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## Second Steering Committee of the Cooperative Development of Aeronautical Meteorology Services Project in AFI Region (CODEVMET- AFI)

*Virtual, 22 to 23 July 2021*

### **Agenda Item 2: Review of budget approved by the SC/1**

#### **2.3 : Review of budget approved by SC/1**

### **REVIEW OF APPROVED BUDGET**

*(Presented by the Secretariat)*

#### **SUMMARY**

This paper provides a review of the budget which was approved by the Steering Committee CODEVMET-AFI Programme during its 1<sup>st</sup> meeting from 7 to 8 February 2018 in Dakar, Senegal (SC/1) and the corresponding expenditures and contributions. It also provides an overview of the payment status of the Member States.

**Action:** The steering committee meeting is invited to review and confirm the voting rights of the Members

Active Members based on section 5.5.4 of the project document.

#### **REFERENCES**

- a) Appendix D of the Report of SC/1
- b) CODEVMET-AFI SC/2-WP/3: Review of approved work plan

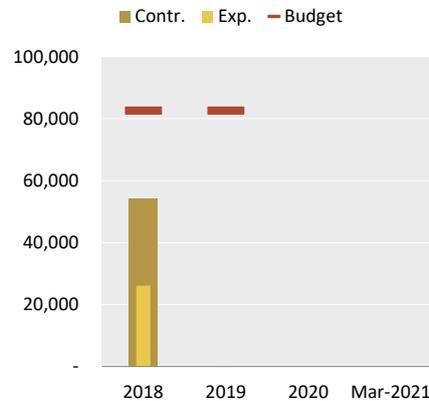
## **1. INTRODUCTION**

1.1 During its first meeting (SC/1), the Steering Committee of the CODEVMET-AFI programme reviewed and approved a budget for the period from 2018 to 2019.

1.2 The present paper provides a review of the actual expenditures and received contributions since SC/1 and compares them with this approved budget.

## 2. DISCUSSION

### 2.1. Overview at project level



2.1.1 The figure above shows a comparison of the budget approved by SC/1 (in United States dollars) with the corresponding expenditures and received contributions as at 31 March 2021<sup>1</sup>. The main observations are the following:

- a) About 30 per cent of the budget of 2018 were spend, for the conduct of the Steering Committee meeting and for the implementation of follow-up actions. No operational expenditures were made subsequently.
- b) Additional funds of close to US\$ 55,000 were received in 2018. These funds correspond to the balances of the IFFAS Grant to the CODEVMET-WACAF project and of the CODEVMET-WACAF project.

### 2.2. Review by category of expenses

Item	2018 Budget	2018 Actual	2018 Actual/ budget	2019 Budget	2019 Actual	2019 Actual/ budget
Expenditures	82,541	26,132	32%	82,541	6	0%
Project personnel	45,000	23,178	52%	45,000	-	-
Mission travel	27,000	-	-	27,000	-	-
Subcontracts	-	521	-	-	-	-
Miscellaneous	10,541	2,433	23%	10,541	6	0%
Contributions	(82,541)	(54,208)	66%	(82,541)	-	-
Balance	-	(28,076)	-	-	6	-

2.2.1 The table above shows a review of the approved budget for 2018 and 2019 (in United States dollars) with the corresponding expenditures and received contributions. The main observations are the following:

- a) Only a small amount of the budget was actually implemented. The expenditures in 2018 correspond to travel cost and salary for the Aeronautical Meteorological consultant for his respective assignments between January and July that year (see CODEVMET-AFI SC/2-WP/3).

<sup>1</sup> Financial statements are issued at the end of each quarter. The financial statement as at 31 March 2021 was the most recent one at the time of writing.

- b) No subsequent expenditures were made from 2019 onwards as the related items of the work plan were not implemented.

### 2.3 Current fund balance

Item	Amount (US\$)
Balance as at 1 January 2018	119,466
Contributions	54,208
Expenditures	(26,138)
Balance as at 31 March 2021	147,536

2.3.1 As shown in the table above, the contributions received during the period from January 2018 to March 2021 exceed the expenditures by approximately US\$ 28,000. Given the project balance of about US\$ 119,000 on 1 January 2018, the balance as at 31 March 2021 is close to US\$ 147,000.

### 2.4 Status of membership contributions

2.4.1 Prior to the present meeting, only six Member States paid membership fees for one year, i.e. Cabo Verde, Botswana, Gambia, Nigeria, Cameroon, Côte d'Ivoire (in the order in which they deposited their contributions).

2.4.2 Given that no activities had been implemented in 2017, no additional contributions were requested from the Member States (see section 4.5.3 of the report of SC/1).

### 2.5 Additional information

2.5.1 A more detailed review of the budget which was approved during SC/1 is provided in Appendix 1.

2.5.2 The financial statements for the expenditures during 2018, 2019, 2020 and the first quarter of 2021 are provided in Appendices 2 through 5.

### 2.6 Conclusion

2.6.1. The project budget which was approved during the steering committee meeting SC/1 was only partially implemented.

2.6.2. The differences between the budget and the actuals are due to the non-implementation of several items of the work plan. As the received contributions exceed the expenditures since SC/1 by about US\$ 28,000, a balance of close to US\$ 147,000 is available as at 31 March 2021.

## 3. ACTIONS BY THE MEETING

3.1. The Steering Committee is invited to

- a) Take note of the information presented in this paper.



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APPENDIX 1

Item	2018 Budget	2018 Actual	2018 Diff.	2018 Actual/ budget	2019 Budget	2019 Actual	2019 Diff.	2019 Actual/ budget
<b>Expenditures</b>	<b>82,541</b>	<b>26,132</b>	<b>56,409</b>	<b>32%</b>	<b>82,541</b>	<b>6</b>	<b>82,536</b>	<b>0%</b>
Project personnel	45,000	23,178	21,822	52%	45,000		45,000	-
Senior Aerodrome Expert, Project Coordinator	30,000		30,000	-	30,000		30,000	-
Consultants	15,000	23,178	(8,178)	155%	15,000		15,000	-
Mission travel	27,000		27,000	-	27,000		27,000	-
Local Travel	5,250		5,250	-	5,250		5,250	-
International Travel	21,750		21,750	-	21,750		21,750	-
Subcontracts		521	(521)	-				
Payment of coffee breaks and lunch during SC/1 - PO 22202519		521	(521)	-				
Miscellaneous	10,541	2,433	8,108	23%	10,541	6	10,536	0%
Sundry	1,685	60		4%	1,685	5	1,680	0%
Reporting costs	540		540	-	540		540	-
Overhead Charges	8,316	2,376		29%	8,316	1	8,316	0%
Interest								
Foreign currency revaluation gain/loss		(2)	2	-				
<b>Contributions</b>	<b>(82,541)</b>	<b>(54,208)</b>	<b>(28,333)</b>	<b>66%</b>	<b>(82,541)</b>		<b>(82,541)</b>	<b>-</b>
Annual membership fees								
Transfer from previous CODEVMET projects		(54,208)	54,208	-				
Transfer from RAF07804 (IFFAS Grant CODEVMET-WACAF)		(8,083)	8,083	-				
Transfer from RAF10802 (Cooperative Development of Aeronautical)		(46,125)	46,125	-				
<b>Balance</b>		<b>(28,076)</b>	<b>28,076</b>	<b>N/A</b>		<b>6</b>	<b>(6)</b>	<b>N/A</b>



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**APPENDIX 2 – FINANCIAL STATEMENT 2018**  
**Statement of Estimated Fund Balance**

Cooperative Development of Aeronautical Meteorology Services in the AFI Region  
Management Service Agreement  
RAF16802  
As at 31 December 2018  
(in United States dollars)

**Financial Status from accounts:**

<b>Balance of Surplus (Deficit) as at 1 January 2018</b>		119,466	
<b>Adjustment</b>		-	
		<hr/>	
<b>Adjusted Balance of Surplus (Deficit) as at 1 January 2018</b>			119,466
<b>Add/(Deduct):</b>			
	Contributions Received (Schedule I)	-	
	Transfer of Funds to/from Other Funds (Schedule I)	54,208	
	Interest Earned and Accrued	-	
	Foreign Currency Exchange Gain(Loss) and other Income (Note 5)	2	
	Refund of Contributions	-	
	Interest Expenses	-	
	Refund of Interest Earned	-	
		<hr/>	<hr/>
			54,211
			173,677
<b>Deduct Expenses (Note 1):</b>			
	Experts (Schedule II)	23,178	
	Administrative Support Personnel (Schedule III)	-	
	United Nations Volunteers (Schedule IV)	-	
	Travel on Official Business (Schedule V)	-	
	Mission Costs (Schedule VI)	-	
	National Professionals (Schedule VII)	-	
	Subcontracts (Schedule VIII)	521	
	Fellowships (Schedule IX)	-	
	Equipment (Schedule X)	-	
	Sundry (Schedule XI)	60	
	Administrative Overhead (Schedule XII) (Note 2)	2,376	
		<hr/>	<hr/>
			26,135
<b>Fund Balance/(Deficit Balance) as at 31 December 2018</b>			<b>147,542</b>

Schedule I

**Contributions and Transfer of Funds**

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region  
Management Service Agreement  
RAF16802  
As at 31 December 2018  
(in United States dollars)**

**Contributions**

Date Received	Customer	Currency	Currency Amount	USD Amount	Exchange Rate	Description
			-	-		

**Transfer To/From Other Funds**

Date Received	Currency	Currency Amount	USD Amount	Exchange Rate	Description
2018/07/30	USD	46,125	46,125	1	Transfer from project RAF10802 to project RAF16802
2018/07/30	USD	8,073	8,073	1	Transfer from project RAF07804 to project RAF16802
2018/07/30	USD	10	10	1	Transfer from project RAF07804 to project RAF16802
		<u>54,208</u>	<u>54,208</u>		

Schedule VIII

## Subcontracts Expenses and Estimated Commitments

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region  
Management Service Agreement  
RAF16802  
(in United States dollars)**

**Financial Status From Accounts as at 31 December 2018**

Purchase Order No.	Purchase Order Description	Total
<b>Local Subcontracts</b>		
22202519	Payment of coffee breaks & lunch during CODEVMET AFI steering committee 7-8 Feb. 2018	521
<b>International Subcontracts</b>		
<b>Total</b>		<b>521</b>

Schedule II

## Expert Expenses and Estimated Commitments

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region  
Management Service Agreement  
RAF16802  
(in United States dollars)**

**Financial Status From Accounts as at 31 December 2018**

Purchase Order No.	Resource No.	Expert	Salary	Other Entitlements	Travel Costs	DSA	Total
*	50210	MR. AKOA BENOIT OKOSSI	-	146	407	1,340	1,893
22609776	50210	MR. AKOA BENOIT OKOSSI	6,300	-	-	-	6,300
22610104	50210	MR. AKOA BENOIT OKOSSI	14,985	-	-	-	14,985
<b>Total</b>			<b>21,285</b>	<b>146</b>	<b>407</b>	<b>1,340</b>	<b>23,178</b>

Schedule XI

**Sundry Expenses and Estimated Commitments**

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region  
Management Service Agreement  
RAF16802  
(in United States dollars)**

**Financial Status From Accounts as at 31 December 2018**

Purchase Order No.	Purchase Order Description	Total
	<b>Professional Liability Insurance</b>	
	<b>Report costs</b>	
	<b>Other Sundry Expenses</b>	
	*	60
	<b>Total</b>	<b>60</b>

Schedule XII

**Administrative Overhead Expense and Estimated Commitments**

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region  
Management Service Agreement**

**RAF16802**

(in United States dollars)

**Financial Status From Accounts as at 31 December 2018**

<b>Overhead Accounts</b>		<b>Amount</b>	<b>Percentage</b>	<b>Amount of Overhead</b>
1	International Experts, OPAS and Consultants	23,178	10.00%	2,318
9	Local Subcontract without Purchase Order	-	0.00%	-
18	All Sundry/Misc Costs	60	10.00%	6
<b>Total</b>				<b>2,324</b>

<b>Purchase Order No.</b>	<b>Purchase Order Description</b>	<b>Amount of Overhead</b>
22202519	Payment of coffee breaks & lunch during CODEVMET AFI steering committee 7-8 Feb. 2018	52
<b>Total</b>		<b>52</b>

<b>Other Administrative Overhead</b>		
<b>Total Expenses</b>		<b>2,376</b>



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APPENDIX 3 – FINANCIAL STATEMENT 2019

Statement of Estimated Fund Balance

Cooperative Development of Aeronautical Meteorology Services in the AFI Region  
Management Service Agreement  
RAF16802  
As at 31 December 2019  
(in United States dollars)

Financial Status from accounts:

Balance of Surplus (Deficit) as at 1 January 2019	147,542	
Adjustment	-	
<b>Adjusted Balance of Surplus (Deficit) as at 1 January 2019</b>		<b>147,542</b>
<b>Add/(Deduct):</b>		
Contributions Received (Schedule I)	-	
Transfer of Funds to/from Other Funds (Schedule I)	-	
Interest Earned and Accrued	-	
Foreign Currency Exchange Gain(Loss) and other Income (Note 5)	-	
Refund of Contributions	-	
Interest Expenses	-	
Refund of Interest Earned	-	
		<b>147,542</b>
<b>Deduct Expenses (Note 1):</b>		
Experts (Schedule II)	-	
Administrative Support Personnel (Schedule III)	-	
United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	-	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	-	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	-	
Sundry (Schedule XI)	5	
Administrative Overhead (Schedule XII) (Note 2)	1	
		<b>6</b>
<b>Fund Balance/(Deficit Balance) as at 31 December 2019</b>		<b>147,536</b>

Schedule XI

**Sundry Expenses and Estimated Commitments**

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region  
Management Service Agreement  
RAF16802**

(in United States dollars)

Financial Status From Accounts as at 31 December 2019

Purchase Order No.	Purchase Order Description	Total
<b>Professional Liability Insurance</b>		
<b>Report costs</b>		
<b>Other Sundry Expenses</b>		
*		5
<b>Total</b>		<b>5</b>

Schedule XII

**Administrative Overhead Expense and Estimated Commitments**

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region  
Management Service Agreement  
RAF16802**

(in United States dollars)

Financial Status From Accounts as at 31 December 2019

Overhead Accounts		Amount	Percentage	Amount of Overhead
18	All Sundry/Misc Costs	5	10.00%	1
<b>Total</b>				<b>1</b>

Purchase Order No.	Purchase Order Description	Amount of Overhead
<b>Total</b>		<b>-</b>

**Other Administrative Overhead**

<b>Total Expenses</b>	<b>1</b>
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**APPENDIX 4 – FINANCIAL STATEMENT 2020**  
**Statement of Estimated Fund Balance**

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region**  
**Management Service Agreement**  
**RAF16802**  
**As at 31 December 2020**  
(in United States dollars)

**Financial Status from accounts:**

<b>Balance of Surplus (Deficit) as at 1 January 2020</b>	147,536	
<b>Adjustment</b>	<u>-</u>	
<b>Adjusted Balance of Surplus (Deficit) as at 1 January 2020</b>		147,536
<b>Add/(Deduct):</b>		
Contributions Received (Schedule I)	-	
Transfer of Funds to/from Other Funds (Schedule I)	-	
Interest Earned and Accrued	-	
Foreign Currency Exchange Gain(Loss) and other Income (Note 5)	-	
Refund of Contributions	-	
Interest Expenses	-	
Refund of Interest Earned	<u>-</u>	
		<u>147,536</u>
<b>Deduct Expenses (Note 1):</b>		
Experts (Schedule II)	-	
Administrative Support Personnel (Schedule III)	-	
United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	-	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	-	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	-	
Sundry (Schedule XI)	-	
Administrative Overhead (Schedule XII) (Note 2)	<u>-</u>	
		<u>-</u>
<b>Fund Balance/(Deficit Balance) as at 31 December 2020</b>		<b>147,536</b>

**APPENDIX 5 – FINANCIAL STATEMENT MARCH 2021**  
**Statement of Estimated Fund Balance**

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region**  
**Management Service Agreement**  
**RAF16802**  
**As at 31 March 2021**  
(in United States dollars)

<b>Financial Status from accounts:</b>		
<b>Balance of Surplus (Deficit) as at 1 January 2021</b>	147,536	
<b>Adjustment</b>	-	
	<hr/>	
<b>Adjusted Balance of Surplus (Deficit) as at 1 January 2021</b>		147,536
<b>Add/(Deduct):</b>		
Contributions Received (Schedule I)	-	
Transfer of Funds to/from Other Funds (Schedule I)	-	
Interest Earned and Accrued	-	
Foreign Currency Exchange Gain(Loss) and other Income (Note 5)	-	
Refund of Contributions	-	
Interest Expenses	-	
Refund of Interest Earned	-	
	<hr/>	<hr/>
		-
		147,536
<b>Deduct Expenses (Note 1):</b>		
Experts (Schedule II)	-	
Administrative Support Personnel (Schedule III)	-	
United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	-	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	-	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	-	
Sundry (Schedule XI)	-	
Administrative Overhead (Schedule XII) (Note 2)	-	
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		-
<b>Fund Balance/(Deficit Balance) as at 31 March 2021</b>		<b>147,536</b>