

# OPINION OF THE GOVERNING BOARD ON THE ETF'S ANNUAL ACCOUNTS RELATING TO OPERATIONS UNDER THE 2013 BUDGET

The Governing Board takes note of the draft annual accounts relating to operations under the 2013 budget of the ETF. On the basis of:

- the statement of assurance in the Court of Auditors' Preliminary observations with a view to a report on the annual accounts of the ETF for the financial year 2013 received on 19 May 2014
- the Director's statutory declaration of assurance included in the 2013 Annual Activity Report;
- the detailed information on the ETF's achievements, management supervision and control and the functioning of the ETF internal control standards contained in the 2013 Annual Activity Report presented to the Board for adoption during this meeting on 6 June 2014;
- the certification of the annual accounts by the ETF Accounting Officer;
- the information provided by the Accounting Officer and the Director of ETF during this Governing Board meeting on 6 June 2014;

The Board has obtained reasonable assurance that the annual accounts for the year ending 31 December 2013 are reliable and that the underlying transactions as a whole are legal and regular.

On the basis of the above, the Board gives a positive opinion on the annual accounts for the 2013 budget year.

The Board looks forward to the report and observations of the Budgetary Authority at the end of the discharge procedure. The Board requests the Director of the European Training Foundation to take into account the observations and remarks with a view to further consolidating the ETF's accountability, effectiveness and efficiency in subsequent years.

The Board invites the ETF to forward the accounts to the Commission's Accounting Officer, the Court of Auditors, the European Parliament and the Council by 1 July 2014 as required under the ETF's founding Regulation and Financial Regulation.

Date 06/06/2014



Jan Truszczyński  
Chair of the ETF Governing Board



## **ANNUAL ACCOUNTS**

European Training Foundation 2013 annual accounts  
accompanied by the 2013 report on budgetary and financial  
management.

European Training Foundation  
Viale Settimio Severo 65  
I 10133 Torino - Italy

The ETF is one of the EU agencies. Its mission is to help transition and developing countries to harness the potential of their human capital through the reform of education, training and labour market systems in the context of the EU's external relations policy

Villa Gualino  
Viale Settimio Severo 65  
I - 10133 Torino - Italy

E-mail: [info@etf.europa.eu](mailto:info@etf.europa.eu)  
Homepage: [www.etf.europa.eu](http://www.etf.europa.eu)  
T: +39.011.630.2222  
F: +39.011.630.2200

*This report has been prepared by:*  
Martine Smit – Accounting Officer  
Josefina Burgos Mateu – Assistant Accounting Officer

# TABLE OF CONTENTS

---

<b>Glossary</b>	4
<b>I. Introduction</b>	5
<b>II. Governing Board and management team</b>	6
<b>III. Financial statements 2013</b>	9
1. Balance sheet	9
2. Economic outturn account	10
3. Statement of changes in net assets	11
4. Statement of cash-flow	12
5. Budget outturn account	13
6. Reconciliation of budget outturn versus economic outturn	14
7. Bank balances	15
8. Contingent assets & liabilities	16
<b>IV. Notes to the financial statements</b>	17
1. Balance sheet	18
2. Economic outturn account	22
3. Statement of changes in net assets	24
4. Statement of cash flow	24
5. Budget outturn account	24
6. Reconciliation budget outturn versus economic outturn	24
7. Contingent assets & liabilities	24
<b>V. Notes on budget execution and financial management</b>	25
1. Introduction	25
2. Utilisation of appropriations	27
i. Appropriations of the current year – ETF subvention	27
ii. Appropriations on re-use of funds received in 2013	32
iii. Appropriations carry forward on re-use of funds 2011 and 2012	33
iv. Appropriations carried forward from 2012 to 2013 – ETF subvention	34
v. Appropriations on earmarked funds	36
<b>VI.ETF Staff establishment plan</b>	37
<b>Annex I: List of Governing Board members</b>	38

## GLOSSARY

---

Accounts payable	An organisation's current payables due within one (1) year. Accounts payable are current liabilities.
Accrual accounting	Accounting methodology that recognizes income when it is earned and expenses when they occur, rather than when they are actually received or paid, as opposed to cash accounting.
Agreements	Agreements are grants or delegation agreements between the European Commission and the ETF for specific tasks to be carried out by ETF
Assets	Assets are items owned by an individual or an organisation, which have commercial or exchange value. Assets may consist of specific property or claims against others.
C1/Current credit appropriations	Current year approved appropriations or funds set aside for current year operations and activities
C4/Internally assigned appropriation	Current year approved appropriations or funds set aside for a specific assigned operations and activities coming from amounts recovered
C5/Internally assigned appropriation – carried forward	Current year approved appropriations or funds set aside for a specific assigned operations and activities from previous years coming from amounts recovered
C8/Carry forward	Appropriations carried forward automatically. Carry forward of appropriations committed but not paid during the previous exercise, also called "Reste à liquider" (RAL) standing for "appropriations remaining to be paid".
R0/Earmarked funds	Funds received from sources other than the European Commission for a specific purpose.
Cash accounting	Accounting methodology based on cash flows, i.e. transactions are recognised when cash is received or paid, as opposed to accrual accounting.
Current asset	The group of assets considered to be liquid in that they can be turned into cash within one (1) year. Balance sheet line items include: cash, accounts receivable and inventory.
Current liability	Current liabilities are liabilities to be paid within one year of the balance sheet date.
Financial statements	Written reports which quantitatively describe the financial health of an organisation. They comprise an economic outturn account (equivalent to a profit and loss statement), a balance sheet, a cash flow statement, a statement of changes in capital and explanatory notes.
Imprest account	Bank accounts and/or cash used for the payment of low value expenses.
Liability	A financial obligation, debt, claim or potential loss.
RAL	"Reste à liquider", standing for "appropriations remaining to be paid".

## I. INTRODUCTION

---

### ***Basis for preparation***

The purpose of the financial statements is to provide information about the financial position, performance and cash flows of the European Training Foundation (hereinafter the ETF) that is useful to a wide range of readers.

The financial statements, which follow, have been prepared according to the accounting rules adopted by the European Commission's (hereinafter the EC) accounting officer, following the principles of accrual based accountancy where the economic outturn, balance and cash flow are concerned. For further information on accounting rules and principles refer to Section IV, *Notes to the financial statements*. The budget execution is prepared on the basis of modified cash accounting.

The accounting policies have been applied consistently throughout the period.

### ***Reporting entity***

These financial statements are for the ETF, an agency of the European Union established by the European Council Regulation 1360/90 of 7 May 1990.

In 2008, the revised ETF financial regulation was proposed to the Board for adoption (No 1339/2008) and came into force on 10 January 2009.

The ETF receives an annual subsidy (subvention) from the operational budget of the EU and can also receive contributions from other public and private organisations as well as from governments. The ETF is entrusted with the management of other funds by the EC, for the implementation of the following two actions:

- Governance for Employability in the Mediterranean
- FRAME: Skills for the future in the Balkan region.

The ETF helps transition and developing countries to harness the potential of their human capital through the reform of education, training and labour market systems in the context of the EU's external relations policy.

## II. GOVERNING BOARD AND MANAGEMENT TEAM

---

### ***The Governing Board***

The ETF is governed by a Board comprising one representative from each of the EU Member States, three representatives of the Commission as well as three non-voting experts appointed by the European Parliament. In addition, three representatives of the partner countries may attend meetings of the Governing Board as observers. The meetings are chaired by a representative from DG Education and Culture.

The Governing Board convened twice in 2013. The Board is responsible for adopting the annual Work Programme of the ETF and its budget, which becomes final following final adoption of the general budget of the European Union.

#### ▪ **Meeting held on 14 June 2013 (Turin)**

##### ***Annual activity report 2012***

The AAR contains a detailed description of the corporate outputs achieved in 2012 with annexes outlining expenditure by theme, region and country. In particular, the Activity Based Budget tables report the use of resources according to the three dimensions of the ETF planning policy (geographical, functional and thematic). The report incorporates details on the specific requests received from the European Commission, both those included in the work programme or requested after its adoption, and the response provided by the ETF.

From a quantitative perspective, 161 corporate outputs were achieved in 2012 (150 in 2011), which is slightly higher than the 157 targeted. Of the original 157 planned, four were deferred for completion in 2013. Overall the level of outputs completed is in line with the final budget received by the ETF and is in line with those proposed in the work programme. The AAR records increases in policy analysis outputs (30 compared to 27 planned, 22 achieved in 2011), in support to the Commission (35 against 31 planned, 31 achieved in 2011) and in dissemination and networking (27 actual, 25 planned, 25 achieved in 2011), at the expense of five fewer in capacity building outputs (69 actual, 74 targeted, 72 achieved in 2011). These changes are explained by an increase in requests from the Commission services (reflecting the diversity of DGs requesting ETF work), the increase in policy analysis in the Torino Process in 2012 (compared with 2011) and the ETF's central role in human capital development (policy analysis and dissemination and networking), as found in the External Evaluation completed in 2012.

The Governing Board adopted the ETF Annual Activity Report 2012 and the Annual Activity Report 2012 Analysis and Assessment

##### ***ETF financial statements***

The financial statements for 2012 were presented. The statements have been audited by the Court of Auditors and an opinion was received on 7<sup>th</sup> May 2013. This statement reported that in all material aspects, the ETF's Annual Accounts fairly represented its financial position as of 31 December 2012, and the results of its operations and its cash flows for the year were in accordance with the provisions of its Financial Regulation. The opinion of the Court is the basis for discharge by the European Parliament. Based on the 2012 Annual Activity Report, the director's statutory declaration of assurance and her expression of confidence in the checks and operations of the ETF, the ETF accounting officer's certification of the annual accounts and the Court of Auditors statement of assurance, the Governing Board was asked to give its opinion on the 2012 Annual Financial Accounts.

The Governing Board adopted a positive opinion on the ETF Annual Financial Statements 2012.

The draft report for the discharge for the financial year 2012 was prepared by the European Parliament on 29 January 2014.

▪ **Meeting held on 22 November 2013 (Turin)**

***Work Programme and budget***

The Governing Board adopted the ETF 2014 Work Programme.

The 2014 draft budget is based on the 2014 provisional draft estimate of revenue and expenditure approved by the Governing Board on 22 November 2012. It is consistent with the amount of the subvention proposed by the European Commission to the Council and Parliament in the context of the 2014 budgetary procedure. The ETF's 2014 draft budget will enter into force once the Budget Authority adopts the General Budget of the European Union.

This 2014 draft budget is based on an overall subvention of €20 143 500 for both commitment and payment appropriations, composed of €20 018 500 contribution from Budget Authority and €125,000 in assigned revenue corresponding to the amount reimbursed by the ETF to the Commission following the execution of the 2012 budget.

The ETF's budget for 2014 is at the same level in nominal terms as its budgets for 2011, 2012 and 2013. This represents a decrease of approximately 6% in real terms with respect to the 2011 budget. For Titles 1 and 2 (staff costs and administrative expenditure), the 2014 budget represents a survival budget, while Title 3 (operational expenditure) is maintained at similar levels to previous years.

The Governing Board adopted the ETF provisional draft estimate of revenue and expenditure and underlying general guidelines for 2015.

In 2013, ETF had 2 amending budgets. Savings on administrative costs, in particular salaries, made it possible to finance priorities placed in reserve owing to a lack of resources, thereby enhancing the ETF's impact and added value.



## **ETF organisational structure and Management Team**

The ETF's organisational structure is made up of the Directorate and departments operating within a specific field of responsibility. Contributing to all ETF operations are the following departments:

- Administration,
- Communication,
- Evidence-based Policy Making,
- Thematic Expertise Development,
- Geographical Operations
- Planning, Monitoring and Evaluation.

The respective heads of department, together with the Deputy Director form the Management Team (MT), which is an advisory function defined in the ETF Rules of Procedures (GB/11/DEC/018 of 22/11/2011) under articles 27 and 28. There were 16 meetings of the MT with the Director in 2012. There were as well 6 other discussions on strategy, performance quality management and 2013 projects. The Head of the Administration Department organised monthly meetings with all managers on resource issues.

The main structure in 2013 was as follows:



### III. Financial Statements 2013 *(All amounts are in Euro)*

#### 1. Balance sheet on 31 December 2013 and 31 December 2012

ASSETS	31/12/2013	31/12/2012	LIABILITIES	31/12/2013	31/12/2012
<b>A. NON CURRENT ASSETS</b>			<b>A. CAPITAL</b>		
<b>Intangible fixed assets</b>			Accumulated surplus/deficit	808,026.97	966,224.36
Occupational right	5,000,000.00	5,000,000.00	Economic result of the year	1,105,650.14	-158,197.39
Software licenses	554,422.03	556,677.86	<b>TOTAL CAPITAL</b>	<b>1,913,677.11</b>	<b>808,026.97</b>
Internally developed software	490,350.35	193,670.35	<b>C. NON CURRENT LIABILITIES</b>		
Depreciation	-3,728,430.79	-3,457,310.41	<b>Provision for risks and liabilities</b>		
<b>Subtotal</b>	<b>2,316,341.59</b>	<b>2,293,037.80</b>	Legal cases	0.00	500,000.00
<b>Tangible fixed assets</b>			<b>TOTAL NON CURRENT LIABILITIES</b>	<b>0.00</b>	<b>500,000.00</b>
Plant & Machinery	4,344.00	4,344.00	<b>D. CURRENT LIABILITIES</b>		
Equipment and furniture	269,164.97	255,869.97	<b>Provisions for risks and charges</b>	<b>0.00</b>	<b>148,734.50</b>
Computer equipment	669,926.09	848,105.92	<b>Accounts payable</b>	<b>9,268,645.38</b>	<b>2,832,628.70</b>
Other fixtures and fittings	198,205.80	166,834.68	Current payables	24,996.88	157,332.17
Depreciation	-861,952.86	-1,107,109.57	Sundry payables	1,761.12	7,157.07
<b>Subtotal</b>	<b>279,688.00</b>	<b>168,045.00</b>	Deferral and accruals	1,980,629.31	2,478,528.42
<b>TOTAL NON CURRENT ASSETS</b>	<b>2,596,029.59</b>	<b>2,461,082.80</b>	Other accounts payable against consolidated EC entities	40,372.07	25,551.25
<b>B. CURRENT ASSETS</b>			Prefinancing received from consolidated EC entities	7,220,886.00	164,059.79
<b>Stocks</b>			<b>TOTAL CURRENT LIABILITIES</b>	<b>9,268,645.38</b>	<b>2,981,363.20</b>
Publications	2,424.37	5,248.93			
<b>Subtotal</b>	<b>2,424.37</b>	<b>5,248.93</b>			
<b>Short-term pre-financing</b>					
Short-term pre-financing	926,212.28	603,384.75			
<b>Subtotal</b>	<b>926,212.28</b>	<b>603,384.75</b>			
<b>Short-term receivables</b>					
Current receivables	2,700.00	4,068.26			
Sundry receivables	10,238.43	29,694.66			
Accrued income	0.00	0.00			
Deferred charges	134,133.05	75,319.32			
Short-term receivables with consolidated entities	0.00	1,653.89			
<b>Subtotal</b>	<b>147,071.48</b>	<b>110,736.13</b>			
<b>Cash and cash equivalents</b>					
Bank accounts	7,508,414.77	1,108,837.56			
Imprest account	2,170.00	100.00			
<b>Subtotal</b>	<b>7,510,584.77</b>	<b>1,108,937.56</b>			
<b>TOTAL CURRENT ASSETS</b>	<b>8,586,292.90</b>	<b>1,828,307.37</b>			
<b>TOTAL</b>	<b>11,182,322.49</b>	<b>4,289,390.17</b>	<b>TOTAL</b>	<b>11,182,322.49</b>	<b>4,289,390.17</b>

## 2. Economic Outturn Account

	2013	2012
Operational revenue	20,560,155.54	20,113,135.31
Operational revenue - EC subsidy	19,945,265.84	20,019,161.34
Operational revenue - miscellaneous	3,332.22	22,411.16
Operational revenue - Italian Ministry of Foreign Affairs	28,054.51	71,562.81
Operational revenue - Awaiting clearance EC	122,058.20	
Operational revenue - Awaiting clearance EC	461,444.77	
<b>TOTAL OPERATIONAL REVENUE</b>	<b>20,560,155.54</b>	<b>20,113,135.31</b>
Administrative expenses	-14,174,533.16	-14,891,841.00
Staff expenses	-12,123,832.12	-12,658,940.73
Fixed asset related expenses	-362,357.46	-292,789.15
Other administrative expenses	-1,688,343.58	-1,940,111.12
Operational expenses	-5,279,090.68	-5,379,365.69
Operational expenses - EC subsidy	-4,667,533.20	-5,256,198.79
Operational expenses - GEMM project	-122,058.20	0.00
Operational expenses - FRAME project	-461,444.77	0.00
Operational expenses - Italian Ministry of Foreign Affairs	-28,054.51	-123,166.90
<b>TOTAL ADMINISTRATIVE AND OPERATIONAL EXPENSES</b>	<b>-19,453,623.84</b>	<b>-20,271,206.69</b>
<b>SURPLUS FROM OPERATIONAL ACTIVITIES</b>	<b>1,106,531.70</b>	<b>-158,071.38</b>
Financial expenses	-881.56	-126.01
<b>DEFICIT FROM NON OPERATIONAL ACTIVITIES</b>	<b>-881.56</b>	<b>-126.01</b>
<b>SURPLUS FROM ORDINARY ACTIVITIES</b>	<b>1,105,650.14</b>	<b>-158,197.39</b>
<b>SURPLUS/(DEFICIT) FROM EXTRAORDINARY ITEMS</b>	<b>0.00</b>	<b>0.00</b>
<b>ECONOMIC RESULT OF THE YEAR</b>	<b>1,105,650.14</b>	<b>-158,197.39</b>

### 3. Statement of Changes in Net assets

Capital	Accumulated Surplus / Deficit	Economic result of the year	Capital (total)
<b>Balance as of 31 December 2012</b>	<b>966,224.36</b>	<b>-158,197.39</b>	<b>808,026.97</b>
Changes in accounting policies	<b>0.00</b>		<b>0.00</b>
Other revaluations	0.00		0.00
Reclassifications	0.00		0.00
Allocation of the economic result 2012	158,197.39	-158,197.39	0.00
Economic result of the year 2013		1,105,650.14	1,105,650.14
<b>Balance as of 31 December 2013</b>	<b>1,124,421.75</b>	<b>789,255.36</b>	<b>1,913,677.11</b>

Note: ETF holds no reserves

#### 4. Statement of cash-flow

<b>Cash flows from operating activities</b>	<b>2013</b>	<b>2012</b>
<b>Surplus from operating activities</b>	<b>1,105,650.14</b>	<b>-158,197.39</b>
<u>Adjustments</u>		
Depreciation (intangible fixed assets)	271,924.19	223,511.66
Depreciation (tangible fixed assets)	88,420.16	57,352.47
Decrease in Provisions for risks and liabilities	-500,000.00	0.00
Provisions for risks and liabilities related to staff	-148,734.50	132,000.00
Decrease in stock	2,824.56	11,925.02
Increase in short term pre-financing	-322,827.53	215,827.74
Increase in short term receivables	330,339.88	-42,262.70
Increase in receivables related to consolidated EC entities	1,653.89	-1,239.99
Decrease in accounts payable	-1,003,959.47	-57,662.76
Increase in liabilities related to consolidated EC entities	7,071,647.03	-531,160.91
Loss on sale of property, plant and equipment		
<b>Net cash flow from operating activities</b>	<b>6,896,938.35</b>	<b>-149,906.86</b>
<b>Cash flows from investing activities</b>		
Purchase of tangible and intangible fixed assets	-495,291.14	-198,632.47
Proceeds from tangible and intangible fixed assets (+)		-3,799.45
<b>Net cash flow from investing activities</b>	<b>-495,291.14</b>	<b>-202,431.92</b>
Net decrease in cash and cash equivalents	6,401,647.21	-352,338.78
<b>Cash and cash equivalents at the beginning of the period</b>	<b>1,108,937.56</b>	<b>1,461,276.34</b>
<b>Cash and cash equivalents at the end of the period</b>	<b>7,510,584.77</b>	<b>1,108,937.56</b>

As far as operating activities are concerned, the ETF holds no provision for receivables, pre-financing and extraordinary items. However, the ETF holds a provision for long term liabilities.

As far as investing activities are concerned the ETF had no revenue related to proceeds from fixed assets, financial activities or reclassification.

The ETF has no employee benefits, however, holidays not taken are registered under other payables.

## 5. Budget outturn account

	31/12/2013	31/12/2012
<b>Revenue</b>		
EC subsidy	20,143,500.00	20,144,530.00
Other subsidy from Commission	1,844,521.60	
Other donors - Italian Ministry of Foreign Affairs	1,081.20	2,805.14
Miscellaneous revenue	14,946.19	26,149.42
<b>Total revenue (a)</b>	<b>22,004,048.99</b>	<b>20,173,484.56</b>
<b>Expenditure</b>		
<i>Staff - Title I of the budget</i>		
Payments	-12,870,482.75	-12,751,781.42
Appropriations carried forward	-283,524.68	-313,053.94
<i>Administration - Title II of the budget</i>		
Payments	-1,291,444.09	-1,024,329.12
Appropriations carried forward	-527,963.06	-598,018.22
<i>Operating activities - Title III of the budget</i>		
Payments	-5,132,475.14	-5,540,619.44
Appropriations carried forward	-3,419.81	-1,386.75
<i>EC - GEMM project - Title IV</i>		
Payments	-122,058.20	0.00
Appropriations received - not paid in 2013	-472,663.40	0.00
<i>EC - FRAME project - Title IV</i>		
Payments	-461,444.77	0.00
Appropriations received - not paid in 2013	-788,355.23	0.00
<i>Italian Ministry of Foreign Affairs - Title IV</i>		
Payments	-28,469.15	-83,753.71
Appropriations received - not paid in 2013	-24,682.22	-52,070.17
<i>EC - MEDA-ETE convention - Title V</i>		
Payments	0.00	-248,467.46
Appropriations received - not paid in 2012	0.00	0.00
<b>Total expenditure (b)</b>	<b>-22,006,982.50</b>	<b>-20,613,480.23</b>
<b>Outturn for the financial year (a-b)</b>	<b>-2,933.51</b>	<b>-439,995.67</b>
<b>Appropriations carried over and cancelled</b>	<b>125,795.46</b>	<b>105,457.23</b>
<b>Adjustment for carry forward from the previous year of appropriations available on 31 December arising from assigned revenue</b>	<b>75,354.86</b>	<b>459,895.02</b>
<b>Exchange rate differences</b>	<b>17.35</b>	<b>12.08</b>
<b>Balance of the outturn account for the financial year</b>	<b>198,234.16</b>	<b>125,368.66</b>
<b>Balance carried over from the previous financial year</b>	<b>125,368.66</b>	<b>117,686.58</b>
<b>Reimbursements to EC</b>	<b>-125,368.66</b>	<b>-117,686.58</b>
<b>Total amount to be reimbursed to EC</b>	<b>198,234.16</b>	<b>125,368.66</b>
<b>Commission subsidy (accrued revenue)</b>	<b>20,143,500.00</b>	<b>20,144,530.00</b>
<b>Amount related to 2013 to be reimbursed to EC</b>	<b>198,234.16</b>	<b>125,368.66</b>

## 6. Reconciliation budget outturn versus economic

<b>Economic profit 2013</b>	<b>+/-</b>	<b>1,105,650.14</b>
<b><i>Adjustment for accrual items (items not in the budgetary result but included in the economic result)</i></b>		
Adjustments for Accrual Cut-off (reversal 31.12.N-1)	-	-1,978,547.76
Adjustments for Accrual Cut-off (cut- off 31.12.N )	+	2,165,875.14
Amount from liaison account with Commission booked in the Economic Outturn Account	-	198,234.16
Depreciation of intangible and tangible fixed assets	+	362,357.46
Provisions	+	-648,734.50
Recovery Orders issued in 2013 not cashed	-	2,700.00
Cleared Prefinancing in the year	+	603,220.43
Payments made from carry over of payment appropriations	+	763,378.76
Awaiting clearance EC for expenses 2013 on earmarked funds	+/-	-583,502.97
Exchange rate differences	+/-	17.35
<b><i>Adjustment for budgetary items (item included in the budgetary result but not in the economic result)</i></b>		
Asset acquisitions	-	-493,530.02
New pre-financing paid in the year 2013	-	-926,047.80
Budgetary recovery orders issued and cashed	-	14,946.19
Payment appropriations carried over to 2014	-	-2,097,188.59
Cancellation of unused carried over payment appropriations from previous year	+	125,795.46
Adjustment for carry-over from the previous year from assigned revenue	+	75,354.86
Provisions for untaken leave	-	-21,364.60
Other - Funds ITF 2013	+/-	0.00
Other - pre-financing received other EC		1,844,521.60
Others	+/-	-314,901.15
<b>total</b>		<b>198,234.16</b>
<b>Budgetary result 2013</b>		<b>198,234.16</b>
Delta not explained		0.00

## 7. Bank balances

	31.12.2013	31.12.2012
<b>ETF</b>		
ETF domestic Euro	0.00	0.00
ETF Euro	6,214,508.22	1,055,686.19
ETF Italian Ministry of Foreign Affairs	24,996.88	53,151.37
ETF Imprest account	2,170.00	100.00
	<b>6,241,675.10</b>	<b>1,108,937.56</b>
<b>EC - Agreements</b>		
GEMM	476,177.42	0.00
FRAME	792,732.25	0.00
	<b>1,268,909.67</b>	<b>0.00</b>
<b>Total</b>	<b>7,510,584.77</b>	<b>1,108,937.56</b>

The current agreements between the European Commission and the ETF are GEMM and FRAME. These funds, as well as the funds from the Italian Ministry of Foreign Affairs, are of a multi-annual nature and have no impact on the economic result for the ETF since they are paid to final beneficiaries or reimbursed if they are unspent. The funds will appear in the balance under accounts payable. This also applies to earned interest.



## 8. Contingent assets and liabilities on 31 December 2013 and 31 December 2012

<b>CONTINGENT ASSETS</b>	<b>31/12/2013</b>	<b>31/12/2012</b>
Guarantees received for pre-financing	0.00	6,000.00
<b>TOTAL</b>	<b>0.00</b>	<b>6,000.00</b>

<b>CONTINGENT LIABILITIES</b>	<b>31/12/2013</b>	<b>31/12/2012</b>
RAL - Commitments against appropriations not yet consumed	811,487.74	911,072.16
<b>TOTAL</b>	<b>811,487.74</b>	<b>911,072.16</b>

## IV. NOTES TO THE FINANCIAL STATEMENTS

---

### ***Accounting rules and principles***

The accounting principles adopted are in line with the associated provisions of the Financial Regulation of the ETF, adopted by the Governing Board of the ETF on 10 January 2009 and supplemented by the Implementing Rules adopted on 15 April 2011.

The financial statements are drawn up in accordance with the generally accepted accounting principles specified in the detailed rules for implementing the general Financial Regulation, namely:

- (a) going concern basis;
- (b) prudence;
- (c) consistent accounting methods;
- (d) comparability of information;
- (e) materiality;
- (f) no netting;
- (g) reality over appearance;
- (h) accrual-based accounting.

The ETF's accounting rules are those applied by the EC. These are established in line with international accounting standards for the public sector (IPSAS) and published by the International Federation of Accountants (IFAC).

Accrual based accounting is the form of accounting under which transactions and other events are recognised when they occur (and not only when cash or its equivalent is received or paid). Therefore, the transactions and events are recorded in the accounting records and recognised in the financial statements of the periods to which they relate. The elements recognised under accrual accounting are assets, liabilities, net assets/equity, revenue and expenses.

### ***Conversion into Euro***

The ETF budget is drawn up and implemented in Euro and the accounts are presented in Euro. A limited number of operations are converted to national currencies using the Euro rates as published in the C series of the Official Journal of the EC and in accordance with the regulatory provisions on the issue. All budgetary and legal commitments are established in Euro.

### ***Components of the financial statements***

The financial statements include the following components:

1. Balance sheet;
2. Economic outturn account;
3. Statement of changes in capital;
4. Statement of cash flow.

The following statements are provided to give an additional contribution to the presentation of a true and fair view:

5. Budget outturn account;
6. Reconciliation of budget outturn versus economic outturn;
7. Bank balances
8. Contingent assets and liabilities

## 1. Balance sheet

The balance sheet is the financial statement listing all assets, liabilities and equity accounts, showing the financial position of an organization at a specific date. For the ETF this is 31 December 2013.

### Assets

#### *Fixed assets*

Fixed assets are composed of tangible and intangible assets.

Intangible assets are occupational rights on the premises and software licenses. Depreciation for the occupational rights to the ETF premises is calculated on the basis of the 30 year duration of the rental agreement resulting from the financial contribution for reconstruction work. The annual rental cost is a symbolic amount of Euro 1.

Although the present situation of ETF's premises is solved until the end of 2015, no provision for a possible move nor for the remaining occupational rights is made (Euro 1,500,000). Since the ETF has the occupational right to stay at the Villa Gualino premises, a possible rupture of this contract might have financial consequences.

In 2010 accounting rule N° 6 came into force with the end of the derogation period for the capitalisation of internally generated intangible assets. The level of materiality for a completed asset was set at Euro 500,000, but in 2011 this was reduced by the ETF to Euro 100,000. This means that this lower materiality threshold has been applied since 2011 to the new internally generated software, for which the development started in 2011. However, all other internally generated software for which the development started prior to 2011 will follow the former higher threshold.

In 2013, the applications TRAMS and Allegro, which were under development in 2012, were taken into use. Both applications continue to have development and maintenance costs. Since the actual usage started in 2013, the depreciation for these applications started as well in 2013.

In 2013, there was also the development and introduction of the newly developed Intranet. In 2012, the estimated total development costs were not yet communicated to the ICT Steering Committee, and hence there had only been a record of the research cost and the license cost. Only in March 2013 however were the effective development costs identified; they have now been activated, amounting up to Euro 227.926.

Tangible assets are all movable property items (computer equipment, technical installations and furniture) that have an acquisition price of Euro 420 or more and are recorded at cost in national currencies, converted into Euro at the accounting exchange rate applicable on the purchase date.

The delivery date is taken as the basis for the calculation of depreciation and is calculated on a monthly basis.

The fixed assets are not charged to expenditure accounts, but are registered immediately as an asset in the balance sheet. Depreciation is registered as expenditure. It has an influence on the economic result of the financial exercise. The net book value of the fixed assets is shown in the following two tables.

Both for the intangible and tangible assets, there is a correction on the balance value. These corrections are introduced due to the fact that 2 transactions in the asset system ABAC Assets could not be completed correctly in 2013.

## Intangible assets

	Occupational rights on premises	Internally developed software under construction	Internally developed software in use	Software licences	Total
<b>A. Purchase price:</b>					
Value on 1.1.2013	5,000,000.00	193,670.35	0.00	550,178.41	5,743,848.76
Changes during year:					
• Additions			296,680.00	4,243.62	300,923.62
• Withdrawals / Reclassifications		-193,670.35	193,670.35		0.00
• Correction on balance value					0.00
End of the year:	5,000,000.00	0.00	490,350.35	554,422.03	6,044,772.38
<b>B. Depreciation</b>					
Value on 1.1.2013	-3,000,000.00	0.00	0.00	-457,310.41	-3,457,310.41
Changes during year:					
• Additions	-166,666.66		-52,132.10	-52,321.62	-271,120.38
• Withdrawals					0.00
• Correction on balance value					0.00
End of the year:	-3,166,666.66	0.00	-52,132.10	-509,632.03	-3,728,430.79
<b>Net value (A + B)</b>	<b>1,833,333.34</b>	<b>0.00</b>	<b>438,218.25</b>	<b>44,790.00</b>	<b>2,316,341.59</b>

## Tangible assets

	Plant & Machinery	Installations, machine and furniture	Computer equipment	Other fixtures and fittings	Total
<b>A. Purchase price:</b>					
Value on 1.1.2013	4,344.00	255,869.97	848,105.92	166,834.68	1,275,154.57
Changes during year:					
• Reclassifications					0.00
• Additions		10,595.00	119,393.07	68,178.90	198,166.97
• Withdrawals			-297,572.90	-36,807.78	-334,380.68
• Correction on balance value		2,700.00			2,700.00
End of the year:	4,344.00	269,164.97	669,926.09	198,205.80	1,141,640.86
<b>B. Depreciation</b>					
Value on 1.1.2013	-4,344.00	-151,571.97	-800,425.92	-150,767.68	-1,107,109.57
Changes during year:					
• Reclassifications					0.00
• Additions		-16,177.00	-54,682.00	-18,364.90	-89,223.90
• Withdrawals			297,572.90	36,807.78	334,380.68
• Write-back					0.00
• Correction on balance value					0.00
End of the year:	-4,344.00	-167,748.97	-557,535.02	-132,324.80	-861,952.79
<b>Net value (A + B)</b>	<b>0.00</b>	<b>101,416.00</b>	<b>112,391.07</b>	<b>65,881.00</b>	<b>279,688.07</b>

The yearly depreciation rates applied to fixed assets are as follows:

Computer software and equipment	25%
Other fixtures and fittings	25%
Plant & Machinery	12.5%
Installations, machine and furniture	10%

## Stocks

Publications are considered as ETF stocks as opposed to 'costs'. Although the commercial value of the publications is nil, the replacement value is estimated at Euro 2,424.37. The number of publications kept in stock continues to be less than last year. ETF continued with the trend to have the publications available for download online instead of paper versions. The difference in the actual value is because ETF now prints publications itself when needed. In-

house printing led to an overall saving in printing costs and a stock that better meets ETF's needs.

### **Short-term pre-financing**

Pre-financing is one or more payments intended to provide contractors with a cash advance. It may be split into a number of payments over a period defined in the particular pre-financing agreement. At year-end outstanding pre-financing amounts are valued at the original amount(s) paid, deducting the amounts returned, eligible amounts cleared, estimated eligible amounts not yet cleared at year-end and value reductions.

### **Short-term receivables**

Under short-term receivables, outstanding paid mission advances, deferred expenses and receivables with consolidated entities are registered. The amount of Euro 12,938.43, is composed as follows:

Description - Current receivables	Amount
Customers	2,700.00
<b>SUB - TOTAL</b>	<b>2,700.00</b>
Description - Sundry receivables	Amount
Current accounts staff members	48.31
Mission advances to be deducted from salaries	1,059.05
Mission advances paid	8,534.77
Taxes	-50.23
Bank charges to be regularized	646.53
<b>SUB - TOTAL</b>	<b>10,238.43</b>
<b>TOTAL</b>	<b>12,938.43</b>

### **Cash account**

Cash and cash equivalents are carried in the balance sheet at cost. They include cash in hand, deposits held with banks, payments sent to bank and interest received in January 2014 with a value date in 2013. An increase with respect to the previous year is noted due to the opening of the bank accounts for the GEMM and FRAME projects which started in 2013 for which ETF received pre-financing. Furthermore, ETF received the 1st instalment of the subvention for 2014 already on the 31st of December 2013.

## **Liabilities**

### **Net assets**

The net assets are composed of the accumulated surplus/deficit from previous years plus the economic result for the year. (See also table 2, statement of changes in net assets.)

### **Provision for risks and liabilities**

Under provisions, liabilities such as payables and accruals where there is uncertainty about the timing or amount of the future expenditure required for the settlement of the legal obligation are reported. In 2013, the amount of the overall provision for legal cases is nil, since all the originally legal cases are closed.

Following Council's decision to reject the 2011/12 salary adjustment, a provision was made in 2012 for the unpaid salary increase for 2011 and 2012. Following its decision not to adopt the 2012/13 salary adjustment a further provision was made for the unpaid 2012 salary increase. As these decisions do not correspond to the rules of the "method" laid down in the Staff Regulations, the College has lodged actions for their annulment in the European Court of Justice. At present, the European Court of Justice has refused the complaint from the EC and has instructed the EC to come up with a counter proposal with a percentage already half of the original proposal. At present, even the newly presented calculations have been refused and it is

realistic to expect the salary adjustments will not be paid. Even in case that ETF should make a payment, the adjustments will be so small, that it is not necessary to keep a provision for this.

### **Accounts payable**

The accounts payable are composed of: current, sundry and other payables.

The accounts payable, for an amount of Euro 9,268,645.38, are mainly associated with estimated accrued expenses on credits carried forward to 2014 and the estimated accrued expenses on pre-financing paid by the ETF to contractors. Included under accrued charges are the amounts owed to creditors for delivered goods or completed services and outstanding pre-financing received from the EU or other EU institutions.

Current payables for an amount of Euro 24,996.88 are for outstanding funds received from the Italian Ministry of Foreign Affairs, composed of not yet committed and commitments carried forward for an amount of Euro 24,662.22. Euro 314.66 represents the earned interest in 2013 on the funds received from the Italian Ministry of Foreign Affairs.

Sundry payables amount up to Euro 1,761.12 and represent pending goods received.

Other payables are the accrued charges related to pre-financing paid and amounts carried forward to 2014. As in 2012, ETF continued to intensely verify and extended again the period of follow-up of the calculation of accrued expenses, which led again to a precise calculation of the accrued expenses. There is an overall decrease compared with 2012. Also classified under other payables are the holidays not taken in 2013, for which there is a slight decrease. Newly reported under accrued charges are the hours of flexitime outstanding at the 31<sup>st</sup> December 2013. Due to the new Staff Regulations, these hours are now carried forward to the following year, where in the past these hours at the 31<sup>st</sup> of December were cancelled.

The accounts payable are composed as follows:

Description - Current payables	Amount
Italian Trust Fund - interest gained 2013	314.66
Carry forwards ITF to 2014	24,682.22
<b>SUB - TOTAL</b>	<b>24,996.88</b>
Description - Sundry payables	Amount
Pending goods received	1,761.12
<b>SUB - TOTAL</b>	<b>1,761.12</b>
Description - Other payables	Amount
Holidays not taken 2013	224,182.61
Flexi time not taken 2013	39,941.48
Accrued charges on paid pre-financing 2013	742,871.67
Accrued charges on carry forward to 2014	973,633.55
<b>SUB - TOTAL</b>	<b>1,980,629.31</b>
Other accounts payable against consolidated EC entities	40,372.07
Pre-financing received from consolidated EU entities	7,220,886.00
<b>TOTAL</b>	<b>9,268,645.38</b>

However, the overall high increase in the pre-financing received from consolidated EU entities, compared with 2012, is due to the pre-financing received for the new projects GEMM and FRAME and the receipt of the 1<sup>st</sup> instalment of the ETF subvention 2014 on the last day of 2013. In the context of the regular EC subvention, the ETF managed to pay 95,72% of the available payment credits and has to return a total of Euro 198,234.16 to the EC.

The amount is composed of the following:

Convention Description	EC DG or Service	Amount	Status/Comments
EC subsidy	DG EAC	198,234.16	Result 2013
EC subsidy	DG EAC	5,178,130.24	1st instalmet 2014
GEMM project	DG DEVCO	594,721.60	GEMM pre-financing
FRAME project	DG ELARG	1,249,800.00	FRAME pre-financing
<b>TOTAL</b>		<b>7,220,886.00</b>	

In 2013, the amounts that are registered under “other accounts payable against consolidated EC entities” are accumulated bank interest for the ETF subvention, GEMM and FRAME projects.

Convention Description	EC DG or Service	Amount
Interest 2013 GEMM	DEVCO	-3,514.02
Interest 2013 FRAME	ELARG	-4,377.02
Interest 2013 ETF	EAC	-32,481.03
<b>TOTAL</b>		<b>-40,372.07</b>

## 2. ECONOMIC OUTTURN ACCOUNT

The economic outturn account is equivalent to a ‘Profit & Loss Statement’. It shows income, expenses, and net income/loss for the year i.e. the ‘economic result’. The latter is determined by subtracting total expenses from total revenue. This difference is increased or reduced by the economic results of previous years and in particular the amounts paid back to the EC.

### *Operating revenue*

The revenue is accounted for when established. For the EC subsidy this means the moment of the approval of the annual budget. Where other EC funding is concerned, the ETF is moving towards the same approach as non EC funding, i.e., the revenue is established only upon receipt of payment.

The operating revenue is composed as follows:

- **The EC Annual Subsidy**  
The revenue associated with the EC subsidy comprises the annual subsidy received from the EC for an amount of Euro 20,143,530.00, minus the amount to be reimbursed i.e. Euro 198,234.16 (Result Budget Outturn Account), giving a total of Euro 19,945,265.84. The EC subsidy is divided into titles 1 & 2 (15 03 27 01) and title 3 (15 03 27 02)
- **Accrued miscellaneous revenues** for an amount of Euro 3,275.70 and Euro 56.52 for exchange differences add up to a total amount of Euro 3,332.22 as miscellaneous revenue.
- **Other operating revenue**  
In 2013, the Italian Ministry of Foreign Affairs approved the re-use of earned interest for an amount of Euro 1,081.20. However, in order to give a more realistic presentation in line with the accrual accounting principles, the only revenue that was introduced in the accounts was the amount for the approved payments under these funds received. The remaining amount is included in the liabilities under “Deferrals and accruals”. This kind of funding is referred to as earmarked funds or earmarked revenue. An amount of Euro 28,054.51 is introduced as revenue under this line, corresponding to the amount approved for payments relating to the funds received in financial years 2009, 2010, 2011, 2012 and 2013.
- **Introduced as well as operating revenue** are the adjustments for expenses already accounted for, representing the amount of expenses for the GEMM and FRAME projects (Euro 122,058.20 and Euro 461,444.77), to be cleared with the EC

### *Administrative and operational expenses*

To calculate the result for the financial year, expenditure refers to payments made using payment appropriations of the same financial year, to which the accrued expenses on commitments of the same financial year that are carried forward to the following financial year are added and the deferred charges paid in the financial year deducted.

The payments recorded in the accounts are those authorised and made by the accounting officer during the year 2013.

Appropriations in Titles 1 and 2 are carried forward to the following financial year only. Only unused appropriations at the end of the financial year are thereafter cancelled. Appropriations in Title 3 are multiannual in character and may be carried forward to successive financial years. Appropriations for earmarked funds can be carried forward until the end date of the related agreement or until the total amount is paid in case the funds refer to re-use of received credits.

Carry forward is automatic where there is an outstanding legally binding commitment. Should this not be the case, eventual carry forward related to the ETF subsidy is subject to the prior authorisation of the Governing Board.

Expenditure is sub-divided by typology into administrative, operational, and financial. Payments associated with the earmarked funding are included in operational expenses.

Administrative expenses include 1) payments associated with staff including accrued expenditure associated with staff holidays not taken within the year 2) costs associated with stocks and fixed assets including depreciation, and 3) other administrative expenditure notably that related to infrastructure and equipment, including exchange rate losses.

Operational expenses are associated with the execution of the ETF's work programme. They also include amounts associated with the execution of projects financed outside the ETF's annual subsidy i.e. the earmarked funding.

Financial expenses comprise bank charges, interest for late payments.



### **3. STATEMENT OF CHANGES IN NET ASSETS**

The statement of changes in net assets comprises only the economic result of the year.

### **4. CASH FLOW STATEMENT**

The cash flow statement represents the treasury movements or in other words the cash receipts minus cash payments over a given period of time. There is an increase in cash flow due to the opening of the bank accounts for the GEMM and FRAME projects which started in 2013. Furthermore, ETF received the 1<sup>st</sup> instalment of the subvention for 2014 already on the 31<sup>st</sup> of December 2013.

### **5. BUDGET OUTTURN ACCOUNT**

The budget outturn for 2013 is the difference between:

- all the cash revenue registered in the financial year;
- the volume of payments made from the appropriations of the financial year, plus the appropriations of the same financial year carried forward to the following financial year; and,
- the cancellations of appropriations carried forward from the previous financial year.

This difference is increased or reduced by:

- the balance resulting from exchange rate gains or losses recorded during the financial year.
- results from previous years paid back to the EC.

### **6. RECONCILIATION OF BUDGET OUTTURN VERSUS ECONOMIC OUTTURN**

The budget outturn and reconciliation against the economic outturn is presented to give a more complete picture to the reader and to demonstrate the difference between economic and budget outturn. The inclusion of this data assists the reader in linking the cash-based result of the budget outturn 2013 against the accrued economic outturn of 2013.

### **7. CONTINGENT ASSETS AND LIABILITIES**

Contingent assets and liabilities are mentioned separately in the financial statements and represent potential assets and liabilities. Under contingent assets, ETF recognized received bank guarantees for paid pre-financing. Under contingent liabilities ETF recognized RAL, i.e appropriations remaining to be paid.

## V. NOTES ON BUDGET EXECUTION & FINANCIAL MANAGEMENT

### 1. Introduction

#### ***Budgetary Principles***

The budgetary principles adopted by the ETF are in line with the associated provisions of the Financial Regulation of the ETF, adopted by the Governing Board of the ETF on 10 January 2009 and supplemented by the Implementing Rules adopted on 15 April 2011. The establishment and implementation of the budget of the ETF comply with:

- a) the principles of unity and budget accuracy
- b) the principle of annuality
- c) the principle of equilibrium
- d) the principle of unit of account
- e) the principle of universality
- f) the principle of specification
- g) the principle sound financial management
- h) the principle of transparency.

#### ***Budget Structure***

The statement of expenditure of the ETF budget is set out on the basis of a nomenclature with a classification by purpose. It is thereby divided into four titles and each of the titles is broken down into chapters, articles and items.

The ETF applies the nomenclature and structure used by the EC for Titles 1, 2 and 3. Titles 1 and 2 relate to 'Administrative Expenditure' while Title 3 is reserved for 'Operational Expenditure'.

- Title 1 covers expenditure on staff authorised in the ETF establishment plan and expenditure on external staff (including auxiliary staff) and other management expenditure (including representation expenses);
- Title 2 covers administrative expenditure such as buildings, cleaning and maintenance, rental, telecommunications, water, gas and electricity and support expenditure (including meeting costs).
- Title 3 covers expenditure for the execution of the work programme and related ETF operations.

Title 4 is related to the earmarked funds or revenue associated with specific contracts or conventions with the EC and other donors. They are defined as follows:

- Title 4 represents co-operation with other organisations. At present, it consists of the contributions from the Italian Ministry of Foreign Affairs and the projects GEMM and FRAME.

Budget execution is prepared on the basis of a "modified cash accounting". The term 'modified' refers to the fact that the annual carry forward amounts are included in the budget.

Amounts "carried forward" relate to legal commitments entered into during the year, but not paid.

A "legal commitment" refers to legally binding actions undertaken by the ETF, for example contracts or other agreements and orders placed.

When referring to budgetary execution, the term "expenditure" refers to consumed commitment appropriations. Consumed commitment appropriations are made up of commitments paid in 2013 and commitments (partly) carried forward to 2014.

Detailed information on the relevant aspects of budgetary execution by Title, Chapter and Item and budgetary execution details for 2013 are provided later in the section "Utilisation of the appropriations".

### ***Execution ETF Budget in 2013***

In order to provide the reader with a complete overview of the financial activities associated with the budget execution in 2013, a table with commitment and payment appropriations is presented hereafter. The payment figures include not only those executed in 2013, associated with the 2013 budget, but also the payments executed in 2013 based on the budgets of former years.

## 2. Utilisation of appropriations

### i. Appropriations of the current year – ETF subvention

Commitment credits								Payment credits							
Item	Descriptio n	Initial budget 2013	Transfers 2013	Final commitment credits available 2013	Commitments 2013		Total commitme nts credits carried forward to 2014	Initial budget 2013	Transfers 2013	Final payment credits available 2013	Executed payments 2013 related to 2013 commitments	Executed payment s 2013 related to 2012 commitm ents	Total amount payments executed 2013		Payment credits carried forward to 2014
1100	Basic salaries	7,615,000.00	-210,150.00	7,404,850.00	7,401,609.37	99.96%	0.00	7,615,000.00	-210,150.00	7,404,850.00	7,401,609.37	0.00	7,401,609.37	99.96%	0.00
1101	Family allowances	863,000.00	4,082.00	867,082.00	866,380.31	99.92%	0.00	863,000.00	4,082.00	867,082.00	866,380.31	0.00	866,380.31	99.92%	0.00
1102	Transfer and expatriation allowance	1,024,000.00	-56,788.00	967,212.00	966,422.46	99.92%	0.00	1,024,000.00	-56,788.00	967,212.00	966,422.46	0.00	966,422.46	99.92%	0.00
1110	Contractual Agent	1,918,000.00	-100,890.00	1,817,110.00	1,817,106.14	100.00%	0.00	1,918,000.00	-100,890.00	1,817,110.00	1,817,106.14	0.00	1,817,106.14	100%	0.00
1112	Local staff	130,000.00	-4,607.00	125,393.00	125,221.45	99.86%	1,991.45	130,000.00	-4,607.00	125,393.00	123,230.00	0.00	123,230.00	98.28%	985.19
1130	Insurance against sickness	264,000.00	-5,525.80	258,474.20	258,474.20	100.00%	0.00	264,000.00	-5,525.80	258,474.20	258,474.20	0.00	258,474.20	100%	0.00
1131	Insurance against accidents and occupational disease	41,000.00	-2,798.81	38,201.19	38,201.19	100.00%	0.00	41,000.00	-2,798.81	38,201.19	38,201.19	0.00	38,201.19	100%	0.00
1132	Unemployment insurance for temporary staff	108,000.00	-6,107.93	101,892.07	101,892.07	100.00%	0.00	108,000.00	-6,107.93	101,892.07	101,892.07	0.00	101,892.07	100%	0.00
1140	Birth and death allowance	800.00	-6.00	794.00	793.24	99.90%	0.00	800.00	-6.00	794.00	793.24	0.00	793.24	99.90%	0.00
1141	Annual travel costs from the place of employment to the place of origin	175,000.00	-8,829.72	166,170.28	166,170.28	100.00%	0.00	175,000.00	-8,829.72	166,170.28	166,170.28	0.00	166,170.28	100%	0.00
1172	Cost of organizing traineeships with the Foundation		6,035.00	6,035.00	6,035.00	100.00%	34.32		6,035.00	6,035.00	6,000.68	0.00	6,000.68	99.43%	34.32
1177	Other services rendered and institutional audit services	229,000.00	121,858.83	350,858.83	339,833.84	96.86%	105,349.40	229,000.00	121,858.83	350,858.83	234,484.44	0.00	234,484.44	66.83%	105,349.40
1180	Sundry recruitment expenses	25,000.00	5,055.00	30,055.00	30,054.08	100.00%	11,324.12	25,000.00	5,055.00	30,055.00	18,729.96	0.00	18,729.96	62.32%	11,324.12
1181	Travelling expenses (beginning and end of contract)	8,000.00	-4,893.00	3,107.00	3,106.71	99.99%	0.00	8,000.00	-4,893.00	3,107.00	3,106.71	0.00	3,106.71	99.99%	0.00

Commitment credits							Payment credits								
Item	Description	Initial budget 2013	Transfers 2013	Final commitment credits available 2013	Commitments 2013		Total commitments credits carried forward to 2014	Initial budget 2013	Transfers 2013	Final payment credits available 2013	Executed payments 2013 related to 2013 commitments	Executed payments 2013 related to 2012 commitments	Total amount payments executed 2013		Payment credits carried forward to 2014
1182	Installation allowance	58,000.00	145.00	58,145.00	58,144.57	100.00%	0.00	58,000.00	145.00	58,145.00	58,144.57	0.00	58,144.57	100%	0.00
1183	Moving expenses	77,000.00	-27,016.00	49,984.00	49,983.35	100.00%	0.00	77,000.00	-27,016.00	49,984.00	49,983.35	0.00	49,983.35	100%	0.00
1184	Temporary daily allowance	33,000.00	-16,199.00	16,801.00	16,800.55	100.00%	0.00	33,000.00	-16,199.00	16,801.00	16,800.55	0.00	16,800.55	100%	0.00
1190	Weightings (Correction coefficient)	532,000.00	3,755.00	535,755.00	535,521.10	99.96%	0.00	532,000.00	3,755.00	535,755.00	535,521.10	0.00	535,521.10	99.96%	0.00
1191	Salaries adaptation	90,000.00	-90,000.00	0.00	0.00	0.00%	0.00	90,000.00	-90,000.00	0.00	0.00	0.00	0.00	0.00%	0.00
Sub-Total	Chapter 11 - Staff in active employment	13,190,800.00	-392,880.43	12,797,919.57	12,781,749.91	99.87%	118,699.29	13,190,800.00	-392,880.43	12,797,919.57	12,663,050.62	0.00	12,663,050.62	98.95%	117,693.03
1300	Mission and travel expenses	114,000.00	-19,000.00	95,000.00	95,000.00	100.00%	23,440.05	114,000.00	-19,000.00	95,000.00	71,559.95	0.00	71,559.95	75.33%	23,440.05
Sub-Total	Chapter 13 - Missions and travel	114,000.00	-19,000.00	95,000.00	95,000.00	100.00%	23,440.05	114,000.00	-19,000.00	95,000.00	71,559.95	0.00	71,559.95	75.33%	23,440.05
1430	Medical service	26,340.00	6,000.00	32,340.00	30,663.53	94.82%	20,300.00	26,340.00	6,000.00	32,340.00	10,363.53	0.00	10,363.53	32.05%	20,300.00
1440	Internal training	167,000.00	56,000.00	223,000.00	218,192.90	97.84%	118,678.38	167,000.00	56,000.00	223,000.00	99,514.52	0.00	99,514.52	44.63%	118,678.38
1490	Other Interventions	3,760.00	12,834.00	16,594.00	16,593.60	100.00%	3,314.02	3,760.00	12,834.00	16,594.00	13,279.58	0.00	13,279.58	80.03%	3,314.02
Sub-Total	Chapter 14 - Socio-medical infrastructure	197,100.00	74,834.00	271,934.00	265,450.03	97.62%	142,292.40	197,100.00	74,834.00	271,934.00	123,157.63	0.00	123,157.63	45.29%	142,292.40
1520	National experts seconded	71,600.00	-71,600.00	0.00	0.00	0.00%	0.00	71,600.00	-71,600.00	0.00	0.00	0.00	0.00	0.00%	0.00
Sub-Total	Chapter 15 - Staff exchanges between the Foundation and the public sector	71,600.00	-71,600.00	0.00	0.00	0.00%	0.00	71,600.00	-71,600.00	0.00	0.00	0.00	0.00	0.00%	0.00
1700	Entertainment and representation expenses	12,000.00	0.00	12,000.00	12,000.00	100.00%	0.00	12,000.00	0.00	12,000.00	12,000.00	0.00	12,000.00	100%	0.00
Sub-Total	Chapter 17 - Entertainment and representation expenses	12,000.00	0.00	12,000.00	12,000.00	100.00%	0.00	12,000.00	0.00	12,000.00	12,000.00	0.00	12,000.00	100%	0.00
Sub-Total	Title 1 - EXPENDITURE relating to persons working	13,585,500.00	-408,646.43	13,176,853.57	13,154,199.94	99.83%	284,431.74	13,585,500.00	-408,646.43	13,176,853.57	12,869,768.20	0.00	12,869,768.20	97.67%	283,425.48

Commitment credits								Payment credits							
Item	Description	Initial budget 2013	Transfers 2013	Final commitment credits available 2013	Commitments 2013		Total commitments credits carried forward to 2014	Initial budget 2013	Transfers 2013	Final payment credits available 2013	Executed payments 2013 related to 2013 commitments	Executed payments 2013 related to 2012 commitments	Total amount payments executed 2013		Payment credits carried forward to 2014
	with the Foundation														
2000	Rentals	8,691.00	6,450.00	15,141.00	14,910.00	98.47%	8,059.52	8,691.00	6,450.00	15,141.00	6,850.48	0.00	6,850.48	45.24%	8,059.52
2020	Water, gas, electricity and heating	130,000.00	66,310.00	196,310.00	196,309.67	100.00%	0.00	130,000.00	66,310.00	196,310.00	196,309.67	0.00	196,309.67	100.00%	0.00
2030	Cleaning and maintenance	172,371.00	23,663.48	196,034.48	196,034.48	100.00%	51,032.37	172,371.00	23,663.48	196,034.48	145,002.11	0.00	145,002.11	73.97%	51,032.37
2040	Furnishing of premises	32,354.00	47,650.00	80,004.00	80,002.00	100.00%	80,002.00	32,354.00	47,650.00	80,004.00	0.00	0.00	0.00	0.00%	80,002.00
2050	Security and surveillance	124,880.00	-9,417.00	115,463.00	113,264.52	98.10%	23,039.96	124,880.00	-9,417.00	115,463.00	90,224.56	0.00	90,224.56	78.14%	23,039.96
2090	Other expenditure on buildings	61,000.00	24,634.00	85,634.00	85,581.90	99.94%	39,072.00	61,000.00	24,634.00	85,634.00	46,509.90	0.00	46,509.90	54.31%	39,072.00
20	Chapter Total	<b>529,296.00</b>	<b>159,290.48</b>	<b>688,586.48</b>	<b>686,102.57</b>	<b>99.64%</b>	<b>201,205.85</b>	<b>529,296.00</b>	<b>159,290.48</b>	<b>688,586.48</b>	<b>484,896.72</b>	<b>0.00</b>	<b>484,896.72</b>	<b>70.42%</b>	<b>201,205.85</b>
2100	ICT hardware	108,205.00	47,996.00	156,201.00	154,066.05	98.63%	65,369.35	108,205.00	47,996.00	156,201.00	88,696.70	0.00	88,696.70	56.78%	65,369.35
2101	Software development and purchase	244,435.00	157,124.00	401,559.00	394,579.49	98.26%	94,247.00	244,435.00	157,124.00	401,559.00	300,332.49	0.00	300,332.49	74.79%	94,247.00
2103	Telecoms Costs	156,964.00	-14,450.00	142,514.00	142,514.00	100.00%	41,987.89	156,964.00	-14,450.00	142,514.00	100,526.11	0.00	100,526.11	70.54%	41,987.89
2105	EC IT systems	131,550.00	28,517.00	160,067.00	160,066.65	100.00%	0.00	131,550.00	28,517.00	160,067.00	160,066.65	0.00	160,066.65	100.00%	0.00
21	Chapter Total	<b>641,154.00</b>	<b>219,187.00</b>	<b>860,341.00</b>	<b>851,226.19</b>	<b>98.94%</b>	<b>201,604.24</b>	<b>641,154.00</b>	<b>219,187.00</b>	<b>860,341.00</b>	<b>649,621.95</b>	<b>0.00</b>	<b>649,621.95</b>	<b>3.02</b>	<b>201,604.24</b>
2200	Purchase	23,100.00	638.00	23,738.00	23,737.81	100.00%	4,236.76	23,100.00	638.00	23,738.00	19,501.05	0.00	19,501.05	82.15%	4,236.76
2210	Purchase	82,500.00	-24,545.48	57,954.52	56,767.92	97.95%	45,032.24	82,500.00	-24,545.48	57,954.52	11,735.68	0.00	11,735.68	20.25%	45,032.24
22	Chapter Total	<b>105,600.00</b>	<b>-23,907.48</b>	<b>81,692.52</b>	<b>80,505.73</b>	<b>98.55%</b>	<b>49,269.00</b>	<b>105,600.00</b>	<b>-23,907.48</b>	<b>81,692.52</b>	<b>31,236.73</b>	<b>0.00</b>	<b>31,236.73</b>	<b>38.24%</b>	<b>49,269.00</b>
2300	Stationery and office supplies	50,000.00	-5,766.00	44,234.00	43,793.12	99.00%	15,681.67	50,000.00	-5,766.00	44,234.00	28,111.45	0.00	28,111.45	63.55%	15,681.67
2320	Miscellaneous Financial expenditure	2,000.00	0.00	2,000.00	1,150.00	57.50%	1,150.00	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00%	1,150.00
2330	Legal expenses	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
2350	Miscellaneous insurance	18,450.00	0.00	18,450.00	11,500.00	62.33%	854.32	18,450.00	0.00	18,450.00	10,645.68	0.00	10,645.68	57.70%	854.32

Commitment credits								Payment credits							
Item	Description	Initial budget 2013	Transfers 2013	Final commitment credits available 2013	Commitments 2013		Total commitments credits carried forward to 2014	Initial budget 2013	Transfers 2013	Final payment credits available 2013	Executed payments 2013 related to 2013 commitments	Executed payments 2013 related to 2012 commitments	Total amount payments executed 2013		Payment credits carried forward to 2014
2352	Miscellaneous expenditure on internal meetings	5,000.00	0.00	5,000.00	4,950.17	99.00%	0.00	5,000.00	0.00	5,000.00	4,950.17		4,950.17	99.00%	0.00
2355	Petty expenses	3,500.00	-1,500.00	2,000.00	2,000.00	100.00%	447.21	3,500.00	-1,500.00	2,000.00	1,552.79	0.00	1,552.79	77.64%	447.21
2360	Publications	3,000.00	1,200.00	4,200.00	4,200.00	100.00%	2,973.79	3,000.00	1,200.00	4,200.00	1,226.21	0.00	1,226.21	29.20%	2,973.79
23	Chapter Total	<b>81,950.00</b>	<b>-6,066.00</b>	<b>75,884.00</b>	<b>67,593.29</b>	<b>89.07%</b>	<b>21,106.99</b>	<b>81,950.00</b>	<b>-6,066.00</b>	<b>75,884.00</b>	<b>46,486.30</b>	<b>0.00</b>	<b>46,486.30</b>	<b>61.26%</b>	<b>21,106.99</b>
2400	Correspondence and courier expenses	38,000.00	-10,790.00	27,210.00	27,200.00	99.96%	6,357.09	38,000.00	-10,790.00	27,210.00	20,842.91	0.00	20,842.91	76.60%	6,357.09
24	Chapter Total	<b>38,000.00</b>	<b>-10,790.00</b>	<b>27,210.00</b>	<b>27,200.00</b>	<b>99.96%</b>	<b>6,357.09</b>	<b>38,000.00</b>	<b>-10,790.00</b>	<b>27,210.00</b>	<b>20,842.91</b>	<b>0.00</b>	<b>20,842.91</b>	<b>76.60%</b>	<b>6,357.09</b>
2500	Meetings expenses in general	100,000.00	3,000.00	103,000.00	102,831.59	99.84%	44,886.87	100,000.00	3,000.00	103,000.00	57,944.72	0.00	57,944.72	56.26%	44,886.87
25	Chapter Total	<b>100,000.00</b>	<b>3,000.00</b>	<b>103,000.00</b>	<b>102,831.59</b>	<b>99.84%</b>	<b>44,886.87</b>	<b>100,000.00</b>	<b>3,000.00</b>	<b>103,000.00</b>	<b>57,944.72</b>	<b>0.00</b>	<b>57,944.72</b>	<b>56.26%</b>	<b>44,886.87</b>
2	TOTAL:	<b>1,496,000.00</b>	<b>340,714.00</b>	<b>1,836,714.00</b>	<b>1,815,459.37</b>	<b>98.84%</b>	<b>524,430.04</b>	<b>1,496,000.00</b>	<b>340,714.00</b>	<b>1,836,714.00</b>	<b>1,291,029.33</b>	<b>0.00</b>	<b>1,291,029.33</b>	<b>70.29%</b>	<b>524,430.04</b>
3000	Purchase of operational publications and subscriptions	24,000.00	0.00	24,000.00	23,999.36	100.00%	3,874.69	24,000.00	400.00	24,400.00	20,124.67	4,186.18	24,310.85	99.63%	0.00
3010	General publications	745,000.00	37,608.86	782,608.86	782,535.53	99.99%	58,208.47	745,000.00	92,443.00	837,443.00	724,327.06	113,115.94	837,443.00	100.00%	0.00
3030	Professional memberships and fees	5,000.00	-2,486.00	2,514.00	2,513.77	99.99%	0.00	5,000.00	-2,486.00	2,514.00	2,513.77	0.00	2,513.77	99.99%	0.00
3040	Translation costs	240,000.00	0.00	240,000.00	240,000.00	100.00%	32,950.95	240,000.00	-24,592.00	215,408.00	207,049.05	8,358.00	215,407.05	100.00%	0.00
30	Chapter Total	<b>1,014,000.00</b>	<b>35,122.86</b>	<b>1,049,122.86</b>	<b>1,049,048.66</b>	<b>99.99%</b>	<b>95,034.11</b>	<b>1,014,000.00</b>	<b>65,765.00</b>	<b>1,079,765.00</b>	<b>954,014.55</b>	<b>125,660.12</b>	<b>1,079,674.67</b>	<b>99.99%</b>	<b>0.00</b>
3140	Impact evaluation and WP act. auditing	310,000.00	-91,018.25	218,981.75	218,628.22	99.84%	46,200.92	310,000.00	-41,467.00	268,533.00	172,427.30	96,105.19	268,532.49	100.00%	0.00
3150	ENP - Projects in support of EU's External Assistance in the Neighbourhood area	1,128,840.00	11,605.00	1,140,445.00	1,140,428.76	100.00%	517,114.40	1,128,840.00	-39,200.00	1,089,640.00	623,314.36	457,132.60	1,080,446.96	99.16%	0.00
3160	IPA - Projects in support of EU's External	790,000.00	49,115.72	839,115.72	839,115.72	100.00%	345,525.48	790,000.00	-106,958.00	683,042.00	493,590.24	189,451.76	683,042.00	100.00%	0.00

Commitment credits								Payment credits							
Item	Description	Initial budget 2013	Transfers 2013	Final commitment credits available 2013	Commitments 2013		Total commitments credits carried forward to 2014	Initial budget 2013	Transfers 2013	Final payment credits available 2013	Executed payments 2013 related to 2013 commitments	Executed payments 2013 related to 2012 commitments	Total amount payments executed 2013		Payment credits carried forward to 2014
	Assistance in the Enlargement area														
3170	DCI - Projects in support of EU's External Assistance in the Development Co-operation instrument	355,560.00	13,176.33	368,736.33	368,476.15	99.93%	155,102.29	355,560.00	41,700.00	397,260.00	213,373.86	183,871.15	397,245.01	100.00%	0.00
3180	ILP - Projects: Innovation & Learning	414,820.00	-3,599.78	411,220.22	411,219.92	100.00%	194,294.36	414,820.00	79,189.43	494,009.43	216,925.56	277,047.20	493,972.76	99.99%	0.00
3190	Projects in Evidence based policy making	173,780.00	85,484.30	259,264.30	259,264.30	100.00%	119,045.34	173,780.00	135,300.00	309,080.00	140,218.96	168,799.60	309,018.56	99.98%	
31	Chapter Total	3,173,000.00	64,763.32	3,237,763.32	3,237,133.07	99.98%	1,377,282.79	3,173,000.00	68,564.43	3,241,564.43	1,859,850.28	1,372,407.50	3,232,257.78	99.71%	0.00
3200	Operational missions	875,000.00	-31,953.75	843,046.25	843,046.25	100.00%	178,598.65	875,000.00	-66,397.00	808,603.00	664,447.60	143,896.51	808,344.11	99.97%	0.00
32	Chapter Total	875,000.00	-31,953.75	843,046.25	843,046.25	100.00%	178,598.65	875,000.00	-66,397.00	808,603.00	664,447.60	143,896.51	808,344.11	99.97%	0.00
3	TOTAL:	5,062,000.00	67,932.43	5,129,932.43	5,129,227.98	99.99%	1,650,915.55	5,062,000.00	67,932.43	5,129,932.43	3,478,312.43	1,641,964.13	5,120,276.56	99.81%	0.00
	Funds Source Total	20,143,500.00	0.00	20,143,500.00	20,098,887.29	99.78%	2,459,777.33	20,143,500.00	0.00	20,143,500.00	17,639,109.96	1,641,964.13	19,281,074.09	95.72%	807,855.52



## ii. Appropriations on re-use of funds received in 2013

Budget Line	Description	Initial budget available for commitments	Total amount transfers	Final budget available for commitments	Total amount commitments accepted	% Committed	Commitment credits carried forward to 2014	Budget available for payments	Total amount transfers	Total budget available for payments	Total amount payments accepted	% Payments executed	Accepted payment and commitment credits carried forward to 2014	Payment credits available Carry forward
1300	Mission and travel expenses	0.00	714.55	714.55	714.55	100.00%	0.00	0.00	714.55	714.55	714.55	100.00%	0.00	0.00
13	Chapter Total	0.00	714.55	714.55	714.55	100.00%	0.00	0.00	714.55	714.55	714.55	100.00%	0.00	0.00
1	TOTAL:	0.00	714.55	714.55	714.55	100.00%	0.00	0.00	714.55	714.55	714.55	100.00%	0.00	0.00
3010	General publication	0.00	1,749.58	1,749.58	1,749.58	100.00%	0.00	0.00	1,749.58	1,749.58	1,432.39	81.87%	317.19	317.19
30	Chapter Total	0.00	1,749.58	1,749.58	1,749.58	100.00%	0.00	0.00	1,749.58	1,749.58	1,432.39	81.87%	317.19	317.19
3160	IPA - Projects in support of EU's External Assistance in the Enlargement area	0.00	6,880.00	6,880.00	0.00	0.00%	6,880.00	0.00	6,880.00	6,880.00	3,777.38	54.90%	0.00	3,102.62
3190	Projects in Evidence based policy making	0.00	2,257.16	2,257.16	2,257.16	100.00%	0.00	0.00	2,257.16	2,257.16	2,257.16	100.00%	0.00	0.00
31	Chapter Total	0.00	9,137.16	9,137.16	2,257.16	24.70%	6,880.00	0.00	9,137.16	9,137.16	6,034.54	66.04%	0.00	3,102.62
3200	Operational missions	0.00	3,344.90	3,344.90	3,344.90	100.00%	0.00	0.00	3,344.90	3,344.90	3,344.90	100.00%	0.00	0.00
32	Chapter Total	0.00	3,344.90	3,344.90	3,344.90	100.00%	0.00	0.00	3,344.90	3,344.90	3,344.90	100.00%	0.00	0.00
3	TOTAL:	0.00	14,231.64	14,231.64	7,351.64	51.66%	6,880.00	0.00	14,231.64	14,231.64	10,811.83	75.97%	317.19	3,419.81
	Funds Source Total	0.00	14,946.19	14,946.19	8,066.19	53.97%	6,880.00	0.00	14,946.19	14,946.19	11,526.38	77.12%	317.19	3,419.81

### iii. Appropriations carry forward on re-use of funds received in 2011 and 2012

Commitment credits						Payment credits				
Budget Line	Description	Budget available for commitments	Total amount commitments accepted	% Committed	Commitment credits carried forward to 2013	Budget available for payments	Total amount payments accepted	% Payments executed	Accepted payment and commitment credits carried forward to 2013	Payment credits available Carry forward
1177	Local staff	99.20	99.20	100.00%	0.00	99.20	0.00	0.00%	99.20	99.20
11	Chapter Total	<b>99.20</b>	<b>99.20</b>	<b>100.00%</b>	<b>0.00</b>	<b>99.20</b>	<b>0.00</b>	<b>0.00%</b>	<b>99.20</b>	<b>99.20</b>
1	TOTAL:	<b>99.20</b>	<b>99.20</b>	<b>100.00%</b>	<b>0.00</b>	<b>99.20</b>	<b>0.00</b>	<b>0.00%</b>	<b>99.20</b>	<b>99.20</b>
2330	Legal expenses	3,559.78	3,559.78	100.00%	0.00	3,559.78	414.76	11.65%	3,145.02	3,145.02
2350	Miscellaneous insurance	388.00	388.00	100.00%	0.00	388.00	0.00	0.00%	388.00	388.00
23	Chapter Total	<b>3,947.78</b>	<b>3,947.78</b>	<b>100.00%</b>	<b>0.00</b>	<b>3,947.78</b>	<b>414.76</b>	<b>10.51%</b>	<b>3,533.02</b>	<b>3,533.02</b>
2	TOTAL:	<b>3,947.78</b>	<b>3,947.78</b>	<b>100.00%</b>	<b>0.00</b>	<b>3,947.78</b>	<b>414.76</b>	<b>10.51%</b>	<b>3,533.02</b>	<b>3,533.02</b>
3160	IPA - Projects in support of EU's External Assistance in the Enlargement area	16.24	16.24	100.00%	0.00	0.00	0.00	0.00%	16.24	16.24
3170	DCI - Projects in support of EU's External Assistance in the Development Co-operation instrument	0.02	0.00	0.00%	0.02	0.00	0.00	0.00%	0.00	0.00
31	Chapter Total	<b>16.26</b>	<b>16.24</b>	<b>99.88%</b>	<b>0.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>16.24</b>	<b>16.24</b>
3200	Operational missions	596.91	596.91	100.00%	0.00	1,386.75	1,386.75	100.00%	-789.84	-788.84
32	Chapter Total	<b>596.91</b>	<b>596.91</b>	<b>100.00%</b>	<b>0.00</b>	<b>1,386.75</b>	<b>1,386.75</b>	<b>100.00%</b>	<b>-789.84</b>	<b>-788.84</b>
3	TOTAL:	<b>613.17</b>	<b>613.15</b>	<b>100.00%</b>	<b>0.02</b>	<b>1,386.75</b>	<b>1,386.75</b>	<b>0.00%</b>	<b>-773.60</b>	<b>-772.60</b>
	Funds Source Total	<b>4,660.15</b>	<b>4,660.13</b>	<b>100.00%</b>	<b>0.02</b>	<b>5,433.73</b>	<b>1,801.51</b>	<b>33.15%</b>	<b>2,858.62</b>	<b>2,859.62</b>

#### iv. Appropriations carried forward from 2012 to 2013

Budget line	Description	Commitments carried forward from 2012 to 2013	Payment credits available from 2012 in 2013	Total amount payment credits executed 2013	Payments credits from 2012 cancelled in 2013
1112	Local staff	655.10	655.10	258.29	396.81
1177	Other services rendered and institutional audit services	63,222.00	63,222.00	43,467.43	19,754.57
1180	Sundry recruitment expenses	9,034.07	9,034.07	3,195.00	5,839.07
1183	Removal expenses	49,146.19	49,146.19	35,799.24	
11	Chapter Total	<b>122,057.36</b>	<b>122,057.36</b>	<b>82,719.96</b>	<b>25,990.45</b>
1300	Mission and travel expenses	43,331.74	43,331.74	16,343.93	26,987.81
13	Chapter Total	<b>43,331.74</b>	<b>43,331.74</b>	<b>16,343.93</b>	<b>26,987.81</b>
1430	Medical service	17,307.98	17,307.98	13,231.60	4,076.38
1440	Internal training	126,830.33	126,830.33	115,469.25	11,361.08
1490	Other Interventions	2,797.33	2,797.33	2,756.81	40.52
14	Chapter Total	<b>146,935.64</b>	<b>146,935.64</b>	<b>131,457.66</b>	<b>15,477.98</b>
1700	Entertainment and representation expenses	630.00	630.00	630.00	0.00
17	Chapter Total	<b>630.00</b>	<b>630.00</b>	<b>630.00</b>	<b>0.00</b>
1	TOTAL:	<b>312,954.74</b>	<b>312,954.74</b>	<b>231,151.55</b>	<b>68,456.24</b>
2000	Rentals	2,290.00	2,290.00	0.00	2,290.00
2020	Water, gas and electricity	71,428.50	71,428.50	35,266.81	36,161.69
2030	Cleaning and maintenance	57,347.19	57,347.19	54,200.38	3,146.81
2040	Furnishing of premises	851.81	851.81	851.81	0.00
2050	Security and surveillance	16,350.62	16,350.62	15,097.48	1,253.14
2090	Other expenditure	11,489.00	11,489.00	11,489.00	0.00
20	Chapter Total	<b>159,757.12</b>	<b>159,757.12</b>	<b>116,905.48</b>	<b>42,851.64</b>
2100	ICT hardware	108,871.79	108,871.79	107,868.17	1,003.62
2101	Software development and purchase	100,240.56	100,240.56	100,240.56	0.00
2103	Telecoms Costs	130,001.53	130,001.53	120,973.18	9,028.35
2105	European Commission IT systems	0.00	0.00	0.00	0.00
21	Chapter Total	<b>339,113.88</b>	<b>339,113.88</b>	<b>329,081.91</b>	<b>10,031.97</b>
2200	Technical installations	4,236.76	4,236.76	4,236.72	0.04
2210	Purchase office equipment	11,701.81	11,701.81	11,700.00	1.81
22	Chapter Total	<b>15,938.57</b>	<b>15,938.57</b>	<b>15,936.72</b>	<b>1.85</b>
2300	Stationery and office supplies	36,144.66	36,144.66	35,914.89	229.77
2320	Miscellaneous financial expenses	349.92	349.92	12.45	337.47
2330	Legal expenses	16,536.60	16,536.60	15,662.67	873.93
2350	Miscellaneous insurance	427.13	427.13	38.09	389.04
2352	Internal meetings	977.01	977.01	975.20	1.81
2355	Petty expenses	2,263.00	2,263.00	519.94	1,743.06
2360	Publications	4,073.21	4,073.21	1,982.57	2,090.64
23	Chapter Total	<b>60,771.53</b>	<b>60,771.53</b>	<b>55,105.81</b>	<b>5,665.72</b>
2400	Correspondence and courier expenses	13,846.03	13,846.03	11,443.09	2,402.94
24	Chapter Total	<b>13,846.03</b>	<b>13,846.03</b>	<b>11,443.09</b>	<b>2,402.94</b>
2500	Meetings expenses in general	4,643.31	4,643.31	3,754.20	889.11
25	Chapter Total	<b>4,643.31</b>	<b>4,643.31</b>	<b>3,754.20</b>	<b>889.11</b>
2	TOTAL:	<b>594,070.44</b>	<b>594,070.44</b>	<b>532,227.21</b>	<b>61,843.23</b>
3000	Purchase of operational publications and subscriptions	4,318.52	0.00	0.00	0.00
3010	General publications	189,324.59	0.00	0.00	0.00
3040	Translation costs	9,569.50	0.00	0.00	0.00

30	Chapter Total	<b>203,212.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
3140	Impact evaluation and WP act. auditing	100,598.46	0.00	0.00	0.00
3150	ENP - Projects in support of EU's External Assistance in the Neighbourhood area	504,881.14	0.00	0.00	0.00
3160	IPA - Projects in support of EU's External Assistance in the Enlargement area	220,611.55	0.00	0.00	0.00
3170	DCI - Projects in support of EU's External Assistance in the Development Co-operation instrument	242,796.69	0.00	0.00	0.00
3180	ILP - Projects: Innovation & Learning	324,028.97	0.00	0.00	0.00
3190	Projects in evidence based policy	185,563.42	0.00	0.00	0.00
31	Chapter Total	<b>1,578,480.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
3200	Operational missions	160,322.89	0.00	0.00	0.00
32	Chapter Total	<b>160,322.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
3	TOTAL:	<b>1,942,015.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Funds Source Total	<b>2,849,040.91</b>	<b>907,025.18</b>	<b>763,378.76</b>	<b>130,299.47</b>

For Title 3, commitments related to the ETF subvention, an accumulated amount of Euro 1,942,015.73 was carried forward from 2012 to 2013. These commitments are paid with payment credits from 2013, and the amounts paid are included in table "i. Appropriations of the current year".

## v. Appropriations earmarked funds

Chapter	Description	Commitment appropriations				Payment appropriations			
		Final commitment credits available 2013	Commitments 2013	Overall % committed	Available commitment credits carried forward to 2014	Final payment credits available 2013	Total Payments 2013	Overall % paid	Payment credits carried forward to 2014
42	Overall	0.60	-	0.00%	0.60	0.60	-	0.00%	0.60
42	HR - External - Admin Support	72,000.00	38,387.64	53.32%	33,612.36	72,000.00	38,387.64	53.32%	33,612.36
42	HR - Per diems - Abroad	22,700.00	22,700.00	100.00%	-	22,700.00	7,798.49	34.35%	14,901.51
42	Other - Publications	-	-	0.00%	-	-	-	0.00%	-
42	Other - Studies	338,421.00	285,494.12	84.36%	52,926.88	338,421.00	51,392.23	15.19%	287,028.77
42	Other - Translations	18,290.00	13,859.75	75.78%	4,430.25	18,290.00	12,363.75	67.60%	5,926.25
42	Other - Conferences	120,000.00	120,000.00	100.00%	-	120,000.00	-	0.00%	120,000.00
42	Other - Visibility	5,310.00	275.00	5.18%	5,035.00	5,310.00	275.00	5.18%	5,035.00
42	Travel - International	18,000.00	18,000.00	100.00%	-	18,000.00	11,841.09	65.78%	6,158.91
	<b>Total EC - GEMM Project</b>	<b>594,721.60</b>	<b>498,716.51</b>	<b>83.86%</b>	<b>96,005.09</b>	<b>594,721.60</b>	<b>122,058.20</b>	<b>20.52%</b>	<b>472,663.40</b>
42	Overall	15.00	0.00	0.00%	15.00	15.00	0.00	0.00%	15.00
42	HR - Salaries	82,477.00	51,350.00	62.26%	31,127.00	82,477.00	14,685.28	17.81%	67,791.72
42	HR - Per diems	29,000.00	29,000.00	100.00%	0.00	29,000.00	7,599.13	26.20%	21,400.87
42	Other - Publications	-	-	0.00%	0.00	-	-	0.00%	-
42	Other - Studies	636,651.00	632,925.68	99.41%	3,725.32	636,651.00	277,776.63	43.63%	358,874.37
42	Other - Conferences	471,807.00	390,311.29	82.73%	81,495.71	471,807.00	149,418.94	31.67%	322,388.06
42	Other - Visibility	11,000.00	10,900.00	99.09%	100.00	11,000.00	-	0.00%	11,000.00
42	International travel	18,850.00	18,850.00	100.00%	0.00	18,850.00	11,964.79	63.47%	6,885.21
	<b>Total EC - FRAME Project</b>	<b>1,249,800.00</b>	<b>1,133,336.97</b>	<b>90.68%</b>	<b>116,463.03</b>	<b>1,249,800.00</b>	<b>461,444.77</b>	<b>36.92%</b>	<b>788,355.23</b>
43	Co-operation with national institutions - Funds 2006	1,475.24	1,475.24	100.00%	-	1,475.24	0.00	0.00%	1,475.24
43	Co-operation with national institutions - Funds 2008	443.81	443.81	100.00%	-	858.45	414.64	48.30%	443.81
43	Co-operation with national institutions - Funds 2009	15,737.05	15,737.05	100.00%	-	47,955.49	26,743.15	55.77%	21,212.34
43	Co-operation with national institutions - Funds 2011	-	-	0.00%	-	1,067.10	1,067.10	100.00%	-
43	Co-operation with national institutions - Funds 2012	85.63	85.63	100.00%	-	713.89	244.26	34.22%	469.63
43	Co-operation with national institutions - Funds 2013	1,081.20	1,081.20	100.00%	-	1,081.20	-	0.00%	1,081.20
	<b>Total other donors:</b>	<b>18,822.93</b>	<b>18,822.93</b>	<b>100.00%</b>	<b>0.00</b>	<b>53,151.37</b>	<b>28,469.15</b>	<b>53.56%</b>	<b>24,682.22</b>
<b>Total</b>	<b>Total budget available:</b>	<b>1,863,344.53</b>	<b>1,650,876.41</b>	<b>88.60%</b>	<b>212,468.12</b>	<b>1,897,672.97</b>	<b>611,972.12</b>	<b>32.25%</b>	<b>1,285,700.85</b>

## VI. ETF STAFF ESTABLISHMENT PLAN 2013

FUNCTION GROUP	GRADE	Establishment Plan 2013	TAs in Post on 31/12/2013
AD	16		
	15		
	14	1	1
	13	4	
	12	10	7
	11	8	11
	10	3	3
	9	12	13
	8	6	7
	7	15	14
	6	3	
	5		2
<b>Sub-total Function Group AD</b>		<b>62</b>	<b>58</b>
AST	11		
	10	7	2
	9	3	6
	8	5	3
	7	7	7
	6	1	3
	5	6	3
	4	1	4
	3	4	4
	2		1
	1		
<b>Sub-total Function Group AST</b>		<b>34</b>	<b>33</b>
<b>TOTAL TA posts</b>		<b>96</b>	<b>91</b>

Additionally, ETF has 40 contract agents and 2 local agents

## ANNEX I: LIST OF GOVERNING BOARD MEMBERS DURING 2013

---

<b>European Commission Chairman</b>	Mr Jan TRUSZCZYŃSKI Director General DG Education and Culture
<b>European Commission Alternate</b>	Mr Antonio SILVA MENDES Director - Lifelong Learning: policies and programme DG Education and Culture
<b>European Commission Member</b>	Mr Gerhard SCHUMANN-HITZLER Director DG Enlargement
<b>EUROPEAN COMMISSION MEMBER</b>	Mr Kristian SCHMIDT Director Human and Society Development DG Development and Cooperation - EuropeAid
<b>EUROPEAN COMMISSION ALTERNATE</b>	Ms Hélène BOURGADE Head of Unit Employment, Social Inclusion and Migration DG Development and Cooperation - EuropeAid
<b>NON-VOTING EXPERT</b>	Mr Jean-François MEZIÈRES President European Vocational Training Association
<b>NON-VOTING EXPERT</b>	Mr Jan ANDERSSON
<b>NON-VOTING EXPERT</b>	Ms Sara PARKIN Founder Director Forum for the Future
<b>Austria Member</b>	Mr Karl WIECZOREK Senior Expert Department for Vocational Training Federal Ministry for Economic Affairs and Labour
<b>Austria Alternate</b>	Mr Reinhard NÖBAUER Senior Expert Vocational Education and Training Federal Ministry for Education, Arts and Culture
<b>Belgium Member</b>	Ms Micheline SCHEYS Secretary General Flemish Ministry of Education and Training
<b>Bulgaria Member</b>	Ms Valentina DEYKOVA Director Ministry of Education, Youth and Science Policies for Vocational Education and Continuing Training Directorate
<b>Bulgaria Alternate</b>	Ms Emiliana DIMITROVA Director Ministry of Education, Youth and Science Vocational Education and Continuing Training Directorate

<b>Croatia Member</b> <i>(November meeting)</i>	Ms Sabina GLASOVAC Assistant Minister of Science Education and Sports Ministry of Science, Education and Sports
<b>Croatia Alternate</b> <i>(November meeting)</i>	Ms Jelena LETICA Assistant Director for the Development of VET and International Cooperation Agency for Vocational Education and Training and Adult Education
<b>Cyprus Member</b>	Mr Elias MARGADJIS Director Department of Secondary Technical and Vocational Education Ministry of Education and Culture
<b>Cyprus Alternate</b> <i>(November meeting)</i>	Mr Costandinos GEORGIOUS Inspector Secondary Technnical and Vocational Education Ministry of Education and Culture
<b>Czech Republic Member</b>	Ms Helena ÚLOVCOVÁ Deputy Director National Institute of Technical and Vocational Education
<b>Czech Republic Alternate</b>	Mr Jakub STAREK Acting Director General of Section for Education Ministry of Education, Youth and Sports
<b>Denmark Member</b>	Mr Torben KORNBECH RASMUSSEN Educational Consultant Ministry of Children and Education Department of Youth Education and Vocational Adult Education and Training
<b>Denmark Alternate</b>	Mr Henrik SAXTORPH Head of Section Ministry of Children and Education Department of Youth Education and Vocational Adult Education and Training
<b>Estonia Member</b>	Ms Külli ALL Adviser (Lifelong learning) Vocational and Adult Education Department Ministry of Education and Research
<b>Finland Member</b>	Ms Tarja RIIHIMAKI Counsellor of Education Vocational and Education Training Ministry of Education
<b>Finland Alternate</b>	Mr Ossi V. LINDQVIST Former Chair of the Finnish Higher Education Evaluation Council University of Kuopio
<b>France Member</b>	Mr Maurice MEZEL Senior Advisor International Affairs French Ministry of Labour



<b>France</b> <b>Alternate</b>	Mr Michel LEFRANC Chargé de mission à la DREIC Ministère de l'Education nationale
<b>Germany</b> <b>Member</b> (November meeting)	Mr Andreas DRECHSLER Ministerialrat Bundesministerium für Bildung und Forschung
<b>Germany</b> <b>Alternate</b>	Ms Ingrid MUELLER-ROOSEN Unit 221 - General Issues and Education Policy of the EU German Federal Ministry of Education and Research
<b>Greece</b> <b>Member</b> (November meeting)	Mr Ioannis VOUTSINAS Chief Executive Officer National Organization for the Certification of Qualifications and Vocational Guidance
<b>Greece</b> <b>Alternate</b> (November meeting)	Ms Anna PLESSA-EPIDOROU Unit 221 - General Issues and Education Policy of the EU Directorate for European Union Affairs German Federal Ministry of Education and Research
<b>Hungary</b> <b>Member</b>	Mr György SZENT-LÉLEKY Senior Counsellor Vocational and Adult Education and Training Ministry of Social Affairs and Labour
<b>Ireland</b> <b>Member</b>	Ms Ann Mary REDMOND Department of Education & Skills FAS <i>Liaison</i> Section
<b>Italy</b> <b>Member</b>	Mr Gabriele ALTANA Responsabile Organizzazione Presidenza Italiana Ue 2014 Direzione Generale Per L'Unione Europea Ministero Degli Affari Esteri
<b>Italy</b> <b>Alternate</b>	Mr Franco GIORDANO Ministro Plenipotenziario – Ambasciatore - Consigliere diplomatico Città di Torino Dipartimento Relazioni Internazionali
<b>Latvia</b> <b>Member</b>	Ms Lauma SIKĀ Deputy State Secretary Ministry of Education and Science of the Republic of Latvia
<b>Latvia</b> <b>Alternate</b>	Ms Dita TRAIĐAS Director State Education Development Agency
<b>Lithuania</b> <b>Member</b>	Mr Saulius ZYBARTAS Director of the Department of General Education and Vocational Training Ministry of Education and Science
<b>Lithuania</b> <b>Alternate</b>	Ms Aleksandra SOKOLOVA Deputy Head of the Vocational Education and Guidance Division Ministry of Education and Science
<b>Luxembourg</b> <b>Member</b>	Mr Antonio DE CAROLIS Directeur Adjoint à la Formation Professionnelle Service de la Formation Professionnelle Ministère de l'Education Nationale et de la Formation Professionnelle

<b>Malta Member</b>	Mr Philip VON BROCKDORFF Chief Executive National Commission for Further and Higher Education
<b>Malta Alternate</b>	Mr Richard CURMI Senior Manager Malta Qualifications Council (MQC)
<b>Netherlands Member</b>	Ms Boukje SPIT Head of Unit Innovation and Information VET Ministry of Education, Culture and Science
<b>Poland Member</b>	Ms Stefania WILKIEL Counsellor to the Minister Ministry of National Education, International Cooperation Department
<b>Poland Alternate</b>	Ms Danuta CZARNECKA Deputy Director Department for International Programmes and Recognition of Diplomas Ministry of Science and Higher Education
<b>PORTUGAL MEMBER</b>	Ms Isilda FERNANDES Director of Employment Services and Professional Training of the Directorate General for Employment and Labour Relations Ministry of Economy and Employment
<b>Portugal Alternate</b>	Mr Félix ESMÉNIO Member of the Board of the Directors of the Institute of Employment and Professional Training, Ministry of Economy and Employment Institute of Employment and Vocational Training
<b>Romania Member</b>	Ms Liliana PREOTEASA Director General General Directorate for Education and Lifelong Learning Ministry of Education, Research, Youth and Sports
<b>Slovak Republic Member</b>	Mr Juraj VANTUCH Head Slovak national Observatory of VET State Institute of Vocational Education and Training
<b>Slovenia Member</b>	Mr Elido BANDELJ Director Institute of the Republic of Slovenia for Vocational Education and Training
<b>Slovenia Alternate</b>	Mr Anton SIMONIC Senior Advisor European Affairs Ministry of Education, Science and Sport

<b>Spain</b> <b>Member</b> <i>(June meeting)</i>	Ms Rosario ESTEBAN BLASCO Head of Unit Deputy Directorate for Guidance and VET Ministry of Education
<b>Spain</b> <b>Alternate/Member</b> <i>(June meeting)</i> <i>(November meeting)</i>	Ms Gema CAVADA BARRIO Head of Service Deputy Directorate General for Guidance and VET Ministry of Education, Social Policy and Sport
<b>Sweden</b> <b>Member</b> <i>(June meeting)</i>	Mr Per BYSTRÖM Deputy Director Upper secondary and Adult Education Ministry of Education and Research
<b>Sweden</b> <b>Member</b> <i>(November meeting)</i>	Ms Karin EDHOLM Deputy Director Division for Upper Secondary and Adult Education Ministry of Education and Research
<b>United Kingdom</b> <b>Member</b>	Ms Marilyn EAST Team Leader Special Projects, International and FE Stakeholder Relations
<b>United Kingdom</b> <b>Alternate</b>	Ms Caroline LUCAS Team Member Special Projects, International and FE Stakeholder Relations