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**FONDS POUR LES FEMMES CONGOLAISES (FFC)**

***AUDIT REPORT ON FINANCIAL AND ACCOUNTS STATEMENTS.***

***Period from 01 January 2017 to 31 December 2017,***

***Closed on 31 December 2017.***

**April 2018**

**AGESFO (AUDIT – GESTION –FORMATION)**

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To the attention of The director of the Fonds pour les Femmes Congolaises (FFC) , Kinshasa-DRC

.

Kinshasa, 06 april 2018

Madam,

We are pleased to send you herewith our audit report on the accounts and financial statements for 2017, the fonds pour les femmes congolaises(FFC), covering the period from 1 January 2017 to 31 December 2017, closed on December 31, 2017.



We wish you good reception.

François LUNGONZO MBUY

Expert Accountant n° ONEC/EC/000125/16

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**-I-**

**INTRODUCTION**

**I.1 Presentation of FFC.**

**I.1.1. Creation, localization and registration**

TheFonds pour les Femmes Congolaises, FFC in acronym, is a non-governmental, non-political and non-profit organization created on November 27, 2007. Its statutes were notarized on January 26, 2012. Its legal personality was established under Ministerial Order CAB / MIN / J & DH /... Its current head office is located at 55, Avenue Lukusa, Gombe Commune in Kinshasa - DRC. It is recognized at the Ministry of Gender, Family and Children on 09 August 2013 by the NGO / ASL registration certificate n ° 840 / MIN.GEFAE / SG.GEFAE / DCOORSE / 051/2013 as a structure who works in the field of PROMOTING THE STATUS OF RIGHTS OF WOMEN.

The FFC is registered at the Ministry of Planning and Follow-up of the Revolution of Modernity implementation under n ° 062 / PL / DCRE / 2014 dated April 2, 2014.

**I.1.2. Objectives**

The FFC has the goal of mobilizing financial and technical resources for Congolese women's organizations and / or groups in order to contribute to the development of the collective action of Congolese women for a real, visible and holistic impact in the life of Congolese women and their communities.

Specific objectives :

* Funding organizations and / or groups of women who defend and promote the rights of women and girls;
* Trains the Funded Organizations in project management, mobilization of funds;
* Contributes in consolidating the women's movement in the Democratic Republic of Congo;

**I.1.3. Structure**

Organizational structure include:

* The general assembly that is the organ of conception, decision and orientation. It has 9 members;
* The board of directors has 5 members which makes all decisions concerning the organization and executes all the decisions from the general assembly;
* The top management executes the directives and plans presented by the board of directors. It manages all day-to-day operations and deals with all administrative, technical and financial aspects of the organization and reports to the board of directors.

There is also a Project Selection Committee, which is an independent body. It is an ad hoc committee composed of 5 members who come from government organizations working in the field of promotion and defense of human rights in general and women's rights in particular.

***I.1.4. Partnership***

FFC collaborates with different organizations that provide support in implementing FFC’s objectives:

* MATCH International Women’s Funds,
* Mama cash she changes the world,
* Counter part International,
* Global funds for women
* OAK Foundation,
* American Jewish World service (AJWS),
* UN Women,
* Royal Norwegian Embassy,
* Netherland,
* …Etc.

**I.2. Objectives of the mission and expected results**

**I.2.1.Objectives of the mission**

According to the terms of reference, the institutional audit which will allow FFC to adjust its strategic plan 2018-2020. In details:

* Conduct institutional audit;
* Validate the expenses of different project;
* Formulate recommendations.

**I.2.2Expected results**

At the end of our mission, we will present two reports including:

* A certification report that presents the auditor's opinion on the accounts and financial statements of the FFC;
* A report on internal control which presents the monitoring of the implementation of recommendations from the previous audits and the weaknesses noted in the application of the procedures enacted with recommendations for their improvement of the period under review.

**-II-**

**REPORT OF THE INDENPENDT AUDITOR**

**To the attention of the director of the Fonds pour les Femmes Congolaises(FFC)**

*On the accounts and financial statements audit of the fiscal year 2017,closed 31 December 2017*

Madam,

In execution of the external audit mission of the accounts and financial statements for the fiscal year 2017 of the Fonds pour les femmes congolaises (FFC) closed on December 31, 2017 which has been entrusted to us, including a balance sheet of USD 183,435.66 (Table 1) and a net result of USD 6,807.00 (Table 2), we have the honor to present below our opinion report on these financial statements.

**Responsibility of the management of the FFC**

The management of the FFC is responsible for the preparation and the fair presentation of the financial statements, in accordance with the accounting standards enforced in DR Congo. This responsibility includes the design, implementation and monitoring of internal control relating to the preparation and presentation of financial statements that are free from material misstatement, whether due to fraud or error, and the determination of accounting estimates that are reasonable in the circumstances.

**Responsibility of the auditor**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in compliance with the applicable accounting standards in DR Congo (SYSCOHADA) and in compliance with generally accepted international auditing standards (ISAs). These standards require that we comply with the rules of ethics, plan and perform the audit to obtain reasonable assurance that the summary statements do not contain any material misstatement.

An audit involves the implementation of procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment and the assessment of the risk of the financial statements containing material misstatement, whether due to fraud or error. In conducting these risk assessments, the auditor considers the internal controls in force in the entity for the preparation and presentation of financial statements in order to establish appropriate audit procedures in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the fairness of the accounting estimates made by the management of the audited FFC, as well as evaluating the overall presentation of the financial statements.

At the end of our audits, we would like to inform you that the expenses of projects financed by DRL and Counter CD respectively of USD 8,554.52 and 12,592.45 (or a total of 6.71% of the total of expenditure of the projects audited-see details in Annexes 12 and 13) were verified from the photocopies of the supporting documents relating thereto (the originals having been transmitted to the concerned donors).

We believe that the evidence gathered is sufficient and appropriate to provide a basis for our opinion.

**Opinion**

In our opinion, subject to the foregoing facts, we certify that we have not identified any evidence leading us to consider that the financial statements referred in the first paragraph above are not prepared, in all material respects, in accordance with the precautions of the OHADA accounting system, the tax rules applicable in DR Congo and the terms of the agreements signed between the Fonds pour les Femmes Congolaises(FFC) and its financial partners for the implementation of various projects and other activities .

**Accountant Referential**

Without changing our opinion, we draw attention to Note IV to the financial statements, which describe the accounting framework applied. The financial statements have been prepared to enable the Fonds pour les Femmes Congolaises (FFC) to comply with the requirements of the OHADA accounting system and the terms of the agreements signed with various partners. As a result, the financial statements may not be suitable for other purposes. Our report is intended solely for the Fonds pour les Femmes Congolaises (FFC) and its financial partners, and should not be disseminated to other parties or used by parties other than those mentioned above.

Auditor signature:

Kinshasa, 06th April 18

AGESFO Sarl

20ème étage, Appartement 20C, Nouvelles Galléries Présidentielles, C/Gombe, Kinshasa, RDC

#### **-III-**

#### **FINANCIAL STATEMENTS**

***Table 1***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **ASSET** | | | Line | **FISCAL YEAR N** | | | **YEAR N-1** |
| **Gross** | **Depreciation / Provisions** | **NET** | **NET** |
|  | **FIXED ASSET (I)** | | | 01 |  |  |  |  |
| **AA** | **Fixed charges** | | | 02 | **0,00** |  | **0,00** | **0,00** |
| AX | Administration fees | | | 03 | 0,00 |  | 0,00 | 0,00 |
| AY | Distribution expenses | | | 04 | 0,00 |  | 0,00 | 0,00 |
| AC | Premiums for Repayment of Bonds | | | 05 | 0,00 |  | 0,00 | 0,00 |
| **AD** | **Intangible assets** | | | 06 | **4 800,00** | **0,00** | **4 800,00** | **4 800,00** |
| AE | Development and Research fees | | | 07 | 0,00 | 0,00 | 0,00 | 0,00 |
| AF | Patent, Licenses, software | | | 08 | 4 800,00 | 0,00 | 4 800,00 | 4 800,00 |
| AG | Commercial funds | | | 09 | 0,00 | 0,00 | 0,00 | 0,00 |
| AH | Other intangible assets | | | 10 | 0,00 | 0,00 | 0,00 | 0,00 |
| **AI** | **Tangible assets** | | | 11 | **62 682,00** | **17 774,45** | **44 907,55** | **13 302,13** |
| AJ | Lands | | | 12 | 4 000,00 | 0,00 | 4 000,00 | 4 000,00 |
| AK | Building | | | 13 | 0,00 | 0,00 | 0,00 | 0,00 |
| AL | Installation and fixtures | | | 14 | 0,00 | 0,00 | 0,00 | 0,00 |
| AM | Materials | | | 15 | 26 682,00 | 16 774,45 | 9 907,55 | 9 302,13 |
| AN | Transport equipment | | | 16 | 32 000,00 | 1 000,00 | 31 000,00 | 0,00 |
| AP | Advances and installments paid on fixed assets | | | 17 | 0,00 | 0,00 | 0,00 | 0,00 |
| **AQ** | **Financial fixed assets** | | | 18 | **0,00** | **0,00** | **0,00** | **0,00** |
| AR | Participation title | | | 19 | 0,00 | 0,00 | 0,00 | 0,00 |
| AS | Other financial fixed assets | | | 20 | 0,00 | 0,00 | 0,00 | 0,00 |
| AW | (1) Of which O.R.A. : Gross |  |  | 21 |  |  |  |  |
|  | Net |  |  | 22 |  |  |  |  |
| **AZ** | **TOTAL FIXED ASSETS (I)** | | | **23** | **67 482,00** | **17 774,45** | **49 707,55** | **18 102,13** |
|  | **CURRENT ASSETS** | | | 24 |  |  |  |  |
| BA | **Current assetsO.R.A.** | | | 25 |  |  |  |  |
| **BB** | **Stocks** | | | 26 | **0,00** | **0,00** | **0,00** | **0,00** |
| BC | Merchandises | | | 27 | 0,00 | 0,00 | 0,00 | 0,00 |
| BD | Raw materials and other supplies | | | 28 | 0,00 | 0,00 | 0,00 | 0,00 |
| BE | In progress | | | 29 | 0,00 | 0,00 | 0,00 | 0,00 |
| BF | Manufactured products | | | 30 | 0,00 | 0,00 | 0,00 | 0,00 |
| **BG** | **Debt and Assimilated Jobs** | | | 31 | **43 595,09** | **0,00** | **43 595,09** | **39 740,10** |
| BH | Supplier,advance payment | | | 32 | 0,00 | 0,00 | 0,00 | 0,00 |
| BI | Clients | | | 33 | 0,00 | 0,00 | 0,00 | 0,00 |
| BJ | Other debts | | | 34 | 43 595,09 | 0,00 | 43 595,09 | 39 740,10 |
| **BK** | **CURRENT ASSETS TOTAL (II)** | | | **35** | **43 595,09** | **0,00** | **43 595,09** | **39 740,10** |
|  | **TREASURY ASSET** | | | 36 | **90 133,02** | **0,00** | **90 133,02** | **259 913,40** |
| BQ | Investment securities | | | 37 | 0,00 | 0,00 | 0,00 | 0,00 |
| BR | Cash values | | | 38 | 0,00 | 0,00 | 0,00 | 0,00 |
| BS | Bank, checks postal, checkout | | | 39 | 90 133,02 | 0,00 | 90 133,02 | 259 913,40 |
| **BT** | **TREASURY-ASSET TOTAL(III)** | | | **40** | **90 133,02** | **0,00** | **90 133,02** | **259 913,40** |
| **BU** | **Conversion rate differences –assets (IV)** | | | 41 |  |  |  |  |
| (Probable loss of exchange ) | | | 0,00 | 0,00 | 0,00 | 0,00 |
| **BZ** | **GENERAL TOTAL (I+II+III+IV)** | | | **42** | **201 210,11** | **17 774,45** | **183 435,66** | **317 755,63** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Liability** | | | Line | **YEAR**  **N** | **YEAR**  **N-1** |
| **(Before repartition)** | | |
|  | **EQUITY CAPITALS AND ASSIMILATED RESOURCES** | | | 01 |  |  |
| CA | **Capital** | | | **02** | **0,00** | **0,00** |
| CB | Shareholders Non-Called Capital | | | 03 |  |  |
| CC | **Premium and reserves** | | | 04 | **5 145,81** | **5 145,81** |
| CD | Contribution premium, resignation and merger | | | 05 |  |  |
| CE | Revaluation Difference | | | 06 |  |  |
| CF | Unavailable reserve | | | 07 | 0,00 |  |
| CG | Free reserve | | | 08 | 0,00 | 0,00 |
| CH | Retained earnings **(+ or -)** | | | 09 | 5 145,81 | 5 145,81 |
| **CI** | **Net Result of the Year (Profit + or Loss -)** | | | **10** | 6 807,00 | 0,00 |
| **CK** | **Other equity capitals** | | | **11** | **49 707,55** | **18 102,13** |
| CL | Investment grants | | | 12 | 49 707,55 | 18 102,13 |
| CM | Regulated Provisions and Assimilated Funds | | | 13 | 0,00 | 0,00 |
| **CP** | **EQUITY CAPITALS TOTAL (I)** | | | **14** | **61 660,36** | **23 247,94** |
|  | **FINANCIAL DEBTS AND ASSIMILATED RESOURCES**(1) | | | 15 |  |  |
| DA | Borrowings | | | 16 | 0,00 | 0,00 |
| DB | Leasing and assimilated contracts | | | 17 | 0,00 | 0,00 |
| DC | Various financial debts | | | 18 | 0,00 | 0,00 |
| DD | Financial provisions for risks and expenses | | | 19 | 0,00 | 0,00 |
| DE | (1) of which **O.R.A.** : |  |  | 20 |  |  |
| **DF** | **TOTAL FIANCIAL DEBTS (II)** | | | **21** | **0,00** | **0,00** |
| **DG** | **TOTAL STABLE RESOURCES (I+II)** | | | **22** | **61 660,36** | **23 247,94** |
|  | **CURRENT LIABILITIES** | | | 23 |  |  |
| DH | Current debts O.R.A. et assimilated resources | | | 24 | 0,00 | 0,00 |
| DI | Clients, advances received | | | 25 | 0,00 | 0,00 |
| DJ | Operating providers | | | 26 | 0,00 | 0,00 |
| DK | Tax debts | | | 27 | 0,00 | 0,00 |
| DL | Social debts | | | 28 | 0,00 | 0,00 |
| DM | Other debts | | | 29 | 121 775,30 | 294 507,69 |
| DN | Provisioned risk debts | | | 30 | 0,00 | 0,00 |
| **DP** | **TOTAL CURRENT LIABILITIES (III)** | | | **31** | **121 775,30** | **294 507,69** |
|  | **TREASURY –LIABILITY** | | | 32 |  |  |
| DQ | Banks, discount credits | | | 33 | 0,00 | 0,00 |
| DR | Banks , cash credits | | | 34 | 0,00 | 0,00 |
| DS | Banks, overdrafts | | | 35 | 0,00 | 0,00 |
| **DT** | **TOTAL TREASURY – LIABILITY (IV)** | | | **36** | **0,00** | **0,00** |
| **DU** | **Conversion rate–liabilities (V)** | | | 37 | 0,00 | 0,00 |
| (Possible gains in exchange) | | | 38 |
| **DZ** | **GENERAL TOTAL (I+II+III+IV+V)** | | | **38** | **183 435,66** | **317 755,63** |

***Table 2***

|  |  |  |  |
| --- | --- | --- | --- |
| **INCOME STATEMENT: EXPENSES** | | | |
| **Ref.** | **SECTIONS** | **Line** | **YEAR N**  **(2016)** |
|  | **OPERATING ACTIVITY** | 01 |  |
| RA | Purchase of goods | 02 | 0,00 |
| RB | **-** Variation de Stocks  **(- or +)** | 03 | 0,00 |
|  | ***(Gross Margin on Goods see TB)*** | 04 |  |
| RC | Purchase of raw material and supplies related | 05 | 0,00 |
| RD | **-** Stocks variation  **(- or +)** | 06 | 0,00 |
|  | ***(Gross margin on materials see TG)*** | 07 |  |
| RE | Other purchase | 08 | 15 379,06 |
| RH | **-**Stocks variation **(- or +)** | 09 | 0,00 |
| RI | Transports | 10 | 134 967,96 |
| RJ | Outside services | 11 | 293 783,06 |
| RK | Taxes | 12 | 5 920,20 |
| RL | Other expenses | 13 | 427 232,47 |
|  | ***(Values added see TN)*** | 14 |  |
| RP | Staff expenses (1) | 15 | 182 371,96 |
|  | (1) of which outside staff | 16 |  |
| RQ | ***(Gross operating surplus see TQ)*** | 17 |  |
| RS | Depreciation on provisions and amortization | 18 | 4 732,20 |
| **RW** | **TOTAL OF OPERATING EXPENSES** | **19** | **1 064 386,91** |
|  | ***(Operating activity results seeTX)*** | 20 |  |
|  | **FIANCIAL ACTIVITY** | 21 |  |
| SA | Financial expense | 22 | 0,00 |
| SC | Exchange rate loss | 23 | 0,00 |
| SD | Depreciation, amortization and provisions | 24 | 0,00 |
| **SF** | **TOTAL FIANCIAL EXPENSES** | **25** | **0,00** |
|  | ***(Financial results see UG)*** | 26 |  |
| **SH** | **TOTAL EXPENSES OF REGULAR ACTIVITIES** | **27** | **1 064 386,91** |
|  | ***(Results of regular activities see UI)*** | 28 |  |
|  | **OFF REGULAR ACTIVITY (O.R.A.)** | 29 |  |
| SK | Accounting values for disposal of capital assets | 30 | 0,00 |
| SL | Expenses O.R.A. | 31 | 0,00 |
| SM | Depreciation O.R.A. | 32 | 0,00 |
| **SO** | **TOTAL EXPENSE OF O.R.A.** | **33** | **0,00** |
|  | ***(Result O.R.A. see UP)*** | 34 |  |
| SQ | Workers participation | 35 | 0,00 |
| SR | Income taxes | 36 | 0,00 |
| **SS** | **TOTAL PARTICIPATION AND TAXES** | **37** | **0,00** |
| **ST** | **TOTAL GENERAL OF EXPENSES** | **38** | **1 064 386,91** |
| DU | ***(Net results see UZ)*** | 39 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME STATEMENT: PRODUCTS** | | | | | | |
| **Ref.** | **SECTION** | | | | **Line** | **YEAR N (2016)** |
|  | **OPERATING ACTIVITY** |  |  |  | 01 |  |
| TA | Sale of goods | |  | | --- | |  | | |  | | --- | |  | |  | 02 | 0,00 |
| TB | **GROSS MARGIN ON GOODS** | **0,00** | **0,00** |  | 03 |  |
| TC | Sale of manufactured goods |  |  |  | 04 | 0,00 |
| TD | Services sold |  |  |  | 05 | 0,00 |
| TE | Stored Production (or Destocking) (+ or -) | |  |  | 06 | 0,00 |
| TF | Capitalized production | |  | | --- | |  | | |  | | --- | |  | |  | 07 | 0,00 |
| TG | **GROSS MARGIN ON MATERIALS** | **0,00** | **0,00** |  | 08 |  |
| TH | Products accessories |  |  |  | 09 | 0,00 |
| TI | **REVENUE (1) (TA + TC + TD + TH)** |  |  |  | 10 |  |
| TJ | (1) of which export |  |  |  | 11 |  |
| TK | Operating grants |  |  |  | 12 | 1 059 654,71 |
| TL | Other products | |  | | --- | |  | | |  | | --- | |  | |  | 13 | 6 807,00 |
| TN | **ADDED VALUES** | **189 178,96** | **0,00** |  | 14 |  |
| TQ | **CROSS SURPLUS OF OPERATING** | **6 807,00** | **0,00** |  | 15 |  |
| TS | Provision reversals |  |  |  | 16 | 0,00 |
| TT | transfer fee |  |  |  | 17 | 0,00 |
| **TW** | **TOTAL OPERATING PRODUCTS** |  |  |  | **18** | **1 066 461,71** |
| TX | **RESULTprofit (+) ; loss (-)** | **2 074,80** | **0,00** |  | 19 |  |
|  | **FINANCIAL ACTIVITY** |  |  |  | 20 |  |
| UA | Financial income |  |  |  | 21 | 0,00 |
| UC | Exchange rate gains |  |  |  | 22 | 0,00 |
| UD | Provision reversals |  |  |  | 23 | 0,00 |
| UE | Transfer fee |  |  |  | 24 | 0,00 |
| **UF** | **TOTAL FINANCIAL PRODUCTS** |  |  |  | **25** | **0,00** |
| UG | **FINANCIAL RESULTS (+ or -)** | **0,00** | **0,00** |  | 26 |  |
| **UH** | **TOTAL PRODUCTS OF REGULAR ACTIVITIES** | |  |  | **27** | **1 066 461,71** |
| UI | **RESULT of regular activities (1) (+ or -)** | **2 074,80** | **0,00** |  | 28 |  |
| UJ | (1) Of which Correspondent Taxes |  |  |  | 29 |  |
|  | **EXCEPT REGULAR ACTIVITIES (O.R.A.)** |  |  |  | 30 |  |
| UK | Products of disposal capital assets |  |  |  | 31 | 0,00 |
| UL | Products O.R.A. |  |  |  | 32 | 4 732,20 |
| UM | Reprises O.R.A. |  |  |  | 33 | 0,00 |
| UN | Transfer of expenses |  |  |  | 34 | 0,00 |
| **UO** | **TOTAL PRODUCTS O.R.A.** |  |  |  | **35** | **4 732,20** |
| UP | **(Results O.R.A. (+ or -)** | **4 732,20** | **0,00** |  | 36 |  |
| **UT** | **TOTAL GENERAL DES PRODUITS** |  |  |  | **37** | **1 071 193,91** |
| **UZ** | **NET RESULT profit (+); loss (-)** | **6 807,00** | **0,00** |  | **38** |  |

***Table 3***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TABLE 3SUMMARY TABLE OF PROJECT FUNDED FOR THE 2017 FINANCIAL YEAR** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| **N°** | **Source of funds** | **Project title** | **PERIOD FROM DU 01/01/2017 TO 31/12/2017 IN USD** | | | | | **Ref. Detail/See** |
| **BALANCE ON 01/01/2017 (1)** | **TRANSFERS RECEIVED (2)** | **TOTAL RESSOURCES 2017 (3=1+2)** | **EMPOYMENT 2017 (4)** | **BALANCE ON 31/12/2017 (3-4)** |
|  | **GRANTS RECEIVED** | |  |  |  |  |  |  |
| **1** | **MAMA CASH II** | Institutional support | $42,44 | $0,00 | $42,44 | $42,44 | $0,00 | **Annex 1** |
| **MAMA CASH I** | Institutional support | $42 566,85 | $0,00 | $42 566,85 | $42 568,45 | -$1,60 | **Annex 2** |
| **MAMA CASH 2** | Institutional support | $0,00 | $71 000,00 | $71 000,00 | $66 497,86 | $4 502,14 | **Annex3** |
| ***Sub-Total 1: MAMA CASH*** | | ***$42 609,29*** | ***$71 000,00*** | ***$113 609,29*** | ***$109 108,75*** | ***$4 500,54*** |  |
| **2** | **GFW 1** | Grants from organizations member of the Women's Platform | $0,00 | $96 091,00 | $96 091,00 | $30 173,04 | $65 917,96 | **Annex 4** |
| **GFW 2** | Institutional support | $0,00 | $29 988,00 | $29 988,00 | $30 000,00 | -$12,00 | **Annex 5** |
| **GFW 3** | Grants from organizations member of the Women's Platform | $179 980,00 | $0,00 | $179 980,00 | $180 000,89 | -$20,89 | **ANNEX6** |
| **GFW 4** |  | $0,00 | $11 988,00 | $11 988,00 | $0,00 | $11 988,00 |  |
| ***Sub-Total 2: GFW*** | |  | ***$138 067,00*** | ***$318 047,00*** | ***$240 173,93*** | ***$77 873,07*** |  |
| **3** | **AJWS 1** |  | $1 977,96 | $0,00 | $1 977,96 | $1 978,00 | -$0,04 | **ANNEX7** |
| **AJWS 2** | Institutional support | $15 513,71 | $24 980,00 | $40 493,71 | $20 236,78 | $20 256,93 | **ANNEX8** |
| ***Sub-Total 3: AJWS*** | | ***$17 491,67*** | ***$24 980,00*** | ***$42 471,67*** | ***$22 214,78*** | ***$20 256,89*** |  |
| **5** | ***OAK*** | Institutional support | *$68 463,00* | *$197 449,00* | *$265 912,00* | *$252 406,05* | *$13 505,95* | **ANNEX9** |
| **NOVO** | Institutional support | $0,00 | $299 980,00 | *$299 980,00* | $298 481,82 | *$1 498,18* | **ANNEX10** |
| **UN WOMEN** |  | -$2 046,00 | $65 355,00 | *$63 309,00* | $63 309,00 | *$0,00* | **ANNEX11** |
| **DRL** | Sensitization to the electoral process | $0,00 | $51 845,75 | $51 845,75 | $58 554,52 | -$6 708,77 | **ANNEX12** |
| **COUNTER CD** | Sensitization to the electoral process | $652,85 | $12 578,00 | $13 230,85 | $12 592,45 | $638,40 | **ANNEX13** |
| **MONUSCO** |  | $0,00 | $2 810,00 | $2 810,00 | $2 810,00 | $0,00 | **ANNEX14** |
| **EMBASSY OF NETHERLAND** |  | -$10 474,86 | $13 942,60 | $3 467,74 | $0,00 | $3 467,74 |  |
| **TTC** |  | $3,40 |  | $3,40 | $3,40 | $0,00 |  |
| ***SUB-Total 5: OTHER DONORS*** | | ***$56 598,39*** | ***$643 960,35*** | ***$700 558,74*** | ***$688 157,24*** | ***$12 401,50*** |  |
|  | ***TOTAL GRANTS*** | | ***$296 679,35*** | ***$878 007,55*** | ***$1 174 686,70*** | ***$1 059 654,70*** | ***$115 032,00*** |  |
|  |  |  |  |  |  |  |  |  |
|  | **DONATION RECEIVED** | |  |  |  |  |  |  |
|  | **GIFT BOX** |  | $0,00 | $373,00 | $373,00 | $0,00 | $373,00 |  |
|  | **Other donors** |  | $2 974,00 | $0,00 | $2 974,00 | $0,00 | $2 974,00 |  |
|  | **Donation from treasury** |  | $0,00 | $2 500,00 | $2 500,00 | $0,00 | $2 500,00 |  |
|  | **Personal contribution** |  | $0,00 | $960,00 | $960,00 | $0,00 | $960,00 |  |
|  | ***Sub-Total Donation*** | | ***$2 974,00*** | ***$3 833,00*** | ***$6 807,00*** | ***$0,00*** | ***$6 807,00*** |  |
|  | | | | | | | | |
| **I** | **TOTAL GENERAL (year 2017)** | | **$299 653,35** | **$881 840,35** | **$1 181 493,70** | **$1 059 654,70** | **$121 839,00** |  |

**-IV-**

**ANNEXES AND EXPLANATORY NOTES ON INCOME STATEMENTS**

**IV.1. Annexes on income statements**

1. **Mission scope**

Our mission covers the audit of all activities of the Fonds pour les femmes congolaises (FFC) for the period from 01/01/2017 to 31/12/2017, as presented in the audit terms of reference signed by the different stakeholders.

1. **Presentation of the Report**

The figures in this report are expressed in US dollars(USD) unless otherwise indicated,

1. **Accounting Evidence and Accounting Documentations**

* The accounts of the Fonds pour les femmes congolaises (FFC) are maintained according to the principles of the OHADA accounting system enforced in DR Congo;
* The balance sheet and the income statement are presented according to the model of the Normal System of Accounting System OHADA (SYSCOHADA);
* Fixed assets are recorded at purchase cost and amortized according to the straight-line depreciation system;
* The Fonds pour les Femmes Congolaises (FFC) practices double-entry bookkeeping .

**IV.2. Explanatory notes of the financial statements**

**4.2.1. Assets balance sheets on 31/12/2017**

* + - 1. **Fixed Assets**

This item shows that on 31/12/2017 a net value of USD 49,707.55 (Software valued at USD 4,800.00, Land worth USD 4,000.00, and Equipment with a value of USD 9,907.55 and transport equipment valued at USD 31,000.00) is detailed as follows:

**4.2.1.1.1. *Software***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AD** | **Description** | **Gross** | **Amort.** | **Net** | **N-1** |
| 213 | Software | 4 800.00 | 0.00 | 4 800.00 | 4 800.00 |
|  | **Total software** | **4 800.00** | **0.00** | **4 800.00** | **4 800.00** |

We did not notice any new acquisitions for this posit during the review period.

**4.2.1.1.2. *Lands***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AJ** | **Description** | **Gross** | **Amort.** | **Net** | **N-1** |
| 22 | Land Mont ngafulaabolio | 4 000.00 | 0.00 | 4 000.00 | 4 000.00 |
|  | **Total lands** | **4 000.00** | **0.00** | **4 000.00** | **4 000.00** |

We did not notice any new acquisitions for this item during the review period.

**4.2.1.1.3. Equipment and furniture**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AM** | **Description** | **Gross** | **Amort.** | **Net** | **N-1** |
| 2441 | Office supplies | 1 305.00 | 1 305.00 | 0.00 |  |
| 2442 | IT equipment | 18 325.00 | 13 147.50 | 5 177.50 |  |
| 2443 | Generator machines | 300.00 | 30.00 | 270.00 |  |
| 2444 | Office furniture | 6 752.00 | 2 291.95 | 4 460.05 |  |
|  | **Total equipment and furniture** | **26 682.00** | **16 774.45** | **9 907.55** | **9 302.13** |

We have noted that during the period under review, there are new acquisitions for a value of USD 7,180.

**4.2.1.1.4. Transport equipment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AN** | **Description** | **Gross** | **Amort.** | **Net** | **N-1** |
| 245 | Vehicles | 32 000.00 | 1 000.00 | 31 000.00 | 0.00 |
|  | **Total transport equipment** | **32 000.00** | **1 000.00** | **31 000.00** | **0.00** |

We noted that during the period under review, there was the acquisition of two vehicles (RAV4 of USD 10,000.00 and PRADO of USD 22,000.00).

* + - 1. **Current Asset**

This item has a net value of USD 32,558.16 on 31/12/2017 and is detailed as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BG** | **Description** | **Brut** | **Provisions** | **Net** | **N-1** |
| 45 | Funders | 6 743.30 | 0.00 | 6 743.30 | 12 521.00 |
| 47 | Assets to be regulated | 21 511,79 | 0.00 | 21 511.79 | 0.00 |
| 47 | Other receivable | 15 340.00 | 0.00 | 15 340.00 | 27 219.10 |
|  | **Total** | **43 595.09** | **0.00** | **43 595.09** | **39 740.10** |

* + - 1. **Treasury – Assets**

This item is essentially comprised of the balances of the holdings in the bank accounts opened by the FFC for the management of the funds, has a net value of USD 90 133.02 on 31/12/2017.

It is detailed as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BS** | **Descriptions** | **Gross** | **Provis** | **Net** |  |
| 52120 | FBNBank : 3975 USD | 22 027,54 | 0.00 | 22 027,54 |  |
| 52140 | FBNBank : 7783 EUR | 1 330,52 | 0.00 | 1 330,52 |  |
| 52160 | FBNBank : 7884 USD | 6 018,16 | 0.00 | 6 018,16 |  |
| 52170 | FBNBank : 7682 USD | 41 934,75 | 0.00 | 41 934,75 |  |
| 52180 | RAW BANK : 8302-31 USD | 18 299,03 | 0.00 | 18 299,03 |  |
| 52190 | RAW BANK 8305-22 USD | 295,08 | 0.00 | 295,08 |  |
| 52200 | RAW BANK 8304-25 USD | 227,94 | 0.00 | 227,94 |  |
|  | **Total in treasury** | **90 133.02** | **0.00** | **90 133.02** |  |

**4.2.2. Balance sheet liability on 31/12/2017**

**4.2.2.1. Equity**

This item has a net asset value of USD 54,091.17 on 31/12/2017 including (Retained earnings of USD -2,423.38, profit for the year USD 6,807 and investment grants USD 49,707.55) is detailed as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CP** | **Description** | **N** | | **N-1** |
| 1200 | Retained earnings (+/-) | | 5 145.81 | 5 145.81 |
| 1390 | Net income for the year (profit ) | | 6 807.00 | 0.00 |
| 141 | Investment grants | | 49 707.55 | 18 102.13 |
|  | **Total equity** | | **61 660.36** | **23 247.94** |

**4.2.2.2. *Current liability***

This item has a net value of USD 118,307.56 on 31/12/2017 and is detailed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **DP** | **Description** | **N** | **N-1** |
| 45 | Donors | 121 775.30 | 294 507.69 |
|  | **Total current liability** | **121 775.30** | **294 507.69** |

The details of item 45 "Donors" valued at USD 121,775.30 are presented as follows:

|  |  |  |
| --- | --- | --- |
| **Sources of funds** | **Project title** | **Amount** |
| **MAMA CASH 2** | Institutional support | $4 502,14 |
| **MAMA CASH I** | Institutional support | $1,60 |
| **GFW 1** | Grants from organizations member of the Women's Platform | $65 917,96 |
| **GFW 4** | $11 988,00 |
| **AJWS 2** | Institutional support | $20 256,93 |
| ***OAK*** | *Institutional support* | *$13 505,95* |
| **NOVO** |  | *$1 498,18* |
| **UN WOMEN** |  | *$0,00* |
| **COUNTER CD** | Electoral process awareness | $638,40 |
| **NETHERLAND EMBASSY** |  | $3 467,74 |
| ***TOTAL GRANTS*** | | ***$121 775,30*** |

**4.2.4. Analysis of expense statements**

The statement presenting a total of regular activities expense for the 2017 financial year of USD 1,064,386.91 is detailed as follows:

|  |  |  |
| --- | --- | --- |
| **RW** | **Description** | **N** |
| 604à605 | Other purchase | 15 379.06 |
| 61 | Transports | 134 967.96 |
| 62 et 63 | External services A et B | 293 783.06 |
| 64 | Taxes | 5 920.20 |
| 65 | Other expenses | 427 232.47 |
| 66 | Staff expenses | 182 371.96 |
| 68 | Amortization allocations | 4 732.20 |
|  | **Total operation activities** | **1 064 386.91** |

**4.2.5. Analysis of product income statement**

The income statement presents a total income from activities for 2017 fiscal year of USD 1,071,193.91 (Revenue of USD 1,066,461.71 and Off Regular activity (O.R.A) products of USD 4,732.20) is detailed as follows:

**4.2.5.1. *Product of Regular activity***

|  |  |  |  |
| --- | --- | --- | --- |
| **UH** | **Description** | | **N** |
| 71 | Operating Grants |  | 1 059 654.71 |
| 75 | Other product |  | 6 807.00 |
|  | **Total operating product** |  | **1 066 461.71** |

**4.2.5.2*. Products Off Regular activity***

|  |  |  |  |
| --- | --- | --- | --- |
| **UO** | **Description** | | **N** |
| 86 | Depreciation and amortization |  | 4 732.20 |
|  | **Total O.R.A** |  | **4 732.20** |

**4.2.6. Income statement analysis for the year**

|  |  |  |  |
| --- | --- | --- | --- |
| **UZ** | **Description** | | **N** |
|  | **Net income** |  | 6 807.00 |

The FFC completed the year 2017 with a margin of USD 6 807.00 that corresponds mainly to other products (excluding operating grants) received in 2017 and not consumed on 31/12/2017.

**4.2.7. Analysis of the summary table of the projects and donors**

We find that the FFC started operations in FY 2017 with an unutilized balance of funds of USD 299,653.35 (USD 296,679.35 from donors and USD 2,974.00 other grants). In FY 2017, the FFC mobilized USD 867 897.75 for implementation (USD 864 064.75 from donors and USD 3 833.00 from other donors). The total amount of expenditure in 2017 is USD 1,059,654.70. The FFC closed its activities in the current fiscal year 2017 with a net fund balance of USD 107 896.40 (USD 101 089.40 from donors and 6 807.00 other donations).

**-V-**

**ANNEXES**



|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ANNEX2: MAMA CASH I** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Category** | **BUDGET CODE** | **Imputation** | **DESCRIPTION** | **BUDGET FMMD 2017 IN USD** | **EXPENSES FMMD IN USD** | **GAP IN USD** | **% REALISATION IN USD** |
|
| F | **FMMDF11** |  | THE PROGRAM COORDINATION |  |  |  |  |
| F | **FMMDF111** |  | **STAFF SALARIES** |  |  |  |  |
| F | FMMD1111 | 661101 | **Director** | $379 | $379 | $0 | 100% |
| F | FMMD1112 | 661102 | **Administrator** | $228 | $228 | $1 | 100% |
| F | FMMD1113 | 661103 | **Program Officer** | $228 | $228 | $1 | 100% |
| F | FMMD1114 | 661104 | **Chief officer of resources mobilization** | $228 | $228 | $1 | 100% |
| F | FMMD1115 | 661105 | **Accountant** | $1 073 | $1 073 | $0 | 100% |
| F | FMMD1116 | 661106 | **Accountant assistant** | $0 | $0 | $0 | #DIV/0! |
| F | FMMD1117 | 661107 | **Cashier** | $163 | $163 | $1 | 100% |
| F | FMMD1118 | 661108 | **Program assistant** | $152 | $152 | $0 | 100% |
| F | FMMD1119 | 661109 | **Director assistant** | $720 | $720 | $0 | 100% |
| F | FMMD1120 | 661110 | **Drivers** | $0 | $0 | $0 | #DIV/0! |
| F | FMMD1121 | 661111 | **Guards** | $0 | $0 | $0 | #DIV/0! |
| F | FMMD1122 | 661112 | **Cleaner** | $0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL 1** | **$3 171** | **$3 169** | **$3,90** | **100%** |
| F | **FMMDF112** |  | **STAFF FEES (health insurance)** |  |  |  |  |
| F | FMMD1123 | 668401 | Health care | $269 | $298 | -$29 | 111% |
|  |  |  | **TOTAL 2** | **$269** | **$298** | **-$29,29** | **111%** |
| F | **FMMDF114** | **F114** | **OFFICE OPERATION** |  |  |  |  |
| F | FMMDF1141 | 622201 | Office rent | $800 | $500 | $300 | 63% |
| F | FMMDF1142 | 624801 | Maintenance | $144 | $160 | -$16 | 111% |
|  | FMMDF1143 | 605101 | Water | $0 | $0 | $0 | #DIV/0! |
| F | FMMDF1144 | 605201 | Electricity | $96 | $81 | $15 | 84% |
| F | FMMDF1145 | 622801 | Vehicles rent | $0 | $0 | $0 | #DIV/0! |
| F | FMMDF1146 | 604201 | Purchase fuel | $0 | $0 | $0 | #DIV/0! |
| F | FMMDF1147 | 604701 | Office supplies | $59 | $60 | -$1 | 102% |
| F | FMMDF1148 | 628801 | Communication (Telephone, internet, printings, ...) | $117 | $130 | -$13 | 111% |
| F | FMMDF1149 | 627203 | Design and printing of management documents | $80 | $100 | -$20 | 125% |
| F | FMMDF1150 | 613101 | Transport for interns | $313 | $412 | -$99 | 132% |
| F | FMMDF1151 | 627801 | Projects visibility | $400 | $400 | $0 | 100% |
| F | FMMDF1152 | 658801 | Unexpected (other expenses) | $240 | $272 | -$32 | 113% |
| F | FMMDF1153 | 638301 | Collation | $120 | $145 | -$25 | 121% |
|  |  |  | **TOTAL 4** | **$2 369** | **$2 260** | **$109** | **95%** |
| F | **FMMDF116** |  | **TRAVEL AND CONFERENCES** |  |  |  |  |
| F | FMMDF1161 | 618101 | Resource Mobilization Trips & International Conference participation | $0 | $0 | $0 | #DIV/0! |
| F | FMMDF1162 | 618103 | Staff trip | $176 | $236 | -$60 | 134% |
| F | FMMDF1163 | 638403 | Staff accommodation on mission | $0 | $0 | $0 | #DIV/0! |
| F | FMMDF1164 | 638303 | Meal for staff | $350 | $339 | $11 | 97% |
| F | FMMDF1165 | 622803 | Vehicle rental during staff mission | $296 | $310 | -$14 | 105% |
| F | FMMDF1166 | 604203 | Fuel purchase during staff mission | $3 | $0 | $3 | 0% |
| F | FMMDF1167 | 658803 | Meetings with stakeholders | $262 | $250 | $12 | 95% |
|  |  |  | **TOTAL 5** | **$1 087** | **$1 136** | **-$49** | **104%** |
| F | **FMMDF117** |  | **CONSULTANTS AND CONTRACTUAL SERVICES** |  |  |  |  |
| F | FMMDF1171 | 632401 | Consultants | $640 | $640 | $0 | 100% |
| F | FMMDF1172 | 632401 | Audit | $600 | $600 | $0 | 100% |
|  |  | **02** | **TOTAL 6** | **$1 240,00** | **$1 240,00** | **$0,00** | **100%** |
| F | **FMMDF211** |  | **OTHER FEES** |  |  |  |  |
| F | FMMDF2111 | 658802 | Administration fees | $306 | $320 | -$14 | 104% |
| F | FMMDF2112 | 631801 | Banks charge | $400 | $400 | $0 | 100% |
|  |  | **02** | **TOTAL 6** | **$706,00** | **$720** | **-$14** | **102%** |
| F | **FMMDF212** |  | **EQUITY ET EVACUATION** |  |  |  |  |
| F | FMMDF2121 | 278801 | Constitution of equity | $3 600 | $3 600 | $0 | 100% |
| F | FMMDF2122 | 618102 | Travel expenses for emergency evacuation | $0 | $0 | $0 | #DIV/0! |
| F | FMMDF2123 | 638302 | Catering during emergency evacuation | $0 | $0 | $0 | #DIV/0! |
| F | FMMDF2124 | 638401 | Accommodation during emergency | $0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL 7** | **$3 600** | **$3 600** | **$0** |  |
| R | **3.0.0** |  | **ACTIVITIES** |  |  |  |  |
| R | **FMMDR311** |  |  |  |  |  |  |
| R | FMMDR3111 | 658803 | Grant for organizations | $15 000 | $15 000 | $0 | 100% |
|  |  |  | **TOTAL 8** | **$15 000** | **$15 000** | **$0** |  |
|  | **FMMDR321** |  |  |  |  |  |  |
|  | **3.2.1** |  | Training beneficiaries on the project cycle management grant |  |  |  |  |
| R | FMMDR3211 | 613102 | Participants trips | $5 000 | $5 000 | $0 | 100% |
| R | FMMDR3212 | 638402 | Accommodation for participants | $3 000 | $3 000 | $0 | 100% |
| R | FMMDR3213 | 638303 | Evening catering (For the participants accommodated) | $1 000 | $1 000 | $0 | 100% |
| R | FMMDR3214 | 622202 | Conference Hall rental | $240 | $240 | $0 | 100% |
| R | FMMDR3215 | 622802 | Vehicle rental | $180 | $180 | $0 | 100% |
| R | FMMDR3216 | 604202 | Purchase fuel | $13 | $13 | $0 | 100% |
| R | FMMDR3217 | 638301 | Catering during the activities (Coffee break, Lunch break) | $1 080 | $1 080 | $0 | 100% |
| R | FMMDR3218 | 632402 | Moderator fee | $45 | $45 | $0 | 100% |
| R | FMMDR3219 | 632403 | Trainer fee | $180 | $180 | $0 | 100% |
| R | FMMDR3220 | 632401 | Reporter fee | $60 | $60 | $0 | 100% |
| R | FMMDR3221 | 627202 | Banner printing | $78 | $78 | $0 |  |
| R | FMMDR3222 | 627201 | Printing of modules | $135 | $135 | $0 | 100% |
| R | FMMDR3223 | 604701 | Purchase of supplies | $90 | $90 | $0 | 100% |
| R | FMMDR3224 | 628802 | Media coverage | $300 | $300 | $0 | 100% |
|  |  |  | **TOTAL 9** | **$11 401** | **$11 401** | **$0** | **100%** |
|  | **FMMDR331** |  |  |  |  |  |  |
|  | **3.3.1** |  | Training on resource mobilization techniques |  |  |  |  |
| R | FMMDR3311 | 613102 | Participants trips | $1 250 | $1 250 | $0 | 100% |
| R | FMMDR3312 | 638401 | Accommodations for participants | $750 | $750 | $0 | 100% |
| R | FMMDR3313 | 638302 | Evening catering for participants (accommodated) | $375 | $375 | $0 | 100% |
| R | FMMDR3314 | 622202 | Conference hall rental | $120 | $120 | $0 | 100% |
| R | FMMDR3315 | 622802 | Vehicle rental | $113 | $120 | -$7 | 106% |
| R | FMMDR3316 | 604202 | Purchase fuel | $9 | $0 | $9 | 0% |
| R | FMMDR3317 | 638301 | Catering during the activities (Coffee break, Lunch break) | $300 | $300 | $0 | 100% |
| R | FMMDR3318 | 632402 | Moderator fee | $90 | $90 | $0 | 100% |
| R | FMMDR3319 | 632403 | Trainer fee | $180 | $180 | $0 | 100% |
| R | FMMDR3320 | 632401 | Reporter fee | $120 | $120 | $0 | 100% |
| R | FMMDR3321 | 627202 | Banner printing | $39 | $40 | -$1 | 103% |
| R | FMMDR3322 | 627201 | Printing of modules | $70 | $0 | $70 | 0% |
| R | FMMDR3323 | 604701 | Purchase supplies | $38 | $130 | -$92 | 342% |
| R | FMMDR3324 | 628802 | Media coverage | $270 | $270 | $0 | 100% |
|  |  |  | **TOTAL 10** | **$3 724** | **$3 745** | **-$21** | **101%** |
| R | FMMDR3512 | 638401 | Accommodations for participants | $0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL COSTS** | **$42 567,00** | **$42 568,46** | **$0,26** | 100% |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ANNEX3: MAMA CASH III** | | | | | | |
|  |  |  |  |  |  |  |
| **Category** | **BUDGET CODE** | **Allocation** | **Description** | **GFW BUDGET 2017 IN USD** | **GFW EXPENSES IN USD** | **GAP IN USD** |
|
| F | **GFWOF11** |  | **THE PROGRAM CORDINATION** |  |  |  |
| F | **GFWOF111** |  | **STAFF SALARIES** |  |  |  |
| F | MMCSF1111 | 661101 | Director | $2 365 | $1 971 | $394 |
| F | MMCSF1112 | 661102 | Administrator | $1 638 | $1 365 | $273 |
| F | MMCSF1113 | 661103 | Program Officer | $1 638 | $1 365 | $273 |
| F | MMCSF1114 | 661104 | **Chief officer of Fundraising** | $1 000 | $833 | $167 |
| F | MMCSF1115 | 661105 | Accountant | $1 500 | $1 250 | $250 |
| F | MMCSF1116 | 661106 | Assistant accountant | $1 170 | $975 | $195 |
| F | MMCSF1117 | 661107 | Cashier | $1 200 | $1 000 | $200 |
| F | MMCSF1118 | 661108 | Program assistant | $600 | $500 | $100 |
| F | MMCSF1119 | 661109 | Director assistant | $400 | $333 | $67 |
| F | MMCSF1120 | 661110 | Drivers | $300 | $250 | $50 |
| F | MMCSF1121 | 661111 | Guards | $200 | $167 | $33 |
| F | MMCSF1122 | 661112 | Cleaners | $200 | $167 | $33 |
|  |  |  | **TOTAL 1** | **$12 211** | **$10 176** | **#REF!** |
| F | **GFWOF112** |  | **STAFF FEES (Health care)** |  |  |  |
| F | MMCSF1123 | 668401 | **Health care** | $1 800 | $1 798 | $2 |
|  |  |  | **TOTAL 2** | **$1 800** | **$1 798** | **$2** |
| F | **GFWOF113** |  | **STAFF TRAINING** |  |  |  |
| F | MMCSF1131 | 633001 | International internship | $0 | $0 | $0 |
| F | MMCSF1132 | 633002 | English | $0 | $0 | $0 |
| F | MMCSF1133 | 633801 | Other trainings | $0 | $0 | $0 |
|  |  |  | **TOTAL 3** | **$0** | **$0** | **$0** |
| F | **MMCSF114** | **F114** | **OFFICE OPERATION** |  |  |  |
| F | MMCSF1141 | 622201 | Office rental | $3 000 | $2 500 | $500 |
| F | MMCSF1142 | 624801 | Maintenance | $450 | $439 | $11 |
| F | MMCSF1143 | 605101 | Water | $175 | $175 | $0 |
| F | MMCSF1144 | 605201 | Electricity | $200 | $162 | $38 |
| F | MMCSF1145 | 622801 | Vehicle rental | $1 000 | $1 000 | $0 |
| F | MMCSF1146 | 604201 | Purchase fuel | $500 | $499 | $1 |
| F | MMCSF1147 | 604701 | Office supplies | $200 | $157 | $43 |
| F | MMCSF1148 | 628801 | Communication (Telephone, internet, printing documents..) | $950 | $986 | -$36 |
| F | MMCSF1149 | 627203 | Design and printing of management tools | $500 | $500 | $0 |
| F | MMCSF1150 | 613101 | Transport for interns | $150 | $148 | $2 |
| F | MMCSF1151 | 627801 | Projects visibility | $500 | $500 | $0 |
| F | MMCSF1152 | 658801 | Contingencies (other expense) | $0 | $0 | $0 |
| F | MMCSF1153 | 638301 | Collation | $115 | $121 | -$6 |
|  |  |  | **TOTAL 4** | **$7 740** | **$7 187** | **$553** |
| F | **MMCSF116** |  | **TRAVEL AND CONFERENCES** |  |  |  |
| F | MMCSF1161 | 618101 | Resource Mobilization Trips & International Conference Participation | $5 530 | $5 817 | -$287 |
| F | MMCSF1162 | 618103 | Staff trips | $800 | $774 | $26 |
| F | MMCSF1163 | 638403 | Accommodation for staff on mission | $700 | $702 | -$2 |
| F | MMCSF1164 | 638303 | Catering for staff on mission | $0 | $40 | -$40 |
| F | MMCSF1165 | 622803 | Vehicle rental for staff during mission | $700 | $694 | $6 |
| F | MMCSF1166 | 604203 | Purchase fuel during the mission | $0 | $0 | $0 |
| F | MMCSF1167 | 658803 | Meetings with stakeholders | $1 500 | $1 453 | $47 |
|  |  |  | **TOTAL 5** | **$9 230** | **$9 479** | **-$249** |
| F | **MMCSF117** |  | **CONSULTANTS AND CONTRACTUAL SERVICES** |  |  |  |
| F | MMCSF1171 | 632401 | Consultants | $200 | $0 | $200 |
| F | MMCSF1172 | 632401 | Audit | $1 000 | $0 | $1 000 |
|  |  | **02** | **TOTAL 6** | **$1 200,00** | **$0** | **$1 200** |
| F | **MMCSF211** |  | **OTHER FEES** |  |  |  |
| F | MMCSF2111 | 658802 | ADMINISTRATION FEES | $550 | $484 | $66 |
| F | MMCSF2112 | 631801 | BANK CHARGE | $759 | $750 | $9 |
|  |  | **02** | **TOTAL 6** | **$1 309,00** | **$1 233,66** | **$75,34** |
| F | **MMCSF212** |  | **EQUITY ET EVACUATION** |  |  |  |
| F | MMCSF2121 | 278801 | Constitution of equity | $2 000 | $2 000 | $0 |
| F | MMCSF2122 | 618102 | Travel expenses for emergency evacuation | $1 000 | $562 | $438 |
| F | MMCSF2123 | 638302 | Catering during the emergency evacuation | $2 600 | $2 400 | $200 |
| F | MMCSF2124 | 638401 | Accommodation during emergency evacuation | $600 | $92 | $508 |
|  |  |  | **TOTAL 7** | **$6 200** | **$5 054** | **$1 146** |
| R | **3.0.0** |  | **ACTIVITIES** |  |  |  |
| R | **MMCSR311** |  |  |  |  |  |
| R | MMCSR3111 | 658803 | Grants for organizations | $15 000 | $14 986 | $14 |
|  |  |  | **TOTAL 8** | **$15 000** | **$14 986** | **$14** |
|  | **MMCSR321** |  |  |  |  |  |
|  | **3.2.1** |  | **Training beneficiaries on the project cycle management grant** |  |  |  |
| R | MMCSR3211 | 613102 | Trips for participants | $8 000 | $8 040 | -$40 |
| R | MMCSR3212 | 638402 | Accommodations for participants | $3 000 | $3 000 | $0 |
| R | MMCSR3213 | 638303 | Evening catering for accommodated participants | $1 000 | $1 080 | -$80 |
| R | MMCSR3214 | 622202 | Conference Hall rental | $400 | $450 | -$50 |
| R | MMCSR3215 | 622802 | Vehicle rental | $250 | $250 | $0 |
| R | MMCSR3216 | 604202 | Purchase fuel | $50 | $0 | $50 |
| R | MMCSR3217 | 638301 | Catering during activities (coffee break, lunch break) | $2 600 | $2 700 | -$100 |
| R | MMCSR3218 | 632402 | Moderator fee | $75 | $100 | -$25 |
| R | MMCSR3219 | 632403 | Trainer fee | $200 | $200 | $0 |
| R | MMCSR3220 | 632401 | Reporter fee | $100 | $100 | $0 |
| R | MMCSR3221 | 627202 | Printing banners | $100 | $100 | $0 |
| R | MMCSR3222 | 627201 | Printing modules | $135 | $135 | $0 |
| R | MMCSR3223 | 604701 | Purchase supplies | $200 | $230 | -$30 |
| R | MMCSR3224 | 628802 | Media coverage | $200 | $200 | $0 |
|  |  |  | **TOTAL 9** | **$16 310** | **$16 585** | **-$275** |
|  | **MMCSR331** |  |  |  |  |  |
|  | **MMCSR351** |  |  |  |  |  |
|  |  |  | **TOTAL COSTS** | **$71 000,00** | **$66 497,86** | **$4 502,14** |

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| **ANNEX4 : GFW1** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Category** | **BUDGET CODE** | **ALLOCATION** | **DESCRIPTION** | **BUDGET GFW 2017 EN USD** | **EXPENSES GFW IN USD** | **GAP IN USD** | **% DE REALISATION GFW IN USD** |
|
| F | **GFWOF11** |  | **THE PROGRAM CORDINATION** |  |  |  |  |
| F | **GFWOF114** | **F114** | **OFFICE OPERATION** |  |  |  |  |
| F | GFWOF1141 | 622201 | Office rental | $2 500 | $2 500 | $0 | 100,00% |
| F | GFWOF1142 | 624801 | Maintenance | $500 | $677 | -$177 | 135,32% |
| F | GFWOF1143 | 605101 | Water | $120 | $16 | $104 | 13,16% |
| F | GFWOF1144 | 605201 | Electricity | $120 | $33 | $87 | 27,42% |
| F | GFWOF1145 | 622801 | Vehicle rental | $1 000 | $1 000 | $0 | 100,00% |
| F | GFWOF1146 | 604201 | Purchase fuel | $400 | $368 | $32 | 92,10% |
| F | GFWOF1147 | 604701 | Office supplies | $360 | $382 | -$22 | 106,11% |
| F | GFWOF1148 | 628801 | Communication (Telephone, internet, printing documents.) | $1 420 | $1 452 | -$32 | 102,29% |
| F | GFWOF1149 | 627203 | Design and printings of management tools | $3 | $100 | -$97 | 3333,33% |
| F | GFWOF1150 | 613101 | Transport for interns | $360 | $558 | -$198 | 155,00% |
| F | GFWOF1151 | 627801 | Projects visibility | $500 | $500 | $0 | 100,00% |
| F | GFWOF1152 | 658801 | Contingency (other expenses) | $350 | $372 | -$22 | 106,15% |
| F | GFWOF1153 | 638301 | Collation | $450 | $409 | $41 | 90,87% |
|  |  |  | **TOTAL 4** | **$8 083** | **$8 367** | **-$284** | 103,51% |
| F | **GFWOF116** |  | **TRAVEL AND CONFERENCES** |  |  |  |  |
| F | **GFWOF211** |  | **OTHER FEES** |  |  |  |  |
| F | GFWOF2111 | 658802 | Administration fees | $200 | $191 | $9 | 95,68% |
| F | GFWOF2112 | 631801 | Bank charges | $1 200 | $1 256 | -$56 | 104,68% |
|  |  | **02** | **TOTAL 6** | **$1 400,00** | **$1 447,49** | **-$47,49** | 103,39% |
| F | **GFWOF212** |  | **EQUITY EVACUATION** |  |  |  |  |
| F | GFWOF2121 | 278801 | Constitution of equity | $0 | $0 | $0 | #DIV/0! |
| F | GFWOF2122 | 618102 | Travel expenses for emergency evacuation | $200 | $204 | -$4 | 102,00% |
| F | GFWOF2123 | 638302 | Catering during emergency evacuation | $0 | $0 | $0 | #DIV/0! |
| F | GFWOF2124 | 638401 | Accommodation during emergency evacuation | $0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL 7** | **$200** | **$204** | **-$4** | 102,00% |
| R | **3.0.0** |  | **ACTIVITIES** |  |  |  |  |
| R | **GFWOR311** |  |  |  |  |  |  |
| R | GFWOR3111 | 658803 | Grants for organizations | $58 500 | $20 155 | $38 345 | 34,45% |
|  |  |  | **TOTAL 8** | **$58 500** | **$20 155** | **$38 345** | 34,45% |
|  | **GFWOR321** |  |  |  |  |  |  |
|  | 3.8.1 |  | Regional workshop |  |  |  |  |
| R | GFWOR3811 | 613102 | Participants trips | $11 000 | $0 | $11 000 | 0,00% |
| R | GFWOR3812 | 638401 | Accommodations for participants | $6 300 | $0 | $6 300 | 0,00% |
| R | GFWOR3813 | 638302 | Evening catering for participants accommodated | $3 400 | $0 | $3 400 | 0,00% |
| R | GFWOR3814 | 622202 | Conference hall rental | $500 | $0 | $500 | 0,00% |
| R | GFWOR3815 | 622802 | Vehicle rental | $300 | $0 | $300 | 0,00% |
| R | GFWOR3816 | 604202 | Purchase fuel | $150 | $0 | $150 | 0,00% |
| R | GFWOR3817 | 638301 | Catering during the activities (Coffee break, Lunch break) | $4 800 | $0 | $4 800 | 0,00% |
| R | GFWOR3818 | 632402 | Moderator fee | $600 | $0 | $600 | 0,00% |
| R | GFWOR3819 | 632403 | Trainer fee | $400 | $0 | $400 | 0,00% |
| R | GFWOR3820 | 632401 | Reporter fee | $300 | $0 | $300 | 0,00% |
| R | GFWOR3821 | 627202 | Printing banner | $198 | $0 | $198 | 0,00% |
| R | GFWOR3822 | 627201 | Printing modules | $180 | $0 | $180 | 0,00% |
|  | GFWOR3823 | 604701 | Purchase fuel | $200 | $0 | $200 | 0,00% |
| R | GFWOR3824 | 628802 | Media coverage | $280 | $0 | $280 | 0,00% |
|  |  |  | **TOTAL 11** | **$28 608** | **$0** | **$28 608** | 0,00% |
|  | **GFWOR391** |  |  |  |  |  |  |
|  | 391 |  | Identification of women candidates for provincial, municipal, municipal and local elections |  |  |  |  |
| R | GFWOR3911 | 613101 | Transports for focal points | $0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL 15** | **$0** | **$0** | **$0** | #DIV/0! |
|  |  |  | **TOTAL COSTS** | **$96 791,00** | **$30 173,04** | **$66 617,96** | **31,17%** |

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| **ANNEX5 : GFW 2** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Category** | **BUDGET CODE** | **Allocation** | **Description** | **GFW BUDGET 2017 IN USD** | **GFW EXPENSES IN USD** | **GAP IN USD** | **% GFW**  **REALISATION IN USD** |
|
| F | **GFWCF11** |  | THE PROGRAM COORDINATION |  |  |  |  |
| F | **GFWCF111** |  | **STAFF SALARIES** |  |  |  |  |
| F | GFWCF1111 | 661101 | Director | $2 820,00 | $2 820 | $0 | 100,00% |
| F | GFWCF1112 | 661102 | Administrator | $2 220,00 | $2 220 | $0 | 100,00% |
| F | GFWCF1113 | 661103 | Program Officer | $2 220,00 | $2 220 | $0 | 100,00% |
| F | GFWCF1114 | 661104 | Charge of fundraising | $1 800,00 | $1 800 | $0 | 100,00% |
| F | GFWCF1115 | 661105 | Accountant | $1 800,00 | $1 800 | $0 | 100,00% |
|  |  |  | **TOTAL 1** | **$10 860** | **$10 860** | **$0** |  |
| F | **GFWCF112** |  | **Staff fees ( health care)** |  |  |  |  |
| F | GFWCF1123 | 668401 | **Health care** | $1 800,00 | $1 788 | $12 | 99,32% |
|  |  |  | **TOTAL 2** | **$1 800** | **$1 788** | **$12** |  |
| F | **GFWCF113** |  | **STAFF TRAINING** |  |  |  |  |
| F | **GFWCF114** | **F114** | **OFFICE OPERATION** |  |  |  |  |
| F | GFWCF1141 | 622201 | Office rental | $450,00 | $500 | -$50 | 111,11% |
| F | GFWCF1142 | 624801 | Maintenance | $250,00 | $239 | $11 | 95,64% |
| F | GFWCF1143 | 605101 | Water | $100,00 | $36 | $64 | 35,70% |
| F | GFWCF1144 | 605201 | Electricity | $0,00 | $0 | $0 | #DIV/0! |
| F | GFWCF1145 | 622801 | Vehicle rental | $0,00 | $0 | $0 | #DIV/0! |
| F | GFWCF1146 | 604201 | Purchase fuel | $550,00 | $547 | $3 | 99,45% |
| F | GFWCF1147 | 604701 | Office supplies | $150,00 | $116 | $34 | 77,13% |
| F | GFWCF1148 | 628801 | Communication (Telephone, internet, printing of documents, etc...) | $660,00 | $607 | $53 | 91,97% |
| F | **GFWCF1149** | **627203** | Design and printing of management tools | $100,00 | $100 | $0 | 100,00% |
| F | GFWCF1150 | 613101 | Transport for interns | $300,00 | $253 | $47 | 84,26% |
| F | GFWCF1151 | 627801 | Projects visibility | $0,00 | $0 | $0 | #DIV/0! |
| F | GFWCF1152 | 658801 | Contingency (other expenses) | $50,00 | $50 | $0 | 100,00% |
| F | GFWCF1153 | 638301 | Collation | $200,00 | $181 | $19 | 90,57% |
|  |  |  | **TOTAL 4** | **$2 810** | **$2 628** | **$182** |  |
| F | **GFWCF116** |  | TRAVEL AND CONFERENCES |  |  |  |  |
| F | GFWCF1161 | 618101 | Resource Mobilization Trips & International Conference Participation | $600 | $609 | -$9 | 101,50% |
| F | GFWCF1162 | 618103 | Staff trips | $2 350 | $2 568 | -$218 | 109,28% |
| F | GFWCF1163 | 638403 | Accommodation for staff in mission | $0 | $0 | $0 | #DIV/0! |
| F | GFWCF1164 | 638303 | Catering during the mission | $200 | $200 | $0 | 100,00% |
| F | GFWCF1165 | 622803 | Vehicle rental during the staff mission | $100 | $100 | $0 | 100,00% |
| F | GFWCF1166 | 604203 | Purchase fuel during staff mission | $0 | $0 | $0 | #DIV/0! |
| F | GFWCF1167 | 658803 | Meetings with stakeholders | $200 | $174 | $26 | 87,00% |
|  |  |  | **TOTAL 5** | **$3 450** | **$3 651** | **-$201** |  |
| F | **GFWCF117** |  | CONSULTANTS AND CONTRACTUAL SERVICES |  |  |  |  |
| F | GFWCF1171 | 632401 | Consultants | $0 | $0 | $0 | #DIV/0! |
| F | GFWCF1172 | 632401 | Audit | $500 | $500 | $0 | 100,00% |
|  |  | **02** | **TOTAL 6** | **$500,00** | **$500** |  |  |
| F | **GFWCF211** |  | **Other fees** |  |  |  |  |
| F | GFWCF2111 | 658802 | Administrator fees | $100 | $93 | $7 | 92,93% |
| F | GFWCF2112 | 631801 | Banks charge | $300 | $300 | $0 | 100,00% |
|  |  | **02** | **TOTAL 6** | **$400,00** | **$392,93** | **$7,07** |  |
| R | **3.0.0** |  | **ACTIVITIES** |  |  |  |  |
| R | **GFWCR311** |  |  |  |  |  |  |
| R | GFWCR3111 | 658803 | Grants for organizations | $10 180 | $10 180 | $0 | 100,00% |
|  |  |  | **TOTAL 8** | **$10 180** | **$10 180** | **$0** |  |
|  | **GFWCR321** |  |  |  |  |  |  |
| R | GFWCR3214 | 622202 | Conference hall rental | $0 | $0 | $0 | #DIV/0! |
|  | **3.3.1** |  | Training in resource mobilization techniques |  |  |  |  |
|  |  |  | **TOTAL COSTS** | **$30 000,00** | **$30 000,00** | **$0,00** | 100,00% |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **ANNEX 6: GFW/PLATEFORME** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Category** | **BUDGET CODE** | **Allocation** | **Description** | **BUDGET PLATF 2017 IN USD** | **EXPENSES AJWC in USD** | **GAP IN USD** | **% REALISATION IN USD** |
|
| F | **AJWCF11** |  | **THE PROGRAM CORDINATION** |  |  |  |  |
|  |  |  | **TOTAL 3** | **$0** | **$0** | **$0** | **0%** |
| F | **AJWCF114** | **F114** | **OFFICE OPERATION** |  |  |  |  |
| F | PLATF1141 | 622201 | Office rental | $3 000 | $2 900 | $100 | 97% |
| F | PLATF1142 | 624801 | Maintenance | $108 | $104 | $4 | 96% |
|  | PLATF1143 | 605101 | Water | $0 | $0 | $0 | 0% |
| F | PLATF1144 | 605201 | Electricity | $0 | $0 | $0 | 0% |
| F | PLATF1145 | 622801 | Vehicle rental | $1 300 | $1 270 | $30 | 98% |
| F | PLATF1146 | 604201 | Purchase fuel | $600 | $591 | $9 | 99% |
| F | PLATF1147 | 604701 | Office supplies | $216 | $381 | -$165 | 176% |
| F | PLATF1148 | 628801 | Communication (Telephone, internet, printing of documents, etc...) | $4 860 | $4 851 | $9 | 100% |
| F | PLATF1149 | 627203 | Design and printing of management tools | $960 | $1 000 | -$40 | 104% |
| F | PLATF1150 | 613101 | Transport for interns | $377 | $417 | -$40 | 110% |
| F | PLATF1151 | 627801 | Projects visibility | $1 000 | $970 | $30 | 97% |
| F | PLATF1152 | 658801 | Contingency (other expenses ) | $60 | $60 | $0 | 100% |
| F | PLATF1153 | 638301 | Collation | $192 | $335 | -$143 | 175% |
|  |  |  | **TOTAL 4** | **$12 673** | **$12 879** | **-$206** | **101,62%** |
| F | **PLATF116** |  | **TRAVEL AND CONFERENCES** |  |  |  |  |
| F | PLATF1161 | 618101 | Resource Mobilization Trips & International Conference Participation | $0 | $0 | $0 | #DIV/0! |
| F | PLATF1162 | 618103 | Staff trips | $8 000 | $7 781 | $219 | 97% |
| F | PLATF1163 | 638403 | Accommodations for participants | $1 440 | $1 427 | $13 | 99% |
| F | PLATF1164 | 638303 | Catering for staff during mission | $1 440 | $1 593 | -$153 | 111% |
| F | PLATF1165 | 622803 | Vehicle rental during staff mission | $1 180 | $1 200 | -$20 | 102% |
| F | PLATF1166 | 604203 | Purchase fuel during the mission | $367 | $370 | -$3 | 101% |
| F | PLATF1167 | 658803 | Meetings with stakeholders | $800 | $800 | $0 | 100% |
|  |  |  | **TOTAL 5** | **$13 227** | **$13 171** | **$56** | **99,58%** |
| F | **PLATF117** |  | **CONSULTANTS AND CONTRACTUAL SERVICES** |  |  |  |  |
| F | PLATF1171 | 632401 | Consultants | $0 | $0 | $0 | #DIV/0! |
| F | PLATF1172 | 632401 | Audit | $2 100 | $2 026 | $74 | 96% |
|  |  | **02** | **TOTAL 6** | **$2 100** | **$2 025,54** | **$74,46** | **96,45%** |
| F | **PLATF211** |  | **OTHER FEES** | **-** |  |  |  |
| F | PLATF2111 | 658802 | Administrator fees | $1 300 | $988 | $312 | 76% |
| F | PLATF2112 | 631801 | Banks charge | $700 | $700 | $0 | 100% |
|  |  | **02** | **TOTAL 6** | **$2 000** | **$1 688** | **$312** | **84,41%** |
| R | **3.0.0** |  | **ACTIVITIES** | 0 |  |  |  |
| R | **PLATR311** |  |  | ***-*** |  |  |  |
| R | PLATR3111 | 658803 | Grants for organizations | $120 000 | $119 761 | $239 | 100% |
|  |  |  | **TOTAL 8** | **$120 000** | **$119 761** | **$239** | **99,80%** |
|  | **PLATFR321** |  |  | ***-*** |  |  |  |
|  | **3.2.1** |  | **Training beneficiaries on the project cycle management grant** |  |  |  |  |
| R | PLATR3211 | 613102 | Trips for participants | $12 000 | $11 246 | $755 | 94% |
| R | PLATR3212 | 638402 | Accommodations for participants | $6 000 | $8 586 | -$2 586 | 143% |
| R | PLATR3213 | 638303 | Evening catering for accommodated participants | $2 000 | $2 016 | -$16 | 101% |
| R | PLATR3214 | 622202 | Conference Hall rental | $800 | $750 | $50 | 94% |
| R | PLATR3215 | 622802 | Vehicle rental | $500 | $490 | $10 | 98% |
| R | PLATR3216 | 604202 | Purchase fuel | $200 | $186 | $15 | 93% |
| R | PLATR3217 | 638301 | Catering during activities (coffee break, lunch break) | $3 000 | $3 233 | -$233 | 108% |
| R | PLATR3218 | 632402 | Moderator fee | $500 | $500 | $0 | 100% |
| R | PLATR3219 | 632403 | Trainer fee | $1 000 | $1 000 | $0 | 100% |
| R | PLATR3220 | 632401 | Reporter fee | $500 | $500 | $0 | 100% |
| R | PLATR3221 | 627202 | Printing banners | $260 | $150 | $110 | 58% |
| R | PLATR3222 | 627201 | Printing modules | $200 | $200 | $0 | 100% |
| R | PLATR3223 | 604701 | Purchase supplies | $500 | $220 | $280 | 44% |
| R | PLATR3224 | 628802 | Media coverage | $2 540 | $1 400 | $1 140 | 55% |
|  |  |  | **TOTAL 9** | **$30 000** | **$30 476** | **-$476** | **101,59%** |
|  |  |  | **TOTAL 15** | **$0** | **$0** | **$0** | **0%** |
|  |  |  | **TOTAL COSTS** | **$180 000,00** | **$180 000,89** | **-$0,89** | **100,00%** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ANNEX7 : AJWS 1** | | | | | | | | | | | | | | | |
| **Category** | | **BUDGET CODE** | | **ALLOCATION** | | **DESCRIPTION** | **BUDGET AJWS 2016IN USD** | | **EXPENSES AJWS IN USD** | | **GAP IN USD** | | **% REALISATION IN USD** | | |
|
| F | | **AJWSF11** | |  | | **THE PROGRAM CORDINATION** |  | |  | |  | |  | | |
| F | | **AJWSF111** | |  | | **STAFF SALARIES** |  | |  | |  | |  | | |
| F | | AJWSF1115 | | 661105 | | Accountant | $1 073 | | $1 073 | | $0 | | 100% | | |
| F | | AJWSF1116 | | 661106 | | Cashier | $0 | | $0 | | $0 | | 0% | | |
|  | |  | |  | | **TOTAL 1** | **€ 1 073** | | **$1 073** | | **$0,00** | |  | | |
| F | | **AJWSF112** | |  | | **Staff fees ( Health care)** |  | |  | |  | |  | | |
| F | | AJWSF1121 | | 668401 | | Health care | $68 | | $68 | | $0 | | 100% | | |
|  | |  | |  | | **TOTAL 2** | **$68** | | **$68** | | **$0** | |  | | |
|  | |  | |  | | **TOTAL 4** | **$0** | | **$0** | | **$0** | |  | | |
| F | | **AJWSF211** | |  | | **OTHER FEES** |  | |  | |  | |  | | |
| F | | AJWSF2111 | | 658802 | | ADMINISTRATION FEES | $0 | | $0 | | $0 | | 0% | | |
| F | | AJWSF2112 | | 631801 | | BANK CHARGE | $138 | | $138 | | $0 | | 100% | | |
|  | |  | | **02** | | **TOTAL 6** | **$137,50** | | **$138** | | **$0** | |  | | |
| F | | **AJWSF212** | |  | | **EQUITY ET EVACUATION** |  | |  | |  | |  | | |
| F | | AJWSF2121 | | 278801 | | Constitution of equity | $0 | | $0 | | $0 | | #DIV/0! | | |
| F | | AJWSF2122 | | 618102 | | Travel expenses for emergency evacuation | $350 | | $350 | | $0 | | 100% | | |
| F | | AJWSF2123 | | 638302 | | Catering during the emergency evacuation | $150 | | $150 | | $0 | | 100% | | |
| F | | AJWSF2124 | | 638401 | | Accommodation during emergency evacuation | $200 | | $200 | | $0 | | 100% | | |
|  | |  | |  | | **TOTAL 7** | **$700** | | **$700** | | **$0** | |  | | |
| R | | **3.0.0** | |  | | **ACTIVITIES** |  | |  | |  | |  | | |
|  | |  | |  | | **TOTAL COSTS** | **$1 978,00** | | **$1 978,00** | | **$0,00** | |  | | |
| **ANNEX8 : AJWS 2** | | | | | | | | | | | | | | |
|  |  | |  | |  | | |  | |  | |  | |  |
| **Category** | **BUDGET CODE** | | **Allocation** | |  | | | **BUDGET AJWS 2017 EN USD** | | **EXPENSES AJWS EN USD** | | **GAP IN USD** | | **% DE REALISATION NETHINUSD** |
|
| F | **APYBF11** | |  | | **THE PROGRAM CORDINATION** | | |  | |  | |  | |  |
| F | **APYBF111** | |  | | **STAFF SALARY** | | |  | |  | |  | |  |
| F | AJWCF1111 | | 661101 | | Director | | | $2 276 | | $759 | | $1 517 | | 33,33% |
| F | AJWCF1112 | | 661102 | | **Administrator** | | | $1 365 | | $455 | | $910 | | 33,33% |
| F | AJWCF1113 | | 661103 | | **Program Officer** | | | $1 365 | | $455 | | $910 | | 33,33% |
| F | AJWCF1114 | | 661104 | | **Chief officer of Fundraising** | | | $1 365 | | $455 | | $910 | | 33,33% |
| F | AJWCF1115 | | 661105 | | Accountant | | | $1 073 | | $358 | | $715 | | 33,33% |
| F | AJWCF1116 | | 661106 | | Assistant accountant | | | - | | - | | - | |  |
| F | AJWCF1117 | | 661107 | | Cashier | | | $975 | | $325 | | $650 | | 33,33% |
| F | AJWCF1118 | | 661108 | | Program assistant | | | $910 | | $303 | | $607 | | 33,33% |
|  |  | |  | | **TOTAL 1** | | | **$9 329** | | **$3 110** | | **$6 219** | |  |
| F | **APYBF112** | |  | | **STAFF FEES (Health care)** | | |  | |  | |  | |  |
| F | AJWCF1123 | | 668401 | | **Health care** | | | $0 | | $7 | | -$7 | | 0,00% |
|  |  | |  | | **TOTAL 3** | | | **$0** | | **$0** | | **$0** | |  |
| F | **AJWCF114** | | **F114** | | **OFFICE OPERATION** | | |  | |  | |  | |  |
| F | AJWC1141 | | 622201 | | Office rental | | | $1 500 | | $1 500 | | $0 | | 100,00% |
| F | AJWCF1142 | | 624801 | | Maintenance | | | $90 | | $202 | | -$112 | | 224,33% |
|  | AJWCF1143 | | 605101 | | Water | | | $60 | | $34 | | $26 | | 57,18% |
| F | AJWCF1144 | | 605201 | | Electricity | | | $60 | | $0 | | $60 | | 0,00% |
| F | AJWCF1145 | | 622801 | | Vehicle rental | | | $600 | | $55 | | $545 | | 9,17% |
| F | AJWCF1146 | | 604201 | | Purchase fuel | | | $150 | | $250 | | -$100 | | 166,67% |
| F | AJWCF1147 | | 604701 | | Office supplies | | | $176 | | $187 | | -$11 | | 106,05% |
| F | AJWCF1148 | | 628801 | | Communication (Telephone, internet, printing of documents, etc...) | | | $1 520 | | $779 | | $741 | | 51,26% |
| F | AJWCF1149 | | 627203 | | Design and printing of management tools | | | $50 | | $50 | | $0 | | 100,00% |
| F | AJWCF1150 | | 613101 | | Transport for interns | | | $1 080 | | $613 | | $467 | | 56,78% |
| F | AJWCF1151 | | 627801 | | Projects visibility | | | $500 | | $500 | | $0 | | 100,00% |
| F | AJWCF1152 | | 658801 | | Contingencies (other expense) | | | $150 | | $75 | | $75 | | 49,93% |
| F | AJWCF1153 | | 638301 | | Collation | | | $120 | | $164 | | -$44 | | 136,90% |
|  |  | |  | | **TOTAL 4** | | | **$6 056** | | **$4 409** | | **$1 647** | |  |
| F | **AJWCF115** | |  | | **TRAVEL AND CONFERENCES** | | |  | |  | |  | |  |
| F | AJWCF1161 | | 618101 | | Resource Mobilization Trips & International Conference Participation | | | $0 | | $0 | | $0 | | #DIV/0! |
| F | AJWCF1162 | | 618103 | | Staff trips | | | $100 | | $66 | | $34 | | 65,70% |
| F | AJWCF1163 | | 638403 | | Accommodation for staff on mission | | | $0 | | $0 | | $0 | | #DIV/0! |
| F | AJWCF1164 | | 638303 | | Catering for staff on mission | | | $0 | | $0 | | $0 | | #DIV/0! |
| F | AJWCF1165 | | 622803 | | Vehicle rental for staff during mission | | | $0 | | $0 | | $0 | | #DIV/0! |
| F | AJWCF1166 | | 604203 | | Purchase fuel during the mission | | | $0 | | $0 | | $0 | | #DIV/0! |
| F | AJWCF1167 | | 658803 | | Meetings with stakeholders | | | $0 | | $0 | | $0 | | #DIV/0! |
|  |  | |  | | **TOTAL 5** | | | **$100** | | **$66** | | **$34** | |  |
| F | **AJWCF117** | |  | | **CONSULTANTS AND CONTRACTUAL SERVICES** | | |  | |  | |  | |  |
| F | AJWCF1171 | | 632401 | | Consultants | | | $1 000 | | $0 | | $1 000 | | 0,00% |
| F | AJWCF1172 | | 632401 | | Audit | | | $1 200 | | $1 200 | | $0 | | 100,00% |
|  |  | | **02** | | **TOTAL 6** | | | **$2 200,00** | | **$1 200,00** | | **$1 000,00** | |  |
| F | **AJWCF211** | |  | | **OTHER FEES** | | |  | |  | |  | |  |
| F | AJWCF2111 | | 658802 | | ADMINISTRATION FEES | | | $825 | | $567 | | $258 | | 0,00% |
| F | AJWCF2112 | | 631801 | | BANKS CHARGES | | | $996 | | $878 | | $118 | | 88,19% |
|  |  | | **02** | | **TOTAL 6** | | | **$1 821,00** | | **$1 445,14** | | **$375,86** | |  |
| F | **AJWCF212** | |  | | **EQUITY ET EVACUATION** | | |  | |  | |  | |  |
| F | AJWCF2121 | | 278801 | | Constitution of equity | | | $0 | | $0 | | $0 | | 0,00% |
| F | AJWCF2122 | | 618102 | | Travel expenses for emergency evacuation | | | $700 | | $0 | | $700 | | 0,00% |
| F | AJWCF2123 | | 638302 | | Catering during the emergency evacuation | | | $300 | | $0 | | $300 | | 0,00% |
| F | AJWCF2124 | | 638401 | | Accommodation during emergency evacuation | | | $100 | | $0 | | $100 | | 0,00% |
|  |  | |  | | **TOTAL 7** | | | **$1 100** | | **$0** | | **$1 100** | |  |
| R | **3.0.0** | |  | | **ACTIVITIES** | | |  | |  | |  | |  |
|  | **311** | |  | |  | | |  | |  | |  | |  |
| R | AJWCR3111 | | 658803 | | Grants for organizations | | | $10 000 | | $10 000 | | $0 | | 100,00% |
|  |  | |  | | **TOTAL 8** | | | **$10 000** | | **$10 000** | | **$0** | |  |
|  | 371 | |  | | Advocacy with traditional authorities for women integration in peace negotiation | | |  | |  | |  | |  |
| R | AJWCR3711 | | 613102 | | Trips for participants | | | $0 | | $0 | | $0 | | 0,00% |
| R | AJWCR3723 | | 658804 | | Advocacy with focal points in provinces and regional levels | | | $0 | | $0 | | $0 | | #DIV/0! |
| R | AJWCR3752 | | 622202 | | Trips for participants | | | $7 000 | | $0 | | $7 000 | | 0,00% |
| R | AJWCR3753 | | 638401 | | Accommodations for participants | | | $3 750 | | $0 | | $3 750 | | 0,00% |
| R | AJWCR3754 | | 638302 | | Evening catering for accommodated participants | | | $1 250 | | $0 | | $1 250 | | 0,00% |
| R | AJWCR3755 | | 622202 | | Conference Hall rental | | | $1 600 | | $0 | | $1 600 | | 0,00% |
| R | AJWCR3756 | | 622802 | | Vehicle rental | | | $0 | | $0 | | $0 | | #DIV/0! |
| R | AJWCR3757 | | 604202 | | Purchase fuel | | | $134 | | $0 | | $134 | | 0,00% |
| R | AJWCR3758 | | 638301 | | Catering during activities (coffee break, lunch break) | | | $1 800 | | $0 | | $1 800 | | 0,00% |
| R | AJWCR3759 | | 632402 | | Moderator fee | | | $600 | | $0 | | $600 | | 0,00% |
| R | AJWCR3760 | | 632403 | | Trainer fee (speaker) | | | $0 | | $0 | | $0 | | #DIV/0! |
| R | AJWCR3761 | | 632401 | | Reporter fee | | | $0 | | $0 | | $0 | | #DIV/0! |
| R | AJWCR3762 | | 627202 | | Printing banners | | | $260 | | $0 | | $260 | | 0,00% |
| R | AJWCR3763 | | 604701 | | Purchase supplies | | |  | | $0 | | $0 | | #DIV/0! |
| R | AJWCR3764 | | 628802 | | Media coverage | | | $3 000 | | $0 | | $3 000 | | 0,00% |
|  |  | |  | | **TOTAL 15** | | | **$19 394** | | **$0** | | **$19 394** | |  |
|  |  | |  | | **TOTAL COSTS** | | | **$50 000,00** | | **$20 236,78** | | **$29 763,22** | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ANNEX9: OAK** | | | | | | |
|  |  |  |  |  |  |  |
| **BUDGET CODE** | **Allocation** | **Description** | **BUDGET OAK 2016 IN USD** | **EXPENSES OAK 2016 IN USD** | **GAP IN USD** | **% DE REALISATION IN USD** |
|
| **FOAKF11** |  | THE PROGRAM COORDINATION |  |  |  |  |
| **FOAKF111** |  | **STAFF SALARIES** |  |  |  |  |
| FOAKF1111 | 661101 | Director | $11 375 | $11 375 | $0 | 100,00% |
| FOAKF1112 | 661102 | Administrator | $6 825 | $6 825 | $0 | 100,00% |
| FOAKF1113 | 661103 | Program Officer | $13 650 | $13 650 | $0 | 100,00% |
| FOAKF1114 | 661104 | Charge of resource mobilization | $13 650 | $13 650 | $0 | 100,00% |
| FOAKF1115 | 661105 | Accountant | $5 363 | $5 363 | $0 | 100,00% |
| FOAKF1116 | 661106 | Accountant assistant | $4 225 | $4 225 | $0 | 100,00% |
| FOAKF1117 | 661107 | Cashier | $9 750 | $9 750 | $0 | 100,00% |
| FOAKF1118 | 661108 | Program assistant | $4 550 | $4 550 | $0 | 100,00% |
| FOAKF1119 | 661109 | Director assistant | $4 000 | $4 000 | $0 | 100,00% |
| FOAKF1120 | 661110 | Drivers | $2 600 | $2 600 | $0 | 100,00% |
| FOAKF1121 | 661111 | Guards | $975 | $975 | $0 | 100,00% |
| FOAKF1122 | 661112 | Cleaners | $1 625 | $1 625 | $0 | 100,00% |
|  |  | **TOTAL 1** | **$78 588** | **$78 588** | **$0** |  |
| **FOAKF112** |  | **STAFF FEES (Health care)** |  |  |  |  |
| FOAKF1123 | 668401 | **Health care** | $2 800 | $2 382 | $418 | 85,09% |
|  |  | **TOTAL 2** | **$2 800** | **$2 382** | **$418** |  |
| **FOAKF114** | **F114** | **OFFICE OPERATION** |  |  |  |  |
| FOAKF1141 | 622201 | Office rental | $7 200 | $6 300 | $900 | 87,50% |
| FOAKF1142 | 624801 | Maintenance | $1 300 | $984 | $316 | 75,69% |
| FOAKF1143 | 605101 | Water | $600 | $598 | $2 | 99,67% |
| FOAKF1144 | 605201 | Electricity | $480 | $460 | $20 | 95,76% |
| FOAKF1145 | 622801 | Vehicle rental | $1 800 | $1 177 | $623 | 65,40% |
| FOAKF1146 | 604201 | Purchase fuel | $2 350 | $2 092 | $258 | 89,00% |
| FOAKF1147 | 604701 | Office supplies | $1 440 | $698 | $742 | 48,47% |
| FOAKF1148 | 628801 | Communication (Telephone, internet, printing of documents, ...) | $5 000 | $4 925 | $75 | 98,49% |
| FOAKF1149 | 627203 | Design and printing of management tools | $400 | $400 | $0 | 100,00% |
| FOAKF1150 | 613101 | Transport for interns | $1 440 | $1 059 | $381 | 73,55% |
| FOAKF1151 | 627801 | Projects visibility | $1 000 | $0 | $1 000 | 0,00% |
| FOAKF1152 | 658801 | Contingencies (other expense) | $500 | $407 | $93 | 81,42% |
| FOAKF1153 | 638301 | Collation | $960 | $715 | $245 | 74,48% |
| FOAKF1154 | 244400 | Purchase office furniture | $49 400 | $43 016 | $6 384 | 87,08% |
|  |  | **TOTAL 4** | **$73 870** | **$62 830** | **$11 040** | **85,06%** |
| **FOAKF116** |  | **TRAVEL AND CONFERENCES** |  |  |  |  |
| FOAKF1161 | 618101 | Resource Mobilization Trips & International Conference Participation | $1 500 | $1 472 | $28 | 98,15% |
| FOAKF1162 | 618103 | Staff trips | $7 440 | $7 408 | $32 | 99,57% |
| FOAKF1163 | 638403 | Accommodation for staff on mission | $2 000 | $1 866 | $134 | 93,32% |
| FOAKF1164 | 622803 | Catering for staff on mission | $2 500 | $2 044 | $456 | 81,75% |
| FOAKF1165 | 638303 | Vehicle rental for staff during mission | $450 | $320 | $130 | 71,11% |
| FOAKF1166 | 638403 | Purchase fuel | $0 | $0 | $0 | #DIV/0! |
| FOAKF1167 | 658803 | Meetings with stakeholders | $900 | $464 | $436 | 51,56% |
|  |  | **TOTAL 5** | **$14 790** | **$13 574** | **$1 216** | **91,78%** |
| **FOAKF117** |  | CONSULTANTS AND CONTRACTUAL SERVICES |  |  |  |  |
| FOAKF1171 | 632401 | Consultants | $0 | $0 | $0 | #DIV/0! |
| FOAKF1172 | 632401 | Audit | $3 135 | $3 056 | $79 | 97,48% |
|  | **02** | **TOTAL 6** | **$3 135,00** | **$3 056,06** | **$78,94** | **97,48%** |
| **FOAKF211** |  | **OTHER FEES** |  |  |  |  |
| FOAKF2111 | 658802 | ADMINISTRATION FEES | $3 240 | $3 140 | $100 | 96,91% |
| FOAKF2112 | 631801 | BANK S CHARGE | $3 500 | $3 065 | $435 | 87,58% |
|  | **02** | **TOTAL 6** | **$6 740,00** | **$6 204,96** | **$535,04** | **92,06%** |
| **FOAKF212** |  | **EQUITY ET EVACUATION** |  |  |  |  |
| FOAKF2121 | 278801 | Constitution of equity | $3 600 | $3 600 | $0 | 100,00% |
| FOAKF2122 | 618102 | Travel expenses for emergency evacuation | $700 | $500 | $200 | 71,43% |
| FOAKF2123 | 638302 | Catering during the emergency evacuation | $300 | $600 | -$300 | 200,00% |
| FOAKF2124 | 638401 | Accommodation during emergency evacuation | $400 | $400 | $0 | 100,00% |
|  |  | **TOTAL 7** | **$5 000** | **$5 100** | **-$100** | **102,00%** |
| **3.0.0** |  | **ACTIVITIES** |  |  |  |  |
| **FOAKR311** |  |  |  |  |  |  |
| FOAKR3111 | 658803 | Grants for organizations | $45 000 | $45 000 | $0 | 100,00% |
|  |  | **TOTAL 8** | **$45 000** | **$45 000** | **$0** | **100,00%** |
| **FOAKR321** |  |  |  |  |  |  |
| **3.2.1** |  | **Training of grant beneficiaries on project cycle management and use of social media** |  |  |  |  |
| FOAKR3211 | 613102 | Trips for participants | $5 000 | $5 000 | $0 | 100,00% |
| FOAKR3212 | 638401 | Accommodations for participants | $3 000 | $3 000 | $0 | 100,00% |
| FOAKR3213 | 638302 | Evening catering for accommodated participants | $1 000 | $1 080 | -$80 | 108,00% |
| FOAKR3214 | 622202 | Conference Hall rental | $240 | $240 | $0 | 100,00% |
| FOAKR3215 | 622802 | Vehicle rental | $180 | $180 | $0 | 100,00% |
| FOAKR3216 | 604202 | Purchase fuel | $13 | $0 | $13 | 0,00% |
| FOAKR3217 | 638301 | Catering during activities (coffee break, lunch break) | 1080 | $1 000 | $80 | 92,59% |
| FOAKR3218 | 632402 | Moderator fee | $45 | $45 | $0 | 100,00% |
| FOAKR3219 | 632403 | Trainer fee | 180 | $180 | $0 | 100,00% |
| FOAKR3220 | 632401 | Reporter fee | $60 | $60 | $0 | 100,00% |
| FOAKR3221 | 627202 | Printing banners | 78 | $78 | $0 | 100,00% |
| FOAKR3222 | 627201 | Printing modules | $135 | $135 | $0 | 100,00% |
| FOAKR3223 | 604701 | Purchase furniture | $90 | $127 | -$37 | 141,11% |
| FOAKR3224 | 628802 | Media coverage | 300 | $300 | $0 | 100,00% |
|  |  | **TOTAL 9** | **$11 401** | **$11 425** | **-$24** | **100,21%** |
| **FOAKR341** |  |  |  |  |  |  |
| 3.4.1 |  | Meetings for sharing experiences and best practices between beneficiaries |  |  |  |  |
| FOAKR3411 | 613102 | Trips for participants | $12 000 | $12 000 | $0 | 100,00% |
| FOAKR3412 | 638401 | Accommodations for participants | $5 400 | $5 400 | $0 | 100,00% |
| FOAKR3413 | 638302 | Evening catering for accommodated participants | $1 800 | $1 800 | $0 | 100,00% |
| FOAKR3414 | 622202 | Conference Hall rental | $480 | $480 | $0 | 100,00% |
| FOAKR3415 | 622802 | Vehicle rental | $900 | $900 | $0 | 100,00% |
| FOAKR3416 | 604202 | Purchase fuel | $80 | $80 | $0 | 100,00% |
| FOAKR3417 | 638301 | Catering during the activities (Coffee break, Lunch break) | $1 575 | $1 575 | $0 | 100,00% |
| FOAKR3418 | 632402 | Moderator fee | $260 | $250 | $10 | 96,15% |
| FOAKR3419 | 632403 | Trainer fee | $320 | $0 | $320 | 0,00% |
| FOAKR3420 | 632401 | Reporter fee | $320 | $320 | $0 | 100,00% |
| FOAKR3421 | 627202 | Banner printing | $208 | $200 | $8 | 96,15% |
| FOAKR3422 | 627201 | Purchase of supplies | $160 | $160 | $0 | 100,00% |
| FOAKR3423 | 604701 | Media coverage | $1 085 | $1 080 | $5 | 99,54% |
|  |  | **TOTAL 12** | **$24 588** | **$24 245** | **$343** | **98,61%** |
|  |  | **TOTAL COSTS** | ***265 912*** | ***252 406*** | ***13 506*** | **94,92%** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ANNEX10 : NOVO** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Category** | **Budget**  **Code** | **Allocation** | **Description** | **BUDGET NOVO 2016 IN USD** | **EXPENSES NOVO IN USD** | **GAP IN USD** | **% REALISATION IN USD** |
|
| F | **AJWSF11** |  | **THE PROGRAM CORDINATION** |  |  |  |  |
| F | **AJWSF111** |  | **STAFF SALARIES** |  |  |  |  |
| F | NOVOF1111 | 661101 | Director | $12 600 | $12 600 | $0 | 100% |
| F | NOVOF1112 | 661102 | Administrator | $7 560 | $7 560 | $0 | 100% |
| F | NOVOF1113 | 661103 | Program Officer | $7 560 | $7 560 | $0 | 100% |
| F | NOVOF1114 | 661104 | **Chief officer of resource mobilization** | $7 560 | $7 560 | $0 | 100% |
| F | NOVOF1115 | 661105 | Accountant | $6 480 | $6 480 | $0 | 100% |
| F | NOVOF1116 | 661106 | Assistant accountant | $0 | $0 | $0 | #DIV/0! |
| F | NOVOF1117 | 661107 | Cashier | $5 940 | $5 940 | $0 | 100% |
| F | NOVOF1118 | 661108 | Program assistant | $5 040 | $5 040 | $0 | 100% |
| F | NOVOF1119 | 661109 | Director assistant | $0 | $0 | $0 | #DIV/0! |
| F | NOVOF1120 | 661110 | Drivers | $0 | $0 | $0 | #DIV/0! |
| F | NOVOF1121 | 661111 | Guards | $0 | $0 | $0 | #DIV/0! |
| F | NOVOF1122 | 661112 | Cleaners | $0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL 1** | **$52 740** | **$52 740** | **$0** | **100%** |
| F | **NOVOF112** |  | **STAFF FEES (Health care)** |  |  |  |  |
| F | **NOVOF114** | **F114** | **OFFICE OPERATION** |  |  |  |  |
| F | NOVOF1141 | 622201 | Office rental | $7 500 | $7 750 | -$250 | 103% |
| F | NOVOF1142 | 624801 | Maintenance | $413 | $439 | -$26 | 106% |
|  | NOVOF1143 | 605101 | Water | $225 | $173 | $52 | 77% |
| F | NOVOF1144 | 605201 | Electricity | $225 | $161 | $64 | 71% |
| F | NOVOF1145 | 622801 | Vehicle rental | $3 000 | $3 000 | $0 | 100% |
| F | NOVOF1146 | 604201 | Purchase fuel | $900 | $873 | $27 | 97% |
| F | NOVOF1147 | 604701 | Office supplies | $750 | $506 | $244 | 67% |
| F | NOVOF1148 | 628801 | Communication (Telephone, internet, printing of documents) | $3 000 | $2 821 | $179 | 94% |
| F | NOVOF1149 | 627203 | Design and printing of management tools | $125 | $125 | $0 | 100% |
| F | NOVOF1150 | 613101 | Transport for interns | $0 | $0 | $0 | #DIV/0! |
| F | NOVOF1151 | 627801 | Projects visibility | $2 833 | $2 833 | $0 | 100% |
| F | NOVOF1152 | 658801 | Contingencies (other expense) | $200 | $108 | $92 | 54% |
| F | NOVOF1153 | 638301 | Collation | $600 | $562 | $38 | 94% |
| F | NOVOF1154 | 244444 | Equipment | $417 | $420 | -$3 | 101% |
|  |  |  | **TOTAL 4** | **$20 188** | **$19 771** | **$417** | **98%** |
| F | **NOVOF116** |  | **TRAVEL AND CONFERENCES** |  |  |  |  |
| F | NOVOF1161 | 618101 | Resource Mobilization Trips & International Conference Participation | $1 000 | $1 050 | -$50 | 105% |
| F | NOVOF1162 | 618103 | Staff trips | $4 267 | $4 344 | -$77 | 102% |
| F | NOVOF1163 | 638403 | Accommodation for staff on mission | $1 067 | $1 355 | -$288 | 127% |
| F | NOVOF1164 | 638303 | Catering for staff on mission | $320 | $360 | -$40 | 113% |
| F | NOVOF1165 | 622803 | Vehicle rental for staff during mission | $267 | $345 | -$78 | 129% |
| F | NOVOF1166 | 604203 | Purchase fuel during the mission | $80 | $70 | $10 | 88% |
| F | NOVOF1167 | 658804 | Meetings with stakeholders | $267 | $70 | $197 | 26% |
|  |  |  | **TOTAL 5** | **$7 267** | **$7 594** | **-$328** | **105%** |
| F | **NOVOF117** |  | CONSULTANTS AND CONTRACTUAL SERVICES |  |  |  |  |
| F | NOVOF1171 | 632401 | Consultants | $600 | $600 | $0 | 100% |
| F | NOVOF1172 | 632401 | Audit | $1 218 | $0 | $1 218 | 0% |
|  |  | **02** | **TOTAL 6** | **$1 817,65** | **$600,00** | **$1 217,65** | **33%** |
| F | **NOVOF211** |  | **OTHER FEES** |  |  |  |  |
| F | NOVOF2111 | 658802 | ADMINISTRATION FEES | $0 | $0 | $0 | #DIV/0! |
| F | NOVOF2112 | 631801 | BANK S CHARGE | $2 500 | $2 425 | $75 | 97% |
|  |  | **02** | **TOTAL 7** | **$2 500,00** | **$2 425,00** | **$75,00** | **97%** |
| F | **NOVOF212** |  | **EQUITY ET EVACUATION** |  |  |  |  |
| F | NOVOF2121 | 278801 | Constitution of equity | $0 | $0 | $0 | #DIV/0! |
| F | NOVOF2122 | 618102 | Travel expenses for emergency evacuation | $0 | $0 | $0 | #DIV/0! |
| F | NOVOF2123 | 638302 | Catering during the emergency evacuation | $0 | $0 | $0 | #DIV/0! |
| F | NOVOF2124 | 638401 | Accommodation during emergency evacuation | $0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL 8** | **$0** | **$0** | **$0** | **#DIV/0!** |
| R | **3.0.0** |  | **ACTIVITIES** |  |  |  |  |
| R | **NOVOR311** |  |  |  |  |  |  |
| R | NOVOR3111 | 658803 | Grants for organizations | $120 000 | $120 000 | $0 | 100% |
|  |  |  | **TOTAL 9** | **$120 000** | **$120 000** | **$0** | **100%** |
|  | **NOVOR321** |  |  |  |  |  |  |
|  | **3.2.1** |  | Training of beneficiaries on project cycle management |  |  |  |  |
| R | NOVOR3211 | 613102 | Trips for participants | $11 333 | $11 585 | -$251 | 102% |
| R | NOVOR3212 | 638402 | Accommodations for participants | $11 667 | $11 780 | -$113 | 101% |
| R | NOVOR3213 | 638303 | Evening catering for accommodated participants | $2 333 | $2 090 | $243 | 90% |
| R | NOVOR3214 | 622202 | Conference Hall rental | $400 | $500 | -$100 | 125% |
| R | NOVOR3215 | 622802 | Vehicle rental | $0 | $0 | $0 | #DIV/0! |
| R | NOVOR3216 | 604202 | Purchase fuel | $0 | $0 | $0 | #DIV/0! |
| R | NOVOR3217 | 638301 | Catering during activities (coffee break, lunch break) | $3 000 | $3 000 | $0 | 100% |
| R | NOVOR3218 | 632402 | Moderator fee | $400 | $400 | $0 | 100% |
| R | NOVOR3219 | 632403 | Trainer fee | $1 200 | $1 200 | $0 | 100% |
| R | NOVOR3220 | 632401 | Reporter fee | $500 | $400 | $100 | 80% |
| R | NOVOR3221 | 627202 | Printing banners | $133 | $150 | -$17 | 113% |
| R | NOVOR3222 | 627201 | Printing modules | $0 | $0 | $0 | #DIV/0! |
| R | NOVOR3223 | 604701 | Purchase furniture | $167 | $172 | -$5 | 103% |
| R | NOVOR3224 | 628802 | Media coverage | $400 | $370 | $30 | 93% |
|  |  |  | **TOTAL 10** | **$31 533** | **$31 647** | **-$113** | **100%** |
|  | **NOVOR331** |  |  |  |  |  |  |
|  | **3.3.1** |  | Training on resources mobilization techniques |  |  |  |  |
|  | **NOVOR341** |  |  |  |  |  |  |
|  | 341 |  | Strength women leaders on advocacy techniques |  |  |  |  |
| R | NOVOR3411 | 613102 | Trips for participants | $9 237 | $9 231 | $6 | 100% |
| R | NOVOR3412 | 638401 | Accommodations for participants | $5 000 | $5 200 | -$200 | 104% |
| R | NOVOR3413 | 638302 | Evening catering for accommodated participants | $1 000 | $520 | $480 | 52% |
| R | NOVOR3414 | 622802 | Conference Hall rental | $0 | $0 | $0 | #DIV/0! |
| R | NOVOR3415 | 604202 | Purchase fuel | $0 | $0 | $0 | #DIV/0! |
| R | NOVOR3416 | 638301 | Catering during activities (coffee break, lunch break) | $1 000 | $1 000 | $0 | 100% |
| R | NOVOR3417 | 632401 | Moderator fee | $333 | $270 | $63 | 81% |
| R | NOVOR3418 | 632402 | Reporter fee | $267 | $250 | $17 | 94% |
| R | NOVOR3419 | 632403 | Trainer fee | $400 | $300 | $100 | 75% |
| R | NOVOR3420 | 627202 | Printing banners | $200 | $195 | $5 | 98% |
| R | NOVOR3421 | 628802 | Media coverage | $400 | $400 | $0 | 100% |
| R | NOVOR3422 | 622202 | Conference Hall rental | $430 | $430 | $0 | 100% |
|  |  |  | **TOTAL 12** | **$18 267** | **$17 796** | **$471** | **97%** |
|  | **NOVOR381** |  |  |  |  |  |  |
|  | 381 |  | Advocacy with focal points and public, provincial and political and regional institutional |  |  |  |  |
| R | NOVOR3811 | 658804 | Advocacy with focal points in provinces and regional levels | $29 167 | $29 400 | -$233 | 101% |
|  |  |  | **TOTAL 16** | **$29 167** | **$29 400** | **-$233** | **101%** |
|  | 391 |  | Training on the electoral process, electoral issues and legislation in DRC |  |  |  |  |
| R | NOVOR3911 | 613102 | Trips for participants | $0 | $0 | $0 | 0% |
|  |  |  | **TOTAL 18** | **$0** | **$0** | **$0** | **#DIV/0!** |
|  | **NOVOR421** |  |  |  |  |  |  |
|  | 421 |  | Meetings with teaching team |  |  |  |  |
| R | NOVOR4211 | 613101 | Transport for teaching team | $167 | $165 | $2 | 99% |
| R | NOVOR4212 | 638301 | Catering during teaching meetings | $167 | $167 | $0 | 100% |
| R | NOVOR4213 | 604701 | Supplies for teaching meetings | $83 | $80 | $3 | 96% |
|  |  |  | **TOTAL 19** | **$417** | **$412** | **$6** | **99%** |
|  | R43 |  | Installation of focal points comities in the 14 new provinces |  |  |  |  |
| R | NOVOR4311 | 613101 | Trips for women from territories to province capital | $9 333 | $8 943 | $391 | 96% |
| R | NOVOR4312 | 622202 | Conference Hall rental | $350 | $300 | $50 | 86% |
| R | NOVOR4313 | 638401 | Accommodations for women | $1 167 | $1 300 | -$133 | 111% |
| R | NOVOR4314 | 638302 | Catering for participants during the installation of comities | $467 | $400 | $67 | 86% |
| R | NOVOR4315 | 638302 | Evening catering | $350 | $350 | $0 | 100% |
| R | NOVOR4316 | 627201 | Printing banners | $350 | $560 | -$210 | 160% |
| R | NOVOR4317 | 628802 | Media coverage | $1 400 | $1 565 | -$165 | 112% |
|  |  |  | **TOTAL 20** | **$13 417** | **$13 418** | **-$1** | **100%** |
|  | R441 |  | Meeting of selection comity of projects |  |  |  |  |
| R | NOVOR4411 | 638302 | Catering for comity members | $188 | $180 | $8 | 96% |
| R | NOVOR4412 | 632403 | Allowance for comity members | $2 500 | $2 500 | $0 | 100% |
|  |  |  | **TOTAL 21** | **$2 688** | **$2 680** | **$8** | 100% |
|  |  |  | **TOTAL COSTS** | **$300 000,00** | **$298 481,82** | **$1 518,18** | **99%** |

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| **ANNEX 11 : UN WOMEN** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Category** | **BUDGET CODE** | **Allocation** | **Description** | **BUDGET NORWAY 2016 IN USD** | **EXPENSES NORWAY IN USD** | **GAP IN USD** | **% DREALISATION NORWAY IN USD** |
|
| F | **ANORF11** |  | THE PROGRAM COORDINATION |  |  |  |  |
| F | **ANORF111** |  | **STAFF SALARIES** |  |  |  |  |
| F | ONUKF1111 | 661101 | **Director** | $0 | $0 | $0 | 0,00% |
| F | ONUKF1112 | 661102 | **Administrator** | $770 | $0 | $770 | 0,00% |
| F | ONUKF1113 | 661103 | **Program Officer** | $770 | $0 | $770 | 0,00% |
| F | ONUKF1114 | 661104 | Charge of resource mobilization | $0 | $0 | $0 | 0,00% |
|  |  |  | **TOTAL 1** | **$1 540** | **$0** | **$1 540** |  |
| F | **ONUKF112** |  | **STAFF FEES (Health care)** |  |  |  |  |
| F | ONUKF1121 | 668401 | **Health care** | $0 | $0 | $0 | 0,00% |
| F | ONUKF1148 | 628801 | Communication (Telephone, internet, printing of documents,) | $1 844 | $0 | $1 844 | 0,00% |
| F | ONUKF1149 | 627203 | Design and printing of management tools | $0 | $0 | $0 | 0,00% |
|  |  |  | **TOTAL 4** | **$1 844** | **$0** | **$1 844** |  |
| F | **ANOKF116** |  | **TRAVEL AND CONFERENCES** |  |  |  |  |
| F | ONUKF1161 | 618101 | Resource Mobilization Trips & International Conference Participation | $0 | $0 | $0 | 0,00% |
| F | ONUKF1162 | 618103 | Staff strips | $2 301 | $2 301 | $0 | 100,00% |
| F | ONUKF1163 | 638403 | Accommodation for staff on mission | $2 955 | $2 955 | $0 | 100,00% |
| F | ONUKF1164 | 638303 | Catering for staff on mission | $920 | $920 | $0 | 100,00% |
| F | ONUKF1165 | 622803 | Vehicle rental for staff during mission | $600 | $600 | $0 | 100,00% |
| F | ONUKF1166 | 604203 | Purchase fuel during the mission | $0 | $0 | $0 | #DIV/0! |
| F | ONUKF1167 | 627701 | Meetings with stakeholders | $0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL 5** | **$6 776** | **$6 776** | **$0** |  |
| F | **ONUKF117** |  | CONSULTANTS AND CONTRACTUAL SERVICES |  |  |  |  |
| F | ONUKF1171 | 632401 | Consultants | $2 000 | $1 925 | $75 | 96,25% |
| F | ONUKF1172 | 632401 | Audit | $0 | $0 | $0 | #DIV/0! |
|  |  | **02** | **TOTAL 6** | **$2 000,00** | **$1 925** | **$75,00** |  |
| F | **ONUKF211** |  | **OTHER FEES** |  |  |  |  |
|  |  |  | **TOTAL 8** | **$0** | **$0** |  |  |
|  | **ONUFR321** |  |  |  |  |  |  |
|  | **3.2.1** |  | **Training of grant beneficiaries on project cycle management** | | | | |
| R | ONUKR4011 | 613102 | Trips for participants | $16 027 | $16 027 | $0 | 100,00% |
| R | ONUKR4012 | 638401 | Accommodations for participants | $7 500 | $7 500 | $0 | 100,00% |
| R | ONUKR4013 | 638302 | Evening catering for accommodated participants | $3 325 | $3 325 | $0 | 100,00% |
| R | ONUKR4014 | 622202 | Conference Hall rental | $1 000 | $1 000 | $0 | 100,00% |
| R | ONUKR4015 | 622802 | Vehicle rental | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4016 | 604202 | Transport of teaching materials | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4017 | 638301 | Purchase fuel | $295 | $295 | $0 | 100,00% |
| R | ONUKR4018 | 632402 | Catering during activities (coffee break, lunch break) | $2 850 | $2 850 | $0 | 100,00% |
| R | ONUKR4019 | 632403 | Moderator fee | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4020 | 632401 | Trainer fee | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4021 | 627202 | Reporter fee | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4022 | 627201 | Printing banners | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4023 | 604701 | Printing modules | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4024 | 628802 | Printing picture boxes | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4025 | 604700 | Printing of vests and hats | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4026 | 604701 | Purchase furniture | $325 | $325 | $0 | 100,00% |
| R | ONUKR4027 | 627202 | Radio spots | $20 000 | $20 000 | $0 | 100,00% |
| R | ONUKR4028 | 628802 | Media coverage | $0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL 11** | **$51 322** | **$51 322** | **$0** |  |
|  | **ANORR411** |  |  |  |  |  |  |
|  | 411 |  | Identification of women candidates in provincial, municipal and local election | | | | |
|  |  |  | **TOTAL 15** | **$0** | **$0** | **$0** |  |
|  | 431 | Meeting with customary chiefs on peaceful coexistence and conflict transformation | | | | | |
| R | ONUKR4311 | 613102 | Trips for participants | $1 650 | -$14 | $1 664 | -0,85% |
| R | ONUKR4312 | 638401 | Accommodations for participants | $1 700 | $1 700 | $0 | 100,00% |
| R | ONUKR4313 | 638302 | Evening catering for accommodated participants | $400 | $400 | $0 | 100,00% |
| R | ONUKR4314 | 622202 | Conference Hall rental | $150 | $150 | $0 | 100,00% |
| R | ONUKR4315 | 622802 | Vehicle rental | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4316 | 604202 | Purchase fuel | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4317 | 638301 | Catering during activities (coffee break, lunch break) | $750 | $750 | $0 | 100,00% |
| R | ONUKR4318 | 632402 | Moderator fee | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4319 | 632403 | Trainer fee( Speaker ) | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4320 | 632401 | Reporter fee | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4321 | 627202 | Printing banners | $0 | $0 | $0 | #DIV/0! |
| R | ONUKR4322 | 604701 | Purchase furniture | $100 | $100 | $0 | 100,00% |
| R | ONUKR4323 | 628802 | Media coverage | $200 | $200 | $0 | 100,00% |
|  |  |  | **TOTAL 15** | **$4 950** | **$3 286** | **$1 664** |  |
|  |  |  | **TOTAL COSTS** | **$68 432,00** | **$63 309,00** | **$3 459,00** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ANNEX 12: DRL** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Category** | **BUDGET CODE** | **Allocation** | **Description** | **BUDGET DRL 2 017 IN USD** | **EXPENSES IN**  **USD** | **GAP IN USD** | **% REALISATION DRL IN USD** |
|
| F | **DRLCF11** |  | THE PROGRAM COORDINATION |  |  |  |  |
| F | **DRLCF111** |  | **STAFF SALARIES** |  |  |  |  |
| F | DRLCF1111 | 661101 | Director | 1080,00 | $1 080 | $0 | 100,00% |
| F | DRLCF1112 | 661102 | **Administrator** | 840,00 | $840 | $0 | 100,00% |
| F | DRLCF1113 | 661103 | **Program Officer** | 6720,00 | $6 720 | $0 | 100,00% |
| F | DRLCF1114 | 661104 | Charge of resource mobilization | 0,00 | $0 | $0 | #DIV/0! |
| F | DRLCF1115 | 661105 | Accountant | 2520,00 | $2 520 | $0 | 100,00% |
|  |  |  | **TOTAL 1** | **$11 160** | **$11 160** | **$0** |  |
| F | **DRLCF112** |  | **STAFF FEES (Health care)** |  |  |  |  |
| F | DRLCF1121 | 668401 | **Health care** | $1 116 | $1 119 | -$3 | 0,00% |
|  |  |  | **TOTAL 2** | **$1 116** | **$1 119** |  |  |
| F | **DRLCF114** | **F114** | **OFFICE OPERATION** |  |  |  |  |
| F | DRLCF1141 | 622201 | Office rental | 1800,00 | $1 800 | $0 | 100,00% |
| F | DRLCF1147 | 604701 | Office supplies | 600,00 | $555 | $45 | 92,55% |
| F | DRLCF1148 | 628801 | Communication (Telephone, internet, printing of documents, ...) | 1728,00 | $1 773 | -$45 | 102,60% |
|  |  |  | **TOTAL 4** | **$4 128** | **$4 128** | **$0** |  |
| F | **DRLCF116** |  | **TRAVEL AND CONFERENCES** |  |  |  |  |
| F | DRLCF1161 | 618101 | Resource Mobilization Trips & International Conference Participation |  | $0 | $0 | 0,00% |
| F | DRLCF1162 | 618103 | Staff trips | 5300 | $837 | $4 463 | 15,79% |
| F | DRLCF1163 | 638403 | Accommodation for staff on mission | 2660 | $950 | $1 710 | 35,71% |
| F | DRLCF1164 | 638303 | Catering for staff on mission | 1710 | $0 | $1 710 | 0,00% |
|  |  |  | **TOTAL 5** | **$9 670** | **$1 787** | **$7 883** |  |
| F | **DRLCF117** |  | CONSULTANTS AND CONTRACTUAL SERVICES |  |  |  |  |
| F | DRLCF1171 | 632401 | Consultants | 29400 | $19 505 | $9 895 | 66,34% |
| F | DRLCF1172 | 632401 | Audit | $0 | $0 | $0 | #DIV/0! |
|  |  | **02** | **TOTAL 6** | **$29 400,00** | **$19 505** |  |  |
| F | **DRLCF211** |  | **OTHER FEES** |  |  |  |  |
| F | DRLCF2111 | 658802 | ADMINISTRATION FEES | $0 | $0 | $0 | 0,00% |
| F | DRLCF2112 | 631801 | BANK S CHARGE | 968 | $900 | $69 | 92,92% |
|  |  | **02** | **TOTAL 6** | **$968,32** | **$900** |  |  |
|  | R | R3611 | Office rental | 400 | $0 | $400 | 0,00% |
|  | R | R3612 | Water and soda | 2951 | $0 | $2 951 | 0,00% |
|  | R | R3613 | Speaker | 600 | $0 | $600 | 0,00% |
|  | R | R3614 | Equipment | 600 | $0 | $600 | 0,00% |
|  |  |  |  | **$4 551** | **$0** | **$4 551** |  |
|  |  |  |  |  |  |  |  |
|  |  |  | **TOTAL 14** | **$0** | **$0** | **$0** |  |
|  | 391 |  | Training on the electoral process, electoral issues and legislation in the DRC and sensitization of community leaders on legal instruments protecting women. | | | | |
| R | DRLCR3911 | 613102 | Trips for participants | 2720 | $3 802 | -$1 082 | 139,78% |
| R | DRLCR3912 | 638401 | Accommodations for participants | 0 | $0 | $0 | #DIV/0! |
| R | DRLCR3913 | 638302 | Evening catering for accommodated participants | 1904 | $3 255 | -$1 351 | 170,96% |
| R | DRLCR3914 | 622202 | Conference Hall rental | 0 | $0 | $0 | #DIV/0! |
| R | DRLCR3915 | 622802 | Vehicle rental | 0 | $0 | $0 | #DIV/0! |
| R | DRLCR3916 | 604202 | Transport of teaching materials | 1536 | $1 923 | -$387 | 125,20% |
| R | DRLCR3917 | 638301 | Purchase fuel | 0 | $0 | $0 | #DIV/0! |
| R | DRLCR3918 | 632402 | Catering during activities (coffee break, lunch break)) | 0 | $0 | $0 | #DIV/0! |
| R | DRLCR3919 | 632402 | Moderator fee | 0 | $0 | $0 | #DIV/0! |
| R | DRLCR3920 | 632403 | Trainer fee | 0 | $0 | $0 | #DIV/0! |
| R | DRLCR3921 | 632401 | Reporter fee | 0 | $0 | $0 | #DIV/0! |
| R | DRLCR3922 | 627202 | Printing banners | 120 | $200 | -$80 | 166,67% |
| R | DRLCR3923 | 627201 | Printing modules | 0 | $0 | $0 | #DIV/0! |
| R | DRLCR3924 | 627202 | Printing box pictures | 4480 | $4 536 | -$56 | 101,25% |
| R | DRLCR3925 | 627202 | Printing vests and hats | 1920 | $1 900 | $20 | 98,96% |
| R | DRLCR3926 | 604701 | Purchase supplies | 1507,98 | $380 | $1 128 | 25,20% |
| R | DRLCR3927 | 628801 | Radio spots | 6480 | $3 960 | $2 520 | 61,11% |
| R | DRLCR3928 | 628802 | Medial coverage | 0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL 11** | **$20 668** | **$19 956** | **$712** |  |
|  |  |  | **TOTAL COSTS** | **$81 661,30** | **$58 554,52** | **$22 020,91** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ANNEX13 : COUNTER CD** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Category** | **BUDGET CODE** | **ALLOCATION** | **DESCRIPTION** | **BUDGET CONGO DEM 2016 IN USD** | **EXPENSES FMMD IN USD** | **GAP IN USD** | **% REALISATION IN USD** |
|
| F | **COUNF11** |  | THE PROGRAM COORDINATION |  |  |  |  |
| F | **COUNF111** |  | **STAFF SALARIES** |  |  |  |  |
| F | COUNF1111 | 661101 | **Director** | $0 | $0 | $0 | #DIV/0! |
| F | COUNF1112 | 661102 | **Administrator** | $1 387 | $924 | $463 | 67% |
| F | COUNF1113 | 661103 | **Program Officer** | $2 160 | $1 440 | $720 | 67% |
|  |  |  | **TOTAL 1** | **$3 547** | **$2 364** | **$1 183,00** | **67%** |
|  |  |  | **TOTAL 2** | **$0** | **$0** | **$0** |  |
| F | **COUNF113** |  | **STAFF TRAINING** |  |  |  |  |
| F | **COUNF114** | **F114** | **OFFICE OPERATION** |  |  |  |  |
| F | COUNF1141 | 622201 | Office rental | $1 800 | $1 200 | $600 | 67% |
| F | COUNF1142 | 624801 | Maintenance | $0 | $0 | $0 | #DIV/0! |
|  | COUNF1143 | 605101 | Water | $0 | $0 | $0 | #DIV/0! |
| F | COUNF1144 | 605201 | Electricity | $0 | $0 | $0 | #DIV/0! |
| F | COUNF1145 | 622801 | Vehicle rental | $0 | $0 | $0 | #DIV/0! |
| F | COUNF1146 | 604201 | Purchase fuel | $720 | $399 | $322 | 55% |
| F | COUNF1147 | 604701 | Office supplies | $600 | $731 | -$131 | 122% |
| F | COUNF1148 | 628801 | Communication (Telephone, internet, printing of documents, ...) | $1 608 | $1 172 | $436 | 73% |
| F | COUNF1149 | 627203 | Design and printing of management tools | $0 | $0 | $0 | 0% |
|  |  |  | **TOTAL 4** | **$4 728** | **$3 501** | **$1 227** | **74%** |
| F | **COUNF117** |  | **CONSULTANTS AND CONTRACTUAL SERVICES** |  |  |  |  |
| F | COUNF1171 | 632401 | Consultants | $200 | $5 450 | -$5 250 | 2725% |
| F | COUNF1172 | 632401 | Audit | $0 | $0 | $0 | #DIV/0! |
|  |  | **02** | **TOTAL 6** | **$200,00** | **$5 450,00** | **-$5 250,00** | **2725%** |
| F | **COUNF211** |  | **OTHER OFFES** |  |  |  |  |
| F | COUNF2111 | 658802 | ADMINISTRATION FEES | $0 | $0 | $0 | #DIV/0! |
| F | COUNF2112 | 631801 | BANK S CHARGE | $0 | $162 | -$162 | #DIV/0! |
|  |  | **02** | **TOTAL 6** | **€ 0** | **€ 162** | **-€ 162** | **#DIV/0!** |
| F | **COUNF212** |  | **EQUITY ET EVACUATION** |  |  |  |  |
| F | COUNF2121 | 278801 | Constitution of equity | $0 | $0 | $0 | #DIV/0! |
| F | COUNF2122 | 618102 | Travel expenses for emergency evacuation | $0 | $0 | $0 | #DIV/0! |
| F | COUNF2123 | 638302 | Catering during the emergency evacuation | $0 | $0 | $0 | #DIV/0! |
| F | COUNF2124 | 638401 | Accommodation during emergency evacuation | $0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL 7** | **$0** | **$0** | **$0** | **#DIV/0!** |
| R | **3.0.0** |  | **ACTIVITIES** |  |  |  |  |
| R | **COUNR311** |  |  |  |  |  |  |
| R | COUNR3111 | 658803 | Grants for organizations | $0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL 8** | **$0** | **$0** | **$0** | **#DIV/0!** |
|  | **COUNR321** |  |  |  |  |  |  |
|  | **3.2.1** |  | **Training of grant beneficiaries on project cycle management** |  |  |  |  |
| R | COUNR3211 | 613102 | Trips for participants | $150 | $0 | $150 | 0% |
| R | COUNR3212 | 638402 | Accommodations for participants | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3213 | 638303 | Evening catering for accommodated participants | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3214 | 622202 | Conference Hall rental | $300 | $150 | $150 | 50% |
| R | COUNR3215 | 622802 | Vehicle rental | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3216 | 604202 | Purchase fuel | $45 | $0 | $45 | 0% |
| R | COUNR3217 | 638301 | Catering during activities (coffee break, lunch break) | $540 | $220 | $320 | 41% |
| R | COUNR3218 | 632402 | Moderator fee | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3219 | 632403 | Trainer fee | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3220 | 632401 | Reporter fee | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3221 | 627202 | Printing banners | $100 | $120 | -$20 | 120% |
| R | COUNR3222 | 627201 | Printing modules | $90 | $0 | $90 | 0% |
| R | COUNR3223 | 604701 | Purchase supplies | $113 | $0 | $113 | 0% |
| R | COUNR3224 | 628802 | Media coverage | $200 | $0 | $200 | 0% |
|  |  |  | **TOTAL 9** | **$1 538** | **$490** | **$1 048** | **32%** |
|  | **COUNR331** |  |  |  |  |  |  |
|  | **3.3.1** |  | Training in resource mobilization techniques |  |  |  |  |
| R | COUNR3311 | 613102 | Trips for participants | $6 750 | $0 | $6 750 | 0% |
| R | COUNR3312 | 638401 | Accommodations for participants | $100 | $0 | $100 | 0% |
| R | COUNR3313 | 638302 | Evening catering for accommodated participants | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3314 | 622202 | Conference Hall rental | $400 | $565 | -$165 | 141% |
| R | COUNR3315 | 622802 | Vehicle rental | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3316 | 604202 | Purchase fuel | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3317 | 638301 | Catering during activities (coffee break, lunch break) | $200 | $0 | $200 | 0% |
| R | COUNR3318 | 632402 | Moderator fee | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3319 | 632403 | Trainer fee | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3320 | 632401 | Reporter fee | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3321 | 627202 | Printing banners | $260 | $60 | $200 | 23% |
| R | COUNR3322 | 627201 | Printing modules | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3323 | 604701 | Purchase supplies | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3324 | 628802 | Media coverage | $990 | $0 | $990 | 0% |
|  |  |  | **TOTAL 10** | **$8 700** | **$625** | **$8 075** | **7%** |
| R | COUNR3517 | 638301 | Catering during activities (coffee break, lunch break) | $0 | $0 | $0 | **#DIV/0!** |
|  |  |  | **TOTAL COSTS** | **$18 713,00** | **$12 592,45** | **$6 120,55** | **67%** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ANNEX 14: MONUSCO** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Category** | **Budget code** | **Allocation** | **Description** | **BUDGET Monusco 2017 IN USD** | **EXPENSES**  **USD** | **ECART EN USD** | **% DE REALISATION IN USD** |
|
| F | MONSF1164 | 638303 | Catering for staff during mission | $0 | $0 | $0 |  |
|  | **COUNR371** |  |  |  |  |  |  |
|  | 371 |  | Advocacy with traditional, local authority for the integration of women in peace negotiation units | | | | |
| R | COUNR3711 | 613102 | Trips for participants | $0 | $0 | $0 | 0% |
| R | COUNR3712 | 638401 | Accommodations for participants | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3713 | 638302 | Evening catering for accommodated participants | $0 | $0 | $0 | #DIV/0! |
| R | COUNR3714 | 622802 | Conference Hall rental | $0 | $0 | $0 | #DIV/0! |
| R | MONSR3911 | 613102 | Trips for participants | $0 | $0 | $0 | #DIV/0! |
| R | MONSR3912 | 638401 | Accommodations for participants | $2 275 | $2 275 | $0 | 100% |
| R | MONSR3913 | 638302 | Evening catering for accommodated participants | $0 | $0 | $0 | #DIV/0! |
| R | MONSR3914 | 622202 | Conference Hall rental | $200 | $200 | $0 | 100% |
| R | MONSR3915 | 622802 | Vehicle rental | $0 | $0 | $0 | #DIV/0! |
| R | MONSR3916 | 604202 | Purchase fuel | $0 | $0 | $0 | #DIV/0! |
| R | MONSR3917 | 638301 | Catering during activities (coffee break, lunch break) | $0 | $0 | $0 | #DIV/0! |
| R | MONSR3918 | 632402 | Moderator fee | $0 | $0 | $0 | #DIV/0! |
| R | MONSR3919 | 632403 | Trainer fee | $100 | $100 | $0 | 100% |
| R | MONSR3920 | 632401 | Reporter fee | $0 | $0 | $0 | #DIV/0! |
| R | MONSR3921 | 627202 | Printing banners | $130 | $130 | $0 | 100% |
| R | MONSR3922 | 627201 | Printing modules | $5 | $5 | $0 | 100% |
|  | MONSR3923 | 604701 | Purchase supplies | $100 | $100 | $0 | 100% |
| R | MONSR3924 | 628802 | Media coverage | $0 | $0 | $0 | #DIV/0! |
|  |  |  | **TOTAL 11** | **$2 810** | **$2 810** | **$0** | 8% |
|  |  |  | **TOTAL COSTS** | **$2 810,00** | **$2 810,00** | **$0,00** | 100% |

**-VI -**

**MANAGEMENT NOTE**

**-VI.1-**

**MANAGEMENT LETTER**

**At the attention of the director of the Fonds pour les Femmes Congolaises (FFC)**

*On the accounts and financial statements audit of the fiscal year 2017,closed 31 December 2017*

Madam,

As part of the annual audit mission for the financial year 2017 of the Fonds pour les Femmes congolaises (FFC) for the period from January 1, 2017 to December 31, 2017, ended December 31, 2017, we reviewed the accounting procedures and the internal control system put in place to guarantee the assets and to ensure the regularity and fairness of the accounts for the audited period.

The inspection we take in such a circumstance does not necessarily identify all existing imperfections. Nevertheless, it identifies the strengths and weaknesses and leads to suggestions for improving the implementation of the procedures.

Our review shows that the internal control system put in place by the Fonds pour les Femmes Congolaises despite the shortcomings noted in point VI.2 below is appropriate to ensure the reliability of the financial statements and the security of its assets.

We would be grateful if you would inform us of the steps you intend to take to address the weaknesses mentioned in this report.

We thank the entire team of the Fonds pour les Femmes Congolaises for the welcome we received, and for the cooperation it has shown throughout our mission.

Please accept, Madam Director, the expression of our cordial greetings.



Auditor signature:

Kinshasa, le 06 April 18

AGESFO Sarl

20ème étage, Appartement 20C, Nouvelles Galléries Présidentielles, C/Gombe, Kinshasa, RDC

**-VI.2-**

**OBSERVATION DETAILS ON INTERNAL CONTROL**

|  |  |
| --- | --- |
| **Checkpoints** | **Statutory question** |
| **Principles** | According to the Articles of association of the FFC, ordinary meetings of the General Assembly are held once a year (Article 21 of the articles of association) and once a quarter for the Board of Directors (Rule 19 of the Rules of Procedure). |
| **Observation** | We noted the absence of meetings of the General Assembly and the Board of Directors during the year 2017. The last meeting of the General Assembly took place on August 3, 2016 and that of the Board of Directors in February 2014. |
| **Risks** | There are risks of:  - Non-respect of the articles of association;  - Absence of follow-up of the activities of the management |
| **Recommendations** | It is important for the FFC to set the exact times and deadlines for holding ordinary meetings for the General Assembly and Board of Directors. |
| Management Comments | *It is true that ordinary meetings of GAs and BDs are not held regularly due to the costs as the members of the organization and directors are not in the same city. It costs a lot of money for tickets, accommodation and catering. Nevertheless these two meetings are planned for the month of June of this year.* |

|  |  |
| --- | --- |
| **Checkpoints** | ***Management of staff files*** |
| **Principles** | The staff file is an important tool for human resources management. It provides all the information on the professional life of each staff member and more particularly from the date of recruitment until the date of her/his departure from the organization. |
| **Observation** | We went through the staff files made available to us and made the following observations:   * Recruitment and family information are not always attached to each staff file; * Copies of certain employment contracts that are in the file are not always signed by the employer and the employee; |
| **Risks** | The risks are:   * Lack of information on the staff employed, * Fine and penalties of the ONEM. |
| **Recommendations** | It is important that:   * The file of each staff is completed. Each record must contain at least the following elements: * Job application or a collaboration application * The hiring notification * The curriculum Vitae signed by the concerned * The employment contract signed by both parties * Terms of service signed by the concerned * A copy of the identity document * Copy of the academic qualification * Specimen signature for people thus the signature engages the structure * A certificate of physical fitness * The birth certificates of each dependent child and the marriage certificate for the couple * A disciplinary sub-folder for notifications of positive and negative sanctions, holidays... * So on. |
| Management Comments | *The elements related to recruitment are in another binder since most of FFC’s staff is seniors. We will update the files of new staff.* |

|  |  |
| --- | --- |
| **Checkpoints** | ***Acquisition of goods and services*** |
| **Principle** | According to the management procedures of the FFC, the acquisition of goods and services is done after the analysis of three pro-forma invoices or offers of suppliers when the value of the purchase is between 501 to 10 000 USD |
| **Observations** | From our investigations, there are several anomalies in the procurement process of goods and services within the FFC. This is illustrated by the following examples:   * Lack of bidding documents for the recruitment of suppliers relating to the broadcasting of awareness spots on peaceful coexistence in Tanganyika which was the subject of recruitment of three radio stations in November 2017 for a total disbursement USD 20,000 * The terms of reference and / or specimens of the spots to be broadcast were not presented to us; * No contract signed with RTNC Kalemie which received the sum of USD 6,680; * The contract signed with Radio KAOZE is empty: content don’t have the spots, nor the frequencies and languages of broadcast. In addition, no terms of services or terms of reference are attached; * The contract signed with Radio Television Grand Tanganyika (RTGT) does not specify the amount and the terms of reference or terms of reference are not annexed * All three providers (RTNC Kalemie, Radio KOAZE and RTGT) were paid on November 16, 2017 for the total value of the 12-month . This means that at the end of the 2017 fiscal year, more than 10 months of undelivered services have been paid. |
| **Risks** | The risks are as follows:   * - Lack of objectivity and transparency in the award contract; * - Fictitious acquisition of services or services of poor quality; * - Use of project funds for other purposes. |
| **Recommendations** | We recommend that the FFC comply with the regulation of the management procedures put in place.  It is imperative that the top management of the FFC invests itself to regularize the current situations with the radios concerned so that the disbursed funds can be oriented effectively for the object of the agreed services. |
| **Management Comments** | *This payment was made in agreement with the donor, UN WOMEN, due to the time constraint that remained for the ending of the project because the fund was deposited with a long delay on the account of FFC.* *The fund was well paid for radio spot broadcasts at the request of the partner who is UN WOMEN who had to close the project. The broadcast follow-up is done through FFC’s focal point and the beneficiary organization.*  *UN WOMEN validated all the reports of this project and also proceeded to the validation of each supporting documents. UN WOMAN accompanied the whole procedure in this payment.* |

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| **Checkpoints** | ***Supporting documents for expenses*** |
| **Principe** | The strictness and comprehensiveness in the collection and issuance of supporting documents are necessary conditions to ensure the reliability and the good keeping of the accounting of an organization. Thus, an expense can be accepted in accounting only if it has been incurred by authorized persons, respecting the rules of engagement and accompanied by a correct supporting document. |
| **Observations** | Certain accounting documents provided as justification for project expenditures by the FFC do not meet all fund conditions. For example :   1. The purchase of 240 liters of gasoline from 8/11/2017 for 540 USD while the FFC does not stock fuel; 2. The purchase of 600 liters of fuel of USD 1,350 redistributed at a rate of 60 liters per person while the FFC does not stock; |
| **Risk** | There is the risk that these expenses are not eligible. |
| **Recommendations** | We recommend always justifying all expenses by all the supporting documents allowing understanding the nature and veracity of these. |
| Management Comments | *The purchase of 240 liters of gasoline for the transport of participants during the meeting in Kalemie was decided by mutual agreement with the donors after the calculation of mileage to go back and forth for a trip of more than 300 km.* *For the 600 Liters of Fuel, it was the meetings with the traditional chiefs who had decided that it would be better to buy fuel for their vehicles. A decision validated by the donors in regard of the mileage to be covered by the traditional chiefs, which varied between 250 and 480 km. For the return trip. All these expenses have been decided with the approval of the donor and the donor has validated all these documents.* |

|  |  |
| --- | --- |
| **Checkpoints** | ***Account software*** |
| **Principle** | When an organization has a computerized accounting management system through accounting software, the accounting information derived from the accounting system must be exhaustive and reflect the actual situation of the structure. |
| **Observation** | We found that the FFC keeps its accounts through the Sage Saari Accounting software. However, we found that the financial information derived from this software is not exhaustive and does not give the exact accounting situation of the structure. |
| **Risks** | There is the risk that the financial situation resulting from the accounting software does not reflect reality. |
| **Recommendations** | We recommend that the FFC use the closing balance sheet at 31/12/2017 validated by the audit as the basis for the opening of the 2018 accounts and that all accounting operations be recorded in the accounting software from 01 January 2018 . |
| Management Comments | *The FFC is only at its first experience using software and continues to improve it. We recognize that intense training of finance staff is required for its frequently use.*  *Nevertheless we already use it daily and well.* |

**-VI.3-**

**RECOMMENDATIONS SUMMARY**

|  |  |
| --- | --- |
| **Checkpoints** | **Recommendations** |
| Statutory question | It is important for the FFC to set the exact times and deadlines for holding ordinary meetings of its General Assembly and Board of Directors. |
| Management of personnel files | It is important that:   * The file of each person is completed. Each record must contain at least the following elements: * Job application and or collaboration * Hiring notice * The curriculum Vitae signed by the concerned * The employment contract signed by both parties * Term of services signed by the concerned * A copy of the identity document * Copying academic qualification * Specimen signature for people so the signature engages the structure * a certificate of physical fitness * The birth certificates of each dependent child and the marriage certificate for the couples * A disciplinary sub-file for notifications of positive and negative sanctions, holidays... * Etc. |
| Acquisition of goods and services | We recommend that the FFC comply with the requirements of the management procedures put in place.  It is imperative that the management of the FFC invests itself to regularize the current situations with the radios concerned so that the disbursed funds can be oriented effectively for the object of the agreed services. |
| ***Supporting documents for expenses*** | We recommend always justifying all expenses by all the supporting documents allowing understanding the nature and veracity of these. |
| Accounting software | We recommend that the FFC use the closing balance sheet at 31/12/2017 validated by the audit as the basis for the opening of the 2018 accounts and that all accounting operations to be recorded in the accounting software as from 01 January 2018. |