



Agreement on the Conservation of Albatrosses and Petrels

Sixth Meeting of Advisory Committee

Guayaquil, Ecuador, 29 August – 2 September 2011

Interim Financial Report for 2011

Secretariat

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Interim Financial Report for 2011

Secretariat

An interim financial report for the 2011 financial year is provided for the information of the Advisory Committee. The final audited financial statements for 2011 will be provided to Parties no later than 30 September, 2011 in accordance with Financial Regulation 10.2.

This financial report should be read in conjunction with AC6 Doc 6, Secretariat Report and AC6 Doc 9, Agreement Budget 2013 – 2015.

1 INCOME

1.1 Contributions from Parties

As can be seen from the summary of income received in the interim financial statement for 2011 (Attachment A), approximately one third of Parties contributions for 2011 remain outstanding. This has been off-set in part by the payment of outstanding contributions from previous financial years. During the year this had the potential to create cash flow difficulties, particularly if all outstanding commitments for the Advisory Committee Work Programme had had to be paid.

1.2 Other income

The amount of interest earned on cash balances was approximately one third less than the amount budgeted, reflecting a lower level of cash balances held in 2011. It is expected however that increased income from the refund of goods and services tax will be offset this reduction. No additional voluntary contributions were received from Parties during the 2011 financial year.

2 EXPENDITURE

2.1 Appropriation 1 – Secretariat

Employee salaries and expenses

Expenditure on employee salaries and expenses was approximately 10% less than budgeted, primarily as a result of lower than expected increases in award wages set by the Tasmanian State Government.

Operational costs

The Secretariat's operational costs were approximately 66% over the amount budgeted. This occurred due to expenditure on unforeseen items and the carry-over of funding from the previous year. The situation is not expected to be repeated in 2012. The significant line items that were over budget and were:

- i. Translations – approx. \$10,000 due to the need to have the original translations of ACAP's operational instruments re-translated.
- ii. Rental of office accommodation – approx. \$24,000. This amount had not been budgeted for when the budget was approved at MoP3.

- iii. Car hire – approx. \$9,000 due to an increase in leasing costs.
- iv. Vehicle purchase – approx.. \$45,000 ex GST (Goods and Services Tax). This amount had not been budgeted for at MoP3. Taxation concessions arising from implementation of the Headquarters Agreement will allow significant costs savings in leasing costs over the budget period through the outright purchase of a vehicle.
- v. Support for secondments – approx. \$14,000. Funding for this line item was not utilised in the 2010 financial year and this funding was used to support a second secondment in 2011.

2.2 Appropriation 3 – Advisory Committee

Expenditure in Appropriation 3 was approximately 17% of the budget allocation, due to deferral of expenditure for meeting costs for AC6, which will be held in the 2012 financial year.

2.3 Appropriation 4 – Advisory Committee Work Programme

Expenditure in Appropriation 4 was approximately 32% over budget. This was partially a result of the expenditure of funds from the 2010 and 2011 Grants Programme occurring in the 2011 financial year. It also reflects, however, that funding of the Advisory Committee Work Programme comes from the Special Fund, consisting of voluntary contributions as well as budgetary funds.

3 RECOMMENDATIONS

The Advisory Committee is requested to:

1. Review the 2011 Financial Report and make recommendations as appropriate; and
2. Take into consideration the 2011 Financial Report when reviewing the Agreement's Budget for the 2013 – 2015 triennium.

Summary of ACAP Accounts for 2011 Financial Year @ 30 June 2011

All amounts shown in AUD \$

Cash Balances at 30 June 2011

General Fund	24,184
Special Fund	345,993
Balance	370,177

INCOME

	Budget	Received	Balance Outstanding
Contributions from Parties - 2011	638,014	450,477	187,537
Contributions - previous years	209,934	96,249	113,685
Refund of GST tax	0	21,485	
Interest on funds	21,000	14,399	6,601
Total Income	868,948	582,610	307,823

EXPENDITURE**APPROPRIATION 1 - SECRETARIAT**

	Allocation	Expenditure	Balance	
Employee salaries				
1.1.1	Salaries – Permanent	210,477	192,614	17,863
1.1.2	RBF Superannuation	18,943	17,074	1,869
1.1.3	Payroll tax	0	-7,310	7,310
1.1.5	Workers Compensation	0	1,518	-1,518
				0
	Salaries	229,420	203,896	25,524
Employee expenses				
1.2.1	Accommodation	8,320	7,587	733
1.2.2	Airfares	20,800	21,626	-826
1.2.3	Travel Allowances	2,080	9,228	-7,148
1.2.4	Travel Insurance	1,560	1,703	-143
	Other travel costs - visas		1,468	1,468
1.2.5	Consultants	26,000	20,553	5,447
1.2.6	Relocation expense (staff)			0
1.2.7	Legal expenses	1000		1,000
1.2.8	General insurance	2,080	911	1,169
1.2.9	Representation expenses	5,200	1,843	3,357
	Employee expenses	67,040	64,919	5,057
Operational costs				
1.3.1	Office equipment /furniture	5,200	4,944	256

Summary of ACAP Accounts for 2011 Financial Year @ 30 June 2011

		Allocation	Expenditure	Balance
1.3.2	Office equipment maintenance	2,080	384	1,696
1.3.3	Office requisites - stationery	2,080	5,148	-3,068
1.3.4	Publications /books	1,040	75	965
1.3.5	Corporate memberships	520		520
1.3.6	Printing and copying (PR material)	5,200	660	4,540
1.3.7	Telecommunications	4,700	5,416	-716
1.3.8	Translations - website, correspondence	5,200	15,098	-9,898
1.3.9	Postage	1,040	65	975
1.3.10	Freight/couriers	520	86	434
1.3.11	Light and power	625	2,176	-1,551
1.3.12	Insurance property	1,050	1,067	-17
1.3.13	Rent (flat for secondments)	10,400	9,480	920
	Office relocations			0
	Office rent		24,075	-24,075
	Rates and water		2,004	-2,004
	Preventative maintenance-office		64	-64
	Cleaning		2,002	-2,002
1.3.14	Car Hire - long term	15,400	22,248	-6,848
	Vehicle purchase		50,563	-50,563
1.3.15	Cab charge - taxis	416	760	-344
1.3.16	Parking	1,976	3,282	-1,306
1.3.17	Support for secondments – relocation expense*	8,652	22,448	-13,796
1.3.18	Staff training	6,240	613	5,627
1.3.19	Staff conferences / seminars	1,040	78	962
1.3.20	Bank charges	104	216	-112
1.3.21	Bad and doubtful debts	520		520
1.3.22	Software purchase	2,080	2,176	-96
1.3.23	Server lease	5,200	1,980	3,220
1.3.24	Outsourced IT services	15,500	15,554	-54
1.3.25	Modifications to database	10,400	4,048	6,352
	Sundry expenses			0
1.3.26	WAN Wireless network	2,450		2,450
	Office operational costs	109,633	196,710	-87,077
	Total Secretariat	406,093	465,525	-56,496

* funding carried forward from 2010

APPROPRIATION 3 - ADVISORY COMMITTEE

		Allocation	Expenditure	Balance
	Interpretation			
3.1.1	Interpretation	41,600	17,804	23,796
3.1.2	Interpretation equipment	10,800		10,800
3.1.3	Translation of documents	42,000		42,000
		94,400	17,804	76,596
	Venue and meeting support costs			

Summary of ACAP Accounts for 2011 Financial Year @ 30 June 2011

		Allocation	Expenditure	Balance
3.2.1	Hire of venue /catering	8,000		8,000
3.2.2	Hire - meeting equipment	0		0
3.2.3	Printing costs	2,000		2,000
3.2.4	Support staff	16,500		16,500
		26,500	0	26,500
	Sponsorship			
3.3.1	Accommodation	0		0
3.3.2	Airfares-overseas	0		0
3.3.3	Allowances-overseas	0		0
3.3.4	Sponsorship - Experts[1]	15,600		15,600
		15,600	0	15,600
	Support for Advisory Committee Officials			
	Bank charges		134	134
3.4.1	Accommodation	5,200	1,815	3,385
3.4.2	Airfares-overseas	13,520	5,954	7,566
3.4.3	Allowances-overseas	2,080	790	1,290
		20,800	8,693	12,375
				0
	Total Advisory Committee	157,300	26,497	131,071

APPROPRIATION 4 - AC WORK PROGRAMME

	Allocation	Expenditure	Balance
AC Work Programme*	95,621	126,672 -	31,051
Total AC Work Programme	95,621	126,672	-31,051
TOTAL AGREEMENT BUDGET	659,014	618,694	43,524

*The Advisory Committee's Work Programme is accounted for on a cash basis as expenditure and commitments are carried forward over subsequent years. A detailed account for the AC Work Programme is provided in Attachment B.

Attachment B

APPROPRIATION NO. 4 - SPECIAL FUND (Prepared on an accrual basis)				
Income				
Date	Authority	Description	Amount	AUD
	MoP1	Advisory Committee Fund 2005	USD43,500	56,985
	MoP1	Advisory Committee Fund 2006	USD43,500	56,985
	UK	UK voluntary contribution - Petrel census	£25,000	61,531
2005	UK	UK voluntary contribution - AC Work Programme	£10,000	25,300
2006	UK	UK voluntary contribution - AC Work Programme	£35,000	81,616
2006	UK	UK voluntary contribution - Support for MoP2	£10,000	24,774
2006	NZ	NZ voluntary contribution - support MoP2	NZD 10,000	7,643
2006	NZ	NZ voluntary contribution - MoP2	NZD5,000	4,000
2006	MoP2	Allocation of 100k as Contingency Fund		100,000
2007	NZ	NZ voluntary contribution - secondment	NZD 15,000	13,000
2007	UK	UK voluntary contribution - AC Work Programme		125,000
2007	UK	UK voluntary contribution - ACAP Officer		124,000
2007	MoP2	Norway's 2007 Contribution		38,885
2007	Common wealth	Contribution towards cost of Waved Albatross Workshop		3,000
2008	MoP2	Norway's 2008 Contribution		68,211
2008	MoP2	Brazil - new Party contribution		2,936
2009	MoP2	Norway - new Party contribution		72,019
2009	MoP2	Brazil - new Party contribution		37,203
2009	MoP2	Uruguay - new Party contribution		1,285
2009	NZ	Voluntary contribution capacity building - Secondment Arg		8,554
2010	MoP3	Advisory Committee Work Programme funding		91,000
2010	France	Voluntary contribution for RFMO engagement strategy		28,098
2010	Australia	Voluntary contribution		100,000
2010	MoP3	Interest earned on ACAP funds 2010 f/y		11,877
2011	MoP3	Advisory Committee Work Programme funding		80,621
Total Income - Special Fund				1,224,523

Expenditure: c/c 5430-8411-21

Proj No.	Authority	Project Description	Allocation	Expenditure	Outstanding allocation
2005-1	AC1	Database development - AUD 20,000			0
2005-2	AC1	Analysis remote tracking data - BirdLife	25,000	24,808	192
2005-3	AC1	Travel costs AC meetings- Experts AUD 10,000	10,000	10,000	0
2005-4	AC1	Additional staffing of Secretariat - AUD 20,000	20,000	20,000	0
2005-5	MoP1	Capacity building fund - AUD 12,650		-	0
2005-6	AC1	Bibliographic database for taxonomic WG	2,000	2,000	0
2005-7	UK	UK petrel census	61,531	60,812	719
2006-1	AC2	Update of BLI tracking database	5,000	5,000	0
2006-2	AC2	Maps for species assessments - Frances Taylor	4,800	2,800	2,000
2006-3	AC2	Production of Waved Albatross Action Plan - Jancke	17,000	17,000	0
2006-4	AC2	Draft species assessments	12,500	12,500	0
2006-5	AC2	Support delegates to Waved Alb Workshop - Peru	15,000	15,000	0
2006-6	UK	ACAP Officer - UK voluntary contribution	124,000	63,300	60,700
2006-7	UK	Support delegates to MoP2	24,774	24,774	0
2006-8	NZ	Meeting support for MoP2 - DoC	7,643	7,643	0
2006-9	NZ	Meeting support for MoP2 - MoF	4,000	4,000	0
2007-1	AC3	Production of Species assessments	41,800	45,434	-3,634
2007-2	AC3	Website design - species assessments	11,200	11,200	0
2007-3	AC3	Waved Albatross Workshop - Ecuador	33,000	28,085	4,915
2007-4	AC3	FAO Consult - NPOA Guidelines	13,000	10,686	2,314
2007-5	I/S	Translation of species assessments	3,000	3,000	0
2007-6	NZ	Support for secondment - T. Neves	13,000	13,000	0
2007-7	MoP2/AC3	Sponsorship of delegates to AC meetings	41,000	41,000	0
2008-1	AC4	Secretariat capacity - Science Officer	46,000	43,254	2,746
2008-2	AC4	Bait pod development - BirdLife	20,000	20,000	0
2008-3	AC4	House mice eradication - Tristan Albatross	4,750	4,750	0
2008-4	AC4	Implementation Waved Albatross Action Plan - APECO	20,000	23,462	-3,462

Proj No.	Authority	Project Description	Allocation	Expenditure	Outstanding allocation
2008-5	AC4	Impl'n Waved Albatross Action Plan - Pro Delphinus	23,000	20,402	2,598
2008-6	AC4	Update of BLI tracking database	10,000	10,000	0
2008-7	AC4	Capacity building Ecuador-Argentina-BLI	5,000	5,064	-64
2009-1	AC Interse	Development of database implementation reports	5,000	5,000	0
2009-2	AC Interse	Improving Waved Alb Conservation:Pop'n Monitoring	16,950	16,950	0
2009-3	AC Interse	Translation of species assessments	8,000	8,000	0
2009-4	AC Interse	Introducing Weighted Swivels in Peru's Artisanal Fleet	20,974	20,974	0
2009-5	AC Interse	Seabird Interactions in Peruvian Hake Trawl Fishery	20,056	20,276	-220
2009-6	AC Interse	Translation of Best Practice Mitigation Fact Sheets	18,216		18,216
2009-7	AC Interse	Maps for species assessments	5,000		5,000
2009-8	AC Interse	Attendance at RFMO Meetings	30,000	27,907	2,093
2009-9	AC Interse	Implementation of Observer Programme -South of Chile	10,000	10,090	-90
2009-10	AC Interse	Regional Workshop:Improving Observer data collection	23,000	23,000	0
2009-11	AC Interse	Evaluating a Fast Sinking Line Weighting Regime	5,850		5,850
2009-12	NZ	Secondment for Capacity Building - Mr Juan Seco Pon	8,554	8,776	-222
2010-01	AC Interse	Estimate overlap WAAL at-sea distribution with fishing fleets - central Peruvian coast	11,000	11,500	-500
2010-02	AC Interse	Evaluating alternative ERA approaches to predicting at-sea overlaps of ACAP species and fisheries	7,000		7,000
2010-03	AC Interse	Is batch discharge better than ad-hoc discharge from trawl vessels?	14,000		14,000
2010-04	AC Interse	Consolidation of the NPOA for the conservation of Seabirds in Peru	15,000	15,000	0
2010-05	AC Interse	Defining high-risk areas in the Argentinean Continental Shelf: in the high-seas commercial trawl fleet	14,000	16,083	-2,083
2010-06	AC Interse	Improving data collection in South Am observer programmes: Part II –2011	10,000		10,000
2010-07	AC Interse	Final on-shore development of 'hook-pod	25,000		25,000
2010-08	AC5	Data portal developments for status and trends	5,000	1,971	3,029
2010-09	AC5	Translation of species assessments into French	8,000	9,397	-1,397
2010-10	AC5	Attendance at RFMO meetings	25,000	0	25,000
2010-11	AC5	Analysis of interactions with RFMO - possible updates	5,000		5,000
2010-12	AC5	Maintain mitigation fact sheets	5,000	325	4,675
2010-13	AC5	Development of database for priorities work	10,000		10,000

Proj No.	Authority	Project Description	Allocation	Expenditure	Outstanding allocation
2010-14	AC5	Development of database for national reporting framework	10,000	9,535	465
	France	Voluntary contribution for RFMO Engagement Strategy	28,098	28,098	0
	Australia	Voluntary contribution for Australian projects	100,000		100,000
Total Special Fund			1,081,696	781,856	299,840

Total Income Received - Special Fund	1,224,523
Less Commitments - AC Work Programme	1,081,696
Less Contingency Fund allocated at MoP2	100,000
Balance of Special Fund Remaining Unallocated	42,827

Attachment C

Summary of Outstanding Contributions from ACAP Parties as at 1 August 2011

PARTY	2006	2007	2008	2009	2010	2011
Argentina				3,548	569	19,731
Australia						
Brazil			0	0	0	44,991
Chile						17,246
Ecuador				84		0
France						
New Zealand						
Norway						
Peru	3,800	2,286	2,339	2,470	2,532	2,608
South Africa						
Spain					70,556	102,429
United Kingdom						
Uruguay				0		1,357
Total Outstanding	3,800	2,286	2,339	6,102	73,657	188,362

Total - Parties' Contributions outstanding	\$ 276,546
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