

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p><b>Fourth Meeting of the Parties</b> <i>Lima, Peru, 23 – 27 April 2012</i></p> <p><b>Financial and Auditor's Reports - 2011</b></p> <p><b>Secretariat</b></p>
---	--

## SUMMARY

The Financial Statements for 2011 show that revenue was higher than expected, \$678,000 (rounded) received in comparison to the \$659,014 budgeted. Expenditure was less than expected; \$640,000 (rounded) in comparison to the 659,014 budgeted. Significant issues to note in relation to these outcomes are 1. Income from Parties was one third less than budgeted, but the shortfall was made up from outstanding contributions from previous years being received; 2. Expenditure was less than the amount budgeted due to lower salary payments to staff members and deferral of expenditure for the 6<sup>th</sup> Advisory Committee meeting (AC6) to the next financial year; but the Secretariat's operational costs were 66% over budget due to unforeseen expenditures and the carry-over of expenditure from the previous financial year.

The Auditor's Report confirmed that stated revenue is correct; that expenditure is correct and funds were disbursed for the purposes listed in the statements; that stated assets and equity balances at 30 June 2011 are correct; and that ACAP funds are held in trust by the Tasmanian Government and are expended solely on the authority of the Executive Secretary of ACAP. It is proposed to re-appoint the Government of Tasmania as the Agreement's external auditor.

## RECOMMENDATIONS

That the Meeting of the Parties:

1. Review the 2011 Financial Report and make recommendations as appropriate;
2. Take into consideration the 2011 Financial Report when reviewing the Agreement's Budget for the 2013 – 2015 triennium
3. Appoint the Government of Tasmania as the Agreement's external auditor in accordance with Financial Regulation 11.1. and
4. That approval be given for the write-off of minor debts associated with exchange rate variations, as approved by the external auditor.



**AGREEMENT ON THE CONSERVATION OF ALBATROSSES  
AND PETRELS**

**FINANCIAL STATEMENTS**

**2011**

**PREPARED BY THE SECRETARIAT**

In my opinion, the attached financial statements for the year ended 30 June 2011 are based on properly maintained financial records and accounts and give a true and fair view of the matters as required by the Financial Regulations within the Agreement for the Conservation of Albatrosses and Petrels.

A handwritten signature in black ink, appearing to read 'W. Papworth', with a large, sweeping flourish extending to the right.

Signed.....  
Warren Papworth  
Secretariat  
30 September 2011

## AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS

### INCOME STATEMENT

for the year ended 30 June 2011

	Notes	2011 \$'000	2010 \$'000
<b>Revenue</b>			
Contributions from Parties – General Fund	3.1	561	529
Contributions from Parties – Special Fund	3.2	77	91
Other Income – Special Fund	3.3	-	128
Other Income – General Fund	3.4	40	33
<b>Total Revenues</b>		<b>678</b>	781
<b>Expenses</b>			
Appropriation 1 Secretariat	4.1	460	358
Appropriation 2 Meeting of Parties	4.1	-	-
Appropriation 3 Advisory Committee	4.1	49	175
Appropriation 4 Advisory Committee Work Programme	4.2	131	218
<b>Total Expenses</b>		<b>640</b>	751
<b>Net Surplus / (Loss)</b>		<b>38</b>	30

*The above statement should be read in conjunction with the accompanying notes.*

## AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS

### BALANCE SHEET

as at 30 June 2011

	Notes	2011 \$'000	2010 \$'000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	5.1	355	446
Trade Receivables and Other Assets	5.2	347	242
<b>Total Current Assets</b>		<b>702</b>	688
<b>Total Assets</b>		<b>702</b>	688
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	6.1	4	28
Other Current Liabilities	6.2	4	3
<b>Total Current Liabilities</b>		<b>8</b>	31
<b>Total Liabilities</b>		<b>8</b>	31
<b>NET ASSETS</b>		<b>694</b>	657
<b>EQUITY</b>			
Accumulated Funds		694	657
<b>Total Equity</b>	7.1	<b>694</b>	657

*The above statement should be read in conjunction with the accompanying notes.*

## **AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011**

#### **NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **Financial reporting framework**

The entity is not a reporting entity because in the opinion of the Secretariat there are unlikely to exist users of the financial statements who are unable to command the preparation of reports tailored so as to satisfy specifically all of their information needs. Accordingly, this special purpose financial report has been prepared to satisfy the secretariat's reporting requirements under the Financial Regulations for the Agreement on the Conservation of Albatrosses and Petrels (ACAP).

##### **Statement of compliance**

The financial statements have been prepared in accordance with the Financial Regulations, the basis of accounting specified by the Australian Accounting Standards (AAS) and Interpretations, but not the disclosure requirements.

Compliance with the Australian Accounting Standards may not result in compliance with International Financial Reporting Standards (IFRS), as the AAS include requirements and options available to not-for-profit organisations that are inconsistent with IFRS. The entity is considered to be not-for-profit and has adopted some accounting policies under the AAS that do not comply with IFRS.

##### **Basis of preparation**

The financial statements have been prepared on the basis of historical cost. Cost is based on the fair values of the consideration given in exchange for assets. Unless otherwise indicated, all amounts are presented in Australian dollars. The financial statements have been prepared on an accrual accounting basis.

##### **Reporting Entity**

The financial statements include all the activities of ACAP. The financial statements consolidate material transactions and balances of ACAP. For the financial year ended 30 June 2011, transactions were included from 1 July 2010 to 30 June 2011.

The following significant accounting policies have been adopted in the preparation and presentation of the financial statements:

a) Presentation Currency

The presentation currency of the financial statements is Australian Dollars. Amounts presented have been rounded to the nearest thousand dollars.

b) Revenue Recognition

*Contributions from Parties*

Contributions from parties are recognised when agreement between the parties has been achieved as to the amount and payment date and appropriate invoices have been prepared accordingly. Invoices for annual contributions were sent to parties in \$AUD.

*Other Income*

Voluntary contributions are received in \$AUD. These contributions are designated as Special Funds, in accordance with Regulation 7 of the Financial Regulations.

c) Goods and Services Tax

Revenues, expenses, assets and liabilities are recognised inclusive of the amount of Goods and Services Tax (GST).

GST is not collected on contributions and donations from the parties. The entity is classified as GST exempt.

d) Assets

Assets are recognised in the Balance Sheet when it is probable that the future economic benefits will flow to ACAP and the asset has a cost or value that can be measured reliably.

e) Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand, cash at bank and travel advances.

f) Trade and Other Receivables

Trade receivables and other receivables are recorded at amounts due less any allowance for doubtful debts.

g) Liabilities

Liabilities are recognised in the Balance Sheet when it is probable that an outflow of resources embodying economic benefits will result from the settlement of a present obligation and the amount at which the settlement will take place can be measured reliably.

h) Trade and Other Payables

Trade payables and other accounts payable are recognised when the entity becomes obliged to make future payments resulting from the purchase of goods and services.

i) Foreign Currency

All foreign currency transactions during the financial year are brought to account using the exchange rate in effect at the date of transaction. Associated gains and losses are not material and are recognised in the Income Statement at the date of the transaction.

## AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

#### NOTE 2 EVENTS OCCURRING AFTER BALANCE DATE

No events occurred after balance date which would materially impact these financial statements.

	<b>2011</b>	2010
	<b>\$'000</b>	\$'000

#### NOTE 3 REVENUES

##### 3.1 Contributions from Parties – General Fund

Argentina	<b>20</b>	19
Australia	<b>100</b>	97
Brazil	<b>45</b>	44
Chile	<b>17</b>	1
Ecuador	<b>1</b>	1
France	<b>104</b>	101
New Zealand	<b>42</b>	41
Norway	<b>-</b>	74
Peru	<b>3</b>	-
South Africa	<b>23</b>	22
Spain	<b>102</b>	28
United Kingdom	<b>104</b>	101

##### ***Total Contributions from Parties – General Fund***

---

<b>561</b>	529
------------	-----

##### 3.2 Contributions from Parties – Special Fund

Chile	<b>-</b>	16
Norway	<b>76</b>	-
Peru	<b>-</b>	3
Spain	<b>-</b>	71
Uruguay	<b>1</b>	1

##### ***Total Contributions from Parties – Special Fund***

---

<b>77</b>	91
-----------	----

## AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	<b>2011</b>	2010
	<b>\$'000</b>	\$'000
<b>3.3 Other Income – Special Fund</b>		
<b>Voluntary Contributions</b>		
New Zealand (Capacity Building)	-	-
France (Support RFMO Engagement Strategy)	-	28
Australia (Funding domestic programmes)	-	100
<b>New Party Contributions</b>		
Uruguay	-	-
<b><i>Total Other Income – Special Fund</i></b>	<hr/> -	128
<b>3.4 Other Income – General Fund</b>		
Interest – (Department of Economic Development, Tourism and the Arts)	<b>16</b>	12
Tax Refunds (Department of Economic Development, Tourism and the Arts)	<b>24</b>	21
<b><i>Total Other Income – General Fund</i></b>	<hr/> <b>40</b>	33
<b>TOTAL REVENUES</b>	<hr/> <b>678</b>	<hr/> 781



**AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2011**

	<b>2011</b>	2010
	<b>\$'000</b>	\$'000
<b>NOTE 4 EXPENSES</b>		
<b>4.1 General Fund</b>		
Appropriation 1 Secretariat	<b>460</b>	358
Appropriation 2 Meetings of the Parties (including support costs)	-	-
Appropriation 3 Advisory Committee	<b>49</b>	175
<b><i>Total General Fund Expenses</i></b>	<b>509</b>	533
<b>4.2 Special Fund</b>		
Appropriation 4 Advisory Committee Work Programme	<b>131</b>	218
<b><i>Total Special Fund Expenses</i></b>	<b>131</b>	218
<b>TOTAL EXPENSES</b>	<b>640</b>	751

**AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2011**

	<b>2011</b>	2010
	<b>\$'000</b>	\$'000
<b>NOTE 5 CURRENT ASSETS</b>		
<b>5.1 Cash and Cash Equivalents</b>		
<b>Cash held with the Tasmanian Government – Department of Economic Development, Tourism and the Arts</b>		
General Fund	<b>26</b>	125
Special Fund (see note a)	<b>221</b>	218
Contingency Fund (see note b)	<b>100</b>	100
Travel Advances	<b>8</b>	3
<b>Total Cash and Cash Equivalents</b>	<b>355</b>	446

**Notes**

- a. The Special fund balance includes uncommitted budgetary allocations made under the Advisory Committee Work Programme totalling \$42,827.
- b. Funds held in the General, Special and Contingency funds were invested by the Department of Treasury and Finance on behalf of the Department of Economic Development, Tourism and the Arts. Interest is calculated on daily balances.

## AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2011 \$'000	2010 \$'000
<b>5.2 Trade Receivables and Other Assets</b>		
<b>Contributions Outstanding – General Fund</b>		
Argentina (Includes 2010 \$3,548 and 2011 \$19,731)	24	23
Australian Marine Mammal Centre (Includes 2010 \$2,015)	2	2
Brazil (Includes 2010 \$33,948 and 2011 \$44,991)	79	44
Chile (Includes 2011 \$17,246)	17	-
Convention for Migratory Species (Includes 2010 \$3,169)	3	-
Ecuador (Includes 2011 \$533)	1	-
France	-	-
Peru (Includes 2006 \$3,800, 2007 \$2,286, 2008 \$2,339, 2009 \$2,470 and 2010 \$2,532)	13	11
Spain (Includes 2011 \$102,429)	102	-
<b>Total Contributions Outstanding – General Fund</b>	<b>241</b>	<b>80</b>
<b>Contributions Outstanding – Special Fund</b>		
Brazil	-	40
Chile	-	16
Peru (Includes 2011 \$2,608)	3	3
Spain (Includes 2010 \$70,556)	71	71
Uruguay (Includes 2011 \$1,317)	1	1
<b>Total Contributions Outstanding – Special Fund</b>	<b>75</b>	<b>131</b>
<b>Other Assets – General Fund</b>		
Interest (Department of Economic Development, Tourism and the Arts)	1	1
Tax Refunds (Department of Economic Development, Tourism and the Arts)	25	30
Prepayments	5	-
<b>Total Other Assets – General Fund</b>	<b>31</b>	<b>31</b>
<b>Total Trade Receivables and Other Assets</b>	<b>347</b>	<b>242</b>
<b>TOTAL CURRENT ASSETS</b>	<b>702</b>	<b>688</b>

**AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2011**

	2011 \$'000	2010 \$'000
<b>NOTE 6 CURRENT LIABILITIES</b>		
<b>6.1 Trade and Other Payables</b>		
<b>General Fund</b>		
Appropriation 1 Secretariat	-	7
Appropriation 2 Meeting of Parties	-	-
Appropriation 3 Advisory Committee	4	21
<b><i>Total Trade and Other Payables - General Fund</i></b>	<b>4</b>	<b>28</b>
<b>Special Fund</b>		
Appropriation 4 Advisory Committee Work Programme	-	-
<b><i>Total Trade and Other Payables - Special Fund</i></b>	<b>-</b>	<b>-</b>
<b><i>Total Trade and Other Payables</i></b>	<b>4</b>	<b>28</b>
<b>6.2 Other Current Liabilities</b>		
<b>General Fund</b>		
Appropriation 1 Secretariat	4	3
Appropriation 2 Meeting of Parties	-	-
Appropriation 3 Advisory Committee	-	-
<b><i>Total Other Current Liabilities - General Fund</i></b>	<b>4</b>	<b>3</b>
<b>TOTAL CURRENT LIABILITIES</b>	<b>8</b>	<b>31</b>

**AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2011**

	<b>2011</b>	2010
	<b>\$'000</b>	\$'000
<b>NOTE 7 EQUITY</b>		
<b>7.1 Equity</b>		
<b>General Fund</b>		
Accumulated Funds	<b>208</b>	178
Net surplus / (loss)	<b>91</b>	30
<b>Retained Earnings</b>	<b>299</b>	208
<b>Special Fund</b>		
Accumulated Funds	<b>449</b>	448
Net surplus / (loss)	<b>(54)</b>	1
<b>Retained Earnings</b>	<b>395</b>	449
<b>Closing balance at the end of the financial year</b>	<b>694</b>	657

## **FINANCIAL STATEMENTS – 2011**

Key issues arising from the Agreement's Financial Statements for the 2011 financial year (refer Annex 1) are detailed below for the information of the Meeting of the Parties.

### **INCOME**

#### **Contributions from Parties**

As can be seen from note 5.2 in the financial statements for 2011, approximately one third of Parties contributions for 2011 remained outstanding at the end of the financial year. This was off-set in part by the payment of outstanding contributions from previous financial years. During the past financial 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.

#### **Contributions from Parties – Special Fund**

Note 3.2 of the financial statements for 2011 is incorrectly labelled as Contributions from Parties – Special Fund. The correct title should read 'Contributions from Parties – Appropriation No. 4. Future financial statements will be amended accordingly.

#### **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 offset this reduction. No additional voluntary contributions were received from Parties during the 2011 financial year.

### **EXPENDITURE**

#### **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 (Note 4.1). This occurred due to expenditure on unforeseen items and the carry-over of expenditure 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.

### **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.

### **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. A reconciliation of the Advisory Committee’s Work Programme is provided in Annex 3. This does not form part of the audited financial statements.

### **APPOINTMENT OF EXTERNAL AUDITOR**

In accordance with Financial Regulation 11.1 it is recommended that MoP appoint the Government of Tasmania as the Agreement’s external auditor.

### **WRITE-OFF OF MINOR BAD DEBTS**

In accordance with Financial Regulation 9.3 it is proposed that two minor debts resulting from exchange rate variations be written off (refer Annex 4). This action has been approved by the External Auditor. If endorsed by MoP4, these losses shall be reflected in the 2012 financial statements.

# Independent audit report to the parties of the Agreement for the Conservation of Albatrosses and Petrels

30 September 2011

Chairman  
Secretariat  
Agreement for the Conservation of Albatrosses and Petrels

## ***AGREEMENT FOR THE CONSERVATION OF ALBATROSSES AND PETRELS FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2009 TO 30 JUNE 2011***

I have examined the attached Agreement for the Conservation of Albatrosses and Petrels (ACAP) financial records and accounts for the period 1 July 2010 to 30 June 2011 and confirm that the:

- stated revenue from the receipt of membership fees, other income and interest earned is correct;
- stated expenditure is correct and the funds were disbursed for the purposes listed in the financial statements;
- stated assets and equity balances as at 30 June 2011 are correct; and
- ACAP funds are held in trust by the Department of Economic Development, Tourism and the Arts and expended solely on the authority of the Executive Secretary of ACAP on the basis of appropriate invoices or written instructions.



**Craig Watson**  
**DEPUTY SECRETARY**  
**DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS**



**RECONCILIATION OF SPECIAL FUNDS  
AND ADVISORY COMMITTEE WORK PROGRAMME @ 30 JUNE 2011**

**Special Fund 1**

**Income Received**

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
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 - new Party Contribution (2007)		38,885
2007	Commonwe	Contribution towards cost of Waved Albatross Workshop		3,000
2008	MoP2	Norway's New Party Contribution (2008)		68,211
2008	MoP2	Brazil - new Party contribution (2008)		2,936
2009	MoP2	Norway - new Party contribution (2009)		72,019
2009	MoP2	Brazil - new Party contribution (2009)		37,203
2009	MoP2	Uruguay - new Party contribution (2009)		1,285
2009	NZ	Voluntary contribution capacity building - Secondment Arg		8,554
2010	France	Voluntary contribution for RFMO engagement strategy		28,098
2010	Australia	Voluntary contribution		100,000
<b>Total</b>				<b>941,025</b>

**Special Fund 2 - Contingency Fund**

Date	Authority	Description	Amount AUD
2006	MoP2	Allocation of 100k as Contingency Fund	100,000
<b>Total</b>			<b>100,000</b>

**Advisory Committee Work Programme Reconciliation @ 30 June 2011**

Proj No.	Authority	Project Description	Fund	Allocation	Expenditure	Balance Outstanding
2005-1	AC1	Database development - AUD 20,000		-	-	0
2005-2	AC1	Analysis remote tracking data - BirdLife	Special	25,000	24,808	192
2005-3	AC1	Travel costs AC meetings- Experts AUD 10,000	Special	10,000	10,000	0
2005-4	AC1	Additional staffing of Secretariat - AUD 20,000	Special	20,000	20,000	0
2005-5	MoP1	Capacity building fund - AUD 12,650		-	-	0
2005-6	AC1	Bibliographic database for taxonomic WG	Special	2,000	2,000	0
2005-7	UK	UK petrel census	Special	61,531	60,812	719
2006-1	AC2	Update of BLI tracking database	Special	5,000	5,000	0
2006-2	AC2	Maps for species assessments - Frances Taylor	Special	4,800	2,800	2,000
2006-3	AC2	Production of Waved Albatross Action Plan - Jancke	Special	17,000	17,000	0
2006-4	AC2	Draft species assessments	Special	12,500	12,500	0
2006-5	AC2	Support delegates to Waved Alb Workshop - Peru	Special	15,000	15,000	0
2006-6	UK	ACAP Officer - UK voluntary contribution	Special	124,000	63,300	60,700
2006-7	UK	Support delegates to MoP2	Special	24,774	24,774	0
2006-8	NZ	Meeting support for MoP2 - DoC	Special	7,643	7,643	0

Proj No.	Authority	Project Description	Fund	Allocation	Expenditure	Balance Outstanding
2006-9	NZ	Meeting support for MoP2 - MoF	Special	4,000	4,000	0
2007-1	AC3	Production of Species assessments	Special	41,800	45,434	-3,634
2007-2	AC3	Website design - species assessments	Special	11,200	11,200	0
2007-3	AC3	Waved Albatross Workshop - Ecuador	Special	33,000	28,085	4,915
2007-4	AC3	FAO Consult - NPOA Guidelines	Special	13,000	10,686	2,314
2007-5	I/S	Translation of species assessments	Special	3,000	3,000	0
2007-6	NZ	Support for secondment - T. Neves	Special	13,000	13,000	0
2007-7	MoP2/AC3	Sponsorship of delegates to AC meetings	Special	41,000	41,000	0
2008-1	AC4	Secretariat capacity - Science Officer	Special	46,000	43,254	2,746
2008-2	AC4	Bait pod development - BirdLife	Special	20,000	20,000	0
2008-3	AC4	House mice eradication - Tristan Albatross	Special	4,750	4,750	0
		Implementation Waved Albatross Action Plan - APECO	Special	20,000	23,462	-3,462
2008-4	AC4					
2008-5	AC4	Impl'n Waved Albatross Action Plan - Pro Delphinus	Special	23,000	20,402	2,598
2008-6	AC4	Update of BLI tracking database	Special	10,000	10,000	0
2008-7	AC4	Capacity building Ecuador-Argentina-BLI	Special	5,000	5,064	-64
2009-1	AC Interse	Development of database implementation reports	Special	5,000	5,000	0
2009-2	AC Interse	Improving Waved Alb Conservation:Pop'n Monitoring	Special	16,950	16,950	0
		Translation of species assessments		8,000	8,000	0
2009-3	AC Interse					
2009-4	AC Interse	Introducing Weighted Swivels in Peru's Artisanal Fleet	Special	20,974	20,974	0
2009-5	AC Interse	Seabird Interactions in Peruvian Hake Trawl Fishery	Special	20,056	20,276	-220
2009-6	AC Interse	Translation of Best Practice Mitigation Fact Sheets	Special	18,216		18,216
2009-7	AC Interse	Maps for species assessments	Special	5,000		5,000
2009-8	AC Interse	Attendance at RFMO Meetings	Special	30,000	27,907	2,093
2009-9	AC Interse	Implementation of Observer Programme -South of Chile	Special	10,000	10,090	-90
2009-10	AC Interse	Regional Workshop:Improving Observer data collection	Special	23,000	23,000	0
2009-11	AC Interse	Evaluating a Fast Sinking Line Weighting Regime	Special	5,850		5,850
2009-12	NZ	Secondment for Capacity Building - Mr Juan Seco Pon	Special	8,554	8,776	-222
2010-01	AC Interse	At-sea Distribution of WAAL	General	11,500	11,500	0
2010-02	AC5 - Core	Development of Database for Priorities Work	General	10,000		10,000
2010-03	AC Interse	Evaluating Alternative Approaches At-sea Distributions	General	7,200		7,200
2010-04	AC Interse	Modified Discharge Management Regimes - Trawl	General	14,500		14,500
2010-05	AC5 - Core	Translation of species assessments into French	General	8,000	9,397	-1,397
2010-06	AC5 - Core	Attendance at RFMO Meetings	General	25,000		25,000
2010-07	AC5 - Core	Analysis of interactions with RFMO - updates	General	5,000		5,000
2010-08	AC5 - Core	Data portal developments for status and trends	General	5,000	1,971	3,029
2010-09	AC Interse	Consolidation of NPOA-Seabirds Peru	General	15,400		15,400
2010-10	AC Interse	Defining High-risk Areas in Argentina Continental Shelf	General	14,100	16,083	-1,983
2010-11	AC Interse	Improving Data Collection South American Observer	General	10,000		10,000
2010-12	AC5 - Core	Maintain Mitigation Fact Sheets	General	5,000	325	4,675
2010-13	AC Interse	Final On-shore Development of Hook Pod	General	25,000		25,000
2010-14	AC5 - Core	Development of database for national reporting framework	General	10,000	9,535	465
2010-15	AC Interse	Estimates of WAAL Mortality in Artisanal Fisheries	General	15,000	15,000	0
	France	Voluntary contribution for RFMO Engagement Strategy	Special	28,098	28,098	0
	Australia	Voluntary contribution for Australian projects	Special	100,000		100,000
		<b>Total Advisory Committee Work Programme Funding</b>		<b>1,098,396</b>	<b>781,856</b>	<b>316,540</b>

### Summary of Advisory Committee Work Programme Funding

	Allocation	Committed	Balance
Funding allocated from Special Fund #1	941,025	917,696	23,329
Funding allocated from General Fund 2010 & 2011	183,498	180,700	2,798
<b>Totals</b>	<b>1,124,523</b>	<b>1,098,396</b>	<b>26,127</b>



Agreement on the Conservation  
of Albatrosses and Petrels

### Minute to ACAP's External Auditor Craig Watson

---

#### **SUBJECT: MINOR BAD DEBTS WRITE-OFF**

---

#### **Recommendation:**

1. That you approve the write-off of the minor debts nominated in the schedule below.

#### **Background:**

Under the Agreement's Financial Regulations (Reg 9.3) the Executive Secretary may propose to the Meeting of the Parties the writing off of losses of assets and bad debts, provided that the external auditor so recommends.

There are two minor bad debts that I recommend are written off under this provision of the Financial Regulations. These bad debts arose as a result of movements in the exchange rate of the Australian dollar in the period that the payments were being made.

In accordance with Finance Regulation 9.3 I seek the Auditor's recommendation that these bad debts be written off.

#### **Schedule of minor debts nominated for Write-off**

<b>Year</b>	<b>Description</b>	<b>Amount</b>
2009	Exchange rate variation on payment of Ecuador's 2009 contribution to ACAP	84.00
2010	Exchange rate variation on payment of Argentina's 2010 contribution to ACAP	569.00

Warren Papworth  
Executive Secretary