00
Expenses	800.00
Balance	<b>98.00</b>

	<b>Total</b>	<b>Expenses</b>
<i>Administrative cost</i>		
Preparation of the training	150.00	150.00
Training fee	600.00	550.00
Transport Cost	200.00	100.00
<b>TOTAL</b>	<b>950.00</b>	<b>800.00</b>

## 2.12 PFP Conference

Receipt of international MT	1,126.15
Expenses	1,137.65
Balance	-11.50

<b>Descriptions</b>	<b>Expenses</b>
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Printing material for Conference	54.75
Rental sound system for conference reseptions	101.50
Conference materials (Folders, plastick name holders, notebooks etc)	231.00
Dinner for the participants on the conference with PFP	600.00
Phone Credits/Phone Cost	60.00
Phone Credits/Phone Cost	70.00
Local Travel / Taxi	20.40
<b>TOTAL</b>	<b>1,137.65</b>

## 2.13 RBF – Strengthening Rule of Law

### Personnel

Excecutive Director	11,833.64
Financial Manager (Part-time)	2,690.80
	<b>Subtotal 14,524.44</b>

### Other than Personnel

Director of Special Research - Project Coordinator	17,212.22
Researcher (part-time)	5,378.44
Junior Researcher - full time	5,378.44
Translation of the study in Albanian (English)	265.50
Transport and interview cost	808.12
Memberships in international think -tank organization	
Office supply(tonner for printer, etc)	538.21
Utilities	261.01
Communication cost	899.03
Rent (30%)	4,297.00
International Advocacy - lump sum (visit to USA and EU)	2,454.95
Audit cost	250.00
Bank Charges ( international transfers and bank sub account maintenance)	118.50
	<b>Subtotal 37,861.42</b>
	<b>Subtotal, Personnel &amp; Other 52,385.86</b>

### Indirect Costs (Overhead)

**GRAND TOTAL 52,385.86**

## 2.14 RBF Energy

Receipt of international MT	20,984.60
Bank international transfer Charges	41.97
<b>Expenses</b>	<b>31,764.61</b>
<b>Balance</b>	<b>-10,821.98</b>

**Total**

**Expenses**

	Euro	Euro
Executive Director (part- time )	4,000.00	3,000.00
Financial Director (Part-time)	3,200.00	2,400.00
Sub Total	<b>7,200.00</b>	<b>5,400.00</b>
Project coordinator / Part time for the first three months	2,700.00	2,704.08
Project Coordinator / Senior Researcher and Analyst, full time	9,000.00	7,204.80
Research Cost (covering researchers and research assistants)	4,000.00	3,000.00
Translation Cost (including translation of the studies and simultaneous translation)	600.00	682.00
Transportation	800.00	569.75
Representation	1,200.00	1,033.56
Subscription in regional and international publications	800.00	0.00
Interns (covering living cost)	4,000.00	3,601.00
Meetings, including cost for civil society group meetings and international travel	4,000.00	2,470.01
Sub Total	<b>27,100.00</b>	<b>21,265.20</b>
Office supply and utilities	1,200.00	228.00
Communication (including landline and cell phones)	1,200.00	421.98
Purchase of Information Technology Equipment	1,800.00	1,789.43
Rent (30%)	3,040.00	2,660.00
Sub Total	<b>7,240.00</b>	<b>5,099.41</b>
Audit cost	400.00	0.00
Sub Total	<b>400.00</b>	0.00
	<b>41,940.00</b>	<b>31,764.61</b>

## 2.15 SIDA

Receipt of international MT		
Bank Changes		21,912.86
Expenses		43.83
<b>Balance</b>		17,753.49
		<b>4,115.54</b>

	Total	Expenses
Executive Director (part- time)	2,400.00	800.00
Financial Manger (part-time)	1,800.00	600.00
Sub Total	<b>4,200.00</b>	<b>1,400.00</b>
Senior researcher/Project Coordinator	5,595.00	5,595.00
Researcher (part-time)	3,198.00	3,195.00
Researcher Assistant / Project Assistant	2,805.00	2,803.50
Editing cost	1,000.00	1,000.00
Translation cost two laanguage	900.00	864.00
Field Interlocutors	2,000.00	1,817.56
Transport and interview cost	600.00	547.65
Sub Total	<b>16,098.00</b>	<b>15,822.71</b>
Office supply (tonner for printer, etc)	279.99	235.31
Utilities	159.99	50.00
Communication cost	279.99	245.47
Rent (20%)	801.00	0.00
Sub Total	<b>1,520.97</b>	<b>530.78</b>
	<b>21,818.97</b>	<b>17,753.49</b>

## 2.16 UNDP

Receipt of international MT	24,709.00
Bank Changes	1.00
Receipt of international MT	13,104.50
Bank Changes	1.00
Receipt of international MT	10,992.62
Bank Changes	1.00
Expenses	48,809.12
Balance	-6.00

### Contractual Services - Individuals

Project Coordinator / Executive Director (25%)	1,000.00
Financial Officer (25%)	749.72

**Sub Total 1,749.72**

### Travel

Transport and interview cost	356.67
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**Sub Total 356.67**

### Rental & maintenance of Premises

Rent (25%)	714.00
Office Supplies, Utilities, communication	776.54

**Sub Total 1,490.54**

### Training/Seminars/Workshops, etc

Senior Researcher	2,200.00
Researcher (3)	5,703.00

**Sub Total 7,903.00**

### Contracts (Audit)

Translation of the study	1,165.50
Printing cost	2,001.50
Editing cost	501.50

**Sub Total 3,668.50**

### Other (Specify)

Pension fee of 5% from Organization	285.00
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<b>Miscellaneous (KIPRED Fee)</b>	<b>3,000.00</b>
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**TOTAL 18,453.43**



2.17 DFID PAC

	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>SALARIES AND BENEFITS</b>													
Project Coordinator/Researcher	1,290.00	1,462.90	1,497.93	1,471.43	1,473.99	1,475.70	1,491.95	1,487.67	1,490.24	1,522.73	1,522.73	1,522.73	17,710.00
Financial Officer	154.80	172.71	176.99	173.57	173.57	133.59	206.00	205.00	202.00	182.80	182.80	215.99	2,179.82
<b>OFFICE EXPENSES</b>													
Rent	387.00	505.00	517.00	513.00	509.04	507.30	515.00	514.00	524.00	526.00	524.00	524.00	6,065.34
Utilities	81.80	33.35	31.84	21.69	12.93		22.09	29.66	29.02	30.00	30.55	32.53	355.46
Office Supplies and Maintenance	61.65	60.00	41.59	58.20	59.50	69.27	65.20	54.70	66.83	68.35	42.55	65.06	712.90
Communications	68.76	43.53	52.56	52.05	41.24	60.82	18.00	78.63	59.74	54.30	28.00	61.77	619.40
Local Travel	29.70	34.70	33.19	30.55	34.90	34.20	34.90	32.45	34.25	32.95	29.55	35.92	397.26
<b>PROJECT ACTIVITIES</b>													
Report paper			72.00										72.00
Public debate													
Senior Researcher	387.00	431.90	442.04	434.34	435.20	436.05	441.18	439.47	440.33	449.73			4,337.24
Researcher 1	1,032.00	1,153.00	1,202.10	1,181.58	1,183.29	1,162.80	1,175.63	1,171.35	1,182.47	1,200.42	1,200.42	1,439.99	14,285.05
Researcher 2	1,032.00	1,174.74	1,179.90	1,159.38	1,161.09	1,185.00	1,197.83	1,193.55	1,196.97	1,222.62	1,222.62	1,439.99	14,365.69
International Consultant								11,756.16	2,865.97			8,170.41	22,792.54
<b>OTHER</b>													
Audit					400.00							780.61	1,180.61
Employer pension contribution (5%)	194.79	254.50	260.50	518.80	256.40	256.15	259.60	258.60	259.95	265.00	238.68	244.79	3,267.76
Overhead (KIPRED fee) 5%	258.00	337.00	345.00	342.00	339.40	339.00	344.00	343.00	350.00	348.00	350.00	359.99	4,055.39
<b>Total</b>	<b>4,977.50</b>	<b>5,662.63</b>	<b>5,852.64</b>	<b>5,956.59</b>	<b>6,080.55</b>	<b>5,659.88</b>	<b>5,771.38</b>	<b>17,564.24</b>	<b>8,701.77</b>	<b>5,902.90</b>	<b>5,371.90</b>	<b>14,893.78</b>	<b>92,395.76</b>